Director’s Toolkit
for School Nutrition Programs

Kansas leads the world in the success of each student.
# Directors Toolkit
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Program Renewal

Timelines and Deadlines
- Program Renewal is due July 15.
- KSDE strives to have program renewal documents, instructions and templates available by mid-May.

Training
- Program Renewal webinar
- Program Renewal Memo
- Checklist and Instructions for Program Renewal Documents
- KN-CLAIM Quick Reference: Accessing KN-CLAIM
- Jump Start for Directors Class

Tasks
- Update Sponsor Application.
- Update each Site Application.
- Review, print, sign and send Program Agreement or Program Addendum, if required.
  - Located on Checklist Tab in KN-CLAIM or Program Initiation page at www.kn-eat.org.
  - Send two copies with original signatures to the Child Nutrition and Wellness office at KSDE, if required.
- Enter sponsor-specific data in enterable fields of required form letters and Application Packet for Free and Reduced School Meals.
  - Located on Checklist Tab in KN-CLAIM.
  - In Microsoft Word, when entering data on forms:
    - Use the tab key to move from field to field.
    - Use the “X” key to complete a checkbox OR click on the checkbox.
    - Delete the placeholder text and insert or print on school or district’s letterhead.
  - Sponsors may copy the Household Application Packet, forms and letters onto district/school letterhead.
  - Sponsors are encouraged to use the forms exactly as issued by KSDE, except for entering variable data such as the sponsors’ number and household names. If any document is re-keyed or revised, it must be submitted to KSDE for approval PRIOR to distribution to parents or guardians.
- Upload completed Forms in KN-CLAIM on Checklist Tab.
- Upload PLE Tool in KN-CLAIM on Checklist Tab, if required.
  - PLE Tool is released in the spring.
  - It is a best practice to complete the PLE tool and submit meal price decisions to the local Board of Education for approval well before the start of the school year.

Tools and Guidance
- Food Service Facts at www.kn-eat.org, School Nutrition Programs, FSF, Chapter 3 Program Agreement
- Program Renewal Page at www.kn-eat.org, School Nutrition Programs, Administration, Program Renewal
- KN-CLAIM Quick Reference Guides at www.kn-eat.org, School Nutrition Programs, Guidance or in KN-CLAIM, Quick References.
Determining CNP Eligibility Benefits

Timelines and Deadlines

- **After July 1** – Make updated Application Packet for Free and Reduced Price School Meals available to all households.
- **After July 6** – Check the Direct Certification list with enrollment records and notify families of free benefits to limit the number of income applications submitted.
- **Within 10 days** of receiving the household’s application – Complete determination of eligibility and notify household.
  - Selecting flexibility in determination date allows sponsors to use the date-stamped date the application is received as the certification date.
- **30 food service operating days** is the carry over period for extended benefits or until a new application is approved.
- **Throughout the school year** – Ensure households have access to the Application Packet for Free and Reduced Price School Meals and provide the application to household of newly enrolled students.
- **Duration of school year** – Eligibility certified remains in effect unless household circumstances change and they submit a new application that provides a greater level of benefit.

Training

- Administrative Update offered at no cost throughout the state in summer months.
- Jump Start for Directors Class
- Determining Eligibility Webinar and Quick Train.

Tasks

**Determining Official** directly certifies households based upon Direct Certification list:
- Checks Direct Certification list frequently and watch for email notifications from KSDE;
- Extends eligibility to all students within the household for Food Assistance (FA) or Temporary Assistance to Families (TAF);
- Notifies households using Letter to Household about Direct Certification.

**Determining Official** certifies household applications:
- Reviews applications for required information;
- Determines eligibility based information entered on the application;
- Notifies Household using Letter to Household about Eligibility Determination;
- Updates accountability system and documentation for Pre-Verification student counts;
- Flags error-prone applications

**Determining Official** works with local officials to directly certify homeless, migrant, runaway and Head Start students.

**Confirming Official** reviews and signs certified household applications at the start of the verification process.

**Hearing Official** provides a fair hearing for households appealing certification determination.

Tools and Guidance

- Food Service Facts at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, FSF, Chapter 7 Determining Eligibility for Reduced Price & Free Benefits
Guidelines for Determining Eligibility for Child Nutrition Program Benefits

For the most current and detailed guidance on determining and verifying eligibility for Child Nutrition Programs, go to www.kn-eat.org, School Nutrition Programs, Food Service Facts, Chapters 7 and 8.

