



West Virginia Department of Education
School Nutrition Programs'
Operations Manual

Aug 2025

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Acronym	Defined
ACES	Application, Claiming, and Evaluation System
AOF	Annual Order Form
CACFP	Child and Adult Care Food Program
CEP	Community Eligibility Provision
CFR	Code of Federal Regulations
CN	Child Nutrition
DC	Directly Certified
DEIA	Deployment Extension Incentive Pay
FSSA	Family Subsistence Supplemental Allowance
FDP	Food Distribution Program
FFVP	Fresh Fruit and Vegetable Program
FNS	Food and Nutrition Service
FSD	Food Service Director
HACCP	Hazard Analysis and Critical Control Points
HEA	Household Eligibility Application
IEG	Income Eligibility Guidelines
LEA	Local Educational Agency
LEP	Limited English Proficient
NSLA	National School Lunch Act
NSLP	National School Lunch Program
OVS	Offer versus Serve
oz	Ounce
oz eq	Ounce Equivalents
PAL	Planned Assistance Level
RCCI	Residential Child Care Institution
SBP	School Breakfast Program
SFA	School Food Authority
SFSP	Summer Food Service Program
SMP	Special Milk Program
SNAP	Supplemental Nutrition Assistance Program
SOP	Standard Operating Procedure
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WGR	Whole Grain Rich
WVBE	West Virginia Board of Education
WVDA	West Virginia Department of Agriculture
WVDE OCN	West Virginia Department of Education Office of Child Nutrition
WVDHHR	West Virginia Department of Health and Human Resources

Civil Rights Statement and Requirements

Civil Rights Statement and Requirements

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Civil Rights Statement

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, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. 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:

1. **MAIL:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **FAX:** (833) 256-1665 or (202) 690-7442; or
3. **EMAIL:** program.intake@usda.gov

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Spanish

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Las personas con discapacidades que requieran medios alternativos de comunicación para obtener información sobre el programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas estadounidense, etc.) deben comunicarse con la agencia responsable o el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339. Además, la información sobre el programa puede estar disponible en otros idiomas además del inglés.

Para presentar una queja por discriminación en el programa, complete el Formulario de queja por discriminación en el programa del USDA, AD-3027, que se encuentra en línea en [Cómo presentar una queja por discriminación en el programa](#) y en cualquier oficina del USDA o escriba una carta dirigida al USDA y proporcione en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de queja, llame al (866) 632-9992. Envíe su formulario o carta completos al USDA por:

1. **CORREO:** Departamento de Agricultura de EE. UU.
Oficina del Subsecretario de Derechos Civiles
1400 Avenida Independencia, SW
Washington, DC 20250-9410; o
2. **FAX:** (833) 256-1665 o (202) 690-7442; o
3. **correo electrónico:** program.intake@usda.gov

El USDA es un proveedor, empleador y prestamista que ofrece igualdad de oportunidades.

Civil Rights Requirements

The purpose of this information is to notify participants of the Federal School-Based Child Nutrition Programs of program policies regarding civil rights and provide guidance on nondiscrimination in the administration of these programs.

This information outlines specific responsibilities, requirements, and procedures for federally-assisted programs to ensure federal, state, and local compliance with the provision of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

After each specific responsibility/requirement is identified, suggested ways to meet the responsibility/requirement are listed.

School Food Authority (SFA) Responsibilities

Data Collection

- Collect and maintain data regarding the target population by racial/ethnic category. Examples include fall housing report, census data, demographic maps, and data provided by child nutrition program participation approval letter.
- Collect and maintain racial/ethnic participation documentation. Methods include staff observation or voluntary self-identification by applicants on the free and reduced-price application forms.
- Maintain all program information for three years plus the current year. Safeguards should be exercised to ensure the data is available only to authorized personnel.

Program Operations

- Denied free and reduced-price applicants should not be disproportionately composed of minority groups.
- Admission procedures should not restrict enrollment of minority persons.
- Program operations should not discriminate against participants based on race, color, national origin, sex, age, or disability. Examples include seating arrangements, serving lines, assignment of eating period, and selection of applications for verification.

Training

- Must provide civil rights training to their sub recipients, including front-line staff, and those who supervise front-line staff on an annual basis.
- Front-line staff are defined as those who interact with program applicants or participants.
- Specific subject matter for training must include: collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

Public Notification

- Display in a prominent place a USDA poster containing the nondiscrimination statement and the federal procedure for filing a complaint. Posters may be obtained by contacting West Virginia Department of Education Office of Child Nutrition (WVDE OCN), at 304-558-2708.

Printed Materials

All printed school nutrition program informational materials, such as free and reduced-price meal notification letters and public releases, must include the following nondiscrimination statement and complaint procedures:

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, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. 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:
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MAIL: U.S. Department of Agriculture
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FAX: (833) 256-1665 or (202) 690-7442; or

EMAIL: <mailto:program.intake@usda.gov>

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- Please note the font of the statement **cannot** be smaller than the smallest font in the document.
- If the material is too small to permit the full statement above, the SFA must obtain written permission from the WVDE OCN to utilize the short version of the civil rights statement - *This institution is an equal opportunity provider*.
- Menus are not required to include the Civil Rights Statement.

Complaints of Discrimination:

- A civil rights complaint procedure must be developed, and civil rights complaint log (**See Attachment 1**) must be maintained by the SFA. People who believe they have been discriminated against in any USDA-related activity may file a complaint of discrimination. Complaints received at the sponsor level must be documented using the Civil Rights Complaint log. The sponsor must notify the WVDE OCN immediately, and the WVDE OCN will notify the USDA within five days of receipt of said complaint. Participants may also file a complaint directly with USDA by mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov.

Monitoring and Reviews

Monitoring and Reviews

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School Food Authority Reviews

On-Site Monitoring Requirements

National School Lunch Program (NSLP) regulations require each school food authority (SFA) with more than one site where reimbursable meals are served to annually conduct their own review of each site's meal count and claiming procedures. SFAs are required to monitor all sites for NSLP yearly. Furthermore, within a two year period SFA must conduct breakfast monitoring for all sites – 50% in year 1 and the remaining 50% in year 2.

Monitoring must be completed by **February 1** of each school year for each site. The individual monitoring should be familiar with program rules and should be outside the daily operations to provide an objective look at the operations. Monitoring must be conducted by SFA personnel and may not be conducted by contracted parties who are providing the meal service. The monitoring forms are located on the WVDE OCN website and can be found in **Attachments 2 and 3**.

A copy of the on-site review must be maintained on file at the site or SFA office for three years plus the current year or in the case of an audit or investigation which extends beyond the three years plus current year, documents must be kept until the audit or investigation is completed.

If the review disclosed problems, the SFA must correct problems immediately and conduct a follow-up review within 45 calendar days of the initial review. A follow-up review must be conducted to determine if the corrective action resolved the problem. Written documentation is required to be maintained at the SFA or at the site.

On-site reviews are conducted to ensure at each meal service claimed, the following internal controls are operating correctly:

- Daily meal counts by category are taken at the point of service
- All meals claimed meet meal pattern requirements
- Overt identification is prevented
- Sanitation procedures are followed

National School Lunch After-School Care Snack Program

For those participating in the After-School Care Snack Program through the NSLP, the SFA must review each site two times per year. The monitoring form is available on the WVDE OCN website and is **Attachment 4** in this manual. The SFA must conduct the first review during the first four weeks of operation each school year. The reviews ensure reimbursable snacks are provided and served to eligible students and acceptable counting procedures have been implemented. Documentation must be maintained on file for three years plus the current year.

Child and Adult Care Food Program (CACFP) At-Risk Program

SFA's that are participating in the CACFP At-Risk Program must review each site three times per year (Program year for CACFP is October 1 - September 30th). The monitoring form is available on the WVDE OCN website and is **Attachment 5** in this manual. For all sites, the first monitoring must occur within the first 4 weeks of operation at the beginning of the program year. A pre-approval visit is required before operation can begin at a new site. Of the three reviews, two must be unannounced and one of the unannounced must be during a meal service. Documentation must be maintained on file for three years plus the current year. Refer to CACFP monitoring forms are available on the WVDE OCN website.

Health Inspections Review

Health Inspection Reviews

Each school year SFAs must obtain two food sanitation inspections for each site where food is prepared or served. For most counties, the local health department will conduct such inspections. If the SFA is in a county that does not have a local health department, then the SFA must contact neighboring county health departments to conduct food sanitation inspections. Copies of these inspections must be maintained at the SFA or at the site for three years plus the current year. The most recent food sanitation report must be posted in a prominent location that is viewable by the general public.

If an SFA has not received the food sanitation inspections by March 31, a letter or email must be written to the local health department requesting the required two food sanitation inspections for each site where food is prepared or served. The letter/email must be maintained at the SFA or at each site as documentation of your attempt to comply with two food inspections as required by USDA regulations.

SFAs are required to enter the number of health inspections, by site, into ACES by June 30th.

West Virginia Department of Education Reviews

Administrative Reviews

The USDA requires WVDE to conduct administrative reviews of all SFAs participating in NSLP. Administrative reviews are comprehensive on-site evaluations conducted, at a minimum, once every three years. The review process includes an evaluation of the critical areas and general areas of review.

Critical Areas

- Access and reimbursement
 - Household Eligibility Applications
 - Direct Certification
 - Community Eligibility Provision (CEP)
 - Benefit issuance
 - Verification
 - Meal counting, claiming and reimbursement
- Nutritional quality and meal pattern
 - Dietary specifications and nutrient analysis
 - Meal components and quantities
 - Offer versus Serve (OVS)

General Areas

- Resource management
 - Nonprofit food service account
 - Paid lunch equity
 - Revenue from nonprogram foods
 - Indirect costs

- General program compliance
 - Civil rights
 - Food safety
 - Local wellness policy and school meal environment
 - Professional standards
 - Reporting and recordkeeping
 - SBP, SSO and SFSP outreach
 - SFA on-site monitoring
 - Smart snacks
 - Water
- Food Dyes

West Virginia legislative law (WV HB 2354) prohibits the use of certain synthetic food dyes in foods and beverages served as part of school meals. Schools must ensure that all items served during breakfast, lunch, and snacks are free from these dyes. Dyes that are prohibited are as follows:

 - Red Dye No. 3 (CAS Reg. No. 16423-68-0);
 - Red Dye No. 40 (CAS Reg. No. 25956-17-6);
 - Yellow Dye No. 5 (CAS Reg. No. 1934-21-0);
 - Yellow Dye No. 6 (CAS Reg. No. 2783-94-0);
 - Blue Dye No. 1 (CAS Reg. No. 3844-45-8);
 - Blue Dye No. 2 (CAS Reg. No. 860-22-0); and
 - Green Dye No. 3 (CAS Reg. No. 2353-45-9)
- Other program reviews
 - Afterschool Snack Program
 - Fresh Fruit and Vegetable Program
 - Seamless Summer Option

A corrective action document will be compiled and posted on ACES detailing the review findings and any fiscal adjustments. The SFA must respond to the review findings with a corrective action plan that defines the processes and procedures the SFA will implement to ensure compliance with program regulations. The corrective actions must be implemented for all sites in the SFA. A follow-up review may be conducted to ensure that identified areas of concern were corrected.

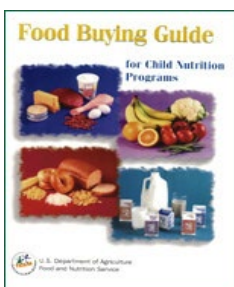
The USDA requires WVDE report the final results of the administrative review to the public in an accessible, easily understood manner. The results summary must include access and reimbursement (including eligibility and certification review results), an SFA's compliance with the meal pattern and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this summary would include the review findings provided to the SFA's Superintendent.

Menu Planning and Meal Pattern Requirements

Menu Planning and Meal Pattern Requirements

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Menu Planning Resources



[USDA Recipes](#)

[USDA What Cooking, Mixing Bowl](#)

[USDA Food Buying Guide](#)

[USDA Food Buying Guide Calculator](#)

[USDA Memo SP10-2012: Q&As on Final Rule “Nutrition Standards in the National School Lunch and School Breakfast Programs](#)

Required Menu Planning Records

Menu

The menu is the core of the program and must list all food items offered to students as part of a reimbursable meal. When planning the menu, the menu planner should consider the foods available (including commodities), standardized recipes available, and the food service budget.

Menu Planning Checklist

- ☐ Schedule a time to plan and collect menu resources.
- ☐ Consider previous menus and current meal pattern requirements.
- ☐ Determine number of days to be planned.
- ☐ Determine if you will use the same menu for all grade groupings or have a different menu for grades 9-12.
- ☐ Focus on grade group(s) to be served.
- ☐ Decide on if you will have alternate serving areas.
- ☐ Determine whether you will use a cycle menu or weekly menus.
- ☐ Select the entrée for each day being planned.
- ☐ Select the other required meal components. Keeping in mind the NSLP requirement to meet the vegetable sub-groups throughout the week.
- ☐ Ensure at least 2 milk choices are offered.
- ☐ Make sure the daily and weekly minimum serving sizes are met for each component.
- ☐ Evaluate success of current and past menus, and make notes for future menus.
- ☐ Consider marketing ideas, menu themes, school events, and seasonal items.

Cycle Menu

A cycle menu that follows meal pattern requirements is encouraged. Menu planners can decide on the length of the cycle to be used, which may be a set number of days or weeks. Some of the benefits of cycle menus are:

- Reduces the labor/time involved in planning menus;
- Helps reduce plate waste through use of tried and tested meals;
- Reduces foods costs by allowing more foods to be ordered in bulk;
- Cuts ordering/purchasing time due to repeated use of foods/meals; and
- May increase participation through planning of the most popular meals.

Sample Cycle Menu for Grades K-8

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Hamburger on a Bun Fresh Apple Slices Tater Tots 2 Pkts Ketchup Vegetarian Baked Beans Milk*	Sweet Sesame Chicken Stir Fry with Asian Brown Rice Apricots California Casserole Fortune Cookie Milk	Cheese & Pepperoni Breadsticks with Marinara Sauce Pears Spinach Strawberry Salad Milk	Walking Taco Peaches in Gelatin Cowboy Corn Salad Tortilla Scoop, 1 oz Milk	Chicken Nuggets 1 oz BBQ Sauce Pineapple Sweet Potato Fries Green Beans & Carrots Whole-Grain Roll Milk
Week 2	Grilled Chicken Sandwich 1 Tbsp Low-Fat Mayo Pears Baked Beans Milk	Hatton Chicken Crunch with Brown Rice Peach Cup Milk	Rotini & Meat Sauce Parmesan Cheese, 1 Tbsp Apricot Cup Tossed Side Salad 2 Tbsp Reduced-Fat Ranch Dressing Milk	Beef & Refried Bean Burrito with Salsa Fresh Tangerine Corn Milk	Grilled Cheese Sandwich Fresh Grapes Waffle Fries 1 Pkt Ketchup Carrots Milk
Week 3	Mac & Cheese Fruit Salad Baby Carrots with Hummus Green Beans Milk	Chicken Broccoli Bowl Applesauce Cup California Blend Milk	Cheese & Pepperoni Pizza Pears in Cherry Jell-O Tossed Side Salad 2 Tbsp Reduced-Fat Ranch Dressing Milk	Quirky Quesadillas Fresh Orange Wedges Mexicali Corn Milk	Hamburger on a Bun Peaches Sweet Potato Puffs 2 Pkts Ketchup Milk
Week 4	BBQ Chicken Sandwich Pink Grapefruit Lemon Broccoli Potato Wedges 2 Pkts Ketchup Milk	Teriyaki Chicken with Brown Rice Fresh Apple Slices Veggies & Hummus Whole-Grain Cookie Milk	Mini Meatball Sub with Marinara Sauce Fresh Banana Bean & Corn Salad Milk	Taco Salad 2 Tbsp Reduced-Fat Ranch Dressing Mandarin Oranges Whole-Grain Tortilla Chips with Salsa Milk	Turkey & Gravy Strawberry Cup Mashed Potatoes Green Beans Whole-Grain Roll 1 Pat Butter Milk
Week 5	Sock-Rockin' Chili Applesauce Fresh Cucumber & Tomato Dip Whole-Grain Roll 1 Pat Butter Milk	Sweet & Sour Chicken Nuggets with Brown Rice Fresh Red Grapes Carrots Corn Milk	Chicken Alfredo with a Twist Pears in Cherry Jell-O Garlic Broccoli Milk	Mexican Pizza Peach Cup Tossed Side Salad 2 Tbsp Reduced-Fat Ranch Dressing Milk	Turkey & Ham Deli Sub 1 Tbsp Low-Fat Mayo Fresh Banana Baby Carrots with Hummus Milk

*Selections include a choice of 1-cup serving of Low-Fat (unflavored) or Fat-Free (unflavored or flavored) milk.

Daily Menu Posting Requirement

Schools are required to post a daily menu for breakfast and lunch near the beginning of the meal service line(s) so students know what foods are offered or can be chosen as part of a reimbursable meal. This menu requirement can be satisfied through use of a sample/display tray, or by using menu posters.

Daily Production Record

A daily production record is required and must contain the following information:

- Food components (meat/meat alternate, etc.) and condiments
- Recipe (note if a USDA or Local Recipe) or food product used. As a good practice, USDA commodity items should be identified.
- Planned/projected number of portions and serving sizes for each grade group
- Total amount of food prepared (for example, number of servings, pounds, cans, etc.)
- Number of reimbursable meals served (indicate this information for each grade group)
- Actual number of non-reimbursable meals served, such as to adults and seconds
- Leftovers and substitutions

Production records may vary in format, but they must accomplish two things:

- Provide staff information regarding foods, recipes, and portion sizes of servings
- Record actual foods, recipes, and portion sizes served as well as leftovers

Completing the Sample Production Record

1. Site: Name of the site (school) where the menu is served and/or prepared.
2. Meal Date: Record the date the menu is served and/or prepared.
3. Menu: List all food items made available at the meal service.
4. Food Item and Form Used: The same food items listed on the menu in number three should be described in more detail. For example, peaches would be listed as *sliced in light syrup*; chicken nuggets would be listed as *breaded and baked*. Listing food item and form information is the first step in effectively communicating the menu to the staff. Listing all food items offered, including condiments, is important for future monitoring by the state agency.
5. Recipe or Product (name or number): This accurately identifies a specific recipe or food item to be used. It is critical to specify exact recipes and products. If the preparer or server uses a different recipe or product than indicated by the menu planner, the food provided to students may not necessarily meet the nutrient standard or meal requirements as planned.
 - Recipe refers to USDA recipes or locally-developed recipes. For example, cherry cobbler could be recorded as USDA C-6. Locally developed recipes can be referred to with a number code or recipe name. The product name and number refers to processed foods. This number can be obtained from the manufacturer such as Prairie Product #1245. Generic items such as milk, peaches, and pickles do not require a product number. Maintain the Child Nutrition (CN) label or manufacturer's product formulation statement for combination foods that are commercially prepared. Maintain the Nutrition Facts label and ingredient statement for packaged foods.
6. Grade Group: List the grade group(s) of the students for which the menu is planned. The correct grade groupings for breakfast and lunch are: K-5; 6-8; and 9-12. If the school has other grade combinations, , list the actual grades being served.
7. Portion Size (number, weight, quantity): This information is important to ensure the correct portion size is served as well as planned and prepared. Without this guide on the production sheet, the server may have no way of knowing the correct portion size for the grade group.
8. Meals Planned: Projects the number of servings to prepare for student and adult meals.
9. Total Meals Planned: This figure includes projected reimbursable student and adult meals. The menu planner must also forecast, or predict the approximate number of servings needed of each menu item. Projecting the number of servings is the first step in determining how much food to order, how much time to allot for preparation, and which equipment to use.
 - In menus that offer several different selections with Offer versus Serve (OVS), it will not be necessary to plan and prepare portions of each menu item for each person. Past production records (that must be kept on file) can help accurately forecast future production and menu planning figures for the required USDA menu planning approach.

10. Amount of Food Used (weight or quantity): Site staff must keep records to verify the planned menu that was prepared and served. Staff should record this information in a way that is appropriate for the food item: Grains and Meat/Meat Alternates should be in ounce equivalents (weight measure); Fruits and Vegetables in cups (volume measure); and Milk in ounce or cup measure.
11. Student Servings: Record the actual number of students served for each item.
12. Milk Servings: Record the actual amount of the specific milk items used during the meal service including those sold as a la carte. List the milk by type, i.e., fat-free chocolate, skim, 1% plain, etc.
13. Adult Servings: Record the number of adult meals actually served.
14. Leftovers: Once the meal is served, site staff should record leftovers on the production records. Estimate the quantity/ portions or number of servings left over from the recipes. This will assist with any revisions when the menu is served in the future.

HHFKA Production Record					Meal (circle):		Breakfast		Lunch		Snack		Supper	
							Meals Planned				Meals Served			
Grade Grouping: ☒ K-5 ☐ 6-8 ☐ 9-12					Student Meals		500				475			
Site: <u>Mountain Creek Elementary School</u> Completed by: <u>ELC</u>					Adult Meals		5				15			
Date: <u>9/20/2012</u> OVS? ☒ Yes ☐ No					Total Meals		505				490			
HACCP			Menu Item	Product Code/ Recipe Number	Portion Size	Prepared	Served	Left	Disposed*	Meal Contribution				
Time Temp	Time Temp	Time Temp								Milk (oz.)	M/MA (oz.)	Grains (oz. eq.)	Fruit (cups)	Veg (cups)
	<u>11:10</u> 175°		Bean Burrito	D-12A	1 ea	530	480	50	W		2 oz.	1 ½		¼ c.
			Chunky Salsa	Pasado 37654	¼ c.	420	415	5	W					¼ c.
<u>10:50</u> 155°			Corn on the Cob	Frozen	¼ c.	495	485	10	W					¼ c.
			Cantaloupe	Fresh	¼ c.	500	490	10	R				¼ c.	
			Lime Sherbet	Cherry Hill 2164	¼ c.	510	490	20	F					
		<u>11:15</u> 40°	Milk, 1% White	Broughton	8 oz.	100	85	15	R	8 oz.				
		<u>11:15</u> 40°	Milk, FF White	Broughton	8 oz.	50	36	14	R	8 oz.				
		<u>11:15</u> 38°	Milk, FF Chocolate	Broughton	8 oz.	300	291	9	R	8 oz.				
		<u>11:15</u> 38°	Milk, Other: <i>FF Strawberry</i>	Broughton	8 oz.	100	78	12	R	8 oz.				
Production Notes: Virus going around, many students absent. Additional staff here for training.														

WVDE OCN Revised Fall 2012

*Disposed: S – Seconds W – Waste R – Refrigerator F – Freezer C – Charity St – Storage

Nutrition Facts	
Serving Size ½ cup (114g)	
Servings Per Container 4	
Amount Per Serving	
Calories 90	Calories from Fat 30
% Daily Value*	
Total Fat 3g	5%
Saturated Fat 0g	0%
Cholesterol 0mg	0%
Sodium 300mg	13%
Total Carbohydrate 13g	4%
Dietary Fiber 3g	12%
Sugars 3g	
Protein 3g	
Vitamin A 80%	Vitamin C 60%
Calcium 4%	Iron 4%
* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:	
	Calories: 2,000 2,500
Total Fat	Less than 65g 80g
Sat Fat	Less than 20g 25g
Cholesterol	Less than 300mg 300mg
Sodium	Less than 2,400mg 2,400mg
Total Carbohydrate	300g 375g
Dietary Fiber	25g 30g
Calories per gram:	
Fat 9 • Carbohydrate 4 • Protein 4	

Processed Product Information and Nutrient Fact Information

Nutrition Facts Labels

In order to analyze the nutrient content of a menu, specific nutrient information is required. This information may come in the form of a Nutrition Facts label or a manufacturer's Product Formulation Statement. A Nutrition Facts label may be found on the box, can, or package of the food item. Nutrition information is recommended for items received as government-donated commodities.

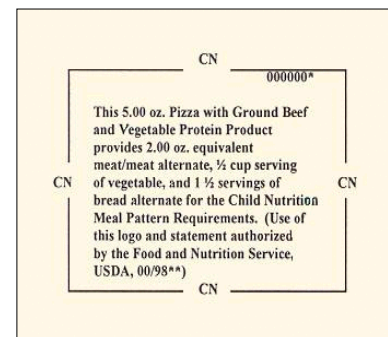
NOTE: Sometimes the Nutrition Facts label does not include the name of the food item or product. If this is the case, please indicate the name of the product somewhere on the nutrient information. Copy the entire product label including the nutrition facts section or write on the nutrition facts section the name of the product.

Child Nutrition Labels

USDA has published a list of manufacturers that have met the Food and Nutrition Service's Quality Control Program requirements for the CN Labeling Program, [CN Label Verification Report](#) and [CN Manufacturers Report](#)

The Child Nutrition (CN) Label is the preferred method for verifying the crediting of menu items. In addition, it provides a warranty against audit claims when the product is used according to the manufacturer's instructions. Valid and acceptable documentation for the CN Label is:

- The original CN Label from the product carton; OR
- A photocopy of the CN Label shown attached to the original product carton; OR
- A photograph of the CN Label shown attached to the original product carton.
 - (CN Labels that are photocopied or photographed must be visible and legible.)
- When using the CN Label Verification Report the best practice would be print and maintain a copy of the page showing the CN product and information.



NOTE: CN labels assist in crediting food items to the meal pattern, but do not include nutrient information. Please ensure all products contain nutrient information **and**, if available, a CN label. Additional information regarding [CN labels](#) is provided by USDA.

Fact sheets and product labels provide a way for food manufacturers to communicate with program operators about how their products may contribute to the meal pattern requirements for meals served under USDA's Child Nutrition Programs. Products purchased to be used in reimbursable meals that do not have a CN Label, should have a completed and signed Product Formulation Statement on the manufacturer's letterhead that states how the processed product contributes to the meal pattern requirements. If there is no Nutrition Facts panel on the processed product, nutrient information must be obtained from the manufacturer. Program operators are ultimately responsible if a menu does not fulfill meal pattern requirements; therefore, they must keep records of supporting documentation (original CN product label from the product carton or signed Product Formulation Statements) provided by the manufacturers. It is the program operator's responsibility to request and verify that the supporting documentation is accurate.

General Guidance for Reviewing Product Formulation Statements

An appropriate Product Formulation Statement will provide specific information about the product and show how the credit is obtained citing [CN Program Resources and/or Regulations](#). Specific guidance and policies for [Alternate Protein Products](#) and [Food-based Menu Planning Tools](#) are provided by USDA.

- **Review Product Formulation Statements prior to purchasing processed products.**
 - [Reviewer's Checklist](#)
 - [Product Formulation Statement Templates](#)
- **Determine that creditable ingredients listed in the product formulation statement match a description in the [Food Buying Guide Calculator](#) for Child Nutrition Programs.** If a Product Formulation Statement for a specific product claims to provide a higher credit than what is listed in the Food Buying Guide, the statement must clarify all crediting ingredients, and demonstrate how the product provides that credit according to FNS regulations, guidance, or policy.
- **Verify that the amount of credit that a product may contribute to the meal pattern requirements is not greater than the serving size of the product.** For example, a 2.2 fluid ounce (1/4 cup) frozen fruit pop or bar may not credit for more than 2.2 fluid ounces or 1/4 cup of fruit or fruit juice.
- **Assure that the Product Formulation Statement proves how the claimed credit was obtained.** It is never acceptable for a manufacturer to simply state that the product provides a certain amount of credit for the CN meal pattern.

Standardized Recipes

Standardized recipes are required for any menu item that contains 2 or more ingredients. Standardized have been tried, adapted, and retried several times for use by a given food service operation. Standardized recipes produce the same good results and help:

- Ensure product quality;
- Make menu planning more consistent;
- Make cost control easy; and
- Produce the same consistent product.

If a school is standardizing a recipe, or modifying an existing recipe, detailed records should be kept. The following information must be included on the form:

- *Yield:* Include serving size and number of servings.
- *All ingredients:* Provide as much information as possible for each ingredient. Include the form such as fresh, frozen, or canned; packing medium such as canned in juice or light syrup, frozen with added sugar, or plain; fat content such as 20 percent fat ground beef or ground pork, no more than 30 percent fat.
- *Correct measures, weights, and/or package size.*
- *Preparation procedures.*

New and improved USDA Standardized Recipes on What's Cooking? [USDA Mixing Bowl](#). These recipes provide Child Nutrition Program operators exciting, new, nourishing, and wholesome dishes that meet the current meal pattern requirements. These custom-made recipes have been standardized to provide updated crediting information, including the vegetable subgroups. They also provide recipes that include beans and legumes, whole grains, and dark green and red/orange vegetables.

Visit the [Institute of Child Nutrition](#) to access the complete USDA Recipes for Schools database.

USDA NSLP Meal Pattern

The USDA implemented current NSLP meal pattern requirements beginning with school year 2012-13. The meal pattern is a food component based menu plan. The meal pattern only applies to schools in the NSLP, grades K and above. School food authorities, must comply with the updated Pre-K Meal Pattern Requirements. WVDE OCN will issue guidance for implementation.

Highlights of USDA NSLP Meal Pattern

The following are the general requirements for menu plans:

- Fruit and Vegetables are separate components and should be listed separately on the menu.
- Vegetable group is made up of 5 vegetable sub-groups: Dark Green; Red/Orange; Beans/Peas/Lentils; Starchy; and Other.
- Grains and Meat/Meat Alternates groups have daily and weekly minimum servings.
- Grains and Meat/Meat Alternates groups have suggested weekly maximum servings.
- 80 % creditable grains planned for the week must be whole grain-rich.
- 2 varieties of milk must be offered this can be either 2 flavor options or 2 milk fat options.
- Daily calories have a minimum and maximum (average daily calories over the week).
- Products must contain 0 grams of added trans-fat.
- Calories from saturated fat limited to 10% (average daily saturated fat over the week).
- Sodium has upper limits (average daily sodium over the week).

Grade Groupings

The USDA meal pattern for NSLP has 3 grade groupings*:

- K-5
- 6-8
- 9-12

* School sites that have grades that overlap K-5 and 6-8, or that include any or all grades in the K-8 range have the option of doing a combined K-8 grade grouping.

Each of the grade groups has specific requirements that must be met. The USDA menu plan does have an overlap in the meal requirements for the K-5 and 6-8 grade groupings. This would allow a K-8 school to plan to serve the same amount of food for the entire school. The 9-12 grade grouping does not overlap the requirements of the two younger grade groups so a school that is K-12, would need to be prepared to serve at least two grade groups.

In the following section, each meal component is discussed. Overlaps in grade group requirements will be highlighted to assist in meal planning.

Meal Components

All lunch meals planned under the current guidelines are required to have 5 components: Fruits; Vegetables; Grains; Meat/Meat Alternates; and Fluid Milk.

Fruits

The K-5 and 6-8 grade groups have the same total weekly requirement of 2 ½ cups, and the same daily requirement of a ½ cup. Shown in the chart below as 2 ½ (½), with the daily requirement shown in parenthesis.

The 9-12 grade group has a weekly requirement of 5 cups, and a daily requirement of 1 cup.

Lunch Meal Pattern - Fruits			
	Grades K-5	Grades 6-8	Grades 9-12
	K-8 Combined Grouping		
Total Cups per Week (Daily Serving)	2 ½ (½)		5 (1)

Specific requirements:

Fruits that are fresh, frozen, dried, canned (packed in water, full-strength juice, or light syrup) and full-strength juice may contribute toward the fruit requirement.

Juice is allowed to be served, and credits for the amount served. However, of the total weekly fruit cups that must be planned for the week, no more than half may come from juice.

On a daily basis schools may plan to serve whole fruits only, juice only, or a combination of both if the total of the juice planned for the week does not exceed half of the weekly total.

For the K-5 and 6-8 grade groups, the total planned amount of juice cannot exceed 1 ¼ cups for the week. For the 9-12 grade group, the total planned amount of juice cannot exceed 2 ½ cups for the week.

Dried fruits are allowed to be served and credit for twice the amount served. For example, a ¼ cup of dried apricots would credit for a ½ cup serving of fruit.

Products that Do Not Meet Requirements

The following products **do not** contribute to the fruit component and may **not** be credited toward meeting the fruit requirement in any meal served under the Child Nutrition Programs:

- Snack-type foods made from fruits such as fruit strips, fruit drops, or fried banana chips.
- Jam or jelly.

Vegetables and Vegetable Subgroups

The K-5 and 6-8 grade groups have the same total weekly requirement of 3 ¾ cups, and the same daily requirement of a ¾ cup. Shown in the chart on the following page as 3 ¾ (¾), with the daily requirement shown in parenthesis. The 9-12 grade group has a weekly requirement of 5 cups, and a daily requirement of 1 cup.

In addition to the daily vegetable requirements, schools must offer specific [vegetable subgroups](#) at lunch. This requirement was put in place to encourage variety in children's diets. There are weekly requirements for the vegetable subgroups but not daily requirements. The vegetable component has 5 subgroups that must be served during the week. The 5 groups are: *Dark Green*, *Red/Orange*, *Beans/Peas (Legumes)*, *Starchy*, and *Other*. Schools can choose to serve a given group on one day of the week, or schools can choose to serve a variety of vegetables each day. For example, the K-5 group must have a total of a ½ cup of starchy vegetables for the week. A school could choose to serve starchy vegetables twice a week, at a ¼ cup each time to meet the ½ cup weekly requirement for the starchy vegetables. The minimum amount of any vegetable that can credit towards daily or weekly totals is 1/8 cup.

The *Additional Vegetables* category is needed in order to meet the weekly minimum Vegetable Requirement. For example, for grade group 6-8 the total weekly vegetable amount is 3 ¾ cups, and when each of the vegetable subgroup amounts is totaled for this grade group, the total is 2 ¾ cups which is short 1 cup of the weekly requirement. The *Additional Vegetables* category is not one of the 5 vegetable subgroups; however, any vegetable subgroup may be offered as an *Additional Vegetable*.

Lunch Meal Pattern - Vegetables			
	Grades K-5	Grades 6-8	Grades 9-12
	K-8 Combined Grouping		
Total Cups per Week (Daily Serving)	3 $\frac{3}{4}$ ($\frac{3}{4}$)		5 (1)
Dark Green per Week	$\frac{1}{2}$		$\frac{1}{2}$
Red/Orange per Week	$\frac{3}{4}$		1 $\frac{1}{4}$
Beans/Peas/Lentils per Week	$\frac{1}{2}$		$\frac{1}{2}$
Starchy per Week	$\frac{1}{2}$		$\frac{1}{2}$
Other per Week	$\frac{1}{2}$		$\frac{3}{4}$
Additional Amount of Any Vegetable to Reach Weekly Total	1		1 $\frac{1}{2}$

Specific requirements:

Vegetables that are fresh, frozen, or canned vegetables and full-strength vegetable juice may contribute toward the vegetable requirement.

Mixed Vegetable Dishes, such as a vegetable medley, that has multiple vegetables can count toward meeting the weekly and daily vegetable requirements, but may not credit toward meeting any of the 5 vegetable subgroups weekly requirements. A grade 6-8 student given a $\frac{3}{4}$ cup serving of a vegetable medley meets the daily vegetable requirement, but if none of the vegetables in the medley is equal to or greater than a $\frac{1}{8}$ cup, the school would not get credit toward any of the vegetable subgroup requirements. The vegetable medley would be considered as using a portion of the *Additional Vegetables to Reach Weekly Total*.

To allow mixed vegetable dishes to credit toward vegetable subgroups, schools should choose CN labeled products that show the creditable amounts of vegetables, or have a standardized recipe that would substantiate the specific vegetables in a mixed vegetable dish as being provided in an amount of $\frac{1}{8}$ cup or greater. Again, any vegetable in an amount less than $\frac{1}{8}$ cup cannot be credited toward a given vegetable subgroup.

Vegetable Juice is allowed to be served, and falls under the same guidelines as fruit juice. Juice credits for the amount served. However, no more than half of the weekly amount of the vegetables planned may come from juice.

Leafy vegetables only credit for half of the amount served. For example, 1 cup of Romaine lettuce would only credit for $\frac{1}{2}$ cup serving of vegetables

Products that Do Not Meet Requirements

The following products do not contribute to the vegetable component in any meal served under the Child Nutrition Programs:

- snack-type foods made from vegetables such as potato chips, banana chips;
- pickle relish, jam, or jelly;
- tomato ketchup and chili sauce; (tomato paste in chili is creditable); or

- dehydrated vegetables used for seasoning.

Grains

All Grains served as part of a NSLP reimbursable meal must be whole grain rich (WGR). The amount of Grains to be served is shown in the chart below. The chart shows the minimum daily requirements, and minimum weekly requirements for the Grains component for all grade groups. Maximums shown are **suggested** maximums set by the USDA. Exceeding the suggested maximums is allowed if *Calories, Saturated Fat, Trans Fat, and Sodium* standards are not exceeded.

The Grains chart below has the weekly minimums and suggested maximums listed with the daily minimum serving in parenthesis. For example, grades 9-12 have a weekly minimum of 10 oz equivalents (eq), a suggested weekly maximum of 12 oz eq, and a minimum daily serving of 2 oz eq, shown as 10-12 (2).

Grade groups K-5 and 6-8 have a weekly minimum of 8 oz eq which would allow schools that have grades that fall into both of these grade groups to serve at least 8 oz eq per week. K-5 and 6-8 grade groups both have a minimum of 1 oz eq daily requirement.

Lunch Meal Pattern – WGR Grains				
	Grades K-5	Grades 6-8	K-8 Combined Grouping	Grades 9-12
Total Weekly Ounce Equivalents (Daily Ounce Equivalents)	8-9 (1)	8-10 (1)	8-9 (1)	10-12 (2)

The Whole Grain Rich Requirement is met if the Grain meets one of the following:

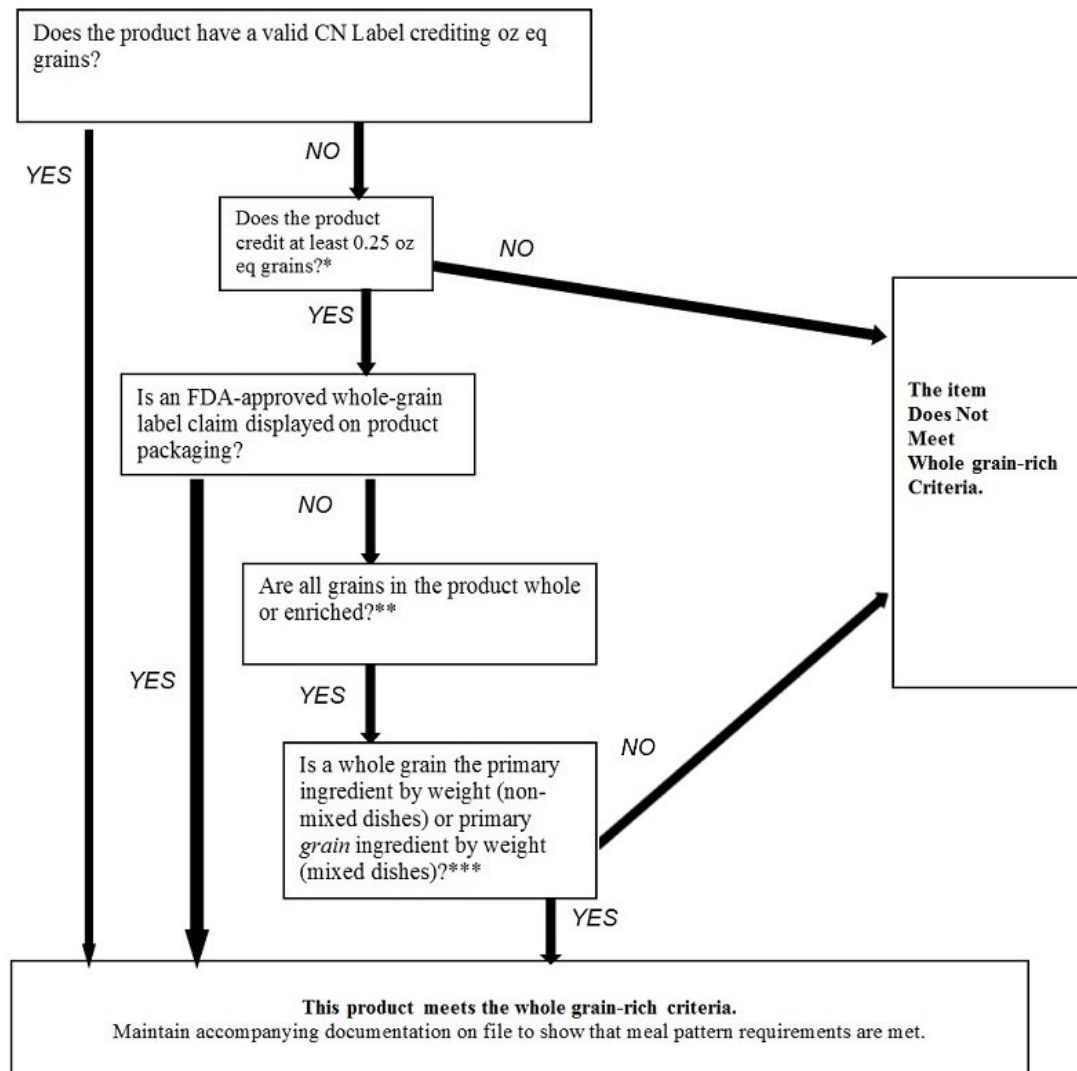
- Whole grains per serving $\geq$ 8 grams
- Product includes FDA's whole grain health claim on its packaging
- Product label's ingredient label lists a whole grain item first e.g., Whole wheat flour. A product with *Wheat flour* as the first ingredient would not qualify.

The USDA recognizes that schools may face challenges in procuring whole grain items that also meet student taste preferences and acceptance. To provide flexibility while still promoting healthy eating, current meal pattern regulations only require that at least 80% of grain offerings be whole grain-rich. This approach helps schools maintain compliance while offering meals that students are more likely to eat and enjoy.

Grain Based Desserts are allowed to be served by schools as long as the amount served does not exceed 2 oz eq. The 2 oz eq is counted toward the weekly Grains; it is **not in addition to** the weekly amounts. Schools can choose how to serve the 2 oz eq of grain-based desserts: One, 2 oz cookie; Two, 1 oz cookies; Four, .5 oz cookies, etc.

By using the flow chart below, you can evaluate a product to determine if it meets the whole grain-rich criteria.

Flow Chart - Does My Product Meet the Whole-Grain-Rich Criteria?



*Must contain at least 0.25 ounce equivalent grains in order to credit toward meal pattern requirements.

**In School Meal Programs, non-creditable ingredients should be limited to no more than 0.24 oz eq (3.99 grams for Groups A-G of the Revised Exhibit A or 6.99 grams for Groups H or I)

*** At least half of the grains in the product must be whole grains, with any remaining grains being enriched. When determining this in grams, at least 8 grams per oz should be whole grain for items located in Groups A-G of Exhibit A.

EXHIBIT A: GRAIN REQUIREMENTS FOR CHILD NUTRITION PROGRAMS^{1,2}

Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red

Group A	Ounce Equivalent (Oz Eq) for Group A	Minimum Serving Size for Group A
- Bread type coating - Bread sticks (hard) - Chow Mein noodles - Savory Crackers (saltines and snack crackers) - Croutons - Pretzels (hard) - Stuffing (dry) Note: weights apply to bread in stuffing.	1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz	1 serving = 20 gm or 0.7 oz 3/4 serving = 15 gm or 0.5 oz 1/2 serving = 10 gm or 0.4 oz 1/4 serving = 5 gm or 0.2 oz
Group B	Oz Eq for Group B	Minimum Serving Size for Group B
- Bagels - Batter type coating - Biscuits - Breads - all (for example sliced, French, Italian) - Buns (hamburger and hot dog) - Sweet Crackers⁵ (graham crackers - all shapes, animal crackers) - Egg roll skins - English muffins - Pita bread - Pizza crust - Pretzels (soft) - Rolls - Tortillas - Tortilla chips - Taco shells	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25 oz	1 serving = 25 gm or 0.9 oz 3/4 serving = 19 gm or 0.7 oz 1/2 serving = 13 gm or 0.5 oz 1/4 serving = 6 gm or 0.2 oz

¹ In NSLP and SBP (grades K-12), all grains served must meet whole grain-rich criteria. For information on flexibilities, please contact your State agency. For all other Child Nutrition Programs, grains are whole grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ. Under CACFP child and adult meal patterns, and in NSLP/SBP preschool meals, at least one grain serving per day must meet whole grain-rich criteria.

² For NSLP and SBP (grades K-12), grain quantities are determined using ounce equivalents (oz eq). All other Child Nutrition Programs determine grain quantities using grains/bread servings. Beginning Oct. 1, 2019, grain quantities in CACFP and NSLP/SBP infant and preschool meals will be determined using oz eq. Some of the following grains may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

⁵ Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12), CACFP, NSLP/SBP infant and preschool meals, and SFSP.

Group G	Oz Eq for Group G	Minimum Serving Size for Group G
- Brownies³ (plain) - Cake³ (all varieties, frosted)	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz	1 serving = 115 gm or 4 oz 3/4 serving = 86 gm or 3 oz 1/2 serving = 58 gm or 2 oz 1/4 serving = 29 gm or 1 oz
Group H	Oz Eq for Group H	Minimum Serving Size for Group H
- Cereal Grains (barley, quinoa, etc.) - Breakfast cereals (cooked)^{6,7} - Bulgur or cracked wheat - Macaroni (all shapes) - Noodles (all varieties) - Pasta (all shapes) - Ravioli (noodle only) - Rice	1 oz eq = 1/2 cup cooked or 1 ounce (28 gm) dry	1 serving = 1/2 cup cooked or 25 gm dry
Group I	Oz Eq for Group I	Minimum Serving Size for Group I
Ready to eat breakfast cereal (cold, dry)^{6,7}	1 oz eq = 1 cup or 1 ounce for flakes and rounds 1 oz eq = 1.25 cups or 1 ounce for puffed cereal 1 oz eq = 1/4 cup or 1 ounce for granola	1 serving = 3/4 cup or 1 oz, whichever is less

³ Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count towards the grain component in CACFP or NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

⁶ Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfast served in the SBP, and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

⁷ In the NSLP and SBP, cereals must list a whole grain as the first ingredient and be fortified, or if the cereal is 100 percent whole grain, fortification is not required. For CACFP and SFSP, cereals must be whole-grain, enriched, or fortified; cereals served in CACFP and NSLP/SBP infant and preschool meals must contain no more than 6 grams of sugar per dry ounce.

Group C	Oz Eq for Group C	Minimum Serving Size for Group C
• Cookies³ (plain - includes vanilla wafers) • Cornbread • Corn muffins • Croissants • Pancakes • Pie crust (dessert pies³, cobbler³, fruit turnovers⁴, and meat/meat alternate pies) • Waffles	1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz	1 serving = 31 gm or 1.1 oz 3/4 serving = 23 gm or 0.8 oz 1/2 serving = 16 gm or 0.6 oz 1/4 serving = 8 gm or 0.3 oz
Group D	Oz Eq for Group D	Minimum Serving Size for Group D
• Doughnuts⁴ (cake and yeast raised, unfrosted) • Cereal bars, breakfast bars, granola bars⁴ (plain) • Muffins (all, except corn) • Sweet roll⁴ (unfrosted) • Toaster pastry⁴ (unfrosted)	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz 1/4 oz eq = 14 gm or 0.5 oz	1 serving = 50 gm or 1.8 oz 3/4 serving = 38 gm or 1.3 oz 1/2 serving = 25 gm or 0.9 oz 1/4 serving = 13 gm or 0.5 oz
Group E	Oz Eq for Group E	Minimum Serving Size for Group E
• Cereal bars, breakfast bars, granola bars⁴ (with nuts, dried fruit, and/or chocolate pieces) • Cookies³ (with nuts, raisins, chocolate pieces and/or fruit purees) • Doughnuts⁴ (cake and yeast raised, frosted or glazed) • French toast • Sweet rolls⁴ (frosted) • Toaster pastry⁴ (frosted)	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz	1 serving = 63 gm or 2.2 oz 3/4 serving = 47 gm or 1.7 oz 1/2 serving = 31 gm or 1.1 oz 1/4 serving = 16 gm or 0.6 oz
Group F	Oz Eq for Group F	Minimum Serving Size for Group F
• Cake³ (plain, unfrosted) • Coffee cake⁴	1 oz eq = 82 gm or 2.9 oz 3/4 oz eq = 62 gm or 2.2 oz 1/2 oz eq = 41 gm or 1.5 oz 1/4 oz eq = 21 gm or 0.7 oz	1 serving = 75 gm or 2.7 oz 3/4 serving = 56 gm or 2 oz 1/2 serving = 38 gm or 1.3 oz 1/4 serving = 19 gm or 0.7 oz

³ Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count towards the grain component in CACFP or NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

⁴ Allowable in NSLP (up to 2.0 oz eq grain-based dessert per week for grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12) and at snack and breakfast meals in SFSP. Considered a grain-based dessert and cannot count towards the grain component in the CACFP and NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

Meat/Meat Alternates

There are minimum daily requirements, and minimum weekly requirements for the Meat/Meat Alternates component for all grade groups. Maximums shown are **suggested** maximums set by the USDA. Exceeding the suggested maximums is allowed as long as *Calories, Saturated Fat, Trans Fat, and Sodium* standards are not exceeded.

The Meat/Meat Alternate chart below has the weekly minimums and suggested maximums listed with the daily minimum serving in parenthesis. For example, grades 9-12 have a weekly minimum of 10 oz eq, a suggested weekly maximum of 12 oz eq, and a minimum daily serving of 2 oz eq, shown as 10-12 (2).

Grade groups K-5 and 6-8 have an overlap of amounts allowed to be served. K-5 has a weekly minimum of 8 oz eq, and the 6-8 grade group has a weekly minimum of 9 oz eq. This would allow schools that have grades that fall into both of these grade groups to plan to serve a minimum of 9 oz eq per week and satisfy both groups. Both of these grade groups have a minimum of 1 oz eq daily requirement.

Lunch Meal Pattern – Meat/Meat Alternates				
	Grades K-5	Grades 6-8	K-8 Combined Grouping	Grades 9-12
Total Weekly Ounce Equivalents (Daily Ounce Equivalents)	8-10 (1)	9-10 (1)	9-10 (1)	10-12 (2)

Fluid Milk

Two types of milk must be offered. Any two types that meet the following criteria are allowed.

- Unflavored, Fat-Free or Low-Fat (1%)
- Flavored, Fat-Free or Low-Fat (1%)

Whole milk and reduced-fat (2%) milk are not allowed.

The K-5, 6-8, and 9-12 grade groups have the same total weekly requirement of 5 cups, and the same daily requirement of a 1 cup. Shown in the chart below as 5(1), with the daily requirement shown in parenthesis.

Lunch Meal Pattern – Milk			
	Grades K-5	Grades 6-8	Grades 9-12
	K-8 Combined Grouping		
Total Cups per Week (Daily Serving)	5 (1)		5 (1)

Four Dietary Specifications

Meals served as part of the NSLP, must meet the following requirements.

Lunch – Four Dietary Specifications				
	Grades K-5	Grades 6-8	K-8 Combined Grouping	Grades 9-12
Min & Max Calories	550-650	600-700	600-650	750-850
Saturated Fat (% of Total Calories)	<10	<10	<10	<10
Sodium (mg)	≤ 1,230	≤ 1,360	≤ 1,230	≤ 1,420
Trans Fat¹	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.			

¹ Products and ingredients used to prepare meals must be trans-fat free (less than 0.5 gram per serving). This only applies to trans-fat added products, not products with naturally occurring trans-fat.

The standards for sodium, calorie minimums and maximums, and saturated fat are met based on averages for the week. During the week, 1 or more days may be out of the required ranges, or past the maximums, but the averages are what are used to judge compliance.

Offer versus Serve - Lunch

Schools that are grades K-8 have the option of being a Serve Only or an Offer vs Serve school. Schools that are grades 9-12 are required to be Offer vs Serve.

K-8 schools that are Serve Only, do not allow students any choice as to whether meal components are denied or accepted. Students must receive the required minimum daily serving of all 5 components: Fruit; Vegetable; Grain; Meat/Meat Alternate; and a Fluid Milk.

K-8 schools that choose to use Offer vs Serve, and all schools that are grades 9-12, must allow students to refuse up to 2, of the 5 required components. For a meal to be reimbursable under Offer vs Serve a student must walk away with at least 3, of the 5 required components, **and at least 1 of the 3 components taken, must be a 1/2 cup of fruit or vegetable or a combination of fruit and vegetable that totals 1/2 cup.**

Students must be offered all five required components in the appropriate portion sizes:

1. Fruit
2. Vegetable
3. Grain
4. Meat/Meat Alternate
5. Fluid Milk

Once a student has selected at least 3 components in the required serving sizes (one of which is a ½ cup of fruit and/or vegetable) schools can allow or encourage tasting or partial servings of the remaining components. This may be especially effective when introducing new foods or when working with younger students who may not be as comfortable trying new foods. The smaller tasting portions will not be as overwhelming to a younger student as a full serving would be.

The use of Offer versus Serve may help decrease food cost and food waste, since schools will only be preparing foods that students are actually selecting, and students will only select foods they are most likely to eat.

WVDE State Board Policy requires that students shall be allowed a minimum of twenty minutes after the student received the meal for meal consumption.

USDA SBP Meal Pattern

Highlights of USDA SBP Meal Pattern

The following are the general requirements for menu plans:

- Grains component has daily minimum serving sizes.
- Grains have weekly minimums and suggested maximums.
- Minimum of 1 cup of Fruit must be offered each day.
- Schools choosing to do Offer vs Serve for breakfast, must require students select at least a ½ cup of Fruit
- No requirement to serve or offer Meat/Meat Alternates
- 80 % creditable grains planned for the week must be whole grain-rich. 2 varieties of
- Milk must be offered this can be either 2 flavor options or 2 milk fat options.
- Daily calories have a minimum and maximum (average daily calories over the week).
- Products must contain 0 grams of added trans-fat.
- Calories from saturated fat limited to 10% (average daily saturated fat over the week).
- Sodium has upper limits (average daily sodium over the week)

Grade Groupings

USDA meal pattern for NSLP has 3 grade groupings*:

- K-5
 - 6-8
 - 9-12
- * School sites that have grades that overlap K-5 and 6-8, or that include all grades K-8 have the option of doing a combined K-8 grade grouping.
- * Districts that serve grades K-12 can choose to do one K-12 grade grouping.

SBP Meal Components

The components listed in the table below are required for breakfast. Maximums shown for grains are **suggested** maximums set by the USDA. Exceeding the suggested maximums is allowed as long as *Calories, Saturated Fat, Trans Fat, and Sodium* standards are not exceeded.

Weekly amounts are listed, with daily required serving sizes listed in parenthesis. For example, each grade group has a weekly requirement of 5 cups of milk, with a required daily serving of 1 cup, shown as 5 (1).

	K-5	6-8	9-12
Fruits	5 (1) - Cups	5 (1) - Cups	5 (1) - Cups
Grains	7-10 (1) - Oz Eq	8-10 (1) - Oz Eq	9-10 (1) - Oz Eq
Fluid Milk	5 (1) - Cups	5 (1) - Cups	5 (1) - Cups

Fruit

- One cup must be offered daily.
 - Schools may choose to serve vegetables to satisfy the 1 cup of fruit requirement.
 - Vegetables may also be used to meet the fruit component.
- No limit on fruit, however calorie range requirements must be met.
- Fresh, frozen, canned, 100% juice, and dried fruits or vegetables are allowed.
- No more than ½ the fruit menued during the week can come from juice.
- Fruit smoothies are allowed with appropriate documentation for component contribution.
 - Smoothies prepared on-site may credit toward the fruit and milk components.
 - Commercial smoothies can only credit toward the fruit component.

Grains

- All grains offered must be whole grain rich (WGR).
- At least one ounce equivalent of grain must be offered every day.
 - Meat/Meat Alternate as a substitute for a Grain. After one ounce equivalent of grain is menued, a meat/meat alternate can also be added to the menu which can count towards the grains requirements.
- Breakfast cereals must be fortified.

Fluid Milk

Two types of milk must be offered. Any two types that meet the following criteria are allowed.

- Low Fat Flavored/Unflavored
- Fat-Free Flavored/Unflavored

- Nutritionally-equivalent milk

Whole milk and reduced-fat (2%) milk are not allowed.

Meat/Meat Alternates and Vegetables as Extras

There is no requirement to serve Meat/Meat Alternates OR Vegetables for breakfast. As stated above with the Grains component, Meat/Meat Alternates can satisfy part of the required Grains component range after at least one Grain has been menued.

Schools can choose to offer a Meat/Meat Alternate or Vegetable as an extra with the meal. If extras are offered, they will not count towards any of the components, but they will count towards the calories, sodium, and saturated fat requirements.

Any extras offered will not count toward the required components/items for schools choosing to do Offer vs Serve.

Calorie Requirements

Grades	Calories
K-5	350-500
6-8	400-550
9-12	450-600

Breakfast Requirements Allow for One Menu Plan for All Grades

K – 12 Breakfast		
	Weekly Amount/Range	Daily Minimum
Fruits	5 Cups	1 Cup
WGR Grains	9-10 Oz Eq	1 Oz Eq
Fluid Milk	5 Cups	1 Cup
Min & Max Calories	450-500	-
Saturated Fat (% of Total Calories)	Less than 10%	-
Sodium (mg)	≤ 540	-
Trans Fat¹	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.	

¹ Products and ingredients used to prepare meals must be trans-fat free. This only applies to trans-fat added products, not products with naturally occurring trans-fat.

The standards for sodium, calorie minimums and maximums, and saturated fat are met based on averages for the week. During the week, 1 or more days may be out of the required ranges, or past the maximums, but the averages are used to judge compliance.

Offer versus Serve – Breakfast

- Offer vs Serve at breakfast is optional for all grades.
- Students must be offered all three components.
- At least 4 items must be offered from the 3 required component areas.
- Student must walk away with at least 3 items, one of which must be a ½ cup of fruit.

What Counts as an <i>Item</i> ?	
Components	1 <i>Item</i> Equals
Fruits	1/2 cup
Grains	1 oz eq
Fluid Milk	1 Cup

Fruit Item

One *item* of fruit is a ½ cup. Schools are required to offer at least 1 cup of fruit daily. The 1 cup of fruit offered can come from one fruit, or a combination of fruits. Since 1 *item* of fruit equals a ½ cup, schools may choose to offer multiple fruits in ½ cup amounts. Doing so would satisfy the requirement of offering at least 1 cup of fruit daily and would provide multiple *items* toward the Offer vs Serve requirement to offer at least 4 *items*.

A fruit *item* must be selected under Offer vs Serve for the meal to be reimbursable.

If a vegetable is offered in place of fruit, you can choose from any vegetable subgroup once a week.

Grain Item

One *item* of grain is 1 oz eq. Menu planners have a choice in how larger grain items, like a muffin or bagel, are classified. If the grain being offered is 2 oz eqs, the menu planner could choose to classify it as 1 or 2 items since 1 *item* of grains is only 1 oz eq.

If the menu planner has chosen to classify a 2 oz eq grain as 2 “items”, a student selecting it would have 2 *items* toward the 3-item minimum that must be selected to meet the requirements of Offer vs Serve.

Fluid Milk Item

One *item* of milk is 1 cup. There is no requirement under Offer vs Serve for a student to select milk.

USDA Offer versus Serve Guidance

Additional information related to Offer vs Serve for breakfast and lunch is available at:

- <http://www.fns.usda.gov/es/file/9213>

WVDE State Board Policy requires that students shall be allowed a minimum of ten minutes after the student received the meal for meal consumption.

National School Lunch After-School Care Program

Reimbursement for snacks served in After-School Care Programs that serve children through 18 years of age is now available. The intent of this option is to assist schools in operating organized programs of care that include educational or enrichment activities to help reduce or prevent children's involvement in juvenile crime or other high-risk behavior.

Content of Snacks

Snacks must meet the meal pattern as established in the National School Lunch Program regulations. Snacks must contain two different components from the following four:

1. A serving of fluid milk as a beverage, on cereal, or used in part for each purpose.
2. A serving of meat or meat alternate.
3. A serving of vegetable(s) or fruit(s) or full-strength vegetable or fruit juice or an equivalent quantity of any combination of these foods. Juice may not be served when milk is served as the only other component.
4. A serving of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls, or muffins made from whole-grain or enriched meal or flour; or a serving of cooked whole-grain or enriched pasta or noodle products or cereal grains; or an equivalent quantity of any combination of these foods.

Sweet-type desserts such as cookies, granola bars, or sweet rolls, may be used to meet one serving of grain per day. Sweet-type desserts or snacks should not be served as a snack more than twice a week.

Portions for children 13 through 18 years of age shall be no less than the portions for the 6 through 12 years of age group. Larger portions should be offered to the older children.			
Component	Age 1–2	Age 3–5	Age 6–12
Select two different components from the four areas listed below.			
Fluid Milk *	½ c	½ c	1 c
Meat or meat alternate¹	½ oz	½ oz	1 oz
Fruit, vegetable, or juice	½ c	½ c	¾ c
Bread or cereal:			
Enriched or whole-grain bread	½ slice	½ slice	1 slice
Cereal: Cold, dry	¼ c	⅓ c	¾ c
or hot, cooked	¼ c	¼ c	½ c

* If milk is one of the components offered then schools must offer at least two choices from the following: fat-free flavored or unflavored, or 1% unflavored or flavored.

¹Yogurt can be used as a meat alternate. Four ounces or ½ cup of plain or sweetened and flavored yogurt equals one ounce of meat or meat alternate.

School Based Preschool Program Meal Pattern:

Schools serving meals to infants and children ages 1 through 4 years old (preschoolers) must comply with the following meal pattern requirements.

Breakfast Meal Patterns	Ages 3-5
Unflavored Milk	$\frac{3}{4}$ cup
Vegetables, fruit, or both	$\frac{1}{2}$ cup
Grains*	$\frac{1}{2}$ oz eq¹

*Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week.

¹Refer to grain chart to determine allowed grains for Pre K

Lunch Meal Patterns	Ages 3-5
Unflavored Milk	$\frac{3}{4}$ cup
Meat and Meat Alternates	$1\frac{1}{2}$ oz
Vegetables	$\frac{1}{2}$ cup
Fruit	$\frac{1}{4}$ cup
Grains*	1 oz eq

*Refer to grain chart to determine allowed grains for Pre K

Grade Groups and Co-Mingling

USDA recognizes that some schools serve meals to preschoolers and grade K-5 students in the same service area at the same time. These co-mingled situations may create counting and claiming issues because it may be challenging to determine during a meal service if a child is in preschool or K-5, and the meal pattern requirements for preschoolers and K-5 students are slightly different. For example, children may arrive on the same bus and enter the cafeteria for breakfast together. In this situation, it may be difficult for meal service staff to determine which children are in preschool or K-5.

Although FNS is providing this flexibility, USDA strongly encourages schools to find ways to serve grade-appropriate meals to preschoolers and K-5 students to best address their nutritional needs. Some best practices to avoid co-mingling situations include serving breakfast in the classroom or staggering the meal service time for preschoolers and K-5 students.

Food Dye Legislation

West Virginia legislative law (WV HB 2354) prohibits the use of certain synthetic food dyes in foods and beverages served as part of school meals. Schools must ensure that all items served during breakfast, lunch, and snacks are free from these dyes. Dyes that are prohibited are as follows:

- Red Dye No. 3 (CAS Reg. No. 16423-68-0);
- Red Dye No. 40 (CAS Reg. No. 25956-17-6);
- Yellow Dye No. 5 (CAS Reg. No. 1934-21-0);
- Yellow Dye No. 6 (CAS Reg. No. 2783-94-0);
- Blue Dye No. 1 (CAS Reg. No. 3844-45-8);
- Blue Dye No. 2 (CAS Reg. No. 860-22-0); and
- Green Dye No. 3 (CAS Reg. No. 2353-45-9)

Foods must not contain any of the banned synthetic food dyes and preservatives.

- However, an elementary, middle, or high school may permit the sale of food items that do not comply with this section as part of a school fundraising event IF the sale of those items takes place off of and away from school premises or the sale of those items takes place on the school premises at least one-half hour after the end of the school day.

Competitive Foods

USDA Smart Snacks in School

Nutrition Standards for All Foods Sold in SchoolsD-2

 Nutrition Standards for FoodsD-3

 Nutrition Standards for Beverages D-4

 Other Requirements D-4

 Alliance for A Healthier Generation Smart Snacks Product Calculator D-4

Additional Resources

- [USDA Smart Snacks in Schools Website](#)

USDA Smart Snacks in Schools - Nutrition Standards for All Foods Sold in Schools

All schools that participate in the National School Lunch and/or School Breakfast Programs are required to follow standards for all foods and beverages sold outside of or in addition to the reimbursable meal must meet the standards listed below. These standards apply during the school day anywhere on school campus/grounds. A school day is defined as midnight to 30 minutes after the end of the school day.

Foods and beverages that **do not** meet the following standards may only be sold:

- In the evenings, 30 minutes after the end of the school day;
- On weekends; or
- Off campus

Nutrition Standards for Foods

Any food sold in schools must:

- Be a “whole grain-rich” grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; **and**
- Food must meet the nutrient standards for calories, sodium, sugar, and fats as defined below;

Foods must also meet several nutrient requirements:

- Calorie limits:
 - Snack items: ≤ 200 calories
 - Entrée items: ≤ 350 calories
- Sodium limits:
 - Snack items: ≤ 200 mg
 - Entrée items: ≤ 480 mg
- Fat limits:
 - Total fat: ≤35% of calories
 - Saturated fat: < 10% of calories
 - Trans fat: zero grams
- Sugar limit:
 - ≤ 35% of weight from total sugars in foods

Foods containing banned food dyes are prohibited.

A few foods or combinations of foods are exempt from certain nutrient standards. Refer to the table on the next page exemptions.

Food	Smart Snacks Standards Exemptions
Fresh and frozen fruits and vegetables, with no added ingredients	
Canned fruits packed in 100% juice or light syrup, with no added ingredients except water	Exempt from all nutrient standards
Canned vegetables (no salt added/low sodium), with no added fats	
Reduced-fat cheese (including part-skim mozzarella)	
Nuts, seeds, or nut/seed butters	Exempt from the total fat and saturated fat standards, but must meet all other nutrient standards
Apples with reduced-fat cheese*	
Celery with peanut butter (and unsweetened raisins)*	
Whole eggs with no added fat	
Seafood with no added fat (e.g., canned tuna packed in water)	Exempt from the total fat standard, but must meet all other nutrient standards
Dried fruits with no added sugars	Exempt from the sugar standards, but must meet all other nutrient standards
Dried cranberries, tart cherries, or blueberries, sweetened only for processing and/or palatability, with no added fats	
Trail mix of only dried fruits and nuts and/or seeds, with no added sugars or fats	Exempt from the total fat, saturated fat, and sugar standards, but must meet all other nutrient standards

*Paired exemptions are always required to meet the calorie and sodium limits for Smart Snacks.

Nutrition Standards for Beverages

All schools may sell:

- Plain water (with or without carbonation);
- Unflavored or flavored fat free or low-fat milk and milk alternatives permitted by NSLP/SBP;
- 100% fruit or vegetable juice; and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.

There is no portion size limit for plain water. Elementary schools may sell up to 8oz portions of milk and juice, and middle/high schools may sell up to 12oz portions.

High schools may sell additional “no calorie” and “low calorie” beverage options:

- No more than 20 oz portions of:
 - Calorie-free, naturally sweetened flavored water (with or without carbonation)
- No more than 12 oz portions of:
 - Beverages with ≤ 40 calories per 8 fluid ozs, or ≤ 60 calories per 12 fluid oz.
 - **As per WVBE Policy 4321.1 (Attachment 8), no beverages containing caffeine, may be sold, served, or distributed**
 - **As per WVBE Policy 4321.1, no beverages containing non-nutritive/artificial sweeteners may be sold, served, or distributed.**

Other Requirements

Fundraisers

- The sale of food items that meet nutrition requirements at fundraisers are not limited.
 - However, foods and beverages may not be sold, served, or distributed in competition with the federal school nutrition programs in school campus food service areas during the meal service periods.
- The standards do not apply 30 minutes after the end of the school day, on weekends and at off-campus fundraising events.
- Except for foods served in the school nutrition programs, no food or beverage shall be sold, served, or distributed to students on elementary school campuses from the time the first child arrives at school until 20 minutes after all students are served lunch.

Accompaniments

- Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.
- This helps control the amount of calories, fat, sugar and sodium added to foods by accompaniments, which can be significant.

Alliance for A Healthier Generation Smart Snacks Product Calculator

The calculator is designed to help school food service quickly and easily determine which products meet the new USDA standards.

[Smart Snacks Product Calculator](#)

Financial Management

Financial Management

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Annual Financial Reporting Requirements

The Child Nutrition Annual Report is a financial report that shows all income, expenses, assets, and meal counts for a school year and is due on October 31 each year. The report is required by USDA and is used to support that the SFA is operating a non-profit food service account. The report also performs several calculations that are useful in the budgeting process as well as necessary to complete the Resource Management portion of the Administrative Review process. These calculations include cost per meal, ending fund balance, net cash resources, and three months average cost. The information for the report comes from the previous school year (July 1st – June 30th).

The Annual Report is completed and saved in PrimeroEdge. The report can be created, changed, and viewed at any time on the Financials Tab. Please contact WVDE OCN via email once the Annual Report is complete. Once reviewed, and approved, by the WVDE OCN, an approval letter is sent out to each sponsor. Step by step instructions for creating, completing and making changes to the report will be included in **Attachment 9**. For RCCI and Private Schools that do not utilize PrimeroEdge, the Annual Report is available in a spreadsheet format from WVDE OCN.

Annual Budget Requirement

The WVDE OCN requires that each sponsor submit a Child Nutrition Program Budget yearly. The budget must be completed by using the spreadsheet provided by the WVDE OCN. A Signed Budget Summary accompanied by the Budget Worksheet is due to the WVDE OCN on or before June 1, of the current year.

A budget template with detailed instructions is distributed via email annually. See **Attachment 10** for the template and instructions.

Procurement Regulations

The USDA has implemented regulations for the procurement of food and supplies for sponsors of the Child Nutrition Programs. When using any federal funds, even when in combination with state and/or local funds, federal regulations must be followed. Please review any county procurement policies to ensure policies do not conflict. When policies conflict, the most restrictive policy must be applied. Please work closely with your treasure or business officials to ensure regulations are followed.

The following information and policy are in reference to State (WVDE Policy 8200) and Federal requirements following 2 CFR Part 200.318 General Procurement Standards and applicable USDA Child Nutrition Program regulation and policies. See the table below for purchasing guidelines.

Dollar Threshold	Type	Description	Stricter Regulation
\$0.00-\$9,999.99	Micro-purchase	Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, a SFA must distribute micro-purchases equitably among qualified suppliers.	State
\$10,000.00-\$24,999.99	Small purchase	Small purchases do not require a formal bid process, however they must be made on a competitive basis (3 written quotes must be obtained and recorded)	State
\$25,000.00 and above	Formal purchase	\$25,000.00 is the formal purchase threshold. Sealed bids are required once the contract amount reaches \$50,000.	State

General Procurement Requirements

All procurement transactions must be conducted in a manner that provides maximum open and free competition. Procurement procedures must ensure they do not foster noncompetitive practices between firms, do not create organizational conflicts of interest, and do not restrict or eliminate competition. Procurement must not place unreasonable requirements on firms, require unnecessary experience, or establish unrealistic bonding requirements. Cost plus a percentage of purchase is not an allowable system.

Contracts cannot be awarded to potential vendors that wrote, any of the bid specifications, the solicitation documents, or the Contract language. Potential bidders may provide information for the specifications but cannot prepare documents. Federal regulations, 7 CFR Part 3016.36(b), prohibit the awarding of contracts to any person or entity that develops or drafts specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other procurement documents. In failing to fulfill its responsibilities to draft its own specifications and procurement documents, an SFA which copies a list of features or evaluation and ranking criteria drafted by a potential vendor and then permits that potential vendor to submit a bid has violated federal regulation 7 CFR Part 3016.60(b). This pertains to all child nutrition program procurements, including software acquisitions.

While SFAs have broad discretion in gathering information for use in connection with procurements, information from potential bidders must be appropriately modified to develop tailored specifications; otherwise these bidders must be excluded from competing for such procurements. This is to ensure objective contractor performance and eliminate unfair competitive advantage.

Identical bid specifications or request for proposals must be provided to all potential vendors. This must include all important information such as delivery schedules, quantities, product specifications, and purchase conditions.

No geographic preference (advantage based on location) is allowed with federal funds except for documented Farm to School efforts. Therefore, as part of Farm to School, the district may choose to apply a geographic preference only when procuring unprocessed locally grown or locally raised agricultural products.

The SFA must retain all Food Program records for three years after final payments and/or three years after any pending matters have been closed and completed. The SFA will verify that all food program contracts and procurements are net of all applicable discounts, rebates, and credits. All contractors must maintain records and source documents in support of all costs, discounts, rebates, and credits.

Cost Reimbursable Contracts – ONLY

The SFA must include the following provision in all cost reimbursable contracts, including contracts with cost reimbursable provisions.

- Only allowable costs will be paid from the nonprofit school food service account to the CONTRACTOR net of all discounts, rebates, and other applicable credits accruing to or received by the CONTRACTOR or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the SFA.
- The SFA shall ensure that the CONTRACTOR fully discloses all discounts, rebates, allowances, and incentives received by the Company from its suppliers. If the Company receives a discount, rebate, allowance, or incentive from any supplier, the Company must disclose and return to the SFA the full amount of the discount, rebate, or applicable credit that is received based on the purchases made on behalf of the SFA. All discounts, rebates, allowances, and incentives must be returned to the SFA during a mutually agreed upon timeframe that is beneficial to the School District.

Sufficient detail and information must be supplied to the SFA to identify allowable and unallowable costs, as well as the amount of all discounts, rebates and other applicable credits on invoices.

Buy American Provision

The district will adhere to “Buy American” for the food service program. Therefore, Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in the Child Nutrition Program. However, Exceptions are allowed when:

- Insufficient quantity and/or quality is available in the USA.
- Domestic cost is significantly higher.

Actions an SFA should take to comply with these requirements are as follows:

- Include a Buy American clause in all food product procurement documents (product specifications, bid solicitations, purchase orders, etc.);
- Monitor contractor performance;
- Require suppliers to certify the origin of the product;
- Examine product packaging for identification of the country of origin; and
- Ask suppliers for information about the percentage of U.S. content in the food product.
- Track percentage of all non-domestic products purchased.
- Adhere to USDA non-domestic thresholds
 - 10% School Year 2025-2026
 - 8% School Year 2028-2029
 - 5% School Year 2031-2032

Standards of Conduct

The SFA must maintain a written code of “standards of conduct” governing the performance of their employees engaged in award and administration of contracts supported by Federal funds. Therefore, within this policy the standards of conduct must include that there will not be employees engaged in any procurement when there is a conflict of interest, real or perceived, and employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors.

This statement can include the following:

No employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:

- The employee
- Any member of his/her immediate family
- People with whom there is an affectionate personal relationship
- An organization which employs or is about to employ any of the above

The district would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

This written “standards of conduct” must also provide for penalties, sanction, or other disciplinary actions for any violations of those standards.

SFA's also must make sure that written protest procedures are also included in all purchasing contracts. These procedures must be in place to handle and resolve disputes to include contractual and administrative issues arising out of procurements.

In this policy, the SFA shall also include the contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Formal Bidding Procedures

The following bid requirements must be implemented to ensure compliance with state policy and federal regulations.

- The Invitation to Bid, including specifications and attachments, must define the items or services needed in order for the bidders to properly respond to the invitation.
- Bids must be solicited from an adequate number of known suppliers, defined as a minimum of three prospective suppliers; be sure to maintain full and open competition.
- The proposed procurement must be publicly advertised in at least one public notice.
- Sealed bids are accepted (required above \$50,000.00).
- The bids must be publicly opened.
- Award the contract to the responsible bidder whose bid, conforming to all the material terms and conditions of the Invitation to Bid, is lowest in price.
- Maintain all documents on file for potential audit purposes.