Required Information for Households NOT Receiving Food Assistance, Temporary Assistance to Families (TAF) or Food Distribution Program on Indian Reservation (FDPIR) Benefits

Four items of information must appear on the Application for Child Nutrition Program Benefits prior to determining eligibility:

1. Names of ALL household members must be listed on the application, even if the household member has no income.
2. Current income received and identified by source and frequency for each household member.
3. Signature of parent, guardian or adult household member.
4. Last four digits of the Social Security number of the adult household member signing the application or an indication that this person has no SSN.

If ANY of the four required items have not been completed, the information MUST be obtained before an eligibility determination can be made. The application may be returned to the household or the household may be contacted by phone or in writing to get the information. If the application is missing the signature, the application MUST be returned to the household.

Required Information for Households Receiving Food Assistance, TAF or FDPIR Benefits

1. Name(s) of child(ren)
2. The Food Assistance, TAF, or FDPIR case number for any household member receiving benefits.
3. Signature of an adult household member.

A Food Assistance case number and a TAF case number consist of eight (8) digits. It is a computer-generated number beginning with 0, 1, or 2. Reported numbers with more or less than eight digits are not valid. Determining officials must use KSDE’s online direct certification process, contact the household to obtain the valid number, or obtain income information from the household before an eligibility determination can be made. When adding any information to an application, always initial and date the addition and indicate who provided the information.

Required Information for Foster Children

1. Name(s) of child(ren)
2. Check the Foster Child box in Step 1
3. Sign

Applicants NOT Receiving Food Assistance, TAF or FDPIR Benefits

Applicants not receiving Food Assistance, TAF, or FDPIR benefits are instructed to “report names and gross income by source for each household member from last month.” They must also select a frequency code to indicate how often each source of income is received. The application instructions indicate types of income that should and should not be reported. Persons with self-employment income should follow the additional instructions printed on the back of the application. USDA has approved using data from the most recent U.S. Individual Income Tax Return - Form 1040 to determine income from private business operations. Income tax information cannot be used to report salaries and wages. All household members, including children, must be listed on the application.

Other Information

If the household does not complete the racial/ethnicity information on the application, the eligibility determination cannot be delayed if all USDA required information is completed.

If a school official is aware of a child from a needy household that is unwilling to apply for reduced price or free Child Nutrition Program benefits, the school official may certify the student eligible based on household size and income information obtained from other sources. The school official must note the source of the information, complete and file an application, and make a decision on the student's eligibility. The household must be notified of the student's eligibility. For detailed instructions, refer to Food Service Facts, Chapter 7.

Determining Official Responsibilities

1. Review applications and make determinations of eligibility based on household size and income or categorical eligibility based on Food Assistance, TAF or FDPIR benefits or foster children. Under no circumstances should school personnel erase information provided by the household applying for benefits. School personnel should never use "white-out" to cover any information provided by a household applying for benefits. If it is necessary to change information on an application, draw a single line through the incorrect information, initial and date the change, and document the source of revised information.
2. Sign and date each application.
3. Notify each household of approval or denial of benefits. Households whose applications were denied must be notified in writing. A copy of the notification letter should be attached to the application and filed.

Determination of Eligibility

1. Applications are to be reviewed based on information presented on the applications.
2. Incomplete applications require follow-up for completion or must be denied as incomplete.
3. Applicants must not be required to provide documentation to be reviewed.
4. All verification must take place after application approval.
## Processing Income Applications for Free and Reduced Price Benefits