Informal Bidding Procedures

If the purchases does not exceed \$25,000 as described above, informal bidding procedures may be used. The following steps should be part of the informal bidding process:

- Develop a written purchase description of the services/items being solicited;
- Solicit quotes/bids from three or more potential vendors based on the purchase description; document vendor names along with the date and method of contact—be sure to maintain full and open competition;
- Record all quotes/bids received and any notification received from vendors declining to bid (See **Attachment 11** for an example of a small purchase form);
- Evaluate the quotes for conformance to the purchase description;
- Award the purchase/contract (record the justification for the award); and
- Maintain all documents on file for potential audit purposes.

Multi-Year Contracts

Multi-year contracts with price changes in the second and subsequent years are allowed provided that:

- The original contract is formally bid and competitively solicited in accordance with federal and state regulations.
- The Invitation to Bid document clearly states price changes will be permitted after the first year of the contract.

- The maximum duration of the contract is specifically stated in the Invitation to Bid document.
- All terms and conditions of the contract remain constant during the duration of the contract.
- The contract specifically states federal funding is not guaranteed beyond the end of the federal fiscal year.
- Strict limitations are placed on any price escalation by linking price increases to a recognized measurable index (such as the consumer price index or a market index). Flat percentages may not be used to define a maximum allowable increase, but may be used to cap or limit an increase that is linked to a recognized measurable index.
- Vendors are required to document, through cost/price analysis, the need for price increases.

Required Contract Clauses

A non-Federal entity's contracts must contain the applicable contract clauses described in Appendix II to the Uniform Rules (Contract Provisions for non-Federal Entity Contracts Under Federal Awards), 2 C.F.R. §200.326.

Below are required clauses for all contracts that will be paid using Federal Funds.

Remedies

Contracts for more than the simplified acquisition threshold (\$150,000) must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. See 2 C.F.R. Part 200, Appendix II, ¶ A.

Termination for Cause and Convenience

All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement. See 2 C.F.R. Part 200, Appendix II, ¶ B.

Equal Employment Opportunity

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. See Civil Rights Statement and Requirements Section of this manual for the full USDA non-discrimination statement.

Debarment and Suspension

All food service contracts to be paid with Federal assistance expected to equal or exceed \$25,000.00, the district must have verification regarding debarment, suspension, ineligibility, and voluntary exclusion.

To meet this requirement a SFA can must include a suspension/debarment statement within the text of the signed contract. In addition, an SFA can check the federal

Excluded Parties List System for debarred or suspended vendors at
<https://www.sam.gov/portal/public/SAM/>.

Clean Air Act and the Federal Water Pollution Control Act.

Contracts of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II, ¶ G.

Byrd Anti-Lobbying Amendment.

Contractors that apply or bid for an award of \$100,000 or more must file the required certification. See 2 C.F.R. Part 200, Appendix II, ¶ I; 44 C.F.R. Part 18; PDAT Supplement, Chapter IV, 6.c; Appendix C, ¶ 4.

- a. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. See PDAT Supplement, Chapter IV, ¶ 6.c and Appendix C, ¶ 4.

SFA's should keep in mind that the above-listed required clauses may not be all inclusive depending on the type of contract. The SFA is responsible for ensuring that all language included in their contracts meets the requirements of 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses. The WVDE OCN does not provide sample language as these must necessarily be written based on the SFA's own procedures.

For additional information related to procurement, see **Attachments 12, 13, 14 and 15**. These attachments give a detailed explanation of micro, informal, and formal purchasing under Federal Regulations, as well as, a flow chart of Federal Procurement Regulations. For more detailed information related to State procurement regulations, see WVDE Policy 8200.

Electronic Direct Certification

Electronic Direct Certification

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Certification of Eligibility

Meal benefits can be issued using one of following methods:

- Categorical Eligibility using the Electronic Direct Certification System, PrimeroEdge. Students receiving *Supplemental Nutrition Assistance Program (SNAP)*; *Temporary Assistance to Needy Families (TANF) income*; *eligible Medicaid*; and *Foster children*.
- Categorical Eligibility using listing from SFA's Liaison – Homeless; Migrant; Runaway; Head Start; or Foster children.
- Household Eligibility Application (HEA)
 - a. Based on household income.
 - b. Based on valid SNAP or TANF case numbers provided on the application including the extension of such benefits to ALL household members.

Any households questioning their eligibility for FREE meals through direct certification by SNAP, TANF or income eligible Medicaid should contact the West Virginia Department of Health and Human and Resources (WVDHHR).

This section will only address the Categorical Eligibility using the Electronic Direct Certification System, PrimeroEdge. Refer to the *Certification of Eligibility* section for all other methods of determining meal benefit eligibility.

Electronic Direct Certification System

Direct certification is a simplified process where LEAs certify students are receiving SNAP, TANF, income eligible Medicaid or are a Foster child. Any student able to be directly certified is eligible for FREE or REDUCED school meals/special milk, without a household eligibility application, based on information provided by the State/local agency administering those programs for the entire school year, plus the grace period of the next school year.

Utilizing the Electronic Direct Certification System is a requirement of the National School Lunch Program (NSLP). LEAs are required by the USDA to conduct direct certification a minimum of three times. **For the direct certification system to be most effective, LEAs are encouraged to use each of the monthly files.**

PrimeroEdge is set up to obtain eligibility information through direct certification weekly for SNAP, TANF, and Medicaid. Additionally, the system obtains monthly Directly Certified (DC) Foster eligibility information.

Complete guidance from USDA regarding eligibility flexibility is found in [SP51-2014 Eligibility Effective Date for Directly Certified Students](#).

Using the Direct Certification Results

Extension of Benefits

All students that reside within the same household as a child that is directly certified based on SNAP, TANF, or income eligible Medicaid benefits are eligible for FREE meals/special milk as well. **Extension of benefits does NOT apply to Foster children benefits.**

Notification

Once reports are reviewed, households must be notified that their child has been approved for FREE or REDUCED benefits. A sample notification letter is available in PrimeroEdge. The Direct Certification Notification Letter will include the child identified through the Electronic Direct Certification System as well as the extension of benefits to family members as detailed above.

Notification to households regarding eligibility determined through the Electronic Direct Certification System is required. The LEA must notify households that:

- The student(s) is/are eligible for FREE or REDUCED benefits;
- No further action is required including the completion of the Household Eligibility Application;
- Additional student(s) in the household may receive FREE meal/special milk benefits through the extension of benefits provision for SNAP or TANF; and
- A household should notify the LEA if the household wants to decline the meal/special milk benefits.

Households do not need to complete a Free and Reduced Application if at least one student in the family is directly certified. For this purpose “family” is defined by the USDA as “a group of related or nonrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit.”

All directly certified students are eligible for FREE or REDUCED meal/special milk benefits unless a parent/guardian requests to not receive those benefits. If a parent/guardian requests not to receive benefits for one or all of their children, we recommend such requests be made in writing with the signature of the parent/guardian as well as the date of such request. This will provide the necessary documentation as to why a student is not receiving the FREE or REDUCED meal/special milk benefits. The child must be claimed in the category the parent/guardian has requested.

Processing of Household Eligibility Applications

Processing of Household Eligibility Applications

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Public Release

Near the beginning of each school year, the public must be notified that the National School Lunch Program, School Breakfast Program, and/or Special Milk Program are available in the school or school district. This notice must include the Income Eligibility Guidelines for free and reduced-price meals. The public release must be provided to the local news media. This release must be kept in your records. When submitting a public release for print, SFAs should request the release be free of charge. Copies of the public release must be made available upon request to any interested person. A sample is available on ACES. A public release announcement is not required for residential child care institutions where all attending children are provided the same meals.

Grace Period of Previous Year's Eligibility

Schools are required to carry over eligibility determinations based on direct certification, categorical eligibility determinations and household eligibility applications from the previous year for either 30 serving days into the subsequent school year OR until a new eligibility determination has been made, whichever comes first. Carryover of the eligibility status from the previous year also applies to children in Head Start programs if the SFA administers both the Head Start Program and the school in which the child attends kindergarten. Grace Period also applies to newly enrolled children from households with children who were approved for benefits within the same LEA in the previous school year.

If benefits provided to a student during the first 30 serving days of the school year based on the eligibility from the prior school year expire, a notice of adverse action is not required. However, a SFA must provide some notification to such families.

As part of the year begin setup in PrimeroEdge, SFA must input Grace Period Dates.

Letters to Households

Note: CEP schools should not send home household eligibility applications.

Prior to the distribution of the household eligibility applications to students in all participating NSLP schools, each LEA is required to implement direct certification. Please reference the *Electronic Direct Certification* section of this manual for detailed information about that process and all of its requirements.

Near the beginning of each school year, the letter to household, household eligibility application and application instructions announcing the availability of nutrition programs must be distributed to all households, EXCEPT students that are directly certified. Households with students that are directly certified do not need to be provided an application. Distribution may occur by postal service or included in packets of materials provided directly to the students or households.

Some schools utilize a paper application process, and as such, each household must be either provided the notification of benefits due to direct certification or be provided a paper application with letter to household and instructions included. It is NOT acceptable to post the application on a school district's website, however we encourage SFA's to post a link to School Café which will allow household's to complete an online application.

LEAs are currently assisting Limited English Proficient (LEP) families as required under Title 6 of the Civil Rights Act of 1964. Under Title 6, LEAs have a responsibility to be aware of the language needs of LEP households and ensure these households have access to the same information other parents have in a manner they can easily understand. LEAs are reminded that free and reduced price application materials can easily be included along with educational materials that are provided to LEP families under the requirements of Title 6. Translated application materials are available on School Café. If paper applications are required in alternate languages please contact WVDE OCN.

Prototypes of a *Letter to Household*, application and instructions are updated annually and made available to SFA's via WVDE OCN's website and list serve.

Eligibility Documents and Timelines

For each student served a meal that is claimed for federal reimbursement at the free or reduced-price rate, the LEA must have the proper documentation on file per program requirements. Proper documentation includes: a completed application; OR, Direct Certification report indicating the child receives SNAP, TANF, income eligible Medicaid or Foster child status; OR documentation that they are a member of a household in which a child or adult is receiving SNAP, TANF, income eligible Medicaid, or Categorical Eligible listing from the district's homeless/runaway/migrant/Head Start/foster child coordinator or director.

Applications should be processed immediately, particularly for students who do not have approved applications on file from the previous school year. The household must be notified of the approval or denial of the application as soon as possible and **no later than ten working days** from receipt of the application. If the application is approved or denied, the notification may must be in writing. The *Denial/Approval Notification Letter* is available in PrimeroEdge.

Effective Date of Eligibility Determinations

Children are generally certified eligible for free or reduced price meal benefits on the date the household application is approved. However, LEAs have flexibility concerning the effective date of certification for NSLP and SBP benefits. If an LEA chooses, it could establish the date of submission of an application as the effective date of eligibility, rather than the date the official approves it. A date stamp or another method to document the date the application was submitted must be used when this flexibility is applied to the application process.

Eligibility for free and reduced-price school meals remains in effect for the rest of that school year. Households are not required to report changes in their eligibility status.

However, households may voluntarily report a change. If a reported change reduces or terminates benefits, the LEA must explain to the household that the change does not have to go into effect. If the household wants the change to go into effect, the LEA must provide a notice of adverse action.

Year-long eligibility does not apply when the initial eligibility determination was incorrect. This may occur if there was:

- A determination error,
- Verification of household eligibility that results in a required benefit change. This may be due to a response that does not support the level of benefits for which the household was approved or a non-response by the household,
- A household voluntarily reapplies for meal benefits, as their situation has changed.

Certification of Eligibility

Benefits can be issued using one of following methods:

1. Eligibility via the Electronic Direct Certification System—*Students Receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF), Foster, Medicaid Free, Medicaid Reduced*. With the exception of Foster, SFA may extend such benefits to ALL household members. (This is discussed in the *Electronic Direct Certification* section of this handbook in detail.)
2. Eligibility—homeless/migrant/runaway/Head Start listing from local coordinator. These certification must be entered into PrimeroEdge manually. Do not enter these categories as categorical – they must be assigned by the eligibility type (i.e. homeless, migrant, runaway, Head Start)
3. WVDE OCN strongly discourages the use of *Principal Approval* as an eligible determination.
4. Household Eligibility Application
 - a. Based on household income
 - b. Based on a valid 10-digit SNAP or TANF case numbers provided on the application including the extension of such benefits to ALL household members
 - c. Based on foster status, homeless, migrant, runaway, Head Start

Categorical Eligibility

Homeless, Runaway, Migrant, and Head Start

Homeless, runaway, migrant, and Head Start students are categorically eligible to receive free meals in the NSLP and SBP. Documentation to substantiate free meal eligibility must consist of the student's name or a list of names; effective date; and the signature of the person providing documentation such as a homeless education liaison, local shelter director, runaway and homeless youth service provider, a local migrant education coordinator, or Head Start director.

Foster Children

Foster children are categorically eligible to receive free meals in the NSLP and SBP. Foster children could also be included on an income or SNAP/TANF application for the household they reside in. The foster child would be free due to categorical eligibility, the remaining children in the household would have their meal benefit level based on: Income and the total number of members in the household, with foster child(ren) included; OR based on a 10-digit SNAP/TANF ID number being provided.

Household Eligibility Application

LEAs are required to use meal eligibility applications. This means only one application from each household may be required. LEAs are prohibited from requesting separate applications for each child in cases where children attend different schools under the same LEA.

There are two types of Household Eligibility Applications, SNAP/TANF or income. Each will be discussed in detail below:

SNAP/TANF Application

Due to the requirements of Direct Certification (discussed in detail in the *Electronic Direct Certification* section of this Manual), LEAs should make every effort to utilize that system to its maximum potential. Doing so should minimize the number of applications a district receives from households in which a member of the household reports receipt of SNAP or TANF. If a SNAP/TANF application is submitted for a student NOT directly certified, it must include the following information:

- Student's name for whom the application is submitted
- Signature of adult household member
- Valid SNAP or TANF case number of a member of the household (adult or child) based on the following criteria:
 - Case numbers contain **10 digits**.

Income Application

An application in which the household reports income must include the following information on the application:

- Names of all household members, including the student(s), with an indication of the school for whom the application is submitted;
- Current income information for each household member listing source of income such as wages, alimony, pension, worker's compensation, etc. and the frequency in which the income is received (weekly, every two weeks, every other week, monthly, or annually);
- Signature of adult household member;
- The last four digits of the social security number of the adult household member who signed the application or an indication that the household member does not have one.

If applications are complete, they are to be accepted at “*face value*” and are not subject to up-front verification. If there are any inconsistencies regarding the eligibility information provided or information that is missing, the application must be denied unless all inconsistencies are resolved or information is provided. Any application that is missing required information cannot be processed. The SFA should make reasonable efforts to contact the household in order to obtain or clarify the required information.

Determining Household Size

A household for purposes of determining eligibility benefits for the Child Nutrition Programs is a group of related or unrelated individuals who are not residents of an institution or boarding house but who live as one economic unit, and who share housing and/or significant income and expenses of its members. Generally, individuals residing in the same house are an economic unit. However, more than one economic unit may reside together in the same house. Separate economic units in the same house are characterized by prorating expenses and economic independence from one another. A foster child residing in a household may be included on the application and count as a household member for determining meal benefits.

Determining Current Income

Households must report current income on a Household Eligibility Application. Current income means income received by the household and the frequency in which it is received for the most recent period in which monies are received. If the current income is higher or lower than usual and does not fairly or accurately represent the household’s actual circumstances, the household may, in conjunction with SFA officials, project its annual rate of income based on the guidelines on *Special Application Situations* set forth in the USDA’s *Eligibility Manual for School Meals Determining and Verifying Eligibility*.

Income is any money received on a recurring basis, including gross earned income, unless specifically excluded by statute. Specifically, gross earned income means all money earned before such deductions as income taxes, employee’s social security taxes, insurance premiums, and bonds. Income includes, but is not limited to:

- Earnings From Work
 - Wages, salaries, tips, and commissions
 - Net income from self-owned businesses and farms
 - Strike benefits, unemployment compensation and workers’ compensation
- Welfare/Child Support/Alimony—(SNAP benefits are not counted as income.)
 - Public assistance payments/welfare benefits (e.g., TANF, General Assistance, General Relief, etc.)
 - Alimony or child support payments
- Retirement/Disability Benefits
 - Pensions, retirement income, veterans’ benefits
 - Social security
 - Supplemental security income
 - Disability benefits
- Other Income
 - Net rental income, annuities, and net royalties

- o Interest and dividend income
- o Cash withdrawn from savings
- o Income from estates, trusts, and/or investments
- o Regular contributions from persons not living in the household, and
- o Any other money available to pay for the child(ren)'s meals

Income Exclusions

Income that is not to be reported or counted as income in the determination of a household's eligibility for free and reduced-price benefits includes:

- Any cash income or value of benefits a household receives from any Federal program that excludes such income by legislative prohibition, such as the value of assistance provided under SNAP. A complete listing of exclusions is available online at https://www.ssa.gov/OP_Home/cfr20/416/416-app-k.htm
- Payments received from the Foster Care agency or court for the care of foster children;
- Student financial assistance provided for the costs of attendance at an educational institution, such as grants and scholarships, awarded to meet educational expenses and not available to pay for meals;
- Loans, such as bank loans, are only temporary and must be repaid;
- The value of in-kind compensation, such as housing for clergy or any other noncash benefit; and
- Occasional earnings received on an irregular basis; e.g., not recurring, such as payment for occasional baby-sitting or mowing lawns.

Income Eligibility

To determine if a household meets income eligibility requirements for benefits, school officials must compare the household size and the total household gross earned income (without deductions) to the current Income Eligibility Guidelines (IEGs).

If the household has only one income source, or if all sources are received in the same frequency (weekly, every two weeks, bi-weekly, monthly, or annually), no conversion factor is used. Compare the income or sum of the incomes to the published IEGs for the household size and frequency of pay to make the eligibility determination.

If the household reports income sources at more than one frequency (weekly, every two weeks, bi-weekly, monthly, or annually), the income needs to be converted. When income needs to be converted, all income must be converted to an annual total.

The conversion factors that must be used are as follows:

- Weekly x 52
- Every 2 Weeks x 26
- Twice a Month x 24
- Once a Month x 12

Do not round the values resulting from each conversion. Total all converted annual income as indicated on the application and then compare to the IEGs.

For all applications, the determining official must indicate category of eligibility (free, reduced-price, or denied), and sign and date the application. The household is notified of their eligibility. The Denial/Approval Notification Letter template is available in PrimeroEdge. If an application is denied, the household must be notified in writing and such notice must include the reason for the denial of benefits, the right to appeal, instructions on how to appeal, and a statement that the household may re-apply for free or reduced-price benefits at any time during the school year.

Income Application Error Prone Guidelines

To assist with verification efforts, it is recommended that application considered error-prone be marked in the box provided on the application. Error-prone applications are those applications with an income listed within \$100/month (\$1,200/year, \$50/twice per month, \$46.15/every two weeks, or \$23.07/week) above or below the free-eligibility limit or below the reduced-price eligibility limit.

Temporary Application

Temporary approval of an application is no longer permitted because of the year long duration of eligibility provision. If LEAs/schools are concerned with the authenticity of the information provided on an application, they may, on a case by case basis, verify the application for cause.

Special Household Eligibility Application Situations

Adopted Child—An adopted child for whom a household has accepted legal responsibility is considered to be a member of that household. If the adoption is a subsidized adoption, the subsidy is included in the total household income.

Alimony and Child Support—Money consistently received by a household in the form of alimony or child support is considered as income to the receiving household. Money paid out for alimony or child support is NOT deducted from the household's reported gross income. If alimony or child support is not paid according to the court order/agreement, it is not counted as income for purposes of the Child Nutrition Programs.

Child Attending an Institution—A child who attends but does not reside in an institution is considered a member of the household in which he/she resides.

Child Residing in an Institution—A child residing in a residential child care institution (RCCI) participating in the NSLP/SBP/SMP is considered a household of one.

Child Away at School—A child who is temporarily away at school (e.g., attending boarding school or college) should be counted as a member of the household.

Child Living with One Parent, Relative, or Friends—In cases when no specific welfare agency or court is legally responsible for the child or when the child is living with one parent, other relatives, or friends of the family, the child is considered to be a member of the household with whom he/she resides.

Child's Income—The earnings of a child who is a full-time or regular part-time employee must be listed on the application as income. However, intermittent earnings, such as income from occasional babysitting or mowing lawns, should not be listed on the application as income.

Commission-Based Employee—*See Seasonal Workers and Others.*

Deployed Service Personnel—*See Military Benefits and Military Income.*

Emancipated Child—A child living alone or as a separate economic unit is considered to be a household of one.

Family Members Living Apart—Family members living apart on a temporary basis are considered household members. Family members not living with the household for an extended period are not considered members of the household for purposes of determining eligibility, but any money made available by them or on their behalf for the household is included as income to the household. *See Military Benefits and Military Income.*

Foreign Exchange Student—A foreign exchange student is considered to be a member of the household in which he/she resides; i.e., the household hosting the student.

Foster Child—A foster child whose care and placement is the responsibility of the State or is placed by a court with a caretaker's household, is categorically eligible for free meal benefits. Foster children can be included on the application of the household they reside in, if it benefits the household. In this situation the foster child will always be free due to categorical eligibility, the remaining children in the household will have their benefit level determined based on income and the total number of people in the household. A foster child who has been legally adopted becomes a member of the household in which they reside. *See Adopted Child.*

Garnished Wages and Bankruptcy—Income is the gross earned income (before deductions) received by a household. In the case of garnished wages and income ordered to be used in a specified manner, the total gross income must be considered regardless of portions being garnished or used to pay creditors.

Guardianship Situation—A student for whom a household has accepted legal guardianship for is considered to be a member of that household. If the guardianship is a subsidized guardianship, the subsidy is included in the total household income.

Head Start—**ALL** children participating in Head Start are automatically eligible for free meals without further application or eligibility determination.

Homeless, Migrant, or Runaway Child—While Household Eligibility Applications are not required to certify a homeless, migrant, or runaway child, some applications may indicate the child is homeless, migrant, or runaway.

Host Family of Homeless Students—When a host family applies for free and reduced-price meals for their own children, the host family may include the homeless family as household members if the host family provides financial support to the homeless family, such as

shelter, utilities, clothing, or food. In such cases, the host family must also include any income received by the homeless family. However, free meal eligibility for the homeless child is based on the documentation provided by the local education liaison, even when the child is included on the host family's free and reduced-price meal application.

Households That Fail to Apply (Principal Approval)—Local officials may complete an application for a student known to be eligible if the household fails to apply. When exercising this option, the school official must complete an application on behalf of the student based on the best household size and income information. The source of the information **MUST** be noted on the application. Names of household members, social security number, and signature of an adult household member are not required. These applications are excluded from verification. **However, the household must be notified that the student has been certified to receive free or reduced-price meal benefits.**

Households That Voluntarily Provide Pay Stubs That Conflicts with the Information provided on the Household Eligibility Application—The submission of documentation that does not support the information provided on the application must not affect the initial eligibility determination. The determining official must approve or deny the application on face value and notify the household of the initial eligibility determination. SFAs are in the best position to determine the appropriate action to take. Inconsistencies must be resolved quickly.

Under these circumstances, an SFA official must take appropriate action by either:

- Sending the household a notice of approval and a notice of adverse action at the same time. This provides the household opportunity to resolve the discrepancy during the 10-day advance notice of adverse action.
- Sending the household a notice of approval and a verification letter (based on verification for cause) at the same time.

Incarcerated Individual—If temporary (less than one year), see *Family Member Living Apart*. If long term (more than one year), the individual would not be counted as a member of the household; however, any money to the household on their behalf is counted as income.

Institutionalized Child—An institutionalized child is a child who resides in a residential type facility that the State has determined is not a boarding school. Payments from any source directly received by the institution on a child's behalf are not considered as income. Such a child is a household of one; therefore, only the income a child earns from employment and/or personally receives while in residence at the institution is considered as income. An RCCI may use a master list for residential children instead of collecting individual applications. The list should include the following information: name, date of birth, child's monthly income, date enrolled, and departure date. If a child resides in a RCCI and attends a traditional school during the day, the RCCI must submit to the day school an application on behalf of the child which includes the following information: 1) the child's name; 2) the child's personal income and how often it is received, if any; and 3) the signature of an adult from the RCCI. The last 4 digits of the social security number is not needed.

Joint Custody—When joint custody has been awarded and the child physically changes residence, the child is considered part of the household where he/she resides. In these situations, if both parents apply for benefits in the same SFA for the child, and different

eligibility statuses result, the greatest benefit level is used. For example, if the mother's application results in eligibility for free meals but the father's application is denied, the child would receive free meals. If only one parent applies for meal benefits, that household's level of benefits is provided to the student. An application from the other parent is not required.

Lump Sum Payments—Lump sum payments or large cash settlements are not counted as income since they are not received on a regular basis. These funds may be provided as compensation for a, such as payment from an insurance company for fire damage to a house. If lump sum payments are put in a savings account and the household regularly draws from that account for living expenses, the amount withdrawn is counted as income.

Military Benefits—In-kind benefit such as non-privatized on-base housing, where the household receives no cash is excluded as income. Military benefits received in cash, such as housing allowances for military households and food or clothing allowances must be considered as income.

Military Income— For deployed service members, only that portion of their income made available by them or on their behalf to the household will be counted as income to the household. Family Subsistence Supplemental Allowance (FSSA) is excluded as income. Deployment Extension Incentive Pay (DEIP) is excluded as income only until the service member returns to their home station. Combat pay that is received by the household member, who is deployed to a designated combat zone, is to be excluded as income. A combat zone is any area that the President of the United States designates by Executive Order as an area in which the U. S. Armed Forces are engaging or have engaged in combat. Combat pay is excluded on the application when **all three** of the following criteria are met.

1. Received in addition to the service member's basic pay;
2. Received as a result of the service member's deployment to or service in an area that has been designated as a combat zone; and
3. Not received by the service member prior to his/her deployment to or service in the designated combat zone.

Migrant Child—See *Homeless, Migrant, or Runaway Child*.

Overtime Payments— The LEA official should work with the household to determine whether the overtime for the month being reported is representative of overtime received in other months. If the overtime is a one-time or sporadic source of income, income should be calculated based on the regular monthly income without overtime. If regularly received, overtime is considered income, for purposes in Child Nutrition Programs.

Runaway Child—See *Homeless, Migrant, or Runaway Child*.

Seasonal Workers and Others—Seasonal workers, such as migrants or teachers on nine-month contracts, and others whose income fluctuates usually earn more money in some months than in other months. Consequently, the previous month's income will commonly distort the household's actual circumstances. In these situations, the household may project its annual rate of income and report this amount as its current income. If the prior year's income provides an accurate reflection of the household's current annual rate of income, the prior year may be used as a basis for the projected annual rate of income.

Self-Employed—Self-employed persons are credited with net income rather than gross income. Self-employed persons may use last year’s income as a basis to project their current year’s net income, unless their current net income provides a more accurate measure. Net income for self-employment is determined by subtracting business expenses from gross receipts. Gross receipts include the total income from goods sold or services rendered by the business. Deductible business expenses include the cost of goods purchased, rent, utilities, depreciation charges, wages and salaries paid, and business taxes (not personal, Federal, State, or local income taxes). Non-deductible business expenses include the value of salable merchandise used by the proprietors of retail businesses. Net income for self-employed farmers is figured by subtracting the farmer’s operating expenses from the gross receipts. Gross receipts include the value of all products sold; money received from the rental of farmland, buildings, or equipment; and incidental receipts from the sale of items such as wood, sand, or gravel. Operating expenses include cost of feed, fertilizer, seed, and other farming supplies; cash wages paid to farmhands; depreciation charges; cash rent; interest on farm mortgages; farm building repairs; and farm taxes (but not local, State, or Federal income taxes). For a household with income from wages and self-employment, each amount must be listed separately. When there is a business loss, income from wages may not be reduced by the amount of the business loss. If income from self-employment is negative, it should be listed as zero income.

Transfer Student—When a student transfers from one West Virginia SFA to a different West Virginia SFA during the school year, the eligibility determination documentation will follow the student to the new SFA, via PrimeroEdge. If the student is transferring from another state a new household application must be obtained.

Zero Income Application—When a household submits an application that indicates “no income” or zero income by marking the appropriate box in section 1 of the application or by writing ‘no income’ or \$0 for ALL household members, and all other applicable boxes on the application are complete, the school official must process the application at ‘face value’ as eligible for free meals.

Fair Hearing/Appeal Requirements

Each SFA agrees to establish and use a fair hearing procedure for parents’ or guardians’ appeals of the school’s decisions on Household Eligibility Applications and for school officials’ challenges to the correctness of information contained in applications or to the continued eligibility of any child for free or reduced-price meal services or free milk. During the appeal and hearing, the child determined to be eligible based on the application submitted will continue to receive free or reduced-price meal services or free milk. Prior to initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school officials to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The hearing procedure shall provide the following:

1. A publicly announced, simple method for making an oral or written request for a hearing
2. An opportunity to be assisted or represented by an attorney or other person

3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing
5. An opportunity to present oral or documentary evidence and arguments to support a position without undue interference
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses
7. That the hearing is conducted and the decision made by a hearing official who did not participate in the decision under appeal
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record
9. That the parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official
10. That for each hearing a written record be prepared including the decision under appeal, documentary evidence, a summary of oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision
11. That such written record is preserved for a period of three years after the end of the fiscal year they pertain to and be available for examination by the parties concerned or their representatives at any reasonable time and place during such period

Child Nutrition Program Integrity

Misusing program funds, issuing benefits to households who are not entitled to them, or denying benefits to those who deserve them, lead to significant losses in program dollars and public confidence. If you are concerned that program funds are misused, contact the U.S. Department of Agriculture's Office of Inspector General at 800.424.9121 or at PO Box 23399, Washington, DC 20026-3399.

Confidentiality/Disclosure of Information

The SFA may disclose aggregate information to any program or individual, such as the number of children eligible for free or reduced-price meals. Collectively gathered information does not identify individual children; therefore, parental notification and parental consent are not needed.

Information provided on the application is used only for determining eligibility for meal benefits and verification of eligibility. SFAs may disclose children's free and reduced-price meal eligibility information to programs, activities, and individuals as specified in the table on the next page. This is an option, not a requirement.

Although a program or person may be authorized under the National School Lunch Act (NSLA) to receive free and reduced price eligibility information, there must be a legitimate "need to know" to provide a service or carry out an authorized activity. State agencies, LEAs, and schools must ensure that data systems, records, and other means of accessing a student's eligibility status are limited to officials directly connected with administration or enforcement of a Federal or State program or activity. This includes Federal, State, or local

program operators responsible for the ongoing operation of the program or activity, or responsible for program compliance.

Eligibility information cannot be made available to all school officials. For example, access must be limited to a student's teachers who are directly responsible for the administration of a Federal education program. Teachers, guidance counselors, principals, etc. who are not providing such assistance under the appropriate statutory or regulatory requirements cannot have access. On-line data systems must have a masking or de-identification capability to prevent unauthorized access to free or reduced price eligibility status.

Recipient of Information	Information That May Be Disclosed to Recipient
Programs under the National School Lunch Act (NSLA) or Child Nutrition Act	All eligibility information
Federal, State, or local law enforcement officials investigating alleged violations of any programs under the NSLA and CNA or investigating violations of the programs authorized to have access to names and eligibility status	All eligibility information
Comptroller General of the United States for purposes of audit and examination	All eligibility information
Federal/State or local means tested nutrition programs with eligibility standards comparable to the NSLP	Eligibility status only
Federal education programs	Eligibility status only
State education programs administered by a State agency or local education agency	Eligibility status only
Local education programs	NO eligibility information unless parental consent is obtained

Benefit Issuance, Meal Counting and Claiming

Benefit Issuance and Meal Counting and Claiming

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Benefit Issuance

The benefit issuance process documents or determines how students are claimed on a daily basis. The benefit issuance document communicates the approved category (FREE, REDUCED-PRICE, or PAID) for each student based on an approved Household Eligibility Application, Direct Certification list, homeless and/or migrant liaison list, Head Start list, residential students in residential child care institutions (RCCIs) list, non-applicants approved (temporary) by local officials- known as Principal Approval, or another approved method.

Benefit issuance documents must be updated when a change occurs on a student's approved benefits. If the SFA is using PrimeroEdge the change will automatically occur in point of service once changed in student eligibility. Here are a few examples of changes to the approved eligibility that require benefit issuance changes:

- Verification findings
- Student transfers
- Household's decision not to receive meal benefits
- Change in household size, income, or receipt of SNAP/ TANF, Foster, Medicaid (F/R) benefits by any member of the household that would *increase* the meal benefits
- Student included on any of the following lists: homeless, migrant, runaway or Head Start. These lists are maintained at the SFA level.

When a change in benefits occurs that increases meal benefits (paid to free, paid to reduced-price, or reduced-price to free), the SFA must notify the household and change the benefits of all children in the household no later than three operating days from the time of the new determination. The requirement to notify households is waived if the student's school is participating in Community Eligibility Provision.

Decreased or terminated benefits (free to paid, reduced-price to paid, or free to reduced-price) must notify the household providing the required ten-calendar-days written advance notice. The first day of the ten-calendar-day advance written notice is the day the notice is sent.

The letters templates (which are updated annually by PrimeroEdge) for increasing and/or decreasing program benefits are available on PrimeroEdge.

West Virginia utilizes PrimeroEdge as the student eligibility software. WVDE OCN collaborates with WVDHHR to conduct weekly and monthly direct certification matches. These matches happen automatically if all student information within the two systems match exactly, and in these cases the Food Service Director (FSD) does not need to update student eligibility. For students that do not match exactly, the FSD needs to review the potential match list in PrimeroEdge. If after comparing the student files a match is found, the FSD should click "Match" which will update both the student eligibility and point service systems.

Denying, Delaying, or Changing Meals as Discipline

The West Virginia Board of Education established State Board Policy 4321.1 (**Attachment 8**) which prohibits using food as a reward or punishment. Each area is discussed in more detail below.

- Counties are prohibited from penalizing students due to unpaid and/or outstanding meal debt. This includes, but is not limited to: denial of meals, prohibition of participating in extra-curricular activities, the denial of participation in graduation, and/or the refusal of transcript requests. Students shall not be denied a meal or served an alternative meal as a result of unpaid meal debt. All communication addressing financial matters shall be directed to parents/guardians. Practices, including but not limited to, putting stickers or wristbands on children to remind parents/guardians to pay unpaid fees are prohibited. Schools are prohibited from identifying or stigmatizing students with meal debt or require them to complete chores or work in exchange for meals.
- Food and beverages shall not be offered as a reward and/or used as a means of punishment or disciplinary action for any student during the school day.

Further, the USDA regulations set rules on the denial of meals, delaying meal services and changing of meal components as a form of discipline. Each area is discussed in more detail below.

- The denial of meals as a disciplinary action against any child enrolled in a school participating in a federal Child Nutrition Program is prohibited. If the withholding of meals is the disciplinary action or the disciplinary action *directly* results in the loss of meals, it is not allowable (e.g., a student is suspended from school during the meal or milk periods only). If however, the disciplinary action *indirectly* results in the loss of meals, it is allowable (e.g., a student is suspended from school).
- Delaying meal is permitted as a form of discipline provided that no consequent discrimination against persons with disabilities or other protected groups occurs. Delaying meal service as a disciplinary action may involve serving outside the normally designated period or serving in an unusual location, such as a classroom or detention area.

School District Policy on Outstanding School Food Service Balances

In West Virginia, policies on outstanding school food service balances are set at the school district level. Such policies must adhere to USDA regulations and instructions. In addition, WVDE State Board Policy 4321.1 prohibits penalizing students due to unpaid and/or outstanding meal debt.

All SFAs operating NSLP and/or SBP must have a written and clearly communicated meal charge policy in order to ensure a consistent and transparent approach to this issue. Policies

developed at the SFA level must be provided to the State agency during the Administrative Review.

Any collection procedures or resources available to the SFA may be used for collection of debt including collection agencies. Finally, policies must be implemented and followed consistently to ensure there is no overt identification of FREE or REDUCED-PRICE eligible students. SFAs are encouraged to use the same procedures for all students, including full-price paid students, when dealing with benefit issuance documentation, outstanding food service account, and discipline.

Meal Counting and Claiming

To receive reimbursement, sites must accurately count, record, and claim the number of meals actually served to students by category: FREE, REDUCED-PRICE, and PAID. The number of meals served FREE, REDUCED-PRICE, and PAID claimed for reimbursement must have adequate documentation on file to support the claim.

Elements of an acceptable counting and claiming system include:

1. Eligibility Documentation

The SFA must have documentation to claim free or reduced-price meals for reimbursement. Documentation can be a Household Eligibility Application, Direct Certification list, homeless and/or migrant liaison list, Head Start list, Even Start list, list of residential students in RCCIs, non-applicants approved by local officials or another approved method.

2. Collection Procedures

The SFA must prevent overt identification at the medium of exchange to keep students' eligibility status confidential.

3. Point-of-Service Counts

Meals must be counted daily at that point in the food service line where it can be determined that a reimbursable meal, containing all required components, has been served to an eligible student. It is NOT recommended that a student take point-of-service counts. Rather it is preferred that a trained adult, school employee or volunteer take the counts. Any alternative point-of-service counting methods must be approved by the WVDE OCN.

Meal count systems that are NOT ACCEPTABLE include the following:

- Attendance, tray, delivery, or entrée counts
- Cash converted to meals
- Category/cash back-out system
- Counts taken anywhere other than the point of service (only exceptions may be for innovative breakfast strategies)
- Counts of tickets sold and distributed
- All cash line

4. Reports

The numbers of reimbursable meals served daily, by category of eligible students are recorded and reported by personnel trained to observe and record reimbursable meals. The meal counts must be reported in a manner that can be easily read, edited and consolidated into an accurate monthly Claim for Reimbursement. For SFAs that are using PrimeroEdge for Point of Service, the meal counts are recorded, categorized and consolidated automatically in the system.

Meal Count Edit Check — the SFA must evaluate the meal counts for each site prior to submission of the Claim for Reimbursement. Every edit check must be resolved in PrimeroEdge prior to claim submission. When conducting edit checks, the following items should be considered:

- The process compares the daily number of free, reduced-price and paid lunches claimed for each site to the following:
 - o Highest number of eligibles by category
 - o Attendance-adjusted eligibles for each category
- The meal count edit form also compares the monthly number of free, reduced-price and paid lunches claimed for each site to the maximum number of meals allowable to the total number of meals claimed by category.

The SFA shall promptly follow-up with the school(s) if the claims process indicates a likelihood of meal count problems. When problems or errors are identified, the meal counts shall be corrected prior to submission of the monthly Claim for Reimbursement.

5. Claim for Reimbursement

The monthly Claim for Reimbursement is submitted electronically by the SFA to the WVDE OCN. Only the personnel that have an ACES log in account may submit claims. It is the responsibility of the authorized representative to ensure all policies, procedures (i.e., Meal Count Edit Check), and internal controls (i.e., on-site visits) are implemented to ensure the Claim for Reimbursement is accurate and supported by documentation.

6. Internal Controls

The SFA must establish internal controls to ensure an accurate Claim for Reimbursement has been made. Here are a few examples of internal controls:

- Segregation of duties
- On-site visits
- Reconciliation of production records to meals

Overt Identification and How to Prevent It

A system for claiming meals must prevent overt identification. This means the eligibility status of any child must be protected and known only by school officials who deal directly with the counting and claiming system. Therefore, students should not be allowed to operate Point of Service.

Does Your School Have an Acceptable Point-of-Service Meal Counting System?

Answer the following questions about your meal counting system. If the answer to any of these questions is YES, your counting system is **NOT** acceptable and must be revised.

1. Are claims based only on meal counts taken in the morning in the classroom or at any other location *before* the meal is served?
2. Are claims based on *attendance*?
3. Are meal counts based on the *number of tickets sold and distributed* or the *number of meals paid for in advance*?
4. Is the number of free and reduced-price *eligible students claimed*, instead of the number of free and reduced-price meals *actually served*?
5. Are meal counts by category taken at the *beginning of the serving line* without checking that the meals served are *reimbursable*?
6. Are meal counts by category based on *visual identification* of students with no backup system available (e.g., *checklists* for persons not familiar with the students)?
7. Are meal counts based on *tray, plate, or entrée* counts?
8. Are *back-out systems* that subtract a number from the total to get another number used?
9. Does the meal count system allow anyone other than *required staff* to know a student's eligibility category?
10. Is this a system that does NOT yield a *reliable, accurate count* of meals served by category?

Verification

Verification

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Verification Requirements

Verification is the confirmation of eligibility to receive free and reduced-price meals under the National School Lunch and School Breakfast Programs. Verification is only required when eligibility is determined through the use of a paper or electronic household application, not through direct certification or for students determined to be categorically eligible. Verification must include either confirmation of income eligibility or that a member of the household being verified is receiving SNAP, TANF or other directly verifiable status.

Verification Time Line

- Schools participating in the National School Lunch Program must annually select and verify a sample of their approved free and reduced price meal applications on file as of October 1 of the current program year. This selection is completed using PrimeroEdge.
- November 15 – LEAs must have completed the verification process.
- February 1– Submit Verification Summary Report in ACES. All LEAs, including those participating in CEP must submit a Verification Summary Report.

Steps for Completing Verification

Step 1: Select Sample

The sample size is based on the total number of the following approved applications: Household Size/Income; SNAP/TANF; OR Foster Child. SFA will utilize PrimeroEdge to generate sample – see **Attachment 16** for step by step instructions. SFAs not utilizing PrimeroEdge should contact WVDE OCN for instructions on how to select sample size.

- Standard Sample Size – The lesser of three percent OR 3,000 of all approved household applications on file as of October 1. Applications must be selected from income based error-prone applications first. If there are not enough error-prone applications to comply with the required sample size, LEAs may randomly select additional applications to fulfill the three percent OR 3,000 application requirement from all remaining approved household applications. LEAs cannot verify more or less than the required sample size. LEAs are NOT allowed to verify 100% of all approved household applications.
- Error-prone applications are those applications with a total household income listed within: \$23.07 per week; \$46.15 per every two weeks; \$50 twice per month; \$100 per month; OR \$1,200 per year, above or below the FREE income eligibility limit; OR, below the REDUCED income eligibility limit.
- Verification for Cause are those applications with a household income of \$0. If, the SFA receives a significant number of applications with an income of \$0, the SFA should consider including some of the applications in the Verification Sample.

Step 2: Complete Verification

Household applications selected for verification must be sent a letter informing them of their selection. SFAs must ensure that they are using the most recent letter template which can be found in PrimeroEdge.

The “We Must Verify Your Application” letter, must include the following information:

- That the household was selected for verification.
- That the household must list all adult household members. SFAs **MAY NOT REQUEST** that adult household members provide all or part of their social security number.
- Types of acceptable information needed to complete verification, including pay stubs, social security, support payment decrees, etc; OR, in place of income information a household may provide proof that a member of the household being verified receives SNAP/TANF benefits.
- That documentation of income or receipt of SNAP/TANF benefits can be provided for any point in time between one month prior to the date of application and the time the household is requested to provide income or SNAP/TANF documentation.
- That information must be provided by a specified date, and that failure to do so will result in termination of benefits. Households have 10 calendar days to comply with this first request.
- LEA contact name and telephone number that households may call for assistance regarding the verification process. The call must be free to all households. LEAs may establish a toll-free number, allow households to reverse phone charges, or provide different telephone numbers for each local calling area within the district.
- A Privacy Act statement.

Income Applications – Acceptable Documentation

Acceptable written evidence for income eligible households must contain the name of the household member, amount of income received, frequency received, and the date the income was received. For example, a pay stub with no dates would be insufficient. Households must submit adequate documentation to allow an accurate determination to be made. If a member of the household is self-employed and submits a tax return from the previous year to document income, net income should be used.

SNAP or TANF Applications – Acceptable Documentation of SNAP or TANF Applications
Acceptable documentation from households includes: A letter on WVDHHR letterhead and signed by family caseworker stating the household member(s) SNAP or TANF number; Or, a monthly statement from WVDHHR reflecting the type of benefits received by the household.

Required Follow-Up Contact

If the household does not respond, or responds inadequately to the first request for verification materials, the LEA must make at least one additional attempt to obtain documentation of eligibility. Households have three business days to comply with this second request. This second follow-up attempt can be made by mail, telephone, electronic mail, or through personal contact. LEAs must inform households that failure to comply with verification will result in termination of benefits, and must document all contacts in the space provided on the application. If a household fails to provide income documentation after the follow up notification, the SFA may consider the non-response as a response and the student's eligibility should be changed to paid status.

When is Verification Complete?

The verification process is considered complete when a household:

- Submits all required information to support original household application as submitted. Evidence provided verifies current meal benefit level.
- Indicates, verbally or in writing, that it will not comply with verification request or that they no longer want to receive free or reduced-price meal benefits.
- Submits all required information based on household application as submitted. Evidence provided requires a change, reduction, or termination of benefits.
- Does not respond or comply within required timeframe. Non-compliance results in a termination of benefits.
- SFA has entered the income verification response into PrimeroEdge verification tracking.

Step 3: Notify Household

Once the verification process is completed, all household must be notified of the results. The “We Have Verified Your Application” letter should be used.

If verification results in:

- No change to the benefit level, notify the household.
- Increased benefits (reduced-price to free), notify the household and change the benefits of all children in the household no later than three operating days from the time of the new determination.
- Decreased or terminated benefits (free to paid, reduced-price to paid, or free to reduced-price), notify the household providing them the required ten-calendar-day written advance notice. The first day of the ten-calendar-day written advance notice is the day the notice is sent. Households that are subject to a decrease or termination of benefits may request a hearing.

If the household requests a hearing during this ten-calendar-day period, the LEA must continue to provide benefits for which the child was originally approved until a hearing is held. The hearing official must be an individual who was not a part of the approval or verification process.

- If the hearing official rules that benefits must be reduced or terminated, the reduction or termination of benefits must take place within ten operating days after the hearing official renders the decision.
- If the hearing official rules that benefits must be increased, the increase in benefits must take place within three operating days after the hearing official's decision.

If the household does not request a hearing during this ten-calendar-day advance notice, the reduction or termination of benefits must take place no later than ten operating days after the ten-calendar-day advance notice.

Households that Reapply

Households affected by a reduction or termination of benefits may reapply for benefits at any time during the school year. However, if benefits to a household have been terminated as a result of verification and the household reapplies in the same school year, the household is required to submit income documentation or proof of participation in SNAP or TANF at the time of reapplication. In this instance, the LEA should verify the households' eligibility prior to approval of the household application. These are not considered new applications and the guideline of approving based on face value does not apply.

Completion of Verification Summary Report

All Sponsors must completed the Verification Summary Report in ACES by February 1st. Sponsors using PrimeroEdge must use the Verification Summary Report from PrimeroEdge to complete the form in ACES. RCCI's and Private Schools not using PrimeroEdge will need to gather the required data for the Verification Summary Report in ACES.

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Meal Service Mandates

West Virginia Feed to Achieve Breakfast Programs Mandate

West Virginia State Law requires all schools to provide breakfast. Furthermore, the West Virginia Legislature passed Senate Bill No. 663 in April 2013, creating the West Virginia Feed to Achieve Act. It focuses on improving the nutrition and health of West Virginia's children.

Innovative Breakfast Strategy– Per Feed to Achieve Act, every public school must operate an innovative breakfast program. Schools may choose, with approval from WVDE OCN, the delivery model that best suits the students. Typical options include:

- Breakfast in the Classroom: Food is delivered (by staff, students or volunteers) to each classroom after school begins and students are permitted to eat breakfast in the classroom.
- Grab and Go: Students pick up bagged or boxed breakfast from carts or specified areas and are permitted to eat in either designated areas or the classroom.
- Breakfast After First: A breakfast period that is offered in the cafeteria, following the first or second period of the day.
- Other options include serving breakfast during an early recess or outdoor lesson. As long as breakfast is offered to all students after the instructional day has begun, schools and districts have great flexibility in serving breakfast after-the-bell.
- Combination of any of the above strategies.

Schools participating in the School Breakfast Program must inform families of the availability of breakfasts just prior to the beginning of the school year and throughout the school year via routine methods of communicating with families, such as website posting, weekly messages, public address system, etc.

Districts may be relieved from this innovative breakfast strategy requirement if they demonstrate:

- 1) that they are delivering a school breakfast effectively, as defined by 75% or more of the students participating in the School Breakfast Program.

Meal Service Times and Access

Schools participating in the National School Lunch and/or School Breakfast Programs must offer lunch between 10:00 am and 2:00 pm, unless exempted by USDA through WVDE, and breakfast at or close to the beginning of the child's school day. WVDE State Board Policy 4321.1 requires that each student shall be allowed a minimum of ten minutes for breakfast and 20 minutes for lunch after the student received the meal.

Schools must provide access to meals to all students who are enrolled and present during meal services.

Meal Service Oversight Options

Sponsors have two options for the oversight of their meal services, all of which must be reviewed and approved by WVDE:

- 1) Operate as your own sponsor/School Food Authority (SFA).
- 2) Operate as a site under the public district with which you are associated that participates in a federal meal or milk program.

Meal Service Delivery Options

Sponsors have four options for delivery of meal services which must be reviewed and approved by WVDE:

- 1) Food Service Management Company Contract – For more information on this option, refer to the *Procurement* section of this handbook. **This is not an option for public school systems due to labor laws.**
- 2) Vended Meals Contract – For more information on this option, refer to the *Procurement* section of this handbook.
- 3) School-to-School Agreement – For more information on this option, refer to the *Procurement* section of this handbook.
- 4) Self-prep – Under this option, the SFA/sponsor of federal meal program purchases, prepares and serves on their own following Child Nutrition Program regulations.

Record Retention

Documentation related to the school-based child nutrition program must be maintained on file at the site or the SFA office for the **current year, plus three years prior**. In the case of an audit or investigation which extends beyond the three years plus current year, documents must be kept until the audit or investigation is completed. Documentation refers to any materials related to certification, verification, benefit issuance and claiming, including but not limited to, Household Eligibility Applications, verification letters to families, verification documents received from families, submitted menus, production records, and procurement.

Cooperation with Research and Evaluation

Institutions participating in Child Nutrition Programs are required to cooperate with the Department of Agriculture officials and contractors conducting evaluation and research.

Leftover Foods

Schools should plan and prepare meals with the goal of serving one reimbursable lunch, and one reimbursable breakfast, per child per day. However, with fluctuations in attendance and participation, leftovers are likely. If a school has leftovers on a frequent basis, menu planning and production practices should be adjusted to reduce leftovers. All alternatives permitted by program regulations and State and local health and sanitation codes should be exhausted before discarding food. Options may include:

- using leftovers in subsequent meal services
- offering “sharing tables” -
FNS recognizes that, for various reasons, children may not always want to consume certain food or beverage items included in their meal. “Share tables” are tables or stations where children may return whole food or beverage items they choose not to eat, if it is in compliance with local and State health and food safety codes. These food and beverage items are then available to other children at no cost who may want additional servings. Food or beverage items left on the share table may be served and claimed for reimbursement during another meal service (i.e., during an afterschool program when leftover from a school lunch). When the milk carton is unopened and the proper temperature is maintained and other meal components that were served may be for re-service if such a practice is permitted under local and State health and food safety codes. Food or beverage items should only be reused in situations where it is necessary to prevent food waste. It is important to note that when using a share table, CNP operators are able to claim the reimbursable meal at the point of service even if a child then puts one or more of the meal components on the share table. When food items are left on the share table at the end of the meal service, that food can be used in later meals that are claimed for reimbursement. The Instruction also states that food or beverage items should only be reused in situations where it is necessary to prevent food waste.

Operators choosing to use share tables must follow the food safety requirements outlined in 7 CFR 210.13, 220.7, 226.20(I), and 225.16(a), respectively. In addition, CNP operators must be aware of all applicable local and State health and food safety codes to ensure their use of share tables does not violate any of those codes. It is important to keep in mind that local and State health and food safety codes may be more restrictive than the FNS requirements, or may place specific limitations on which food or beverage items may be reused. To ensure compliance with food safety requirements, CNP operators should discuss plans for a share table with their local health department and State agency prior to implementation. Further, schools must ensure that their policies for saving and sharing food or beverage items are consistent with the LEA’s Hazard Analysis and Critical Control Point (HACCP) plan.

Additionally, in 2018 the WV Legislature amended the Feed to Achieve Act to incorporate share tables initiatives. Specifically the bill states:

“Each county board of education shall establish a program to assist and encourage schools to participate in the Shared Table initiative. Each school may provide sharing tables where food service staff, pupils, and faculty may return appropriate food items consistent with state board guidelines and make those food items available to pupils during a regular school day. When a local educational agency makes food available to pupils during a regular school meal time or donates food to a food bank or any other nonprofit charitable organization for distribution, the preparation, safety, and donation of food shall comply with and be thereby covered by the Good Samaritan Food Donation Act, §55-7D-1 et seq. of this code.”

- transferring food to other sites operating federal school meal program; or
- where it is not feasible to reuse leftovers, excess food may be donated to a nonprofit organization, such as a community food bank or homeless shelter or other non-profit charitable organization which is exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1986 (26 U.S.C. 501 (c)(3), e.g. soup kitchens or homeless shelters.

This is called gleaning. The cost of such donated food is an allowable operating cost of the school foods service account. If schools choose to donate leftovers, documentation of the quantity and costs of the foods that were donated, as well as the name(s) of the receiving organization(s) must be kept and ensure local health department rules and regulations.

- FNS has additional resources available to Program operators interested in reducing food waste in the CNPs:
 - Creative Solutions to Ending School Food Waste: <http://www.fns.usda.gov/school-meals/creative-solutions-ending-school-food-waste>
 - Join the Food Waste Challenge: <http://www.usda.gov/oce/foodwaste/join.htm>
 - The Smarter Lunchroom Movement: <http://smarterlunchrooms.org/>
 - SP 41-2014, *Clarification of the Policy on Food Consumption Outside*

Local Wellness Policy

Any school that participates in a program authorized under the National School Lunch Act or the Child Nutrition Act must establish a Local Wellness Policy with the objectives of:

- Setting goals for nutrition education, nutrition promotion, physical activity, and other school-based activities to promote student wellness
- Setting nutrition guidelines for all foods available on school campus during the school day
- Establishing a plan for measuring effectiveness
- Involving physical education teachers, school health professionals, parents, students, and representatives from the SFA, school board, school administration, and the public in the development of the Local Wellness Policy
- Requirement to include local wellness policies if a county chooses to allow outside foods to be provided for consumption by the general student population – to specifically include a plan to accommodate students with special dietary needs and food allergies including school parties.
- LEAs are to inform and update the public (including parents, students, and others in the community) about the content and implementation of the local wellness policies. LEAs are also required to make available to the public a triennial assessment of the local wellness policy including:
 - The extent to which schools are in compliance with the local wellness policy;
 - The extent to which the LEA's local wellness policy compares to model local school wellness policies; and
 - The progress made in attaining the goals of the local wellness policy.

Acceptable methods for informing and updating the public may include dissemination of printed or electronic materials to families of school children and other members of the community at the beginning of the school year and/or posting on the district or school website. Whatever method is chosen, the information must be made available to the public LEAs in an accessible, easily understood manner.

Accommodating Children with Disabilities and/or Special Dietary Needs

If a requested substitution meets the meal pattern requirements under any school-based child nutrition program, the substitution can be made, but is not required.

For a student with a disability

Substitutions must be made to the regular meal, including milk for any child with disabilities when the following three requirements are met:

- Statement signed by a state licensed healthcare professional or registered dietician. This statement must include information about the child's physical or mental impairment that is sufficient to allow the SFA to understand how it restricts the child's diet;
- An explanation of what must be done to accommodate the child; and
- The statement must include the food(s)/beverage(s) to be omitted and foods/beverages recommended to be substituted.

Other Dietary Needs

- School food service staff may make food substitutions for individual children who do not have a medical statement on file. Such determinations are made on a case-by-case basis and all accommodations must be made according to USDA's meal pattern requirements. Schools are encouraged to have documentation on file when making menu modifications within the meal pattern.
- If a non-dairy milk substitute (e.g. soy milk) is served, it must meet the nutritional standards of milk as shown in the table below. The SFA may choose the nondairy beverage to be provided, as long as the substituted beverage includes the following nutrients:

Nutrient	Per Cup
Calcium	276 mg
Protein	8 g
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	0.44 mg
Vitamin B-12	1.1 mcg

Because the Nutrition Facts Label on food products does not list all the required nutrients listed above, the food service operation must request documentation from the product manufacturer to confirm the presence of all required nutrients at the proper level. NOTE: Lactose-free milk provides the same nutrients found in regular cow's milk; therefore, it can be served as part of the reimbursable meal without documentation/written statement.

- Expenses that exceed program reimbursements must be paid by the SFA for fluid milk substitutions.

Schools can receive reimbursement for meals without milk if they operate Offer versus Serve (OVS), under which milk or other meal component(s) could be declined by a student. If a school does not however operate OVS, a non-disabled child with a medical or special dietary need must take the regular fluid milk or an acceptable milk substitute provided by the school in order for school to claim meal for reimbursement.

Use of Funds in the Nonprofit School Food Service Account

Revenues received by the nonprofit school food service area are to be used only for the operation or improvement of such food service, except that such revenues shall not be used to purchase land or buildings or to construct buildings.

The SFA shall limit its net cash resources to an amount that does not exceed three months average expenditures for its nonprofit school food service.

Costs charged to the nonprofit school food service account must be both necessary and reasonable. In some circumstances, the cost of minor quantities of non-program foods used to decorate or enhance a food or menu item is allowable. Any other costs of non-program foods for service in the food service area during meal periods must be disallowed.

If school food service account funds are used to purchase non-program foods for sale outside a meal period(s) or outside a food service area(s) during meal periods, such purchases must be self-sustaining. This means funds must be deposited in the school food service account in an amount sufficient to cover all direct and indirect costs relating to the purchase and service of FMNV with school food service account funds. Records documenting the recovery of these costs must be maintained and available for review.

If school food service account funds are used to purchase equipment, districts must seek approval prior to purchase UNLESS the equipment is on the pre-approved equipment list. If a district seeks to purchase equipment not on this pre-approved list, they must email details of the item for purchase, along with cost, to WV OCN. If during a review, any equipment purchases are identified as unallowable, WV OCN is required to disallow these purchases and implement their debt collection procedures.

* Equipment is defined as tangible personal property (including information technology systems) having a useful life of one year or longer and a per-unit acquisition cost that equals or exceeds the lesser capitalization level established for financial statement purposes (the lesser of \$5,000 or local level regulations).

Revenue from Non-Program Foods

School food service account funds are intended to purchase food for reimbursable meals. The Healthy Hunger Free Kids Act of 2010 establishes requirements for school district revenue when foods sold outside of reimbursable meals are purchased with school food service account funds. The purpose of the Non-Program Revenue requirement is to ensure revenues from the sales of non-program foods cover food cost in the SFA food service account.

Non-program food includes, but is not limited to:

- A la carte items (Milk and Water Only for Public Schools)
- Adult meals
- Fundraisers
- Vending machines
- Seconds of entrée items* (not fruits or vegetables) – Private School Only

* This would not include accidental over production and service of meal items which total less than 10% of total meals prepared. (i.e. 100 meals prepared, only 90 kids eat lunch. The remaining 10 meals could be served as smaller portions to students at no cost.)

A Non-Program Food Revenue Tool was created to help SFAs calculate the amount of revenue required and is available at <http://www.fns.usda.gov/guidance-paid-lunch-equity-and-revenue-nonprogram-foods>. Use the Non-Program Revenue Tool to:

- Ensure that a high enough fee is being charge to cover the cost of non-program foods.
- Ensure that enough money is being contributed from the general fund into the school food account to cover the cost of seconds.

Meal Pricing

Pricing of Free Meals

Children eligible for free meals must be offered one reimbursable meal at no charge. Second meals cannot be claimed for reimbursement. Children must pay for the second meal.

Pricing of Reduced-Price Meals

Children eligible for reduced-price meals must be offered one reimbursable meal at reduced rate. Second meals cannot be claimed for reimbursement. The current maximum prices for reduced-price meal are:

- 40 cents for lunch
- 30 cents for breakfast
- 15 cents for after-school snacks

Pricing of Paid Meals

Meals under the Child Nutrition Program must be priced as a unit. Individual foods sold a la carte or priced individually cannot be claimed for reimbursement.

Paid breakfast and after-school snack prices are at the discretion of the local SFA. Some basic considerations before establishing a price for a paid student: daily revenue, cost of food, cost of labor, including per hour fringe benefits, and cost of overhead and any other costs.

Paid lunch prices are established using the Paid Lunch Equity calculator. School Food Authorities must ensure that schools are providing the same level of support for paid lunches as they are for free lunches. Therefore, weighted average price across the SFA charged for paid meals must be at the least the difference between the current year's free and paid reimbursements. The SFA may however charge more for paid lunches.

For example, if a district is charging on average less than \$2.92 [difference between federal reimbursement provided for free lunches (\$ 3.23) and the federal reimbursement provided for paid lunches (\$.31)] for a paid lunch, it must make up the difference in the level of funding to the program by either:

- 1) Gradually increase paid meal prices. The USDA cannot require a school to increase by more than \$0.10 per meal, however a district can increase by as much as it feels is warranted to meet program requirements. The district need not increase paid meal prices across all schools. In other words, paid lunch prices can vary by school (e.g. charging lower prices in lower-income area or charging lower prices in elementary vs secondary) as long as the average revenue requirement is met across the district.

OR

- 2) In lieu of raising prices, provide additional non-federal support (state and local funding) to the non-profit food service account to make up the difference between \$2.92 and what is currently being charged for a paid meal on average across the district.

OR

- 3) Combination of increasing price and contributing non-federal funds to the non-profit school food service account.

To determine how much a district is required to increase its weighted average paid meal price and/or how much non-federal funding it is required to contribute it must complete the Paid Lunch Equity Calculator. Paid Lunch Equity is part of your ACES application, however if you are countywide CEP you are exempt from completing Paid Lunch Equity.

Pricing of Non-program Foods and Beverages and Adult Meals

Any food or beverage sold in a participating school outside of the reimbursable meal and purchased using school food service funds is considered a competitive food including a la carte items, second entrees, vending, and school stores. The USDA requires that each SFA limit competitive foods to encourage consumption of the reimbursable meals.

All students must be charged the same price for each non-program food and beverage regardless of the eligibility status of the student; only the reimbursable meal must be provided free or at a reduced price for those that qualify. All students may be charged for second entrees (Private Schools only) according to the established price set by the SFA.

Therefore, when pricing non-program items and adult meals, the SFA must set prices at a level high enough to:

- Encourage students to select the reimbursable school lunch or breakfast meal, and
- If food is purchased using school food service funds, generate at least the same proportion of SFA revenues as they contribute to the SFA food costs. The price must recover all the

costs involved in the item including labor, overhead, paper supplies, value of USDA-donated foods used in preparation, etc. and should reflect a profit on the item.

Meals served to adults who are directly involved in the operation and administration of the school nutrition programs may, at the discretion of the school food authority, be furnished at no charge. These adults are referred to as Program Adults. As such their costs may be fully attributed to and supported by the nonprofit food service operation. Meals served to these adults may not be claimed for reimbursement or counted towards the donated foods entitlement.

Adults who are present during the meal service period for the purpose of providing supervision or direct services to children (i.e. aide) are not considered program adults. Therefore these adults should not be furnished a meal at no charge. Counties may elect to establish “extra-duty” contracts with these adults – which results in the counties paying the cost of these adult meals.

Reimbursement for Off-Site Meal Consumption

Program regulations clearly intend for meals reimbursed under the programs to be served and consumed as part of the school program, on school or school-related premises. Sponsors that have adequate monitoring staff may allow a single item of fruit, vegetable, or grain to be taken off-site for later consumption, provided that this is in compliance with state and local health and safety codes, e.g. must be an unopened pre-packaged item or an unaltered, whole fruit or vegetable, to assist in preventing contamination. The food item taken off-site must be from the child’s own meal or left on a “share table” by another child who did not want it. The WV OCN may prohibit individual sponsors on a case-by-case basis from using this option if there is a question regarding whether the sponsor will be able to provide adequate oversight related to food safety and Program integrity.

Meals must always be served to students that have been determined to be eligible for free meals under federal income guidelines if the student attends a West Virginia public school or attends a non-public school that participates in a school-based child nutrition program. This includes students on field trips, involved in work study programs, and placed in alternative settings. Meals served to any students off-site may only be claimed for reimbursement under the following conditions:

School Supervised Field Trips

The school may be reimbursed for meals served on a field trip if the function is a part of the curriculum (not an extra-curricular activity) and the meal meets the meal pattern requirements (including milk). Meals served off-site should be subject to especially stringent sanitary and precautionary measures to avoid contamination and spoilage. If all students are offered the reimbursable meal, the school may claim National School Lunch (federal) reimbursement.

Work Study Programs

The school may be reimbursed for meals served to students who are enrolled in one school but attend another work-study site for the part of the day that includes the meal hour. The meal served must meet the meal pattern requirements (including milk). Those students applying for free or reduced-price meals should do so through their home school. The work/study school is responsible for the service of the meals, the record keeping for the meals served, and the Claims for Reimbursement and therefore should obtain a copy of any free and reduced-price meal applications from the home school. If the work/study site does not participate in the

federal meal programs, take-out school meals meeting program requirements may be served to such students and claimed for reimbursement by their enrolling school.

Food Safety Plan

SFAs are responsible for developing a comprehensive food safety plan for food preparation and service site(s) that is based Hazard Analysis and Critical Control Point (HACCP) principles and must conform to guidance issued by the USDA. Standard operating procedures for safe food handling must include any facility or part of a facility where food is stored, prepared, or served, such as on school buses, in hallways, school courtyards, kiosks, classrooms or other locations outside the cafeteria for SBP, NSLP, SMP, FFVP, and afterschool snack programs. Food Safety plans may be done at the county level however they must contain school specific information. Furthermore, a copy of the HACCP plan must be kept at each school.

A school food safety program must include the following elements:

- **A Written Food Safety Plan** – A food safety plan must be developed for each food preparation and service site. The food safety plan must include how to apply HACCP principles by doing the following:
 - Documenting recipe/menu items in the appropriate HACCP process category
 - Documenting Critical Control Points of food production
 - Monitoring, at least monthly
 - Establishing and documenting corrective actions
 - Record keeping
 - Reviewing and revising the overall food safety plan periodically
- **Documented Standard Operating Procedures (SOPs)** – SOPs are a very important factor in developing an effective food safety plan. An SOP serves as a specific food safety process and is designed to control hazards not outlined specifically in the general HACCP plan. For example, soiled and un-sanitized surfaces of equipment and utensils should not come into contact with raw or cooked (ready-to-eat) food. Proper procedures to prevent this should be covered by an SOP.

Each of these required elements is explained in more detail in the USDA's *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles*.

USDA Standards for School Nutrition Professionals

USDA released Professional Standards for school food service directors, managers, school nutrition staff and state agency directors that went into **effect on July 1, 2015**. The standards seek to ensure that State and local school nutrition program personnel in the National School Lunch and School Breakfast Programs have the knowledge and skills to manage and operate the programs correctly and successfully. Additionally, WV State Board of Education policy 4321.1 incorporates stricter Professional Standard requirements. These requirements are outlined below.

School Nutrition Directors are those individuals directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the school food authority (Local Educational Agency (LEA) participating in school nutrition programs). Requirements for certification include the following:

School Nutrition Directors – Hired prior to July 1, 2015

- Qualifications:
 - The applicant for licensure must provide evidence of at least eight hours of valid food safety training obtained no more than five years prior. This training must be renewed every five years.

School Nutrition Directors – Hired after to July 1, 2015

- Qualifications:
 - At a minimum, hold a bachelor's degree and a minimum 2.5 GPA including six semester hours of coursework related to nutrition, food, and/or food service management or WVDE approved training as provided by the OCN. The six semester hours or approved training must be completed within 90 days of the start date
 - The applicant for licensure must provide evidence of at least eight hours of food safety training obtained no more than five years prior to or within 30 days of start date
 - Receive the recommendation of the county superintendent in the county in which the applicant is employed verifying that the applicant is the most qualified candidate for the position
 - The Temporary Authorization for School Nutrition Director shall be valid for three years

Annual Training Requirements- These requirements apply to the 12 months between July 1 and June 30.

Job Title	Annual Requirements
School Nutrition Director (All sponsors must have a designated Director)	12 hours
Managers (All sites must have a designated Managers)	10 hours
Staff	6 hours
Part-Time Staff (working less than 20 hours per week)	4 hours
Mid-Year hires in all categories (January 1, or later)	One-half of training requirement for each job category

Notice to Households of Program Availability

Schools participating in the School Breakfast Program (SBP) must inform families of the availability of breakfasts. A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced price meal applications for the new school year. In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year. Schools can provide reminders to children through their public address systems in schools or through means normally used to communicate with the households of enrolled children. Other acceptable outreach activities may include developing or disseminating printed or electronic material to families and school children. For example, information about the SBP should be posted on the school's website.

School food authorities (SFAs) must also cooperate with Summer Food Service (SFSP) institutions to inform eligible families of the availability and location of free meals for students when the regular school year ends. Acceptable activities may include developing or disseminating printed or electronic materials to families of school children prior to the end of the school year, which provide information on the availability and location of SFSP meals. An SFA can distribute information to households such as the location of nearby SFSP meal sites, times of service, and SFSP service institution contact information. The SFAs may distribute the information through means normally used to communicate with the households of enrolled children. The SFSP Outreach Toolkit for Sponsors and Feeding Sites includes fliers, letters to parents, and other materials that may help schools raise program awareness among students and their families. The SFSP Toolkit is available at www.summerfood.usda.gov/library/toolkit.pdf.

USDA Commodities

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Introduction

The West Virginia Department of Agriculture (WVDA) administers the Food Distribution Program (FDP) in West Virginia. Through this program, surplus food provided by the United States Department of Agriculture (USDA) is distributed to eligible recipient agencies. These donated foods help meet the nutritional needs of children in schools and summer programs. All agencies involved with the USDA Food Distribution Program must follow the procedures found in federal regulation 7 CFR Part 250.

Eligible Recipient Agencies

USDA Foods (government donated commodities) are available to recipient agencies in conjunction with participation in one of the following programs:

National School Lunch Program (NSLP)

Through this program schools and residential child care institutions must provide meals that meet federal guidelines. Recipient agencies receive USDA Foods and cash reimbursement for meals served to children.

Summer Food Service Program (SFSP)

Through this program, schools, units of state and local government, nonprofit private organizations, and residential summer camps provide meals to children during the summer months when school is not in session. Recipient agencies receive federal reimbursement for meals served to children. USDA Foods are available to those agencies that either prepare their own meals or receive their meals from a school food authority (SFA).

USDA Foods Availability

The USDA purchases and makes available to states a variety of foods. The mix of foods can change annually due to availability, cost of acquisition, and preferences of recipient agencies. The USDA seeks to obtain the largest quantity available at the lowest cost. The USDA advises each state of the types and quantities of foods that might be available. Each state evaluates its needs and reports them to the USDA.

The USDA has successfully expanded the variety and forms of USDA Foods available, with more than 200 products available for distribution. USDA Foods provide approximately 15-20% of the food offered in each school lunch. In addition, the USDA has reduced fat, sugar, and salt content in recognition of the *Dietary Guidelines for Americans* published jointly by the United States Department of Health and Human Services and the USDA.

USDA Foods Allocation

Each state receives USDA Foods based on the total number of eligible meals claimed in the NSLP in the state, multiplied by the federal assistance rate, which is determined by the USDA. In turn, each SFA receives a fair share of the state dollars based on their meals claimed which is referred to as their Planned Assistance Level (PAL). PAL is the amount SFAs are entitled to in USDA Foods value. The SFA's PAL is listed on their Annual Order Form (AOF) to assist when

placing their order. PAL USDA Foods consist of dairy, grains, nuts, oils, meats, poultry, fish, fruits, and vegetables.

The state orders food from the USDA based on the quantities requested by the SFAs. The USDA purchases and ships the food to the state-designated warehouses, usually within the specified delivery periods. An *Anticipated* USDA Foods Chart lists the month(s) each USDA Food may be allocated as well as indicates if it will be a PAL or bonus USDA Food.

Representatives from WVDA and/or the regional USDA office periodically monitor the schools through the Administrative Review process. The reviewer will monitor the storage facilities, record keeping procedures, and usage. All records pertaining to the FDP must be maintained on file for current year plus three years prior, if under investigation or audit, until the investigation or audit is completed.

Participation in the Food Distribution Program

To participate in the FDP, the recipient agency must participate in the NSLP or SFSP. As a participating site in the NSLP, recipient agencies are expected to participate in the FDP and use USDA Foods to the best of their ability.

To learn more about participating in the FDP, counties must contact the WVDA at (304) 558-0573.

Residential Child Care Institution (RCCI)

Residential Child Care Institutions

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Residential Child Care Institution (RCCI)

This guidance will cover information related specifically to Residential Child Care Institutions (RCCI's) which either currently participate in or would like to participate in the United States Department of Agriculture's School Nutrition Programs.

This guidance is a supplement to this Operations Manual and is not inclusive of all program requirements. For additional requirements of the School Nutrition Programs please review the all sections in this Operations Manual.

General Program Requirements

A RCCI can participate in the School Nutrition Programs provided that the institution:

1. Is public or nonprofit private;
2. Operates principally for the care of children;
3. Is a residential facility;
4. If private, is "tax exempt" under Section 501(c)(3) of the Internal Revenue Code of 1986;
5. If private, is licensed by the state to provide residential child care;
6. Serves those that are age 21 and under

A public institution is one which is operated by and primarily responsible to any level of federal, state or local government. A private, nonprofit institution is one which is not public and is tax-exempt for federal income tax as described above.

Institutions qualifying as an RCCI eligible to participate in School Nutrition Programs include, but are not limited to:

- Homes for the mentally or physically challenged, emotionally disturbed or unmarried mothers and their infants;
- Group homes;
- Halfway houses;
- Orphanages;
- Temporary shelters for abused and/or runaway children;
- Long-term care facilities for chronically ill children;
- Juvenile detention centers.

The School Nutrition Programs that a RCCI is eligible to participate in include:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Special Milk Program (SMP) (only for children that do not have access to the NSLP)
- And/or the After-School Snack Program (if the RCCI is offering an educational enrichment activity after the school day)

Boarding schools are not considered to be RCCIs.

Application & Memorandum of Understanding with the State Agency (SA)

RCCIs must enter into an application (completed online via ACES) with the SA, this application sets forth the conditions for operating the program(s). Both the application and the Memorandum of Understanding must be agreed to each year to be eligible to participate.

Certification of Eligibility for Meal Benefits

Once the eligibility of the RCCI to participate has been established, it is necessary to establish the eligibility of the children participating at the RCCI. RCCI's must maintain the names, ages (must be under 21 years of age) and entry and departure dates of all participating children in the School Nutrition Programs.

There is a common misunderstanding regarding the eligibility for FREE meals in RCCIs. Children residing in RCCIs are not automatically eligible for FREE meals. A determination of FREE, REDUCED, or PAID **must** be made. Please see the instructions below for Institutionalized Children (those residing in an RCCI) and for Day Students for the specifics on determining the child's eligibility for FREE, REDUCED, or PAID meals.

Some RCCIs may have both residential children and day students; requirements for certification are different for each type of student. These are described below.