<table>
<thead>
<tr>
<th>Determining Official Responsibilities</th>
<th>Applications with Income and Household Number Pre-Verification Worksheet – Row 3</th>
<th>Applications with Case Number Pre-Verification Worksheet – Row 2</th>
<th>Applications with Foster Box Checked Pre-Verification Worksheet – Row 2</th>
<th>Applications with Migrant, Runaway, Homeless Box Checked Pre-Verification Worksheet – Row 1b</th>
</tr>
</thead>
</table>
| **Determining Official reviews household applications for required information.** | Step 1: Children’s first and last names.  
Step 2:  
• Total Child Income;  
• Adult income and frequency;  
• Total number of household members;  
• Last four digits of social security number of adult household member.  
Step 4: Signature of adult. | Step 1: Children’s first and last names.  
Step 2: Case number entered.  
Step 4: Signature of adult. | Step 1: Children’s first and last names.  
• Foster box is checked. | Step 1: Children’s first and last names. |
| **Determining Official certifies household applications.** | Computes the total, current, countable income.  
• If more than one income frequency is listed, annualize income:  
  o Weekly x 52  
  o Bi-weekly x 26  
  o Twice per month x 24  
  o Monthly x 12  
  o Adds all unrounded annualized values.  
Compares total income to Eligibility Guidelines for current year to determine Free, Reduced Price or Paid eligibility status.  
Signs and dates the application. | Determines if case number is valid.  
• Kansas numbers are 8 digits beginning with 0 or 1 or 2  
Checks the Direct Certification list to see if students are listed.  
Extends free eligibility benefits to all students within the household.  
Signs and dates the application. | Approves foster child listed for Free Eligibility benefits.  
Checks the Direct Certification List to see if student is listed.  
Free Eligibility Benefits are not extended to other students in the household who are not checked as Foster Child.  
Signs and dates the application. | Match student(s) checked as Homeless or Runaway with the certified list of homeless and Runaway students from the Homeless Liaison.  
Match student(s) checked as Migrant with the KMSM List from the Migrant Liaison.  
(If student names are not found on the local official lists, sponsor must contact the appropriate liaison and approve based upon income until certification is received from the liaison.) |
| **Determining Official notifies household.** | Send Letter Household about Eligibility Determination.  
Approved notified verbally or in writing.  
Denied notified in writing. | Send Letter Household about Eligibility Determination.  
Approved notified verbally or in writing.  
Denied notified in writing. | Send Letter to Household about Direct Certification listing only foster students. | Send Letter to Household about Direct Certification for only migrant students listed.  
No notification for homeless students. |
| **Determining Official updates accountability system and documentation for Pre-Verification student counts.** | Enters free or reduced price or paid eligibility status accountability system and student count documentation spreadsheet or software.  
Flags error prone applications.  
Sequentially numbers applications. | Enters free eligibility status accountability system and student count documentation spreadsheet or software.  
Sequentially numbers applications. | Enters free eligibility status accountability system and student count documentation spreadsheet or software.  
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Sequentially numbers applications. |
## Determination Process for Free and Reduced Price Meals

<table>
<thead>
<tr>
<th>Basis of Eligibility</th>
<th>Direct Certification</th>
<th>Other Source Categorical Eligibility</th>
<th>Categorical Eligibility</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Assistance (FA)</td>
<td>Check DC List</td>
<td>Head Start or RCCI enrollment</td>
<td>Homeless, migrant, or runaway box check on application</td>
<td>Check DC List</td>
</tr>
<tr>
<td>Temporary Assistance for Families (TAF)</td>
<td>Check DC List</td>
<td>Case number listed on application</td>
<td>Foster child box checked on application</td>
<td>Case number listed on application</td>
</tr>
<tr>
<td>Foster Child</td>
<td>Certify with local program official</td>
<td>Homeless, migrant, or runaway</td>
<td>Foster child box checked on application</td>
<td>Foster child box checked on application</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeless, migrant, or runaway box check on application</td>
<td>Determine eligibility using income eligibility guidelines</td>
<td>Household income listed on application</td>
</tr>
</tbody>
</table>

### Determine Eligibility
- **Not on DC List**
  - Approve if case number meets validity requirements
- **On DC List**
  - Not on DC List

### Household Notification
- Send: Letter to Household about Direct Certification
  - Homeless households & households of residential RCCI students do not need to be notified
- Send: Letter to Household about Eligibility Determination

### Pre-Verification Worksheet Flow

1. **1a**
   - FA
   - TAF/Foster
   - Other source categorical eligibility

2. **2**

3. **3**

**Students not meeting any of the above criteria are categorized as paid students**
2019-2020 Child Nutrition Program Benefit Application Guidance

Students are only eligible for reduced price or free meal benefits when a complete application has been approved or documentation of direct certification is on file. Applications cannot be approved until all required information is completed. To obtain missing information from the household, the determining official must:

1. Return the application requesting completion of the missing information.
   OR
2. Require the parent/guardian to come to the determining official’s office to complete the required information.
   OR
3. Contact the household by telephone and obtain missing information. The determining official must record the additional information on the application, the name of the person who provided the information, and initial and date the entry.