Institutionalized Children

An institutionalized child is considered as a one-person household since he/she is not living with his/her actual family as an economic unit. The RCCI need not obtain an application or signature from an adult household member. Since an institutionalized child is defined as a family of one, program eligibility for institutionalized children is based on income received by the child; the family's income is not included. **Payments from any source directly received by the institution on a child's behalf are not considered as income to the child. Only the income a child earns from employment and/or personally receives while in residence at the institution is considered as income.**

In order to properly document the eligibility of institutionalized children, an RCCI may use one of the following methods:

- Eligibility Roster – if an RCCI does not have a predetermined policy which dictates the allowable income to children, then it must record eligibility determinations, by child, on a roster. The roster must include the following information:
 - Child's name;
 - Child's date of birth
 - Date of eligibility determination
 - Category of eligibility; and
 - Approving official's signature/initials.
- The Statement of Facts - The simplest method of documenting children's eligibility is to have a signed Statement of Facts on file at the RCCI. This is a written statement outlining

the general policy or condition within the RCCI which would cause all its institutionalized children (not including day students) to be eligible for free benefits. A sample form can be found in **Attachment 17**. The following are some acceptable examples of what would qualify as Statement of Facts:

- o Example 1: "All our children are wards of the court. They are not permitted to earn, receive or retain any money while in our custody."
- o Example 2: "Our students are permitted to hold part-time jobs (up to 16 hours per week). The maximum earnings we have seen have been \$83.00 per week. We also permit students to get up to \$5.00 per week from home, but require any money received or earned to be turned in to our 'bank' and to be drawn out only with permission."
- Documentation of either the Statement of Facts or the Eligibility Roster must be maintained.

Day Students Attending RCCI:

Day students are children who attend, but do not reside in the RCCI. A student's eligibility for free, reduced, or paid meal benefits is determined based on traditional methods of certification. This includes a household eligibility application, and/or homeless/migrant/runaway/HeadStart documentation. Please refer to the Benefit Issuance, Meal Counting and Claiming section of this manual for more information on certification of meal benefits. Documentation must be maintained for the eligibility determination of all day students. Household eligibility applications must be ordered yearly from the WVDE OCN. Orders for household eligibility applications are placed via link on the NSLP homepage in ACES.

Point-of-Service Counts

To receive reimbursement, sites must accurately count, record, and claim the number of meals actually served to students by category: free, reduced-price, and paid. The number of meals served free, reduced-price, and paid claimed for reimbursement must have adequate documentation on file to support the claim.

Meals must be counted daily at that point in the food service line where it can be determined that a reimbursable meal, containing all required components, has been served to an eligible student. It is NOT allowable that a student take point-of-service counts. Any alternative point-of-service counting methods must be approved by the WVDE OCN.

Meal count systems that are **not acceptable** include the following:

- Attendance, tray, classroom, delivery, or entrée counts
- Category/cash back-out system
- Counts taken anywhere other than the point of service, such as the beginning of the service line
- Counts of tickets sold and distributed
- All cash line

Meal counting systems that **are** acceptable include the following:

- Roster
- Tickets
- Computerized point of sale with ID cards, pin numbers, biometrics, etc.
- Checklist

Verification

Verification is the confirmation of eligibility to receive free and reduced-price meals under the NSLP and SBP. Verification is only required when eligibility is determined through the use of a household eligibility APPLICATION. Basically, the verification process involves requesting documentation of information provided on a household application. Once that documentation is received, the Verification Summary Report must be completed and submitted to WVDE OCN.

The requirements for verification are different for those children that reside in the RCCI verses day students (if applicable).

- Institutionalized Children – the verification process is not required, due to the fact that children residing in a RCCI do not complete household eligibility applications. However, the Verification Summary Report must be completed in ACES by February 1st.
- Day Students – the verification process is required. Day students must be certified for meal benefits through direct certification or household eligibility application, therefore, the verification process and the Verification Summary Report are required for any day students. Please refer to the Verification Section of this guide for step by step instructions regarding Verification.

Menu Planning

The USDA required Food Based Meal Pattern provides for required serving sizes of specific food components based on the grade of the child. The required food components include:

- Meat/meat alternate
- Grains
- Fruit
- Vegetables and
- Milk

Most RCCI's operate 7 day per week, please see below for the meal pattern requirements for 7 day a week facilities.

7-day School Week- Breakfast	Grades K-5 Weekly (daily)	Grades 6-8 Weekly (daily)	Grades 9-12 Weekly (daily)
Fruits (cups)	7 (1)	7 (1)	7 (1)
Grains (oz eq)	10-14 (1)	11-14 (1)	12.5-14(1)
Fluid Milk (cups)	7 (1)	7 (1)	7 (1)

7-day School Week- Lunch	Grades K-5	Grades 6-8	Grades 9-12
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	Weekly (daily)	Weekly (daily)	Weekly (daily)
Fruits (cups)	3.5 (0.5)	3.5 (0.5)	7 (1)
Vegetables (cups)	5.25 (0.75)	5.25 (0.75)	7 (1)
Dark Green	0.5	0.5	0.5
Red/Orange	0.75	0.75	1.25
Beans/Peas (Legumes)	0.5	0.5	0.5
Starchy	0.5	0.5	0.5
Other	0.5	0.5	0.75
Additional Veg to Reach Total	2.5	2.5	3.5
Grains (oz eq)	11-12.5 (1)	11-14 (1)	14-17 (2)
Meats/Meat Alts (oz eq)	11-14 (1)	12.5-14(1)	14-17(2)
Fluid Milk (cups)	7 (1)	7 (1)	7 (1)

Age/Grade Group Exemption

The United States Department of Agriculture (USDA) recently released information that allows Residential Child Care Institutions (RCCIs) meeting certain requirements to serve one meal pattern even when the age/grades being served span more than one age/grade group. The age/grade groups are set forth in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal patterns.

Specifically, this policy (SP 48-2013) applies to all RCCIs that:

1. Consist of more than one age/grade group; and
2. Have legitimate safety concerns.

For these facilities, WVDE OCN *may* permit the RCCI to serve NSLP/SBP meals with the same amount of food at the meal service. In such cases, RCCIs shall serve meals meeting the NSLP meal pattern in effect for the highest age/grade group represented, to ensure nutritional adequacy.

If a RCCI meets these requirements and wishes to request implementation of this exemption, approval must be obtained approval from WVDE OCN prior to implementing the option. WVDE OCN will consider RCCI requests to implement this option on a case-by-case basis and must ensure that all criteria are met. Each request must include the following information:

1. Name of Sponsor
2. Grant ID Number- found in ACES
3. Site Name(s)
4. A statement(s) stating how this site(s) meets all of the requirements listed above, as required by USDA.

Other Menu Planning Requirements

There are additional menu planning requirements that are required of all participants in the School Based Child Nutrition Programs that are not specific to RCCI's. Additional topic areas in the Menu Planning section include:

- Daily Production Records
- Standardized Recipes
- In-depth information regarding each of the five required food components
- Whole Grain Rich requirements
- Offer vs. Serve
- Meal pattern requirements for the After School Snack Program

On-Site Review Requirements

On-Site Monitoring Requirements

National School Lunch Program (NSLP) regulations require each school food authority (SFA) with more than one site where reimbursable meals are served to annually conduct their own review of each site's meal count and claiming procedures. SFAs are required to monitor all sites for NSLP yearly. Furthermore, within a two year period SFA must conduct breakfast monitoring for all sites – 50% in year 1 and the remaining 50% in year 2.

Monitoring must be completed by **February 1** of each school year for each site. The individual monitoring should be familiar with program rules and should be outside the daily operations to provide an objective look at the operations. Monitoring must be conducted by SFA personnel and may not be conducted by contracted parties who are providing the meal service. The monitoring forms are located on the WVDE OCN website and can be found in **Attachments 2 and 3**.

A copy of the on-site review must be maintained on file at the site or SFA office for three years plus the current year or in the case of an audit or investigation which extends beyond the three years plus current year, documents must be kept until the audit or investigation is completed.

If the review disclosed problems, the SFA must correct problems immediately and conduct a follow-up review within 45 calendar days of the initial review. A follow-up review must be conducted to determine if the corrective action resolved the problem. Written documentation is required to be maintained at the SFA or at the site.

On-site reviews are conducted to ensure at each meal service claimed, the following internal controls are operating correctly:

- Daily meal counts by category are taken at the point of service
- All meals claimed meet meal pattern requirements
- Overt identification is prevented
- Sanitation procedures are followed

Local Wellness Policy

Any school that participates in a program authorized under the National School Lunch Act or the Child Nutrition Act must establish a Local Wellness Policy with the objectives of:

- Setting goals for nutrition education, nutrition promotion, physical activity, and other school-based activities to promote student wellness
- Setting nutrition guidelines for all foods available on school campus during the school day
- Establishing a plan for measuring effectiveness
- Involving physical education teachers, school health professionals, parents, students, and representatives from the SFA, school board, school administration, and the public in the development of the Local Wellness Policy
- Including language on whether outside foods will be provided for consumption by the general student population, and how students with special dietary needs and food allergies will be accommodated
- Informing and updating the public (including parents, students, and others in the community) about the content and implementation of the local wellness policies. LEAS are also required to make available to the public an assessment of the local wellness policy including
 - o The extent to which schools are in compliance with the local wellness policy;
 - o The extent to which the LEA's local wellness policy compares to model local school wellness policies; and
 - o The progress made in attaining the goals of the local wellness policy.

Acceptable methods for informing and updating the public may include dissemination of printed or electronic materials to families of school children and other members of the community at the beginning of the school year and/or posting on the district or school website. Whatever method is chosen, the information must be made available to the public LEAs in an accessible, easily understood manner.

Attachments

Attachments

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Attachment 1

**WV Department of Education Office of Child Nutrition
Log of Civil Rights Complaints**

Year: _____

Date Complaint Received	Description of Complaint (verbal or written)	Name of Complainant (Optional)	Date Civil Rights Complaint Form Completed and Returned to Sponsor (yes/no)	Date Civil Rights Complaint Forwarded to OCN

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. 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:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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

Sponsor's Civil Rights Coordinator: _____ Coordinator Contact Information: _____

Attachment 2

SCHOOL NUTRITION PROGRAM

SITE MONITORING REVIEW

SCHOOL NAME: CURRENT ENROLLMENT: CEP ☐ or Non CEP ☐		MEAL OBSERVED: ☐ Lunch ☐ Breakfast		DATE:		
ARRIVAL TIME:		DEPARTURE TIME:				
SERVING TIME:		OVS ☐ or Serve ☐				
<i>Monitor the entire meal count by observation and interview – from benefit issuance until meals are counted and recorded on the report to the district office and answer the following questions. Document any issues needing corrective action,</i>		Today's Menu (Record all Food Items Served and Serving Sizes)			YES	NO
1. Strategy: ☐ Traditional ☐ Grab & Go ☐ Breakfast in the Classroom ☐ Second Chance ☐ Other:						
2. Is a civil rights poster displayed in a prominent location at the site?						
3. Is the most recent food safety inspection or notice advising the public of the availability of its review posted?						
4. Signage identifying what constitutes a reimbursable meal visible for students?						
MEALS SERVED/MEAL COUNTS						
1. Do all the meals served and claimed contain all required food components?						
2. Are all menu items available to students?						
3. Does the assigned person recognize a reimbursable meal?						
4. Are correct portion sizes being used on all serving lines?						
5. If Offer vs. Serve is used: How many menu items must a student select today? _____						
6. If offer vs. serve is utilized at this site, does each student have the opportunity to select his/her own food items for the reimbursable meal?						
7. Are only reimbursable meals (those meals priced as a unit and meeting menu pattern requirements) recorded for reimbursement at point of service?						
8. Are meal counts taken at the point of service or an OCN approved alternative? Describe						
9. Is there a method for counting non-reimbursable meals separately from reimbursable meals (Example: second meals, extra milk, meals that do not meet meal pattern)						
10. Are adequate procedures in place to prevent the claiming of more than one reimbursable breakfast/lunch per day per child?						
11. Does the system prevent overt identification of the children eligible for free and reduced price meals?						

12. Does the cashier know the policies for:	A la carte? Second Meals? Adult Meals?		
13. Is a trained back up cashier available?			
14. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available?			
15. Is free water available to all students in the meal service location?			
16. Does school adhere to WVDE required mealtimes (only applicable to public schools) Each student must have 10 minutes for breakfast/ 20 minutes for lunch.			
17. Is special dietary needs documentation on file for meals not meeting the USDA meal pattern?			
HACCP/FOOD SAFETY			
1. Is Food Safety Checklist updated for the past month?			
2. Is HACCP plan available and employees have signed?			
3. Is staff following HACCP plan and standard operating procedures?			
4. Are thermometers located in all refrigerators and freezers and temperatures documented daily?			
5. Are dishwasher temps up to date?			
6. Were thermometer calibration checklists complete?			
7. Are food Temps documented for day of service and prior day/month?			
8. Does the sanitizer solution have the correct pH?			
9. Were onsite storage violations observed?			
PRODUCTION			
1. Were production records completed for the meal reviewed?			
2. Do production records match inventory records?			
3. Are production records filled out completely?			
4. Do production records show adequate amounts of food prepared for the last 5 days?			
5. Is proper documentation kept supporting meal pattern compliance (i.e. CN labels, ingredient statements, nutrition facts labels, recipes)?			
6. Production records match PRIMERO records for date; _____ If no explain:			
SMART SNACKS, if applicable			
1. Are items in the vending machine(s) Smart Snack compliant?			
2. Are food fundraisers Smart Snack complaint?			
3. Does the school prohibit foods containing non-nutritive sweeteners (only applicable to public schools)?			
4. Does the school prohibit foods containing caffeine (only applicable to public schools)?			
SHARE TABLES			
1. Does school have a share table?			
2. If applicable, does school follow the county share table plan?			
FOOD DYES			
1. Has the school removed the following food additions from any meal served in a school nutrition program:			
Red Dye No. 3	Red Dye No. 40	Yellow Dye No. 5	
Yellow Dye No. 6	Blue Dye No. 1	Blue Dye No. 2	
Green Dye No. 3			

MEAL CLAIMING

Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made?

Record today's meal counts by category and compare to the total number of students eligible by category

	Number of Students Approved by Category	Today's Meal Counts by Category
FREE		
REDUCED		
PAID		

CORRECTIVE ACTION: Corrective Action Plan required for any "No" answers above -be sure to specify date corrective action(s) will be implemented:

TECHNICAL ASSISTANCE:

School Representative/Principal

SFA Reviewer

Attachment 3

SCHOOL NUTRITION PROGRAM

SITE MONITORING REVIEW

SCHOOL NAME: CURRENT ENROLLMENT: CEP ☐ or Non CEP ☐		MEAL OBSERVED: ☐ Lunch ☐ Breakfast		DATE:		
ARRIVAL TIME:		DEPARTURE TIME:				
SERVING TIME:		OVS ☐ or Serve ☐				
<i>Monitor the entire meal count by observation and interview – from benefit issuance until meals are counted and recorded on the report to the district office and answer the following questions. Document any issues needing corrective action,</i>		Today's Menu (Record all Food Items Served and Serving Sizes)			YES	NO
1. Strategy: ☐ Traditional ☐ Grab & Go ☐ Breakfast in the Classroom ☐ Second Chance ☐ Other:						
2. Is a civil rights poster displayed in a prominent location at the site?						
3. Is the most recent food safety inspection or notice advising the public of the availability of its review posted?						
4. Signage identifying what constitutes a reimbursable meal visible for students?						
MEALS SERVED/MEAL COUNTS						
1. Do all the meals served and claimed contain all required food components?						
2. Are all menu items available to students?						
3. Does the assigned person recognize a reimbursable meal?						
4. Are correct portion sizes being used on all serving lines?						
5. If Offer vs. Serve is used: How many menu items must a student select today? _____						
6. If offer vs. serve is utilized at this site, does each student have the opportunity to select his/her own food items for the reimbursable meal?						
7. Are only reimbursable meals (those meals priced as a unit and meeting menu pattern requirements) recorded for reimbursement at point of service?						
8. Are meal counts taken at the point of service or an OCN approved alternative? Describe						
9. Is there a method for counting non-reimbursable meals separately from reimbursable meals (Example: second meals, extra milk, meals that do not meet meal pattern)						
10. Are adequate procedures in place to prevent the claiming of more than one reimbursable breakfast/lunch per day per child?						
11. Does the system prevent overt identification of the children eligible for free and reduced price meals?						

12. Does the cashier know the policies for:	A la carte? Second Meals? Adult Meals?		
13. Is a trained back up cashier available?			
14. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available?			
15. Is free water available to all students in the meal service location?			
16. Does school adhere to WVDE required mealtimes (only applicable to public schools) Each student must have 10 minutes for breakfast/ 20 minutes for lunch.			
17. Is special dietary needs documentation on file for meals not meeting the USDA meal pattern?			
HACCP/FOOD SAFETY			
1. Is Food Safety Checklist updated for the past month?			
2. Is HACCP plan available and employees have signed?			
3. Is staff following HACCP plan and standard operating procedures?			
4. Are thermometers located in all refrigerators and freezers and temperatures documented daily?			
5. Are dishwasher temps up to date?			
6. Were thermometer calibration checklists complete?			
7. Are food Temps documented for day of service and prior day/month?			
8. Does the sanitizer solution have the correct pH?			
9. Were onsite storage violations observed?			
PRODUCTION			
1. Were production records completed for the meal reviewed?			
2. Do production records match inventory records?			
3. Are production records filled out completely?			
4. Do production records show adequate amounts of food prepared for the last 5 days?			
5. Is proper documentation kept supporting meal pattern compliance (i.e. CN labels, ingredient statements, nutrition facts labels, recipes)?			
6. Production records match PRIMERO records for date; _____ If no explain:			
SMART SNACKS, if applicable			
1. Are items in the vending machine(s) Smart Snack compliant?			
2. Are food fundraisers Smart Snack complaint?			
3. Does the school prohibit foods containing non-nutritive sweeteners (only applicable to public schools)?			
4. Does the school prohibit foods containing caffeine (only applicable to public schools)?			
SHARE TABLES			
1. Does school have a share table?			
2. If applicable, does school follow the county share table plan?			
FOOD DYES			
1. Has the school removed the following food additions from any meal served in a school nutrition program:			
Red Dye No. 3	Red Dye No. 40	Yellow Dye No. 5	
Yellow Dye No. 6	Blue Dye No. 1	Blue Dye No. 2	
Green Dye No. 3			

MEAL CLAIMING

Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made?

Record today's meal counts by category and compare to the total number of students eligible by category

	Number of Students Approved by Category	Today's Meal Counts by Category
FREE		
REDUCED		
PAID		

CORRECTIVE ACTION: Corrective Action Plan required for any "No" answers above -be sure to specify date corrective action(s) will be implemented:

TECHNICAL ASSISTANCE:

School Representative/Principal

SFA Reviewer

Attachment 4

**West Virginia Department of Education
Office of Child Nutrition
Afterschool Snack Program Monitoring Form**

School Food Authorities participating in the Afterschool Snack Program are required to conduct on-site monitoring twice a year – once within the first four weeks of operation and one other time during the school year.

Sponsor _____ Date _____ First Review ☐
Second Review ☐

Name and Address of Site _____

Program Start Date _____ At-Risk ☐ Traditional ☐

1. Is the site providing afterschool care and including educational or enrichment activities that are structured and supervised? ☐ Yes ☐ No
2. What afterschool enrichment or educational activities are conducted at this site during the week of review?
3. Meal counts by category for the day of review: Free _____ Reduced _____ Paid _____
4. What method was used to obtain meal counts? _____

5. Did this method yield accurate meal counts by category? ☐ Yes ☐ No
6. Were meal counts available for the previous week? ☐ Yes ☐ No
7. If so, did they appear reasonable compared to the meal counts on the day of review? ☐ Yes ☐ No
8. Were attendance records maintained for the afterschool program? ☐ Yes ☐ No
9. Are meal counts taken when the snack is served? ☐ Yes ☐ No
10. Did meal counts exceed attendance on any day of the previous week? ☐ Yes ☐ No
11. Did meal counts exceed attendance on the day of review? ☐ Yes ☐ No
(If yes, corrective action and a second review are required.)

MEAL SUPPLEMENT CHART FOR CHILDREN

<u>Snack</u>	<u>Children 1-2 Years</u>	<u>Children 3-5 Years</u>	<u>Children 6-18 Years</u>
<i>Select <u>2</u> different components of the <u>4</u> listed below:</i>			
1. Milk	1/2 cup	1/2 cup	1 cup
2. Juice/Fruit/Vegetable	1/2 cup	1/2 cup	3/4 cup
3. Meat/Meat/Alternate	1/2 ounce	1/2 ounce	1 ounce
4. Bread/Bread Alternate	1/2 slice/serving	1/2 slice/serving	1 slice/serving
Cereal: Cold	1/4 cup	1/3 cup	3/4 cup
Hot/Cooked	1/4 cup	1/4 cup	1/2 cup

12. List the specific snack components offered on the day of review:

- a) meat/meat alternate _____
- b) milk _____
- c) bread/grain _____
- d) fruit/vegetable _____

13. Does the snack, as observed, meet the above requirements, including portion sizes? ☐ Yes ☐ No

14. Did menus and production records for the previous week support reimbursable snack service? ☐ Yes ☐ No

Today's Attendance _____ Time of Meal Service _____

Is Corrective Action required? ☐ Yes ☐ No

Notes:

Print Name and Title of Reviewer _____

Signature of Reviewer _____

Date of Review _____

Attachment 5

Multiple-Site Monitoring Log

Name of Sponsor: _____

Site Visit Information:

SITE NAME	REVIEW 1		REVIEW 2		REVIEW 3	
	Announced/ Unannounced	Date	Announced/ Unannounced	Date	Announced/ Unannounced	Date

(For additional sites, see on back of this page)

To be completed at the end of sponsor review cycle:

1. **If the sponsor added a new site**, did the first visit for the new site occur within the first thirty (30) days of program operations?

Yes _____ No _____ If no, please explain: _____

2. Did more than 6 months elapse between reviews for each site?

Yes _____ No _____ If yes, please explain: _____

3. Were two of the three required monitoring visits for each site unannounced?

Yes _____ No _____ If no, please explain: _____

4. Did at least one of the two unannounced visits per site occur during a meal service?

Yes _____ No _____ If no, please explain: _____

5. Did any of the findings noted during the reviews require any follow up activities?

Yes _____ No _____ If yes, was follow-up conducted as needed? _____

WEST VIRGINIA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS
 Child and Adult Care Food Program
 Monitoring Report for Multiple Site Sponsors

VISIT# (circle one)	1	2	3
Announced	_____		
Unannounced	_____		
Follow-up	_____		
Date	_____		

Site Reviewed _____

Address _____

Phone _____

Number of persons participating in today's meal: Adult DC _____ Children _____ Program Adults _____ Non-Program Adults _____

DAY OF REVIEW (If necessary, document corrective action required on page 2).

1. What meal service observed? _____ Time of meal service? _____
2. List food items served: _____

3. Was each meal served as a unit? Yes _____ No _____ If "no," explain. _____

4. Did the meal meet requirements for components? Yes _____ No _____ If "no," what components were missing? _____

5. Did the meal meet requirements for amounts? Yes _____ No _____ If "no," describe the deficiencies. _____

6. Meal service is provided to all participants on a non-discriminatory basis. Yes _____ No _____

SANITATION AND SAFETY (If necessary, document corrective action required on page 2).

☐ YES ☐ NO	Facility appears free of food contaminants.
☐ YES ☐ NO	Kitchen appears neat and clean.
☐ YES ☐ NO	Kitchen equipment is in working order.
☐ YES ☐ NO	Safety measures are evident in kitchen and dining area.

Explain any "no" answers:

MENUS AND MANAGEMENT (If necessary, document corrective action required on page 2).	Always	Often	Seldom	Never
1. Meal pattern requirements are met:				
2. Planned menus contain good sources of vitamins A and C and iron:				
3. Are current menus available during the visit?	☐ YES ☐ NO			
4. Are production records maintained and up-to-date?	☐ YES ☐ NO ☐ N/A			
5. Does the meal as observed reflect what was listed on the menu?	☐ YES ☐ NO			
Does the meal as observed reflect what was listed on the production records?	☐ YES ☐ NO			
6. Is the meal participation record up-to-date and checked when the meal is served?	☐ YES ☐ NO			

Number of Meals Claimed						Do the meal counts for the prior five days appear reasonable when compared to today's meal count? Yes____ or No_____ If "NO," obtain and record an explanation. Explain: Describe required corrective action below.
Date	Free	Red.	Paid	At Risk	Total	
Day of Review						

Attachment 6

National School Lunch Program (NSLP) and School Breakfast Program (SBP)

VEGETABLE SUBGROUPS ¹

The U.S. Department of Agriculture's (USDA) meal patterns for the NSLP and SBP include five subgroups of vegetables that count toward the daily and weekly vegetable requirements. These subgroups are based on the recommendations of the 2010 *Dietary Guidelines for Americans*. ² The chart below identifies some commonly eaten vegetables in each subgroup.

DARK GREEN fresh, frozen and canned		RED/ORANGE fresh, frozen and canned	BEANS AND PEAS LENTILS Canned, frozen or cooked from dry	
- arugula - beet greens - bok choy - broccoli - broccoli rabe (rapini) - broccolini - butterhead lettuce (Boston, bibb) - cabbage, Chinese or celery - chicory - cilantro - collard greens	- endive - escarole - fiddle heads - grape leaves - kale - mesclun - mustard greens - parsley - spinach - Swiss chard - red leaf lettuce - romaine lettuce - turnip greens - watercress	- carrots - chili peppers (red) - orange peppers - pimientos - pumpkin - red peppers - salsa (all vegetables) - sweet potatoes/yams - tomatoes - tomato juice - winter squash (acorn, butternut, Hubbard)	- black beans - black-eyed peas (mature, dry) - cowpeas - fava beans (chickpeas) - Great Northern beans - kidney beans - lentils - lima beans, mature - mung beans	- navy beans - pink beans - pinto beans - red beans - refried beans - soy beans/edamame - split peas - white beans * Does not include green peas, green lima beans and green (string) beans
STARCHY fresh, frozen and canned		OTHER fresh, frozen and canned		
- black-eyed peas, fresh (not dry) - corn - cassava - cowpeas, fresh (not dry) - field peas, fresh (not dry) - green banana - green peas - jicama - lima beans, green (not dry) - parsnips - pigeon peas, fresh (not dry) - plantains - potatoes - poi - taro - water chestnuts		- artichokes - asparagus - avocado - bamboo shoots - bean sprouts (alfalfa, mung) - beans, green and yellow - beets - Brussels sprouts - cabbage, green and red - cactus (nopales) - cauliflower - celeriac - celery - chayote (mirliton) - chives - cucumbers - daikon (oriental radish) - eggplant - fennel - garlic - horseradish - iceberg lettuce - kohlrabi - leeks - mushrooms - okra - olives - onions - peas in pod, e.g., snap peas, snow peas - pepperoncini - peppers (green sweet bell, green chilies, purple, yellow) - pickles (cucumber) - radishes - rhubarb - shallots - sauerkraut - snap peas - snow peas - spaghetti squash - tomatillo - turnips - wax beans - yellow summer squash - zucchini squash		

¹ All vegetables are credited based on volume except raw leafy greens count as half the volume served and tomato paste and puree are credited based on the volume as if reconstituted (see the USDA's *Food Buying Guide*). Vegetable juice must be pasteurized 100 percent full-strength juice and cannot count for more than half of the weekly vegetables component.

² For more information, see the Dietary Guidelines at <http://health.gov/dietaryguidelines/dga2010/DietaryGuidelines2010.pdf> and the vegetables group in Choose My Plate at <http://www.choosemyplate.gov/food-groups/vegetables.html>.

Attachment 7

Fluid Milk Substitutions

SCHOOL NUTRITION PROGRAMS

General Standards

To provide a milk alternative, the substitution must be one of the following:

- Prescribed by a state authorized medical authority or registered dietitian, for reasons of disability OR included in an IEP/504 Plan. This accommodation is required.
- Lactose free/reduced milk which is fat free or low fat. This accommodation is optional.
- A plant-based milk which is nutritionally equivalent to cow's milk and accompanied by a written request from a parent or guardian. This accommodation is optional.

Documentation Required

- Lactose free milk – No documentation required for lactose free/reduced milk, which is fat free or low fat.
- Plant based milk
 - If not nutritionally equivalent to cow's milk it must be requested by a state authorized medical authority, registered dietitian, or in an IEP/504 Plan.
 - If nutritionally equivalent to cow's milk it must be requested by parent/guardian.

Required Nutrient Content

Schools must ensure plant based milk substitutions meet the nutrient content below.

Nutrients	Per Cup (8 fluid oz.)
Protein	8 grams
Calcium	276 mg
Vitamin A	500 IU or 150 mcg
Vitamin D	100 IU or 2.5 mcg
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	.44 mg
Vitamin B-12	1.1 mcg



West Virginia DEPARTMENT OF
EDUCATION

Creditable Non-Dairy Beverages

These plant based milks meet the USDA nutrient requirements. SFAs are responsible for ensuring the product served meets nutrient requirements (even if on this list).

Unflavored Options	Image	Flavored Options	Image
Great Value, Original Soymilk		Note: Flavored milk is not allowed for children 1-5 and not yet in kindergarten (5K).	
8 th Continent, Original Soymilk			
Sunrich Naturals, Organic Original Soymilk		Sunrich Naturals, Organic Vanilla Soymilk 8 oz. and 32 oz. containers	
Kikkoman Pearl, Organic Smart Original Soymilk 8 oz. container only		Kikkoman Pearl, Organic Smart Creamy Vanilla and Creamy Chocolate 8 oz. container only	
Ripple, On-the-Go Original 8 oz. container Original Shelf Stable 32 oz. container		Ripple, On-the-Go Chocolate or Vanilla, 8 oz. container Chocolate Shelf Stable 32 oz. container	
Westsoy, Original Plus Plain Soymilk		Westsoy, Original Plus Vanilla Soymilk	
Silk, Original Soymilk		Silk, Chocolate and Very Vanilla Soymilk 8 oz. container only	
Pacific, Ultra Soy Original		Note: Products are not endorsed by the West Virginia Department of Education (WVDE).	

Attachment 8



**WEST VIRGINIA
SECRETARY OF STATE**

MAC WARNER

ADMINISTRATIVE LAW DIVISION

cFILED

8/10/2017 2:05:06 PM

OFFICE OF
WEST VIRGINIA SECRETARY OF STATE

**FORM 5 -- NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE OR
A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY Education

RULE TYPE Legislative Exempt AMENDMENT TO EXISTING RULE Yes TITLE-SERIES 126-

RULE NAME Standards for School Nutrition (Policy 4321.1) 086

CITE AUTHORITY W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler, 180 W. Va. 451; 376 S.E.2d
839 (1988)

RULE IS LEGISLATIVE EXEMPT

Yes

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler, 180 W. Va. 451; 376 S.E.2d 839
(1988)

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE, THE
EFFECTIVE DATE OF THIS RULE IS

Tuesday, January 02, 2018

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes

Mary C Tuckwiller -- By my signature, I certify that I am the person authorized to file legislative rules, in
accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 126-086



Rule Id: 16473



Document: 49780

126CSR86

**TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION**

**SERIES 86
STANDARDS FOR SCHOOL NUTRITION (4321.1)**

§126-86-1. GENERAL.

1.1. Scope. -- This legislative rule establishes and affirms nutrition standards for child nutrition programs.

1.2. Authority. -- W. Va. Constitution, Article XII, §2 and W. Va. Code §§18-2-5, 18-5D-1, 18-5D-2, 18-5D-3, 18-5D-4, §§10, 204, 210, 215, 220, 235 of the Healthy, Hunger-Free Kids Act (42 U.S.C. 1779, et seq.), W. Va. §126CSR136, West Virginia Board of Education (WVBE) Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications, and W. Va. §126CSR27, WVBE Policy 2422.8, Medication Administration (Policy 2422.8).

1.3. Filing Date. -- August 10, 2017.

1.4. Effective Date. -- January 2, 2018.

1.5. Repeal of Former Rule. -- This legislative rule repeals and replaces W. Va. §126CSR86, WVBE Policy 4321.1, Standards for School Nutrition, filed August 15, 2014, and effective September 15, 2014.

§126-86-2. PURPOSE.

2.1. In West Virginia public schools, federally-funded school nutrition programs are available to provide nutritious food to all students. It is intended that these child nutrition programs remain the main source of foods and beverages available at school. These federal programs have specific requirements to ensure that adequate nutrients are offered to promote health. The Office of Child Nutrition (OCN) is the administering state agency in West Virginia for the United States Department of Agriculture's (USDA) Child Nutrition Programs. The West Virginia Department of Education (WVDE) will maintain a federal-state agreement with the USDA to operate child nutrition programs, through the OCN. Within the WVDE, the OCN will be tasked with the implementation, oversight, monitoring, provision of technical assistance, and related duties as they pertain to child nutrition programs. WVDE will abide by statutory regulations set forth by USDA and the federal government as it relates to the operation of federally-funded child nutrition programs. In order to preserve high standards of health and wellness for West Virginia students, the Office of Child Nutrition will review any federal changes to child nutrition programs and identify areas to maintain or strengthen standards. This policy also provides guidelines and best practices supporting good nutrition and food safety that will help schools take a comprehensive approach toward health and wellness in their school community.

§126-86-3. OPERATIONAL DEFINITIONS.

3.1. "Bottled Water" or "Water" is defined as plain natural water with or without carbonation and containing no additives.

3.2. “Beverages” and allowable limits will be determined and defined by USDA Smart Snacks guidelines, with the exception of caffeine. Caffeine is prohibited from being sold, served, or distributed in West Virginia public schools.

3.3. “Child Nutrition Director” is defined as the person responsible for administering, planning, directing, assessing, implementing, and evaluating child nutrition programs in order to meet the nutritional and educational needs of students, as they relate to the child nutrition program; may also be titled as “Food Service Director” or “School Nutrition Director”.

3.4. “Competitive Foods” is defined as any food item that is sold in competition to the reimbursable school meal.

3.5. “Food Service Area” is defined as any area on school premises where reimbursable meals are served and/or consumed by students.

3.6. “School Day” for nutritional purposes, is defined by USDA guidelines as the period from midnight before, to 30 minutes after the end of the official school day.

3.7. “School Campus” is defined as a collection of buildings and grounds that belong to a given academic institution.

§126-86-4. NUTRITION STANDARDS FOR CHILD NUTRITION PROGRAMS.

4.1. Nutrition standards for federally-funded school and child nutrition programs are determined at the federal level. The WVDE is responsible for technical assistance and compliance monitoring related to program implementation at the local level.

§126-86-5. NUTRITION STANDARDS FOR COMPETITIVE FOODS AND BEVERAGES.

5.1. The Smart Snacks in School nutrition standards apply to any foods sold to students during the school day on the school campus, including foods sold as fundraisers. Foods that do not meet these federal standards cannot be sold to students on the school campus during the school day. Standards do not apply during non-school hours, on weekends, and at off school campus fundraising events, though local wellness policies may still apply. These standards apply to foods sold outside the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).

5.2. Food and beverage contracts must comply with W. Va. §126CSR202, WVBE Policy 8200, Purchasing Policies and Procedures Manual for Local Educational Agencies.

5.3. Except for foods served in the school nutrition programs, no food or beverage shall be sold, served, or distributed to students on elementary school campuses from the time the first child arrives at school until 20 minutes after all students are served lunch.

5.4. Foods and beverages may not be sold, served, or distributed in competition with the federal child nutrition programs in school campus food service areas during the meal service periods.

5.5. In addition to caffeine, the sale, service, or distribution of any foods or beverages containing non-nutritive/artificial sweeteners is prohibited.

§126-86-6. A La CARTE SALES.

6.1. To operate school-based nutrition programs as efficiently as possible, while maximizing federal reimbursement and minimizing the overall cost to the county, all meals must be priced and served as a unit. Only fluid milk and bottled water may be sold as a la carte items for breakfast and lunch at any grade level.

§126-86-7. AVAILABILITY OF DRINKING WATER.

7.1. Schools participating in the NSLP must make potable water available to children at no charge where meals are served during the meal service. Schools shall make available water throughout the school day at no charge.

§126-86-8. ADEQUATE TIME FOR STUDENT MEAL CONSUMPTION.

8.1. Adequate time is necessary for student meal consumption. Each student shall be allowed a minimum of ten minutes for breakfast and 20 minutes for lunch after the student received the meal.

§126-86-9. STAFFING.

9.1. School Nutrition Directors are those individuals directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the school food authority (Local Educational Agency (LEA) participating in school nutrition programs). Requirements for certification include the following:

9.1.a. Initial Temporary Authorization for School Nutrition Director. – The applicant for licensure must provide evidence of satisfying the following:

9.1.a.1. Degree. – At a minimum, hold a bachelor's degree and a minimum 2.5 GPA including six semester hours of coursework related to nutrition, food, and/or food service management or WVDE approved training as provided by the OCN. The six semester hours or approved training must be completed within 90 days of the start date; AND

9.1.a.2. Food Safety Training. – The applicant for licensure must provide evidence of at least eight hours of food safety training obtained no more than five years prior to or within 30 days of start date; AND

9.1.a.3. Recommendation of the County Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is employed verifying that the applicant is the most qualified candidate for the position.

9.1.a.4. Validity Period. – The Temporary Authorization for School Nutrition Director shall be valid for three years.

9.1.b. Renewal of the Temporary Authorization for School Nutrition Director. – The applicant for licensure must provide evidence of satisfying the following:

9.1.b.1. Professional Development Activities. – Completion of 12 clock hours of job-specific training each year related to child nutrition programs; AND

9.1.b.2. USDA Required Food Safety Training. – School Nutrition Director must maintain a valid food safety certification while employed in the school meal program.

§126-86-10. LOCAL WELLNESS POLICY.

10.1. Each LEA must establish a local wellness policy for all schools participating in the NSLP and/or SBP under the jurisdiction of the LEA. The LEA local school wellness policy is a federal requirement that must include methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other foods and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable federal and state standards. Local wellness policies must include specific goals for nutrition promotion and education, physical activity, and other school-based activities that are designed to promote student wellness; standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with federal regulations; standards for all foods and beverages provided, but not sold to students during the school day; policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet federal nutrition standards; and, a description of the public involvement, public updates, policy leadership, and evaluation plan. Provisions in the final federal rule regulate that LEAs must establish wellness policy leadership of one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy. Every school or county participating in the NSLP and/or SBP will inform the public about the content and implementation of the local school wellness policy. At a minimum LEAs must permit participation by the general public and the school community (including parents, students, and representatives of the school food authorities, teachers of physical education, school health professionals, the school board and school administrators) in the wellness policy process. The final rule requires state agencies to assess compliance with the wellness policy requirements as part of the general areas of the administrative review every three years. LEAs must conduct an assessment of the wellness policy every three years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The USDA does not specify the frequency of updates to the local school wellness policy, as the need to update will vary based upon the content and structure of each LEA's policy.

§126-86-11. SPECIAL DIETARY CONSIDERATIONS AND FOOD ALLERGIES.

11.1. Special care and consideration must be taken regarding any and all scenarios where students with special dietary needs and food allergies are present.

11.2. Only a parent, guardian, or designee for the parent/guardian as provided in writing to the school, may deliver outside foods and beverages to their own student at school. This does not apply to food that is provided for a special event inclusive of all students in the class.

11.3. Local wellness policies that are set and maintained at the local county level are a federal requirement. Snacks provided to students during the school day will meet standards set by the county in accordance with their local wellness policies. If the county chooses to allow outside foods to be made available for the general student population, they will communicate with parents/guardians acceptable

foods and beverages that meet nutrition and safety standards for classroom snacks and celebrations. Students with special dietary needs and food allergies must be considered at all times when outside foods are provided in a general setting. Schools should operate with the utmost care and caution when allowing outside foods to be provided to students. Counties must use their local wellness policies to identify their plan to accommodate students with special dietary needs and food allergies when choosing to allow outside snacks to be provided. School health teams can serve as resources.

11.4. Students with disabilities who have chronic conditions, including but not limited to asthma, diabetes, gastrointestinal disorders, cardiac disorders, and known food allergies are eligible for a locally developed Individualized Health Care Plan (IHCP) developed by the certified school nurse; a Section 504 Plan; or an Individualized Education Program (IEP) inclusive of a Medical Statement for Special Dietary Needs.

11.5. As directed in Policy 2422.8, all public schools are required to report any reactions resulting in the administration of epinephrine injections and administration of naloxone in their county. Other food safety concerns including contaminants such as drugs, chemicals, microorganisms and unknown substances, allergic reactions, medication incidents, etc. shall also be reported. The incidents shall be reported to the West Virginia Poison Center by calling 1-800-222-1222 after emergency medical services has transported the student or staff member to acute care. The notification should include the name of the student, the student's age and gender, date and the approximate time the incident occurred, symptoms observed, who administered the injection, the name of the school the student attends, a contact telephone number, if appropriate the rationale for administering the injection, the response to the epinephrine administration, the dose of epinephrine administered, and any other necessary elements to provide a complete report for the individual situation. The West Virginia Poison Center will provide the expertise during a potential concern, and will work collaboratively with schools and parents/guardians and provide data upon request to the public schools, local boards of education, and annually to the State Superintendent of Schools.

§126-86-12. ACCOUNTABILITY AND COMPLIANCE.

12.1. As required by the Healthy and Hunger-Free Kids Act of 2010, the administrative review process in the NSLP and SBP has been established to utilize a unified accountability system designed to ensure that school food authorities offering school meals comply with program requirements. Additionally, this act requires state agencies to publicly disclose a summary of the administrative review results. These elements are expected to strengthen program integrity through a more robust, effective, and transparent process for monitoring school nutrition programs.

§126-86-13. FEED TO ACHIEVE – INNOVATIVE BREAKFAST DELIVERY STRATEGIES.

13.1. Each county board of education shall establish and operate school nutrition programs under which, at a minimum, a nutritious breakfast and lunch are made available to all students enrolled in the schools of the county in accordance with WVBE standards. All West Virginia public schools are required to collaborate with the OCN to develop strategies and methods to increase the percentage of students participating in the school breakfast and lunch nutrition programs and adopt a delivery system approved by the OCN to ensure that all students are given an opportunity to eat breakfast. These approved systems shall include, but are not limited to: Grab-and-Go Breakfasts, Breakfast in the Classroom, or Breakfast After First Period.

§126-86-14. REWARDS AND PENALTIES.

14.1. Counties are prohibited from penalizing students due to unpaid and/or outstanding meal debt. This includes, but is not limited to: denial of meals, prohibition of participating in extra-curricular activities, the denial of participation in graduation, and/or the refusal of transcript requests. Students shall not be denied a meal or served an alternative meal as a result of unpaid meal debt. All communication addressing financial matters shall be directed to parents/guardians. Practices, including but not limited to, putting stickers or wristbands on children to remind parents/guardians to pay unpaid fees are prohibited. Schools are prohibited from identifying or stigmatizing students with meal debt or require them to complete chores or work in exchange for meals.

14.2. Food and beverages shall not be offered as a reward and/or used as a means of punishment or disciplinary action for any student during the school day.

§126-86-15. WEST VIRGINIA DEPARTMENT OF EDUCATION NUTRITION ADVISORY COUNCIL.

15.1. The WVDE Nutrition Advisory Council, comprised of state and local administrators, educators, health professionals, food service personnel, and lay citizens, will remain apprised of current research findings in nutrition and assessing potential implications of findings for program development and implementation.

§126-86-16. SEVERABILITY.

16.1. If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

Attachment 9



Office of Child Nutrition

Annual Financial Report



Annual Financial Report

- The annual report is located in Primero.
 - Financials Box
 - Reports
 - WV Annual Report
-



Primero^{edge}

Workspace



Point of Service



Student Eligibility



Team Work



Financials

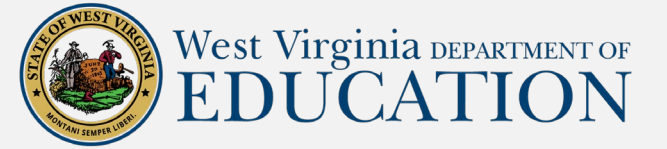
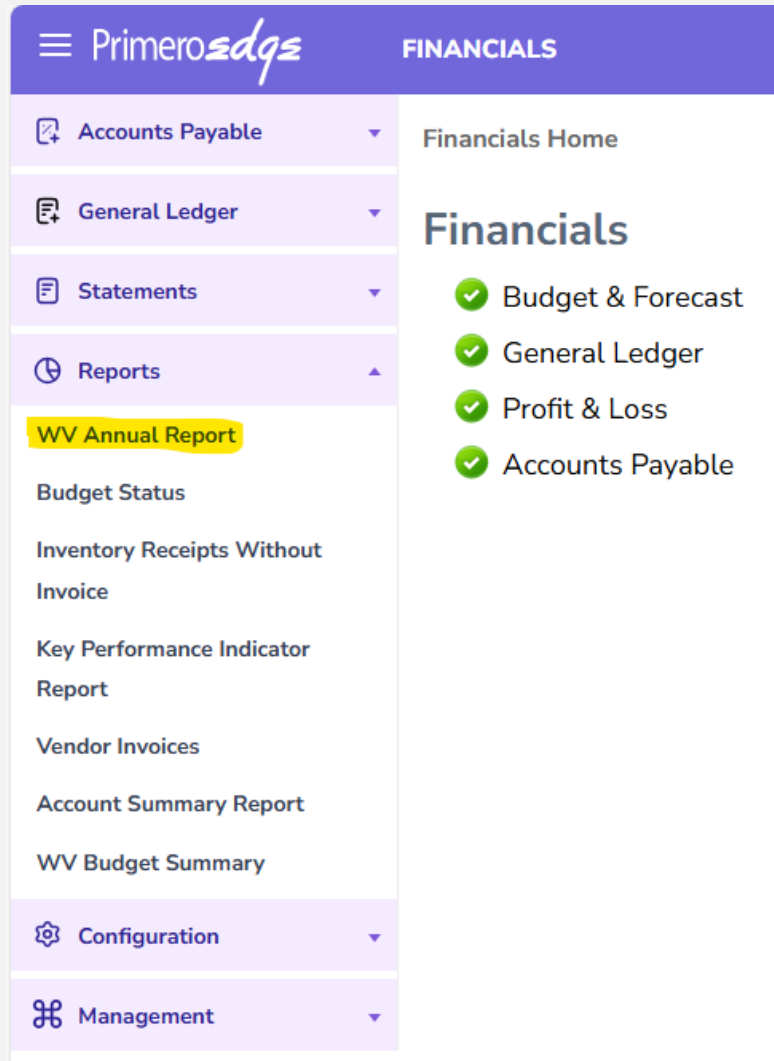


Menu Planning



SchoolCafé

- Click the Financials Box.



- Click Reports and the select Annual Report



Annual Report Details



New

Fiscal Year	Questionnaire	Corrections	Annual Report	Monthly Ledger Breakdown	Generate Report	Generated By	Generated Date
2020 - 2021	Edit	Edit	View	View	Generate	[REDACTED]	10/13/2022 6:55:50 AM
2021 - 2022	Edit	Edit	View	View	Generate	[REDACTED]	3/16/2023 2:49:19 PM
2022 - 2023	Edit	Edit	View	View	Generate		
2023 - 2024	Edit	Edit	View	View	Generate	[REDACTED]	8/28/2024 8:23:22 AM
2024 - 2025	Edit	Edit	View	View	Generate		

← « 1 2 » →

Page size: 10 ▾

15 items in 2 pages

This report requires legal paper (8.5 x 14)

- Click New to start a new Annual Report for the school year you are working on.
- This will bring up the Questionnaire screen.
- You will select the year you want to create and then click save.
- The Annual Report will appear on the screen above.
- All editing will be done on the Questionnaire and Corrections screens which can be opened any time by clicking on Edit in the respective column.
- Once edits are saved on each individual screen, you will come back to this screen and hit Generate.
 - Edits are not pulled into the report until you click Generate.



PrimeroEdge - Add/Edit Annual Report Details

Fiscal Year: 2024 - 2025

Opening Inventory (Food):	0.00	Opening Inventory (Supplies):	0.00
Closing Inventory (Food):	0.00	Closing Inventory (Supplies):	0.00
Rebates (Food):	0.00	Rebates (Supplies):	0.00
Equipment Value:	0.00	Depreciation Expense:	0.00
Other Federal/State Money not Received:	0.00	Opening Fund Balance:	0.00

- In the Questionnaire screen you will need to enter values for:
 - Opening and closing food and supplies inventory.
 - Equipment Value and Depreciation Expense.
 - Opening Fund Balance (this is your cash balance at the beginning of the year).
-

Receivables

Accounts Receivables	0.00
Other Receivables	0.00
Allowance for Doubtful Accounts	0.00
Net Realizable value of Receivables:	0.00

Meal Pricing

	Breakfast	Lunch	Snack
Visitor	0.00	0.00	0.00
Staff	0.00	0.00	0.00
Reduced	0.00	0.00	0.00
Paid Elem	0.00	0.00	0.00
Paid Middle	0.00	0.00	0.00
Paid High School	0.00	0.00	0.00

Cook Positions

Full Time	0	Hours Worked per Day	0.0
Half Time	0	Hours Worked per Day	0.0

- When you scroll down in the Questionnaire you will also need to enter:
 - Receivables (meal debt).
 - Meal pricing for all categories.
 - Number of Cooks and hours each cook works per day.
- Make sure to click update before closing.
- You can come back into the questionnaire any time to make changes or add values.
- Once the changes have Updated successfully, click close to return to the main screen and then click Generate.



Fiscal Year: 2024 - 2025

Correct Annual Report Ledger Totals

Description	Year Total
Administrative Labor	\$
Adult Cash	\$
Catered Contract	\$
Fixed Asset Costs	\$
Food Purchased	\$
Fringe Labor	\$
Indirect Pd to Sponsor	\$
Interest	\$
OCN State Aid	\$
Operational Labor	\$
Other Fed/Sts	\$
Other Income	\$
Other/BCheck	\$
Part Invested	\$
	\$



West Virginia DEPARTMENT OF
EDUCATION

- You will use the edit screen to enter financial amounts into the report.
- Once you have entered amounts make sure to click Save at the bottom of this screen.
- Once you save and close out of the corrections screen, make sure to click generate on the main screen to pull the changes into the report.
- If you hover your cursor over the description for each line, it will display the expense object codes for that line.
 - Object codes can be matched to WVEIS reports.

Annual Report

Generated 08/01/2025 01:34:58 PM by Tony Crago

Sponsor/County General Info

District:	
Number of Schools:	
School Year:	
Days Served	

	Count	% Eligible
Average Free:	538	43.00%
Average Reduced:	10	1.00%
Average Paid:	697	56.00%
Avg Total Enrollment:	1,245	100.00%

Participation

Meal Type	Breakfast						Lunch						Snack					
Person Type	Student			Adult			Student			Adult			Student			Adult		
Eligibility	Free	Red	Paid	Total	Prog	Catered	Other	Free	Red	Paid	Total	Prog	Catered	Other	Free	Red	Paid	Total
Meal Counts	74,046	0	20,358	94,404	2,925	0	20	97,192	0	28,345	125,537	5,557	0	2,574	27,654	0	4,801	32,455
ADP	565	0	155	721	22	0	0	742	0	216	958	42	0	20	211	0	37	248
% Participation	105.02%	0.00%	22.24%	57.91%				137.92%	0.00%	30.99%	76.95%				39.22%	0.00%	5.31%	19.92%
% Total Meals	78.44%	0.00%	21.56%	100.00%				77.42%	0.00%	22.58%	100.00%				85.21%	0.00%	14.79%	100.00%

Revenues/Expenses

Federal/State Revenue					
	Not Yet Received		Reimbursement Earned		
Brk Reim	(NYR)	0.00	169,212.18		
Lunch Reim	(NYR)	0.00	351,793.45		
Snack Reim	(NYR)	0.00	30,507.70		
Total Fed Reim			551,513.33		
OCN State Aide			12,000.00		
Other Fed/Sts	0.00		53,731.33		
Total Due	0.00		Total Earned	617,244.66	
Local Collections					
Method	Cash	Check	Online	Card	Total
Student	0.00				0.00
Adult	8,163.00				8,163.00
Other/BCheck	0.00				0.00
Total	8,163.00				8,163.00
%Total payments	100.00%				100.00%
Accounts Receivables					6,921.00
Sponsor/County Contribution					
Sponsor Contribution					551,158.06
Other Income					
Catered Contract					0.00
Interest					0.00
Other Income					0.00
Total					0.00
Total Revenue					1,176,565.72
Average Rev /Month					98,047.14

Food Costs	
Opening Inventory	12,404.09
Food Purchased	420,640.00
Rebates	0.00
Closing Inventory	13,416.45
ADJ Food Costs	419,627.64
Supplies Costs	
Opening Inventory	2,272.28
Reprs/Serv/Sup	70,540.00
Rebates	0.00
Closing Inventory	4,167.74
ADJ Non Food Costs	68,644.54
Labor Costs	
Administrative Labor	21,732.72
Operational Labor	345,383.00
Fringe	193,442.00
Total Labor Costs	560,557.72
Capital Asset Depreciation	
Capital Assets	318,640.00
Depreciation Expense	12,605.00
Capital Assets Purchased this FY	124,828.00
Indirect Costs	
Federal Share	551,513.33
Indirect Rate	0.2664
Indirect Cost Earned	146,923.15
(Indirect Pd to Sponsor)	0.00
Total Disbursements	1,176,565.72
Total Costs	1,208,358.05
Average Cost/Month	100,696.50

Program Details

Cost by Program			
	Breakfast	Lunch	Snack
Total Cost	410,737.98	751,976.07	45,641.30
Cost per Meal	4.22	5.63	1.41
Food/Meal	1.47	1.95	0.49
Non-Food/Meal	0.24	0.32	0.08
Labor/Meal	1.96	2.61	0.65
Indirect/Meal	0.51	0.68	0.17
Financial Statement Info			
Opening Fund Bal			0.00
+Total Receipts			1,176,565.72
-Total Disbursements			1,176,565.72
Closing Fund Bal			0.00
Meal Pricing			
	Breakfast	Lunch	Snack
Visitor	2.40	3.40	0.00
Staff	2.40	3.40	0.00
Reduced	0.30	0.40	0.00
Paid Elem	0.00	0.00	0.00
Paid Middle	0.00	0.00	0.00
Paid High School	0.00	0.00	0.00
Net Cash Resources			
Closing Fund Balance			0.00
(Part Invested)			0.00
+Receivables Due			6,921.00
Net Cash			6,921.00
3 Months' Costs			302,089.50



Financial Statement Info	
Opening Fund Bal	0.00
+Total Receipts	1,031,397.40
-Total Disbursements	1,031,397.40
Closing Fund Bal	0.00

- Look for odd closing fund balance numbers. Excessively high positive or negative amounts, could indicate errors in the Revenue and Expenditure amounts.
- Verify your opening and closing fund balance with your Treasurer. Many counties start and end with 0, but you do not have to be 0.
- Reasons for Positive Balance:
 - Original Budgeted County Contribution was too high and the extra is left in the Food Service Account for next year.
 - Encumbrances for expenditures exist at year end.
 - Reasons for Negative Balance:
 - Receivables are recoded at county level instead of fund level.

Food Costs	
Opening Inventory	18,186.46
Food Purchased	498,513.08
Rebates	0.00
Closing Inventory	15,517.33
ADJ Food Costs	501,182.21

Supplies Costs	
Opening Inventory	2,926.27
Reprs/Serv/Sup	22,411.61
Rebates	0.00
Closing Inventory	1,395.68
ADJ Non Food Costs	23,942.20

Labor Costs	
Administrative Labor	
Operational Labor	308,315.57
Fringe	158,584.17
Total Labor Costs	466,899.74

Capital Asset Depreciation	
Capital Assets	237,554.36
Depreciation Expense	5,959.45
Capital Assets Purchased this FY	43,572.97

Object Codes

632,634

311, 321, 331, 342, 341, 350, 351, 352, 411, 415, 421, 423, 424, 429, 431, 432, 441, 442, 445, 449, 451, 511, 523, 528, 531, 532, 533, 541, 542, 551, 565, 571, 580, 581, 582, 583, 586, 591, 594, 599, 611, 613, 615, 617, 619, 621, 622, 623, 624, 631, 636, 641, 643, 647, 651, 652, 653, 656, 657, 661, 662, 663, 664, 665, 666, 667, 669, 691, 692, 693, 694, 695, 696, 697, 814, 819, 822, 842, 847, 891, 931

111, 112, 114, 115, 117, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 151, 171

121,122,123,124,127,129,141,142,143,145,146,147,148,149,181,144,161

All 200's

731, 732, 733, 734, 735, 738, 739



West Virginia DEPARTMENT OF
EDUCATION



Revenues/Expenses

Federal/State Revenue			
	Not Yet Received		Reimbursement Earned
Brk Reim	(NYR)	0.00	161,156.93
Lunch Reim	(NYR)	0.00	363,564.60
Snack Reim	(NYR)	0.00	37,804.46
Total Fed Reim			562,525.99
OCN State Aide			6,058.00
Other Fed/Sts		0.00	60,600.73
Total Due		0.00	Total Earned 629,184.72

Revenue Codes

04650, 04651, 04652, 04653, 04657

03211, 03219

04299, 04991, 04511, 03911, 03181, 04656

Local Collections					
Method	Cash	Check	Online	Card	Total
Student	103,399.18				103,399.18
Adult	19,437.63				19,437.63
Other/BCheck					
Total	122,836.81				122,836.81
%Total payments	100.00%				100.00%
Accounts Receivables					18,341.87

01610, 01611, 01613

01620, 01621

00153



Revenue Codes

Sponsor/County Contribution	
Sponsor Contribution	278,973.87
Other Income	
Catered Contract	
Interest	
Other Income	402.00
Total	402.00
Total Revenue	1,031,397.40
Average Rev/Month	85,949.78

05211, 03111

01631

01511,01512,01513,01514,01515,01516,01519

01980, 01984, 01985, 01988, 01989

Corrections Edit Screen



West Virginia DEPARTMENT OF
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Correct Annual Report Ledger Totals	
Description	Year Total
Administrative Labor	\$
Adult Cash	\$ 19437.63
Catered Contract	\$
Fixed Asset Costs	\$
Food Purchased	\$ 498513.08
Fringe Labor	\$ 158584.17
Indirect Pd to Sponsor	\$
Interest	\$
OCN State Aid	\$ 6058.00
Operational Labor	\$ 308315.57
Other Fed/Sts	\$ 60600.73
Other Income	\$
Other/BCheck	\$
Part Invested	\$
Reprs/Serv/Sup	\$ 22411.61
Sponsor Contribution	\$ 278973.87
Student Cash	\$ 103399.18



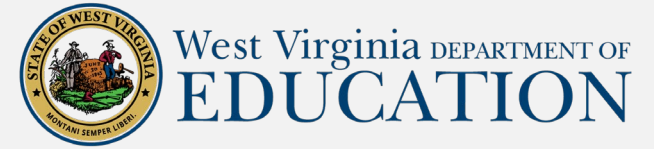
Corrections

- Enter the correct amount, not the difference between the correct amount and the amount displayed.
 - Make sure to click 'Save' at the bottom of the screen after entering numbers. Do not close the window until you see a message at the top of the screen, "Save Successful".
 - After closing the Corrections screen, click the Generate button to pull the corrected amounts into the annual Report.
 - Review the Annual Report to verify changes.
-

Account Coding

- Revenue Coding
 - All coding goes to 61.88Y1X
 - The report will pull all transactions from 88Y1X for the specified Fiscal Year.
 - 88Y1X Regular Term.
 - 88Y2X Summer Term.
 - 88Y3X Nutrition Education & Training.
 - 88Y4X State Administration.
 - 88Y5X Child & Adult Care Food Program.
 - 88Y7X Donated Foods Program.
 - 88Y8X Fresh Fruits and Vegetables Program.
-

Account Coding



- Federal Reimbursements Revenue Code
 - Breakfast – 04653
 - Lunch – 04651/04652
 - After School Snack – 04657
 - The breakdown of the total can be found in ACES.
 - Local Collections – Reimbursable Items
 - Student Breakfast/Lunch – 01611
 - Student Snack – 01613
 - Local Collections – Non-Reimbursable Items
 - Student/Adult Breakfast/Lunch – 01621
 - Student/Adult Snack – 01623
 - Adult Breakfast/Lunch – 01621
 - A La Carte - 01624
 - OCN State Aid – 03211
 - Includes all Food Service Grants
 - Sponsor (County) Contribution – 05211
-



• Expenditure Coding

- All Expenses are coded to 61.88Y1X
 - Payroll Object Codes
 - Salary & Wages - 100
 - Food Expenditure Object Codes
 - Food – 634
 - Milk – 632
 - Non-Food Expenditure Object Codes
 - 300, 400, 500, & 600
 - Fixed Asset Object Codes
 - 700
 - The complete chart of accounts is located and can be viewed at:
 - http://wvde.state.wv.us/finance/files/Manuals/chartofaccts_2012_FA%20Online%20Version.pdf
-



Don't Forget!!

- Primero DOES NOT notify me when you complete your annual report. You have to email me to let me know it is ready for review!
-



- Primero Does not alert me when someone completes an annual report, so make sure you send me an email to let me know it is complete.
- If you have any questions, feel free to call or email me.

Tony Crago
acrago@k12.wv.us
304-558-3396

Attachment 10

Budget Template Instructions

The model includes indexed federal reimbursement rates but will rely on the county food service director to input the total meal counts by category. The budget model includes a separate section for CEP meals. Separating the meals from CEP and non-CEP schools will give the participating counties a more accurate revenue budget. Without this separation, local collections, using your paid lunch rate, would be calculated on all paid meals. Paid and reduced students are not charged for meals under CEP, so this model will give counties that operate both CEP and non-CEP schools a more accurate projection of total revenue. If your county is all CEP, you will only input meal counts in the CEP section, and if you do not have any schools participating in CEP, you will only input meal counts in the Non-CEP section. Additionally, the expenditure data for the prior year, or annualized current year expenditure data, will need to be included as well. All of this information should be readily available and easy to input.

The following reminders should be observed.

- The Budget Summary requires dual signatures, the Food Service Director and the Chief School Business Official.
- The salary and fringe benefit budgeted figures are calculated using the West Virginia Education Information System (WVEIS) salary generator and entered on the Budget Summary page. The total labor figure from the Budget Summary page is linked to the Budget Worksheet and included in projected total expenditures.
- Budgeted equipment expenditures shall be based on an equipment replacement schedule and entered on the Budget Summary page. Equipment expenditures on the Budget Summary page are also linked to the Budget Worksheet and included in projected total expenditures.
- All other program expenses (food, milk, repairs, services and supplies) are estimated by indexing the prior year, or current year annualized, totals by 3% annually. The model permits an indexing range up to 6% per year (12% total).
- Projected federal reimbursement rates are prompted to the regular rates for breakfast and lunch and may need to be increased depending on your particular county's qualifications for severe need breakfast and the lunch bonus rate.
- Local meal charges to students and adults should be amended to reflect the anticipated prices for the school year covered by the budget.
- Only the yellow highlighted fields of the model should be manipulated. The total meals served by category and expenditures will need to be entered into the model.
- The Budget Summary is based on constant participation column from the Budget Worksheet.
- The proposed budget for each county board of education submitted to the WVDE Office of Finance and Administration must include an interfund transfer amount equal to or greater than the amount approved by the WVDE OCN using this process.
- The budget worksheet reflects an increase/decrease in revenue to participation changes.
- Prior year carry over balance may be included in the budget.

If your county is participating in CEP, you may use the increased participation columns of the model to more closely estimate your revenue and expenditures for the school year being budgeted. You can use prior year data to determine average increase in participation associated with CEP. Each county should use any available data to help estimate the local collections and reduced meal revenue, as these revenue sources will be reduced due to participation in CEP. If you did not operate any CEP schools in prior school year, but have in the current school year, or have added additional CEP schools in current school year, it is acceptable to use the current school year meals counts annualized, rather than the prior year meal counts. If you plan to add CEP schools in the year being budgeted, you will need to take the total meal counts for each of those schools and apply the CEP rates to estimate the free and paid meals. Please contact the WVDE OCN if you need assistance with separating your CEP and non-CEP meal counts.

Please forward the signed Budget Summary accompanied by the Budget Worksheet to the WVDE OCN by email, or regular mail, on or before June 1st of the current school year.

**Child Nutrition Programs
Food Services Budget - FY 2019**

County NUM 0
 Sponsor/SFA Name
 NBR Schools 0
 NBR Months Reptd 0
 Days Served 0
 Avg. Enrollment 0
 Base Year 2017
 Billing/Collection Rate 100%

	Total Served FY 2017	Projected Reimb. Rates FY 2019		Constant Participation			Increased Participation		Increased Participation	
				Estimated Revenue			5%		10%	
		Federal	Local	ADR	Federal	Local	Federal	Local	Federal	Local
Meals to Children										
Non-CEP Schools										
Breakfasts										
Free	0	1.48		0.00	0.00		0.00		0.00	
Reduced	0	1.18	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid	0		0.00	0.00		0.00		0.00		0.00
Total	0	0.31		0.00	0.00		0.00		0.00	
Bkfst Revenue				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lunches										
Free	0	2.98		0.00	0.00		0.00		0.00	
Reduced	0	2.58	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid	0		0.00	0.00		0.00		0.00		0.00
Total	0	0.38		0.00	0.00		0.00		0.00	
Lunch Revenue				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Snacks										
Free	0	0.81		0.00	0.00		0.00		0.00	
Reduced	0	0.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid	0		0.00	0.00		0.00		0.00		0.00
Total	0	0.09		0.00	0.00		0.00		0.00	
Snack Revenue				0.00	0.00	0.00	0.00	0.00	0.00	0.00
CEP Schools										
Breakfasts										
Free	0	1.78		0.00	0.00		0.00		0.00	
Reduced	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid	0		0.00	0.00		0.00		0.00		0.00
Total	0	0.31		0.00	0.00		0.00		0.00	
Bkfst Revenue				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lunches										
Free	0	2.98		0.00	0.00		0.00		0.00	
Reduced	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid	0		0.00	0.00		0.00		0.00		0.00
Total	0	0.38		0.00	0.00		0.00		0.00	
Lunch Revenue				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Snacks										
Free	0	0.81		0.00	0.00		0.00		0.00	
Reduced	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid	0		0.00	0.00		0.00		0.00		0.00
Total	0	0.09		0.00	0.00		0.00		0.00	
Snack Revenue				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Meal Service										
Non Reimb. Meals	0		0.00	0.00		0.00		0.00		0.00
Catered Meals	0		0.00	0.00		0.00		0.00		0.00
X-milk sold	0		0.00	0.00		0.00		0.00		0.00
Adult Paid Bkfst	0		0.00	0.00		0.00		0.00		0.00
Adult Paid Lunch	0		0.00	0.00		0.00		0.00		0.00
Adult Paid Snack	0		0.00	0.00		0.00		0.00		0.00
Other Revenue				0.00		0.00		0.00		0.00

Revenue:

			% of Total Exp.		% of Total Exp.		% of Total Exp.
Local Collections							
Breakfast	0.00	0.00	0%	0.00	0%	0.00	0%
Lunch	0.00	0.00	0%	0.00	0%	0.00	0%
Snack	0.00	0.00	0%	0.00	0%	0.00	0%
Federal Collections							
Breakfast	0.00	0.00	0%	0.00	0%	0.00	0%
Lunch	0.00	0.00	0%	0.00	0%	0.00	0%
Snack	0.00	0.00	0%	0.00	0%	0.00	0%
CNP State Aid	0.00	0.00	0%	0.00	0%	0.00	0%
CLOC Funding	0.00	0.00	0%	0.00	0%	0.00	0%
Other Meal Service	0.00	0.00	0%	0.00	0%	0.00	0%
Total Revenue	0.00	0.00	0%	0.00	0%	0.00	0%

Inc./Dec. in Revenue

	Actual Exp. FY 2017	3% Ann. Rate of Inflation					
Expenditures:							
Food	0.00	0%	0.00	0.00	0%	0.00	0%
Milk	0.00	0%	0.00	0.00	0%	0.00	0%
Labor	0.00	0%	0.00	0.00	0%	0.00	0%
Equipment	0.00	0%	0.00	0.00	0%	0.00	0%
Repairs/Services/Sup.	0.00	0%	0.00	0.00	0%	0.00	0%
Total Expenditures			0.00	0.00	0%	0.00	0%
Sponsor's Contribution							
			0.00	0.00	0%	0.00	0%
Excess Net Cash (Prior Year Carry Over)			0.00	0%		0.00	0%
Adjusted Sponsor's Contribution			0.00	0.00	0%	0.00	0%

**CHILD NUTRITION PROGRAMS
FOOD SERVICE BUDGET - FY 2019**

Attachment 10A

REVENUES

County	Fund	Project	Revenue Source	Name	Amount
Name	61	88Y	01611	Daily sales - breakfast and lunch program	\$ -
	61	88Y	01613	Daily sales - snack program	0.00
	61	88Y	04511	Restricted Federal grants thru State (CLOC)	0.00
	61	88Y	04653	Breakfast program	0.00
	61	88Y	04651	Regular lunch program (section 4)	0.00
	61	88Y	04652	Free/reduced lunch program (section 11)	0.00
	61	88Y	04657	After school hours snack program	0.00
	61	88Y	03211	Other state aid	0.00
	61	88Y	01631	Food service reimbursement from schools	0.00
	61	88Y	01624	Daily sales - A la carte	0.00
	61	88Y	01621	Daily sales - breakfast and lunch program	0.00
	61	88Y	01623	Daily sales - snack program	0.00
			00772	Prior Year Carry Over Balance	0.00
			05211	Interfund transfer from general current expense fund	0.00
Total Revenue					0.00

EXPENDITURES

Fund	Project	Program / Function	Object	
61	88Y	X3121	Food preparation/dispensing	111 Regular professional personnel \$ -
61	88Y			121 Regular service personnel 0.00
61	88Y			141 Regular service personnel substitutes 0.00
61	88Y			211 Health/accident/life 0.00
61	88Y			218 OPEB - Pay Go 0.00
61	88Y			221 Social security contributions 0.00
61	88Y			231 Defined benefit plan 0.00
61	88Y			232 Defined contribution plan 0.00
61	88Y			233 Retirement IV 0.00
61	88Y			261 Workers' compensation 0.00
61	88Y			0.00
61	88Y			0.00
61	88Y			0.00
61	88Y			0.00
			TOTAL LABOR	\$ - 0.00
61	88Y		632 Milk	0.00
61	88Y		634 Food Expenditures	0.00
61	88Y		636 Repairs/Services/Supplies	0.00
61	88Y		731 Machinery	0.00
61	88Y		732 Vehicles	0.00
61	88Y		733 Furniture and Fixtures	0.00
61	88Y		734 Technology - Related Hardware	0.00
61	88Y		735 Technology - Related Software	0.00
61	88Y		6XX Equipment below capitalization level	0.00
61	88Y			
61	88Y			
61	88Y			
			TOTAL EQUIPMENT	0.00
Total Expenditures				-

Signatures:

(Food Service Director)

(School Business Official)

Reconciling the Budget Summary to the Worksheet

<u>Project</u>	<u>Revenue Source</u>	<u>Chart of Accounts</u>	<u>Description</u>
88Y	01611	Daily sales - breakfast and lunch program	XYZ County
88Y	01613	Daily sales - snack program	
88Y	04511	Restricted Federal Grants Through State (CLOC)	(Cash in Lieu of Commodities Funding)
88Y	04653	Breakfast program	(Federal Breakfast Reimbursements / all categories)
88Y	04651	Regular lunch program (section 4)	(Federal Lunch Reimbursements / Total Lunches served)
88Y	04652	Free/reduced lunch program (section 11)	(Federal Lunch Reimbursements / free & reduced lunches served)
88Y	04657	After school hours snack program	(Federal Snack Reimbursements / all categories)
88Y	04650	Federal food reimbursements combined	(is not reflected on the budget model but may be used to combine the following revenue sources 04653, 04651, 04652, 04657)
88Y	03211	Other state aid	(CNP State Aid Matching Funds - Quarterly Installments)
88Y	01631	Food service reimbursement from schools	(Income from "Other Meal Service" for Non. Reimb. & Catered Meals)
88Y	01624	Daily sales - A la carte	(Income from "Other Meal Service" for X-Milk Sold)
88Y	01621	Daily sales - breakfast and lunch program	(Income from "Other Meal Service" for Adult Paid Breakfast and Lunch)
88Y	01623	Daily sales - snack program	(Income from "Other Meal Service" for Adult Paid Snack)
	00772	Prior Year Carry Over Balance	(Prior Year Carry Over Balance not to exceed 3 months operating balance)
	05211	Interfund transfer from general current expense fund	(Sponsor's Contribution)
	<u>Object</u>		
88Y	111	Regular professional personnel	* (The salary and fringe benefit budgeted figures are calculated by the Treasurer using the WEVIS salary 0 transferring the data by object code to the Budget Summary Page)
88Y	121	Regular service personnel	
88Y	141	Regular service personnel substitutes	
88Y	211	Health/accident/life	
88Y	218	OPEB - Pay Go	
88Y	221	Social security contributions	
88Y	231	Defined benefit plan	
88Y	232	Defined contribution plan	
88Y	233	Retirement IV	
88Y	261	Workers' compensation	
88Y	???	??????	
88Y	???	??????	
88Y	???	??????	
88Y	???	??????	
88Y	632	Milk	(Expenditures relating to Milk Purchases)
88Y	634	Food Expenditures	(Expenditures relating to Food Purchases)
88Y	636	Non-food (includes repairs, services)	(Expenditures relating to Non-food Purchases including Repairs, Services and Supplies)
88Y	731	Machinery	* (Budgeted expenditures for equipment shall be based on an equipment replacement schedule and entered into the Budget Summary page)
88Y	732	Vehicles	
88Y	733	Furniture and fixtures	
88Y	734	Technology - Related Hardware	
88Y	735	Technology - Related Software	
88Y	6XX	Equipment below capitalization level	
88Y	???	??????	
88Y	???	??????	
88Y	???	??????	
88Y	???	??????	

* Bold items are not generated by the budget worksheet and require input directly into the Budget Summary page.

Non Food Cost Analysis (Itemized vs. Historical)
Repairs/Services/Supplies
Supporting Schedule - Name

Object	FY 2019 Budgeted Expenditures
331 Employee training and development	0.00
431 Non Technology related repairs and maintenance	0.00
432 Technology related repairs and maintenance	0.00
531 Postal communications services	0.00
571 Contracted food service	0.00
581 In county travel	0.00
582 Out of county travel	0.00
583 Out of state travel	0.00
636 Non food supplies	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
Total Non-food itemized budgeted	0.00

	Actual		Diff	Projected
	2017	2018		2019
Lunch				
Less than 60%	0.36	0.37	0.01	0.38
Greater than 60%	0.38	0.39	0.01	0.40
Free	2.86	2.92	0.06	2.98
Reduced	2.46	2.52	0.06	2.58
Breakfast				
All Served	0.29	0.30	0.01	0.31
Free				
Regular	1.42	1.45	0.03	1.48
Severe Need	1.75	1.79	0.04	1.81
Reduced				
Regular	1.12	1.15	0.03	1.18
Severe Need	1.45	1.49	0.04	1.53
Snack				
All Served	0.07	0.08	0.01	0.09
Reduced	0.36	0.36	0.00	0.36
Free	0.79	0.80	0.01	0.81

Attachment 11

Small Purchase Form

Organization Name _____ Individual Soliciting Information_____

Instructions: Use this form to document the small purchase procedures. Attach additional supporting documentation to this form. Circle or note the vendor selected. Complete the bottom section if the lowest bidder was not selected. May obtain more than three quotes.

Vendor Name, Address and Telephone #	Individual's Name and Position Providing Price Quote	Description of Goods or Services, Including Quantity, Any Other Pertinent Terms or Conditions and the Date of Services	Date of Contract	Method of Contract	Discussion With Vendor	Price Quote and Duration	Final Negotiated Price
Vendor 1							
Vendor 2							
Vendor 3							

If the lowest bidder was not selected, document below the reasons the lowest bidder could not meet the specific contract terms sought:

Attachment 12

Procurement by Micro-Purchasing

The federal and state definition of a **micro-purchase** is an acquisition of products or services where the amount of the transaction does not exceed \$10,000.

Consideration should be given to consolidating the acquisition of products or services when consolidation will result in more economical purchases. This is true even if consolidation increases the dollar amount over the micro-purchase threshold, and therefore requires a more complex procurement method. When appropriate, an analysis should be made to determine the most economical approach.

Competition: Purchases within the micro-purchase threshold can be awarded without soliciting competitive price quotations as long as the price is reasonable.

Purchases: To the extent practicable, purchases must be distributed equitably among qualified suppliers. Price comparisons are not required, but the price(s) should be considered reasonable.

This distribution of purchases among qualified suppliers can happen in one of two ways; as a single purchase or over several purchases. For example a public school procuring apples may purchase:

1. Apples from various suppliers at the same time (the total of the purchases cannot exceed \$10,000), or
2. Apples from one supplier for the first purchase of the apples (for \$10,000 or less) and apples purchased from a different supplier (for \$10,000 or less) the next time apples are purchased, etc.

Reasonable Price: To verify the reasonableness of a price, the organization could compare previous purchases, have personal knowledge of the item being purchased, and/or compare to similar items being purchased.

Records: Documentation must be kept for all purchases regardless of the procurement method used, including micro-purchases. Best practice: Maintain all micro-purchase documentation in one file.

Federal Regulatory Definition for a Micro-purchase (2 CFR §200.67)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-federal entity's small purchase procedures. The non-federal entity uses such procedures in order to expedite the completion of its lowest-dollar small

purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions). It is \$10,000, but this threshold is periodically adjusted for inflation.

Federal Regulation for a Micro-purchase (2 CFR §200.320(a))

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-federal entity considers the price to be reasonable.

Attachment 13

Informal Procurement Method aka 3 Bids and a Buy

The “Informal Procurement Method” is used when the dollar amount of the procurement has an estimated value less than the Federal small purchase threshold, which is currently at \$250,000. However, for public schools and any state run organizations, the state small-purchase threshold is \$25,000. Therefore, for public schools and any state run organization, the state small-purchase threshold is more restrictive and must be followed. Three examples of what is meant by a ‘procurement event’ are:

- Awarding one contract to a prime vendor and another contract to a milk distributor is considered two separate procurement events
- Making multiple purchases from a prime vendor over the course of the school year is considered one procurement event
- Making a one-time purchase, such as a combi-oven is considered one procurement event

The Informal Procurement Method requires:

- The use of a solicitation (verbal or written document)
- Competition (i.e. minimum of three price quotes)
- Must be free of non-competitive practices.
- Procurement process must be documented

Differences between Informal Procurement Method and Formal Procurement Method

- No public notice requirement
- No closed bid requirement (do not share price quotes during the solicitation process)
- No public opening requirement

Seven Steps of the Informal Procurement Method:

Step 1 Pre-Bid: Get to know prospective vendors, who to contact for bids, and what is available on the market.

Step 2 Plan Your Procurement: Write specifications and draft your solicitation document including any contract terms and conditions such as invoice method, delivery requirements, duration of contract, etc.

Step 3 Start the Solicitation Process: Contact vendors and provide them with product specifications, as well as terms and conditions. (Written communication is not required but is preferred.)

Step 4 Document Vendor Responses: At a minimum, document the vendor name, contact method, name of person providing the price quote, the price quoted, date the price was quoted, and duration of the price quote.

Step 5 Obtain Price Quotes: Obtain price quotes from at least three vendors. (3 Bids and a Buy)

Step 6 Award the Contract: The award goes to the most responsive (able to meet the requirements of the solicitation) and responsible (able and willing to furnish the goods or services solicited) vendor with the lowest price.

Step 7 Monitor the Contract: Monitor invoices, product quality, product quantity, prices, terms and conditions for compliance. Keep track of returns or exchanges.

Contracts awarded under this method cannot be awarded on the basis of a cost plus percentage of cost or a cost plus percentage of interest 2 CFR 200.323(d)

A **responsive** vendor is one whose response conforms to all the material terms and conditions of the solicitation. A **responsible** vendor is one who's financial, technical, and other resources indicate an ability to perform the services required.

Attachment 14

Formal Procurement Method

The “Formal Procurement Method” must be used when the dollar amount of the procurement event has an estimated value equal to or greater than the Federal small purchase threshold, which is currently at \$250,000. However, for public schools and any state run organizations, the state small-purchase threshold is \$25,000. Therefore, for public schools and any state run organization, the state small-purchase is more restrictive and must be followed.

The Formal Procurement Method may be used for *any* procurement event.

Three examples of what is meant by a ‘procurement event’ are:

- Awarding one contract to a prime vendor and another contract to a milk distributor is considered two separate procurement events
- Making multiple purchases from a prime vendor over the course of the school year is considered one procurement event
- Making a one-time purchase, such as a combi-oven is considered one procurement event

The Formal Procurement Method may seem overly cumbersome or time intensive. However, when making a high dollar purchase, the Formal Procurement Method should result in a purchase that is cost-effective, cost-justifiable, and defensible from a competitive procurement perspective. As with any procurement event, it is important to allow for sufficient time and resources, this is particularly important when using a Formal Procurement Method.

Within formal procurement there are two formal procurement types available: Competitive Sealed Bidding (commonly referred to as sealed bidding which uses an Invitation For Bid or IFB) and Competitive Proposals (which uses a Request For Proposal or RFP).

Both procurement types are designed to provide free and open competition and ensure that Federal funds—when used to purchase products and/or services—result in the best and most responsive product at the lowest possible price.

A **responsive** vendor is one whose response conforms to all the material terms and conditions of the IFB or RFP. A **responsible** vendor is one who’s financial, technical, and other resources indicate an ability to perform the services required.

Similarities between Informal Procurement Method and Formal Procurement Method

Informal and formal procurement methods both require:

- Use of a solicitation.
- Competition.
- Be free of non-competitive practices.

Contracts awarded under these methods cannot be awarded on the basis of a cost plus percentage of cost or a cost plus percentage of interest 2 CFR 200.323(d)

Differences between Informal Procurement Method and Formal Procurement Method

Some significant differences between informal and formal (IFB and RFP) procurement methods are as follows.

- Informal Procurement will almost always lead the School Food Authority, SFA, to receive fewer solicitations than will Formal Procurement.
- Formal Procurement is more rigorous and prescriptive than Informal Procurement in that it involves more time and effort to develop and publicize the solicitation and to award the contract.
- Formal Procurement involves the drafting of a solicitation document that is far more detailed and complex than that which would be used in Informal Procurement.
- Formal Procurement takes many more steps to ensure its intent to procure goods or services was widely and publicly solicited among prospective respondents.

Competitive Sealed Bid is a formal type of procurement in which sealed bids are publicly solicited, through an Invitation for Bid, IFB, resulting in the award of a firm fixed price contract to the responsible bidder whose bid is responsive to the IFB, conforms to all the material terms and conditions of the Invitation for Bid, and is lowest in price. Discussions for the purpose of clarification may be conducted with responsible bidders who submit bids determined to be considered for award selection, to assure full understanding of all terms and conditions of the IFB response and Contract requirements and SFA policy. 2 CFR 200.320(c). (For more information, refer to *Procurement in the 21st Century*.)

1. Develop solicitation specifications (refer to *Choice Plus Manual*)
2. Publicly announce/advertise the solicitation;
3. Open sealed bids at a pre-determined time, date, and location stated in the solicitation;
4. Determine the lowest bid from a responsive and responsible bidder, and award the contract.

Competitive Proposals is a formal type of procurement also known as **Competitive Negotiations**, and is solicited through a Request for Proposal, RFP. A competitive proposal is appropriate when the procurement cannot be adequately described, or the scope of the services cannot be clearly defined. While price alone is not the sole basis for award, price remains the primary consideration when awarding a contract under a Competitive Proposal. The RFP identifies the goods, products, and/or services needed, and all significant factors, such as scoring rubrics, used to evaluate the proposal.

The RFP is publicized and is used to solicit proposals from a number of sources. The response to a competitive proposal solicitation consists of two distinct elements:

- the technical proposal, in which the respondent explains how the task will be accomplished; and
- the cost proposal, in which a respondent provides the costs for accomplishing its technical proposal.

The SFA staff must have sufficient skills and expertise to evaluate proposals and/or conduct negotiations. An RFP will be issued when factors in addition to cost will be taken into consideration in awarding a contract. Therefore, the SFA must be able to measure, justify, and

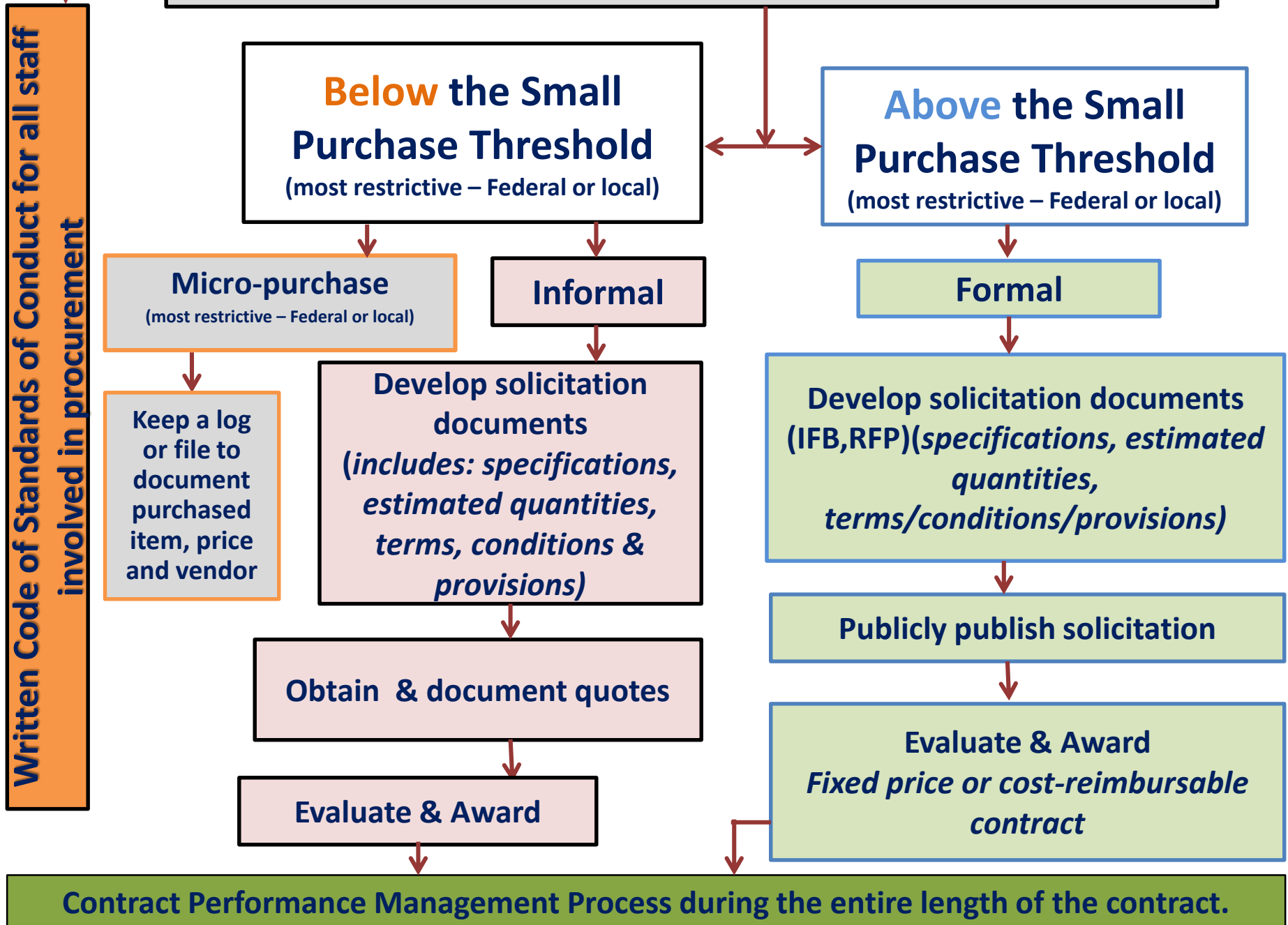
document why one company's response to a particular criterion is better than another's. 2 CRF 200.320(d). (For more information, refer to *Procurement in the 21st Century*.)

1. Develop solicitation specifications
2. Publicly announce/advertise the solicitation;
3. Evaluate proposals using established scoring criteria included in the solicitation;
 - Providers of locally grown or raised unprocessed agricultural products may receive extra points in scoring; and
4. Enter negotiations with responders who meet or exceed cut-off score;
5. Award the contract to the most responsive and responsible vendor whose proposal is most advantageous to the program, with price and other factors considered.

Advertising the Proposal: The RFP should be advertised in major newspapers/trade journals that are normally used by the SFA for publicizing other procurements. It is not necessary that the entire RFP be published. At a minimum, however, the advertisement should include the RFP number and date, a brief description of what is being proposed for procurement, and instructions for obtaining a copy of the RFP.

Attachment 15

Procurement Decision Tree



Attachment 16

7

Verification

In this section you will learn how to:

- ✓ Generate an Error Prone Sampling (Default).
- ✓ Update application information received during Verification Tracking.
- ✓ Generate and print Verification Reports.
- ✓ Generate and print Collection Report.

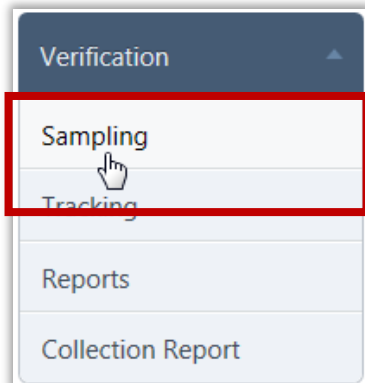
Verification at a Glance

Menu Function	Description
Sampling	Generate a sample of applications for the verification process.
Tracking	Update application information as it is received from households; complete the verification process when all information is collected.
Reports	Generate and print one of six reports that provide application information to help support the Verification process.
Collection Report	Generate and print the Collection Report, which summarizes verification data.

 Note:

Menus and functions to which you have access are those appropriate for your role with PrimeroEdge. When you access the **Verification** menu, you may see a subset of the functions listed above or you may not have access to all of the features for each menu selection.

Sampling



Sampling generates a sample pool of applications for the verification process.

This “first step” in the Verification process is generally completed on or after October 1st, the deadline established by the USDA. If you choose to generate the sample on October 1st, you should not process applications *after* you generate the sample (consider generating the sample at the end of the day) to ensure that all applications processed on or before October 1st are accurately considered for Verification. If you choose to generate the sample after October 1st, PrimeroEdge will only consider those applications processed on or before October 1st for sampling purposes.

Sampling Page

 A screenshot of the 'Sampling' page in the software. At the top, there's a header 'Sampling'. Below it, there's a dropdown menu for 'Area' with 'Area 1' selected and an 'Apply' button. The main section is titled 'Verification Samples' and contains a table with the following data:

Academic Year	Sample Method	Number of Applications	Count	Sample Complete	Sample Date	Generated On	Generated By
2013 - 2014	Standard	3	(1/1)	False	10/24/2013	9/3/2013 9:29 AM	Cybersoft Support

 Below the table, there's a note: 'Sampling will be complete immediately after the deadline established by USDA has passed. To ensure that all approved applications processed on or before the USDA deadline are included in the count, click the "Generate Sample" button on the next working day immediately after the deadline as established by the USDA.' To the right of the table, there's a 'Sampling Methods' section with radio buttons for 'Standard (formerly Error Prone)' (selected), 'Alternate One (formerly Random)', and 'Alternate Two (formerly Focused)'. There is also a 'Generate Sample' button at the bottom of this section.

By default on the **Sampling** page:

- If your district uses “Areas”, **Area** is set to the first area in the list of available areas.
- The **Sampling Methods** group is set to “Standard (formerly Error Prone)” for **Default**. This is the most commonly used method and you must have approval from your State Agency to use an Alternate method.
- **Number of Applications** displays the total sample pool size (active applications that are approved for Free or Reduced benefits).

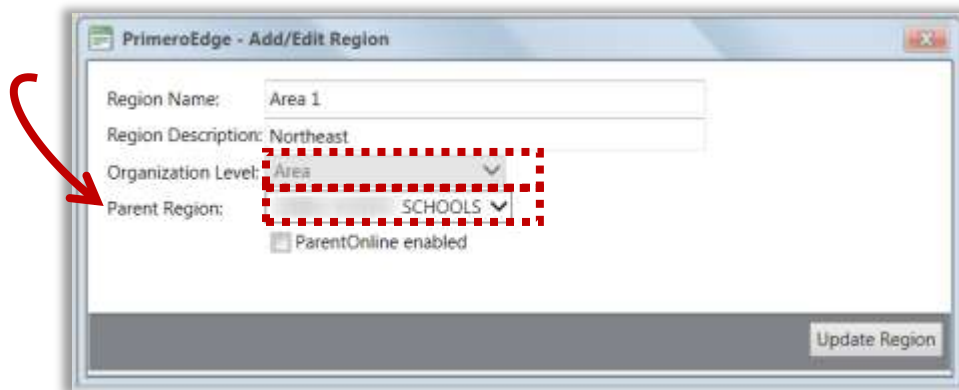
Setting Areas for Verification

Most districts include all schools in the district in one Verification process. However, some districts must use separate verification processes for groups of schools, such as charter schools or residential child care institutions. This scenario requires a couple of simple modifications.

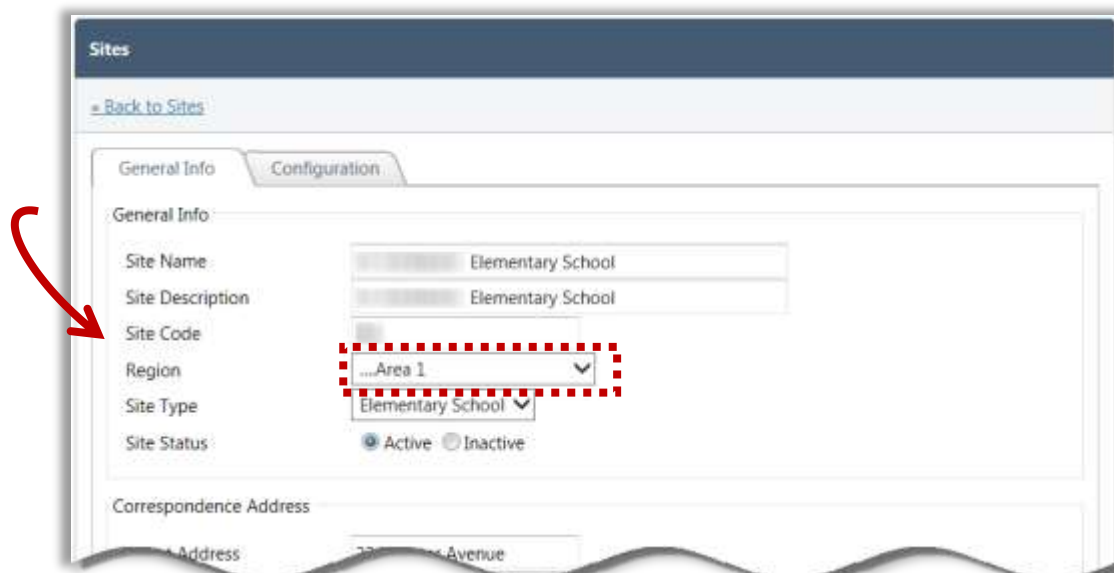
First, “areas” must be established in your district. An area will include one or more schools. Areas are set up in the **[System]** module through the **Sites and Users > Regions** menu selection.

An area:

- Can have any name and description as needed.
- **Organization Level** must be set to “Area”.
- **Parent Region** must be set to the school district.



Second, each school in an area must be set to that area in **[System] > Site and Users > Sites in Region** on the **General Info** tab. When this is complete, each page in the Verification menu selections displays an **Area** field where you will select the area to work with. If you do not set up areas, the **Area** field is not shown on the Compliance pages.



To generate a Verification Sampling Pool

1. Choose an **Area** and click **Apply**
2. Choose a method, if needed.
3. Click **Generate Sample**.

★ **Notes** You must have approval from your State Agency to use an Alternate Sampling Method.

1

Area
Area 1

Apply

Verification Samples

Academic Year	Sample Method	Number of Applications	Count	Sample Complete	Sample Date	Generated On	Generated By
2013 - 2014	Standard	3	(1/1)	False	10/24/2013	9/3/2013 9:29 AM	Cybersoft Support

Sampling will be complete immediately after the deadline established by USDA has passed. To ensure that all approved applications processed on or before the USDA deadline are included in the count, click the "Generate Sample" button on the next working day immediately after the deadline as established by the USDA.

2

Sampling Methods:

Default

☒ Standard (formerly Error Prone)

Alternate

☐ Alternate One (formerly Random)

☐ Alternate Two (formerly Focused)

3

Generate Sample

Sample generated successfully!

Sampling

Area
Area 1

Apply

Verification Samples:

Academic Year	Sample Method	Number of Applications	Count	Sample Complete	Sample Date	Generated On	Generated By
2013 - 2014	Standard	3	(1/1)	False	10/24/2013	9/3/2013 9:29 AM	Cybersoft Support

Sampling will be complete immediately after the deadline established by USDA has passed. To ensure that all approved applications processed on or before the USDA deadline are included in the count, click the "Generate Sample" button on the next working day immediately after the deadline as established by the USDA.

Sampling Methods:

Default

☒ Standard (formerly Error Prone)

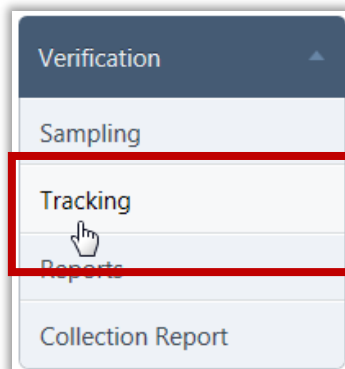
Alternate

☐ Alternate One (formerly Random)

☐ Alternate Two (formerly Focused)

Generate Sample

Tracking



Tracking generates notifications (First, Subsequent and Adverse Action) and updates the sampled applications. After generating the Verification sample, the next step in the Verification process is to send the selected households Notification.

Tracking Page

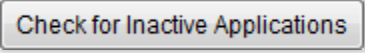
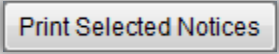
 A screenshot of the "Tracking" page in a web application. At the top, there are filters for "Area" (set to "--ALL--"), "Academic Year" (set to "2013 - 2014"), and "Verification Status" (set to "Verification Incomplete"). There are "Apply" and "Check for Inactive Applications" buttons. Below the filters is a table titled "2013 - 2014 Verification Incomplete Applications" with a "Print Selected Notices" button. The table has columns: Area, Application #, Eligibility, Basis, Type, 1st Notice, Follow Up, and Remove. It contains three rows of data.

Area	Application #	Eligibility	Basis	Type	1st Notice	Follow Up	Remove
Area 3	1595	Reduced	Income	Cause	☐		
Area 2	1614	Free	Income	Sampled	☐		
Area 1	1616	Reduced	Income	Sampled	☐		

By default on the **Tracking** page:

- **Area** is set to "ALL" if the user has access to multiple areas.
- **Academic Year** is set to the current year.
- **Verification Status** is set to "Verification Incomplete".

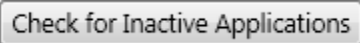
Page Functions

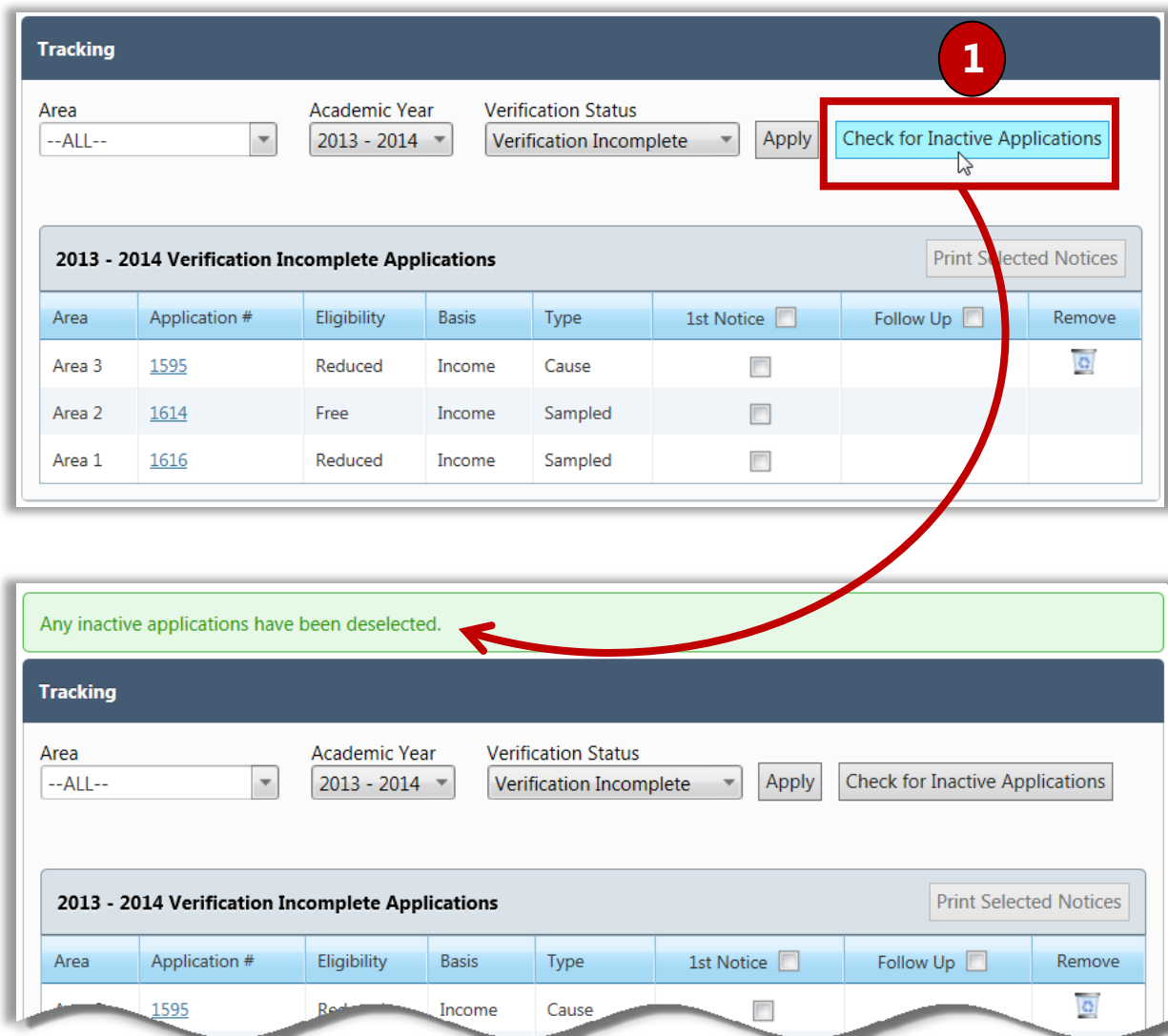
Button	Description
	Click to display a list of applications that match the selected conditions.
	Click to unselect all applications that are marked inactive.
	Click to print letters for the selected applications.

Verification Status Selections

Selections	Description
Verification Incomplete	Application selected but response not received
No Response	Application selected, notified and past the “response due days” with no response from household.
Deselected	Application no longer has <i>active</i> students (students withdrew)
Verification Complete	Application selected, notified and the Verification process for the application is complete

Unselecting inactive applications

1. Click  .



The screenshot shows the 'Tracking' interface. At the top, there are filters for 'Area' (set to '--ALL--'), 'Academic Year' (set to '2013 - 2014'), and 'Verification Status' (set to 'Verification Incomplete'). An 'Apply' button is next to these filters. A red circle with the number '1' highlights the 'Check for Inactive Applications' button. Below the filters, there is a table titled '2013 - 2014 Verification Incomplete Applications'. The table has columns: Area, Application #, Eligibility, Basis, Type, 1st Notice, Follow Up, and Remove. The table contains three rows of data. A red arrow points from the 'Check for Inactive Applications' button to a green message box that says 'Any inactive applications have been deselected.'

Tracking

Area: --ALL-- Academic Year: 2013 - 2014 Verification Status: Verification Incomplete Apply **Check for Inactive Applications**

2013 - 2014 Verification Incomplete Applications Print Selected Notices

Area	Application #	Eligibility	Basis	Type	1st Notice	Follow Up	Remove
Area 3	1595	Reduced	Income	Cause	☐	☐	
Area 2	1614	Free	Income	Sampled	☐	☐	
Area 1	1616	Reduced	Income	Sampled	☐	☐	

Any inactive applications have been deselected.

Tracking

Area: --ALL-- Academic Year: 2013 - 2014 Verification Status: Verification Incomplete Apply Check for Inactive Applications

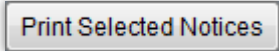
2013 - 2014 Verification Incomplete Applications Print Selected Notices

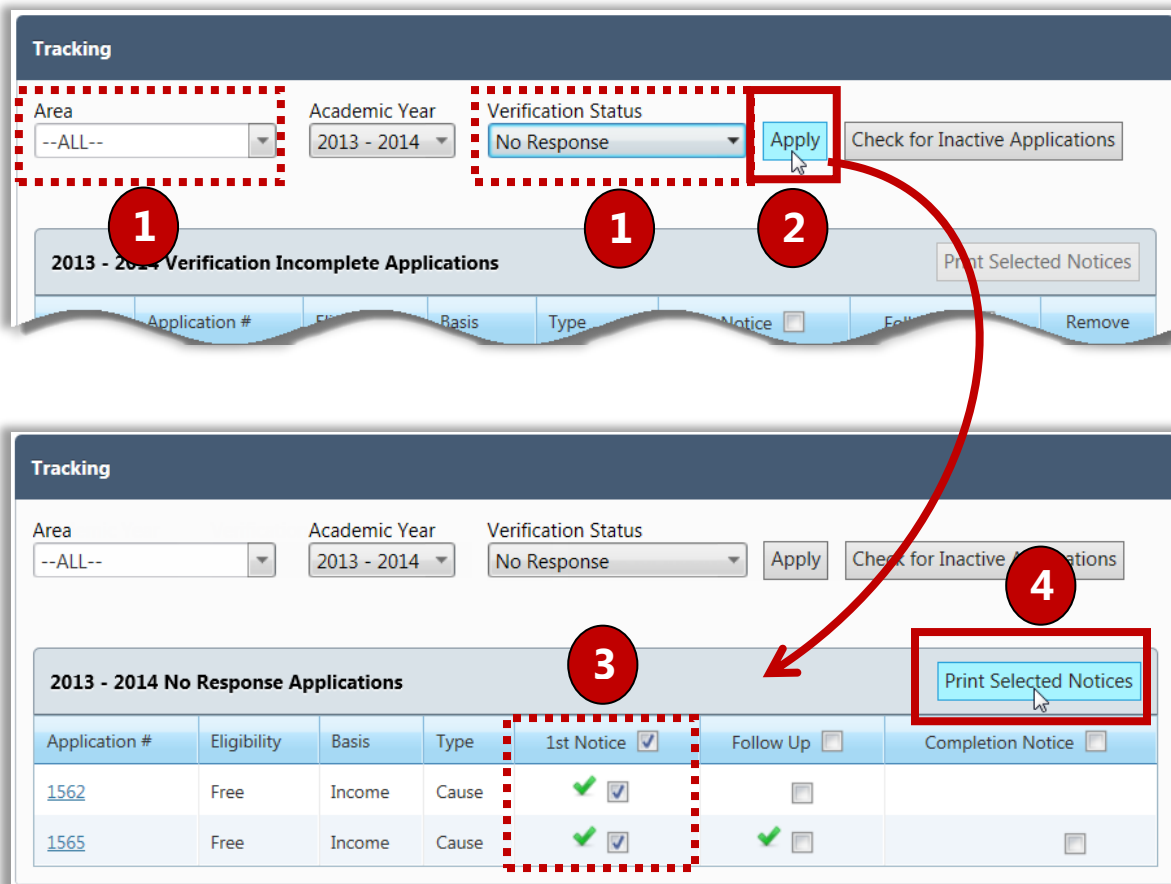
Area	Application #	Eligibility	Basis	Type	1st Notice	Follow Up	Remove
Area 3	1595	Reduced	Income	Cause	☐	☐	

Sending First Notice Letters

The Response Due Date included in the First Notice letter is based on a system setting—15 calendar days by default. This is controlled through a system setting, “[Verification Response Due X Days from Letter Date](#)”. Letters can be reprinted at any time.

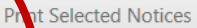
To print 1st Notice notices

1. Select an **Area**, if needed, and select “No Response” in **Verification Status**.
2. Click .
3. Either select ☐ in the **1st Notice** column header to print letters for All applications, or select individual application listings (add check mark).
4. Click .



Tracking

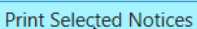
Area: --ALL-- Academic Year: 2013 - 2014 Verification Status: No Response  Check for Inactive Applications

2013 - 2014 Verification Incomplete Applications 

Application #	Eligibility	Basis	Type	1 st Notice ☐	Follow Up ☐	Completion Notice ☐
1562	Free	Income	Cause	☒	☐	
1565	Free	Income	Cause	☒	☒	

Tracking

Area: --ALL-- Academic Year: 2013 - 2014 Verification Status: No Response  Check for Inactive Applications

2013 - 2014 No Response Applications 

Application #	Eligibility	Basis	Type	1 st Notice ☒	Follow Up ☐	Completion Notice ☐
1562	Free	Income	Cause	☒	☐	
1565	Free	Income	Cause	☒	☒	

A success message appears above the **Tracking** page when letters have been printed. The green check mark indicates that the verification letter has been printed for that application.

Sending Follow-Up Notices

At the time the Follow-Up Notice is generated, the Response Due Date is re-set based on a system setting—15 calendar days by default which can be changed through a system setting.

To print Follow-Up notices

1. Select an **Area**, if needed, and select “No Response” in **Verification Status**.
2. Click **Apply**.
3. Select **Follow Up** in the column header or select individual applications.
4. Click **Print Selected Notices**.

The first screenshot shows the 'Tracking' interface with the following filters: Area: --ALL--, Academic Year: 2013 - 2014, and Verification Status: No Response. The 'Apply' button is highlighted with a red box and a red circle labeled '2'. A red arrow points from the 'Apply' button to the second screenshot.

The second screenshot shows the results after applying the filters. The table title is '2013 - 2014 No Response Applications'. The 'Follow Up' column header is highlighted with a red box and a red circle labeled '3'. The 'Print Selected Notices' button is highlighted with a red box and a red circle labeled '4'. A red arrow points from the 'Print Selected Notices' button to the first screenshot.

Application #	Eligibility	Basis	Type	1st Notice	Follow Up	Completion Notice
1562	Free	Income	Cause	✓ ☐	☐	
1565	Free	Income	Cause	✓ ☐	✓ ☒	☐

Applications are again listed as “Verification Incomplete” (instead of “No Response”). Notice the individual green check marks indicating that the letter has been printed.

Sending Adverse Action Notification

If you have sent at least two notices (1st and Subsequent), then you may send an Adverse Action Notification to the family. Adverse Action completes the Verification process for the application and changes the students' statuses to Paid after 10 days. Most districts wait until November 15th to send the Adverse Action Notice to allow for the possibility that the family may respond. November 15th is the very last day that you can send the Adverse Action Notice and complete Verification by the USDA deadline.

To print Adverse Action notices

1. Select a year in **Academic Year** and select "No Response" in **Verification Status**.
2. Click **Apply**.
3. Select ☐ in the **Completion Notice** column header or select individual application (add check mark).
4. Click **Print Selected Notices**.

The screenshots illustrate the process of filtering and printing adverse action notices. The first screenshot shows the 'Tracking' interface with filters for 'Academic Year' (2013 - 2014) and 'Verification Status' (No Response). The 'Apply' button is highlighted with a red box and a red arrow. The second screenshot shows the filtered results, with the 'Completion Notice' column header highlighted by a red dashed box and a red arrow pointing to the 'Print Selected Notices' button.

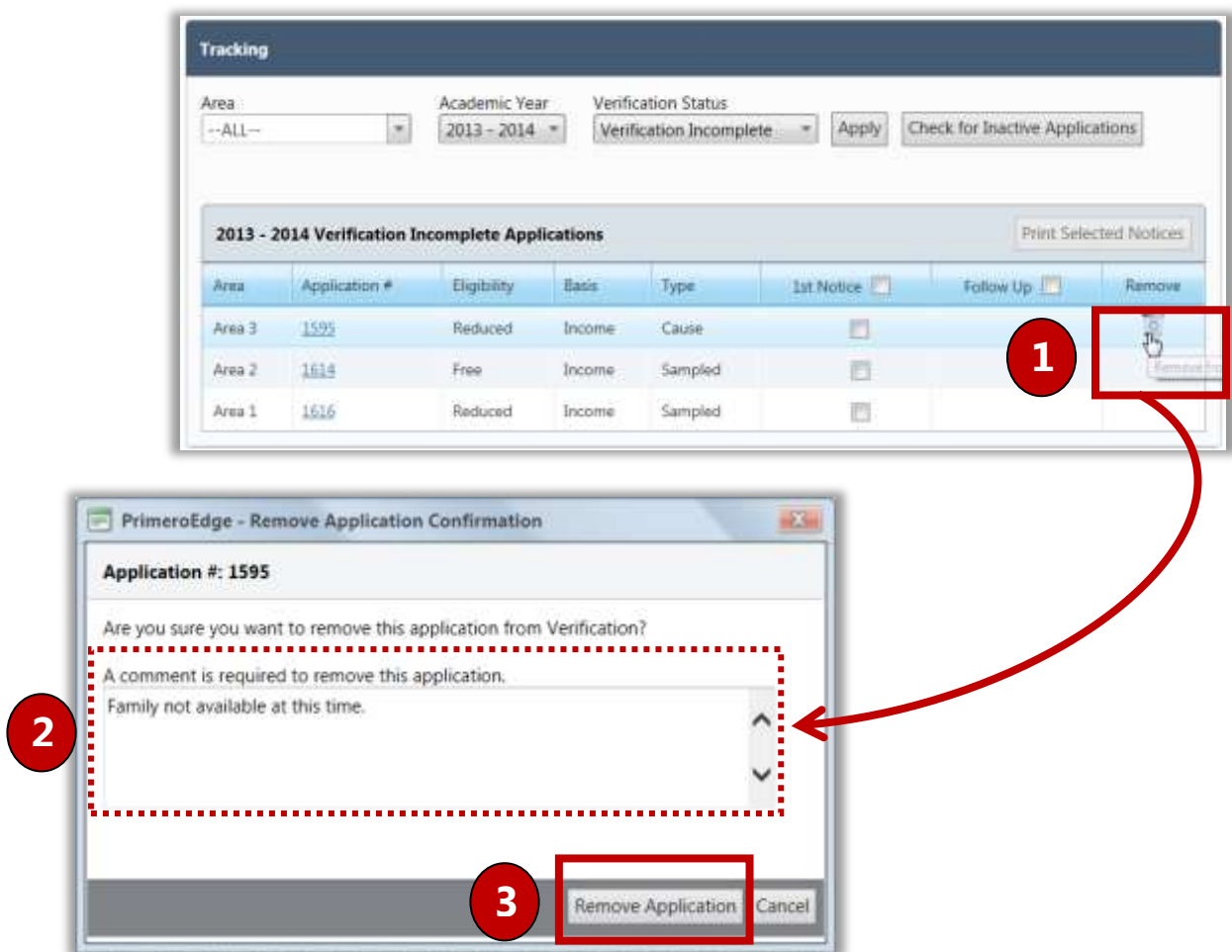
Application #	Eligibility	Basis	Type	1st Notice	Follow Up	Completion Notice
1562	Free	Income	Cause	✓ ☐	☐	☐
1565	Free	Income	Cause	✓ ☐	✓ ☐	☒

Removing an Application from Tracking

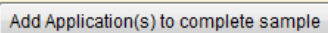
Districts are allowed to remove and replace up to 5% of their sample applications when the LEA believes that the household is fragile or will be unable to respond to the verification attempts. It is up to each district to follow the guidelines of 5% if they choose to remove applications.

To remove an application

1. Click **Delete** () in an application listing.
2. Enter comment text in the **Remove Application Confirmation** popup.
3. Click  .



When an application(s) is removed, you may see a warning message regarding sample size. Numbers in parenthesis indicate the “total number in the sample/number required”. This message continues to appear until applications are added to the sample.

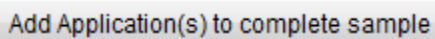
Click  to add applications to the verification sample.

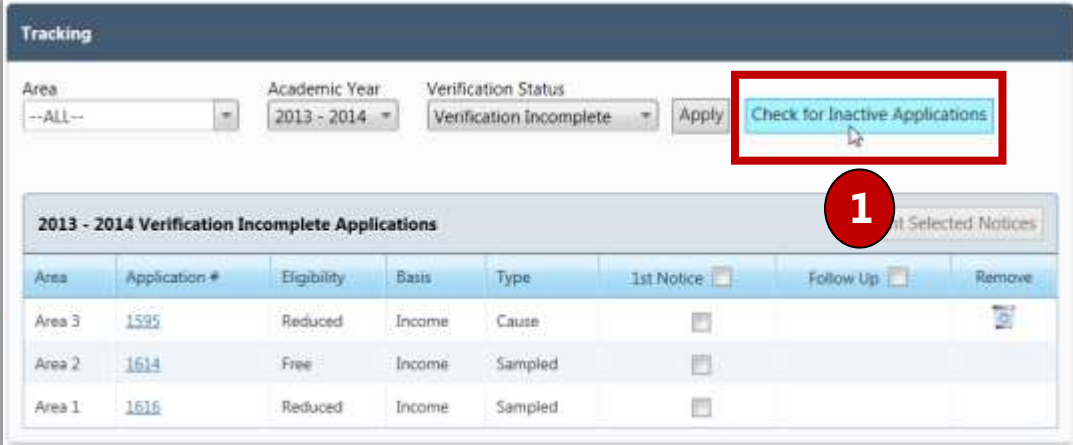
Replacing Inactive Applications

If all students on a selected application become inactive, the application must be replaced. It is important to check for inactive applications frequently (most districts do this daily) so that you may begin the Verification on the newly selected application as soon as possible.

When an application(s) is removed, you may see a warning that your sample does not contain enough applications. The numbers in parenthesis indicate “total number in the sample/number required”. This message continues to be displayed until applications are added to the sample.

To add active applications to a Verification Sample

1. Click .
2. Click .

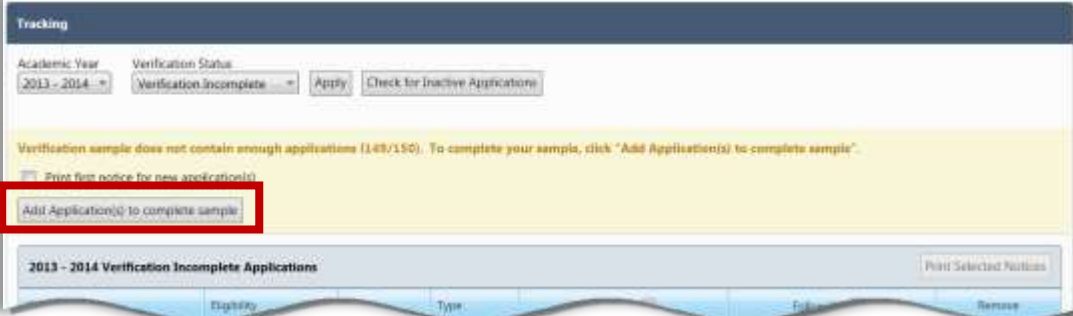


Tracking

Area: Academic Year: Verification Status:

2013 - 2014 Verification Incomplete Applications

Area	Application #	Eligibility	Basis	Type	1st Notice	Follow Up	Remove
Area 3	1595	Reduced	Income	Cause	☐	☐	Remove
Area 2	1614	Free	Income	Sampled	☐	☐	Remove
Area 1	1616	Reduced	Income	Sampled	☐	☐	Remove



Tracking

Academic Year: Verification Status:

Verification sample does not contain enough applications (149/150). To complete your sample, click "Add Application(s) to complete sample".

☐ Print first notice for new application(s)

2013 - 2014 Verification Incomplete Applications

Area	Application #	Eligibility	Basis	Type	1st Notice	Follow Up	Remove
------	---------------	-------------	-------	------	------------	-----------	--------

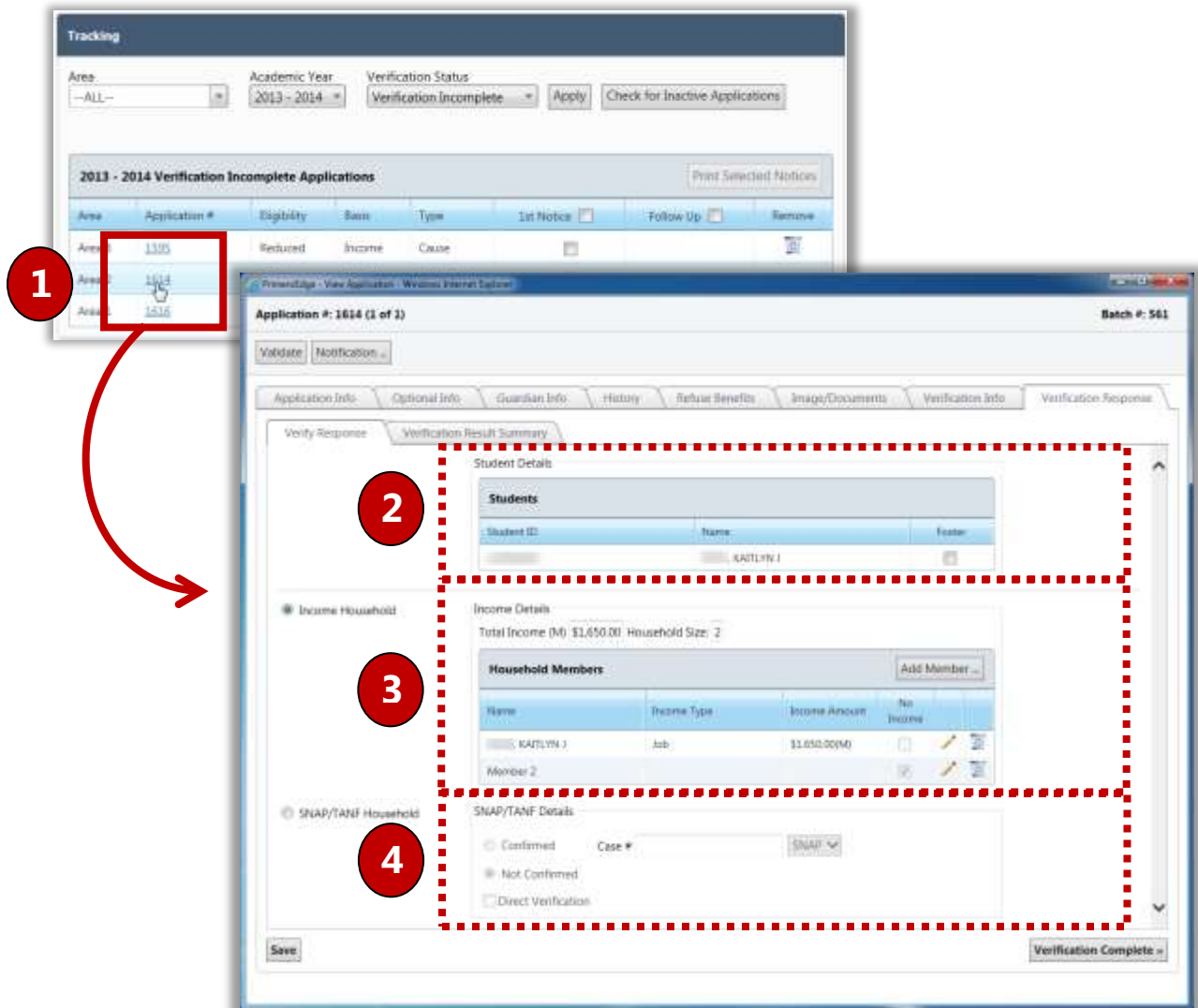
Processing a Verification Response

When a family submits a response you will record the information in the Application Record. Although the Application record is most commonly accessed via Master Index outside of the Verification process, you can quickly access the record through the **Tracking** page.

The **Verify Response** sub-tab displays Verification details for this application. This tab is where you will record the response from the household. Household Income is the most commonly provided information in a response; therefore that selection is the default selection.

To process a verification response

1. Click the [Application Number](#) link in an application listing.
2. In the **Student Details** group, select **Foster** for each foster child, if any.
3. In the **Income Household** group, edit () income information, or add/remove household members, as needed.
4. In the **SNAP/TANF Household** group, select “Confirmed” and enter SNAP/TANF information, or select “Not Confirmed” if no information was provided.

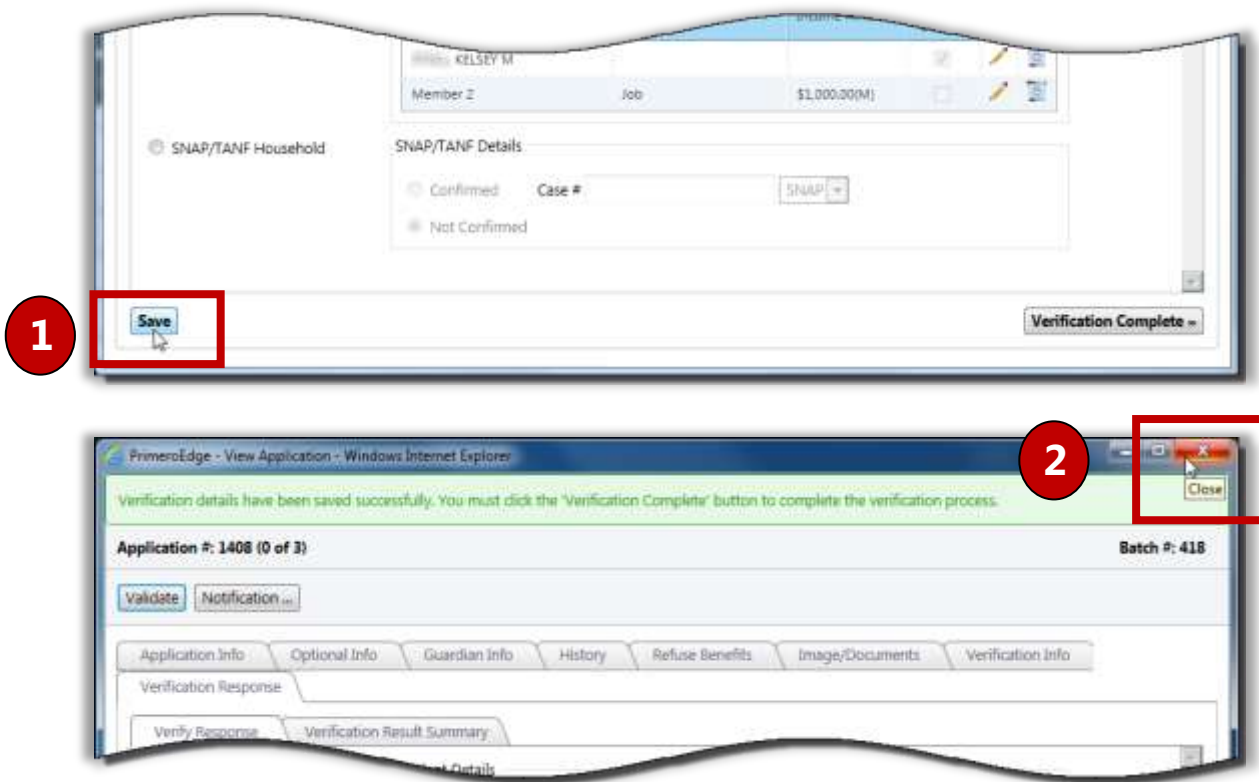


The screenshot shows the 'Tracking' page with a table of '2013 - 2014 Verification Incomplete Applications'. The table has columns: Area, Application #, Eligibility, Basis, Type, 1st Notice, Follow Up, and Remove. The application number 1614 is highlighted with a red box and a red circle labeled '1'. A red arrow points from this box to the 'Verify Response' sub-tab. The sub-tab shows the 'Application # 1614 (1 of 1)' and 'Batch #: 561'. The sub-tab has tabs for Application Info, Optional Info, Guardian Info, History, Refuse Benefits, Image/Documents, Verification Info, and Verification Response. The 'Verify Response' tab is selected, showing the 'Verification Result Summary'. The summary is divided into three sections: Student Details, Income Details, and SNAP/TANF Details. The Student Details section shows a table with columns: Student ID, Name, and Foster. The Income Details section shows 'Total Income (M): \$1,650.00' and 'Household Size: 2'. The SNAP/TANF Details section shows 'Confirmed' selected, 'Case #', and 'SNAP' selected. A red dashed box labeled '2' encompasses the Student Details, Income Details, and SNAP/TANF Details sections. A red circle labeled '3' is next to the 'Income Household' section, and a red circle labeled '4' is next to the 'SNAP/TANF Household' section.

To save the data without completing Verification

If more information regarding the application is to be provided at a later date and you simply want to save the new information without completing the verification process for the application:

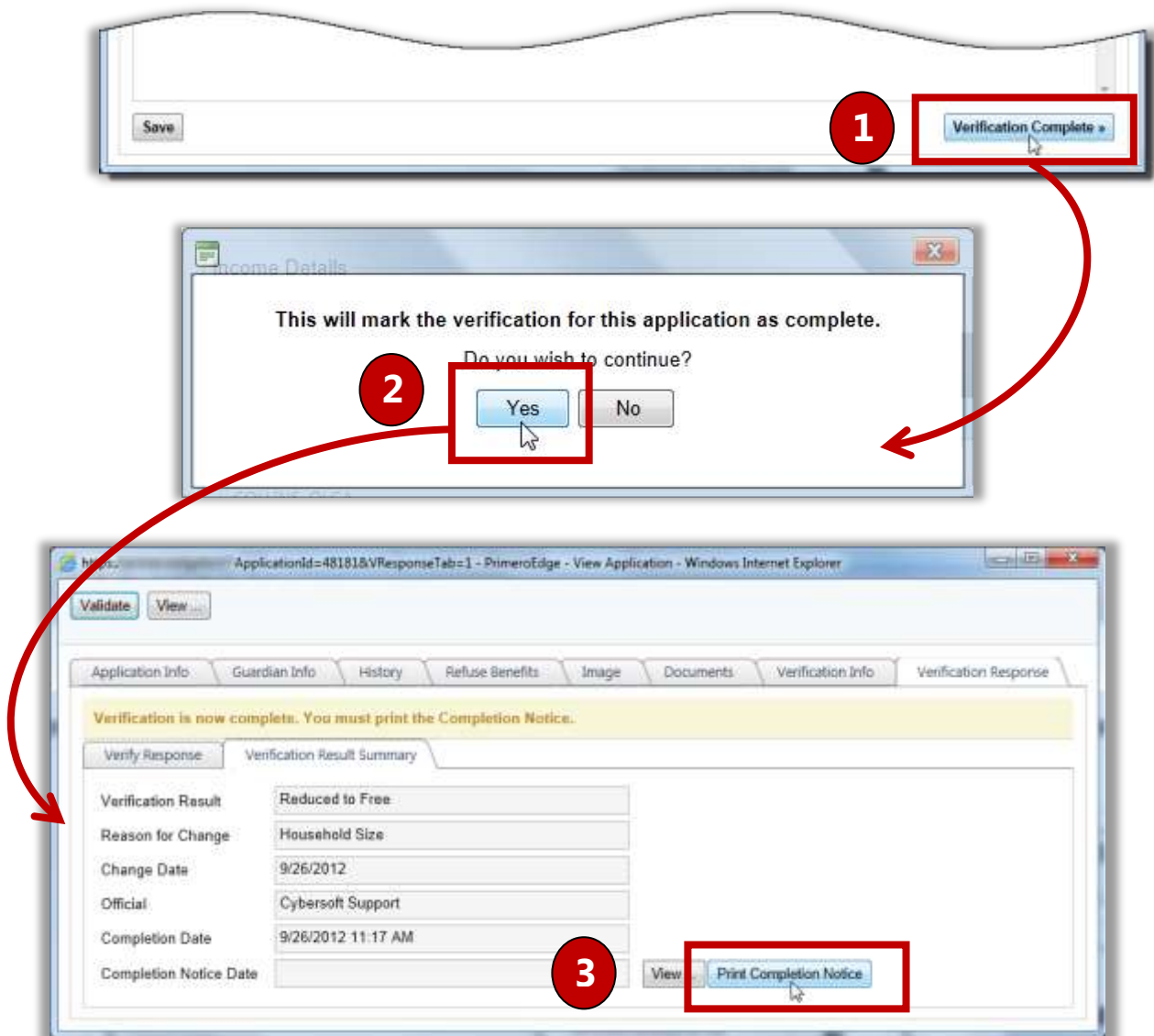
1. Click **Save** .
2. Click **Close** ().



To save the data and complete Verification

If all information is complete and you want to save the new information and complete the verification process for the application:

1. Click **Verification Complete »**.
2. Click **Yes** in the confirmation message.
3. Click **Print Completion Notice** on the **Verification Result Summary** sub-tab.



Scanning and Uploading Supporting Documents

Documents can be scanned or uploaded and saved with the application through the **Documents** tab.

Note: Scanning must be done from a computer with a scanner connected directly to the computer.

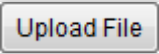
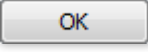
To scan a document

1. Place the document in the scanner.
2. Click **Scan**.
3. In **Description**, enter a brief description for the document.
4. Click **OK** to save the scan and close the page.

The screenshot shows the 'Documents' tab in the application. The main area displays a table of documents with columns for ID, Name, Status, and Date. The table contains several rows of data, including documents like 'Household Letter', 'Test2', and 'Household Letter'. The 'Documents' sidebar on the right shows a list of documents with 'Test2' selected. The 'Document Details' section on the right shows the description 'Test2' and the date '5/23/2013'. Handwritten notes are visible on the screen, including 'Household Letter' and 'Test2'.

ID	Name	Status	Date
1001	Household Letter	Scanned	5/23/2013
1002	Test2	Scanned	5/23/2013
1003	Household Letter	Scanned	5/23/2013

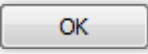
To upload a document

1. Click  .
2. Select the file name and click  .
3. Click  .
4. Enter a description to name the file.
5. Click  .

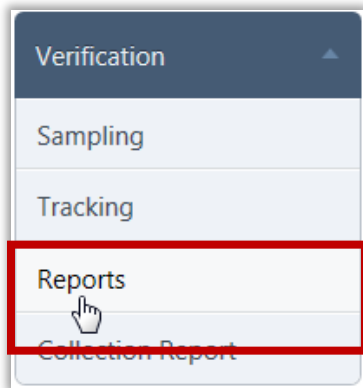
To view a scanned document

1. Select the document description in the list to display the image on the left.
2. Hover over the image with the mouse cursor to enlarge areas of the document.

To delete a scanned document

1. Select the document description and click  .
2. Click  in the confirmation message.

Reports



Reports generates reports used in the verification process.

Six reports are available:

- **Application Images**—displays images of the verification applications.
- **Pre-Verification Details**—lists completion date and change details for each application.
- **Verification Results Details**—lists all applications by eligibility with application processing details.
- **Verification Worksheet**—lists processing details for all applications including guardian information.
- **Verification Student List**—lists notification information for all processed applications, including student and guardian information.
- **Verification Tracking Form**—displays the worksheets for verification tracking forms, including contacts and responses.

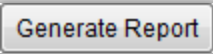
Reports Page

 A screenshot of the "Reports" page. At the top, there's a header "Reports". Below it, there are two filters: "Area" with a dropdown menu set to "--ALL--" and "Academic Year" with a dropdown menu set to "2013 - 2014". Underneath these filters is a section titled "Verification Reports" containing a list of six items, each with a radio button: "Application Images" (selected), "Pre-Verification Details", "Verification Results Details", "Verification Worksheet", "Verification Student List", and "Verification Tracking Forms". At the bottom right of the page is a button labeled "Generate Report".

By default on the **Reports** page:

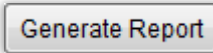
- **Area** is set to “ALL” if you have access to multiple areas, otherwise it is set to your area.
- **Academic Year** is set to the current school year.
- **Application Images** is selected in the Verification Reports group.

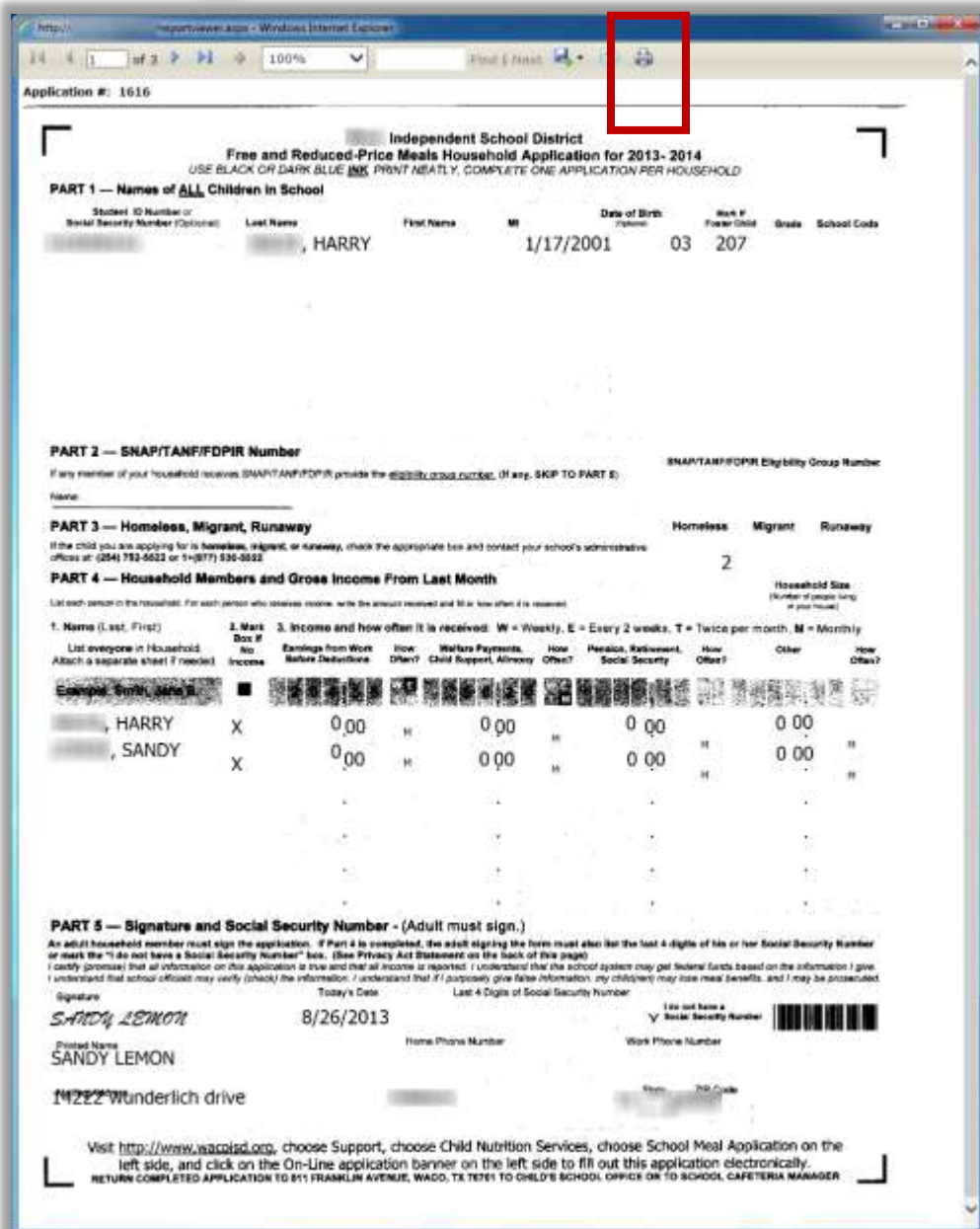
Page Functions

Button	Description
	Click to generate and display the selected report in the report viewer window.

Application Images

To generate and print Application Images

1. Select **Application Images** and click  .
2. Click **Print** ().



Application #: 1616

Independent School District
Free and Reduced-Price Meals Household Application for 2013-2014
USE BLACK OR DARK BLUE INK. PRINT NEATLY. COMPLETE ONE APPLICATION PER HOUSEHOLD.

PART 1 — Names of ALL Children in School

Student ID Number or Social Security Number (Optional)	Last Name	First Name	MI	Date of Birth (Month/Day/Year)	Mark if Foster Child	Grade	School Code
	HARRY			1/17/2001	03	207	

PART 2 — SNAP/TANF/FDPIR Number

If any member of your household receives SNAP/TANF/FDPIR provide the eligibility group number. (If any, SKIP TO PART 5.)

SNAP/TANF/FDPIR Eligibility Group Number: _____

PART 3 — Homeless, Migrant, Runaway

If the child you are applying for is homeless, migrant, or runaway, check the appropriate box and contact your school's administrative offices at: (254) 752-5522 or 1-877-530-5522.

Homeless ☐ Migrant ☒ Runaway ☐

PART 4 — Household Members and Gross Income From Last Month

List each person in the household. For each person who receives income, write the amount received and to how often it is received.

1. Name (Last, First)	2. Mark Box if No Income	3. Income and how often it is received: W = Weekly, E = Every 2 weeks, T = Twice per month, M = Monthly	4. How Often?	5. Welfare Payments, Child Support, Alimony	6. How Often?	7. Pension, Retirement, Social Security	8. How Often?	9. Other	10. How Often?
Example: Smith, John									
HARRY	X	0.00	W	0.00	M	0.00	M	0.00	M
SANDY	X	0.00	W	0.00	M	0.00	M	0.00	M

PART 5 — Signature and Social Security Number - (Adult must sign.)

An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list the last 4 digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school system may get federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my child(ren) may lose meal benefits, and I may be prosecuted.

Signature: SANDY LEMON Today's Date: 8/26/2013 Last 4 Digits of Social Security Number: _____

Printed Name: SANDY LEMON Home Phone Number: _____ Work Phone Number: _____

Address: 14222 Wunderlich drive City: _____ State: _____ ZIP Code: _____

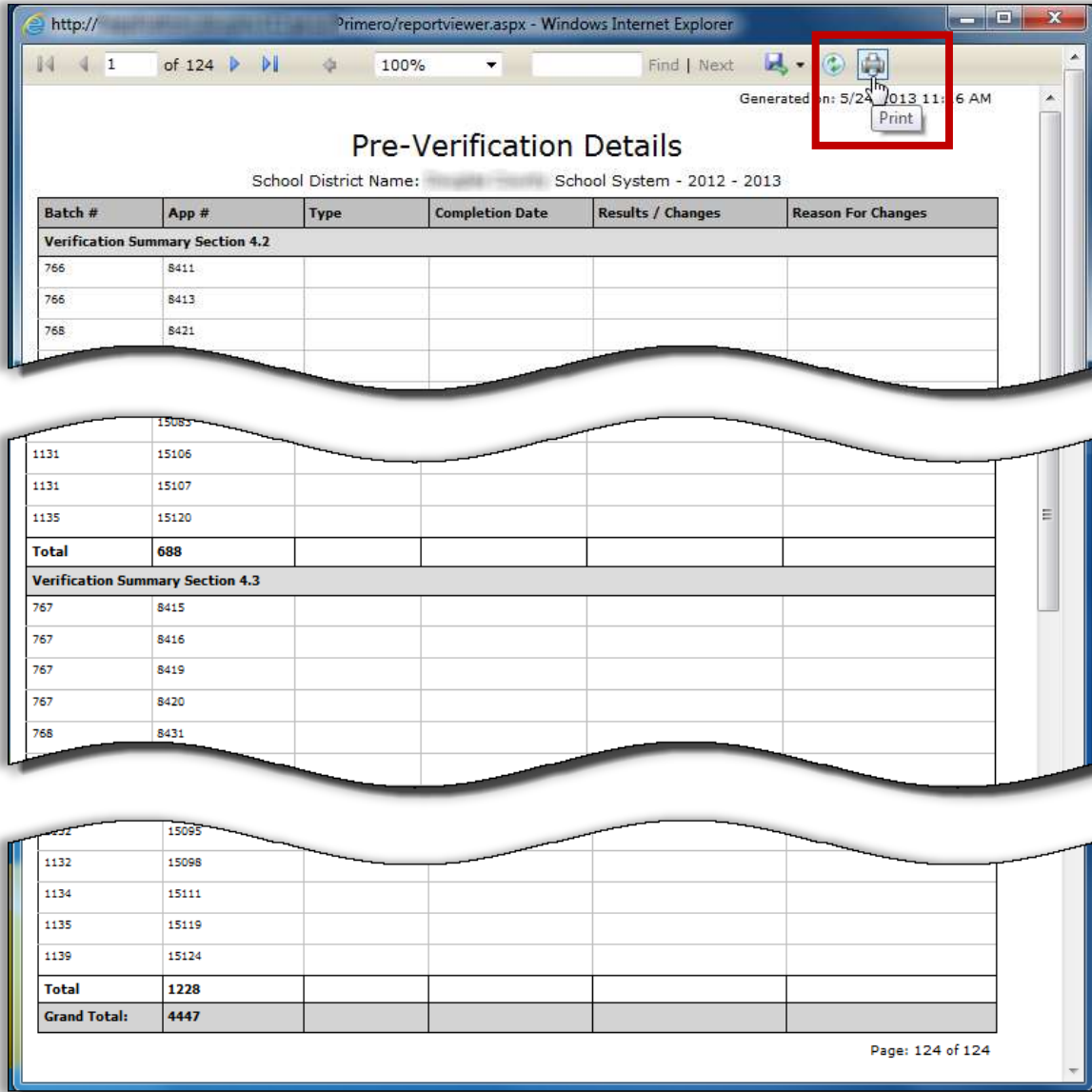
Visit <http://www.wacpsd.org>, choose Support, choose Child Nutrition Services, choose School Meal Application on the left side, and click on the On-Line application banner on the left side to fill out this application electronically.

RETURN COMPLETED APPLICATION TO 511 FRANKLIN AVENUE, WACO, TX 76761 TO CHILD'S SCHOOL OFFICE OR TO SCHOOL CAFETERIA MANAGER

Pre-Verification Details

To generate and print a Pre-Verification Details report

1. Select **Pre-Verification Details** and click **Generate Report**.
2. Click **Print** ().



Generated on: 5/24/2013 11:06 AM

Pre-Verification Details

School District Name: [redacted] School System - 2012 - 2013

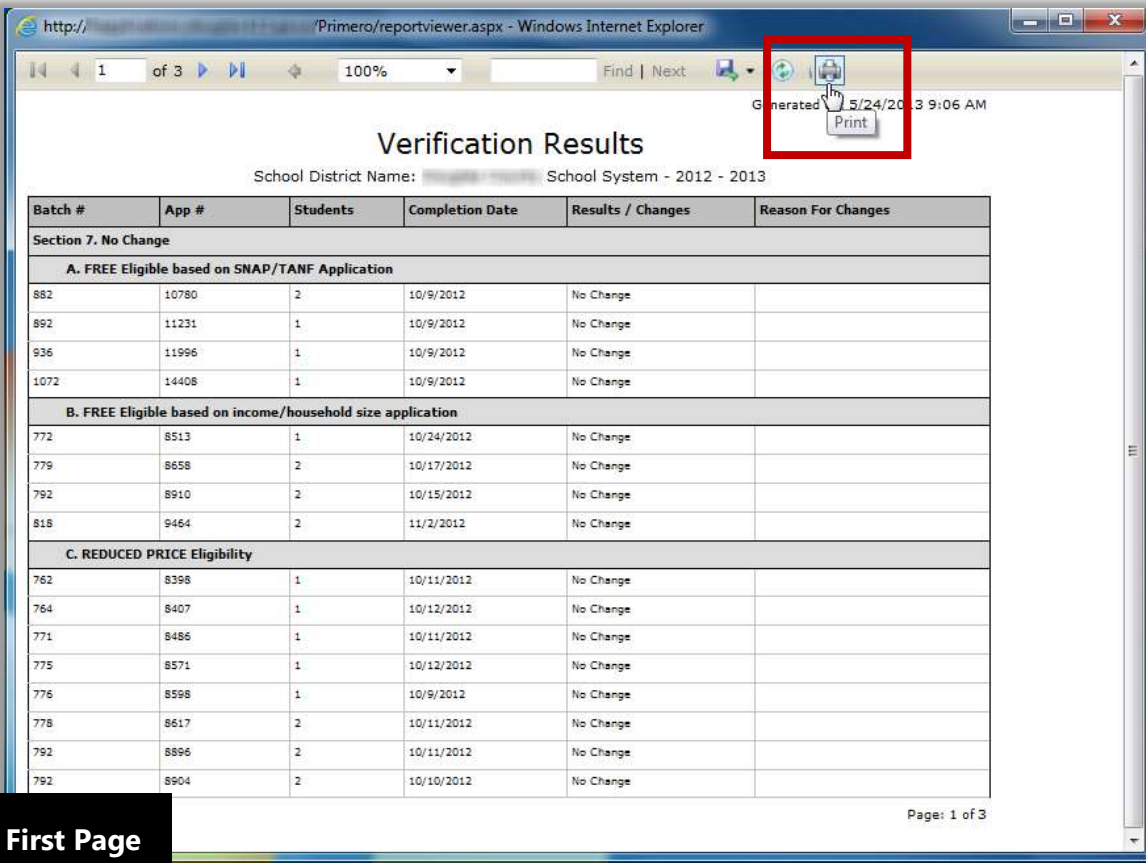
Batch #	App #	Type	Completion Date	Results / Changes	Reason For Changes
Verification Summary Section 4.2					
766	8411				
766	8413				
768	8421				
Verification Summary Section 4.3					
767	8415				
767	8416				
767	8419				
767	8420				
768	8431				
Total	688				
Verification Summary Section 4.3					
767	8415				
767	8416				
767	8419				
767	8420				
768	8431				
Total	1228				
Grand Total:	4447				

Page: 124 of 124

Verification Results Details

To generate and print a Verification Results report

1. Select **Verification Results Details** and click **Generate Report**.
2. Click **Print** ().



Generated on: 5/24/2013 9:06 AM

Verification Results

School District Name: School System - 2012 - 2013

Batch #	App #	Students	Completion Date	Results / Changes	Reason For Changes
Section 7. No Change					
A. FREE Eligible based on SNAP/TANF Application					
882	10780	2	10/9/2012	No Change	
892	11231	1	10/9/2012	No Change	
936	11996	1	10/9/2012	No Change	
1072	14408	1	10/9/2012	No Change	
B. FREE Eligible based on income/household size application					
772	8513	1	10/24/2012	No Change	
779	8658	2	10/17/2012	No Change	
792	8910	2	10/15/2012	No Change	
818	9464	2	11/2/2012	No Change	
C. REDUCED PRICE Eligibility					
762	8398	1	10/11/2012	No Change	
764	8407	1	10/12/2012	No Change	
771	8486	1	10/11/2012	No Change	
775	8571	1	10/12/2012	No Change	
776	8598	1	10/9/2012	No Change	
778	8617	2	10/11/2012	No Change	
792	8896	2	10/11/2012	No Change	
792	8904	2	10/10/2012	No Change	

Page: 1 of 3

First Page



Generated on: 5/24/2013 9:03 AM

Verification Results

School District Name: School System - 2012 - 2013

Batch #	App #	Students	Completion Date	Results / Changes	Reason For Changes
Section 11. Did not respond					
C. REDUCED PRICE Eligibility					
773	8532	1	11/15/2012	Reduced to Paid	No Response
Total	1	1			
Grand Total:	52	79			

Page: 3 of 3

Last Page

Attachment 17

Statement of Facts
(Eligibility Documentation)
For

(Name of Institution)

Explain the **income policy** for the resident children of your institution. This constitutes documentation of their eligibility for free meals. Keep this document on file with your CNP contract.

For the Institution:

(Name & Title)

(Date)

For the State Agency:

(Name & Title)

(Date)