Abbreviations:
- FA: Food Assistance
- FC: Foster Child
- FDPIR: Food Distribution Program on Indian Reservations
- DCF: Department for Children & Families
- SS: Social Security
- TAF: Temporary Assistance to Families

<table>
<thead>
<tr>
<th>ERROR or SITUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Household Members</strong></td>
</tr>
<tr>
<td>1. Effective date of eligibility based on application</td>
</tr>
<tr>
<td>2. More than one foster child is listed on application.</td>
</tr>
<tr>
<td>3. A foster child’s application does not contain income information.</td>
</tr>
<tr>
<td>4. Household completes an application that includes all household members and foster children.</td>
</tr>
</tbody>
</table>
| 5. FA or TAF case number is invalid (must be 8 digits beginning with 0, 1 or 2) and income/household size information is not complete. | Use the KN-CLAIM Direct Certification process to determine if student receives FA or TAF:
   - If student is matched in KN-CLAIM, directly certify student by printing the KN-CLAIM Direct Certification list as documentation and sending Letter to Household about Direct Certification.
   - If student is not matched in KN-CLAIM, contact an adult listed on the application to obtain household size and income information or the correct FA/TAF number. The local DCF office may also be contacted to obtain correct FA/TAF number. If student is not eligible for FA or TAF, household size and income information must be completed before eligibility can be determined. |
<p>| 6. Household reports a FA or TAF or FDPIR case number | If a household’s Application for Child Nutrition Program Benefits lists a valid Food Assistance, TAF or FDPIR case number, ALL of the students listed on the application are automatically eligible for free school meals regardless of household income. |</p>
<table>
<thead>
<tr>
<th>ERROR or SITUATION</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Members, continued</td>
<td></td>
</tr>
<tr>
<td>7. <strong>FA or TAF case number from another State</strong></td>
<td>Contact FA agency in that State to confirm a valid case number from that State. Document contacted State Agency to confirm valid case number.</td>
</tr>
<tr>
<td>8. Household did not indicate frequency of income.</td>
<td>Contact household to determine income frequency.</td>
</tr>
<tr>
<td>9. <strong>Income</strong> information is not clearly stated.</td>
<td>Contact an adult listed on the application and request clarification. Do NOT make assumptions about income.</td>
</tr>
<tr>
<td>10. Household indicates a range of income.</td>
<td>Contact an adult listed on the application to determine income received in the month prior to the application OR annualized income, whichever most accurately reflects current income.</td>
</tr>
<tr>
<td>11. Total household income is listed rather than reported by household member and income source.</td>
<td>Contact an adult listed on the application and obtain income by household member and income category.</td>
</tr>
<tr>
<td>12. Household reports income from prior year's income tax information rather than current income.</td>
<td>Contact an adult listed on the application to clarify income. Household may use prior year's income tax information only if income reported is seasonal, farm, or from self-employment; and only if last year's income is representative of the current year's estimated income. If prior month's income is more representative of household's current income, the household should report prior month's income amount.</td>
</tr>
<tr>
<td>13. <strong>Self-employment income</strong> is listed only on the back of the application and is not recorded on the front of the application.</td>
<td>Record income listed on back of application on front of application, next to name of household member who receives the income. If unclear, contact household for clarification.</td>
</tr>
<tr>
<td>14. Household reports an income loss from one or more income sources but has income from other sources.</td>
<td>Income from wages or other income sources may not be reduced by the amount of a business loss. Negative self-employment income is computed as zero income. When computing household income, include only income amounts that are positive numbers.</td>
</tr>
<tr>
<td>15. Household submits an updated application and <strong>benefits increase</strong> (e.g. reduced price to free)</td>
<td>Increase benefits within three (3) working days, or as soon as updated application is approved.</td>
</tr>
<tr>
<td>16. Household submits updated application and <strong>benefits decrease</strong> (e.g. from free to reduced price)</td>
<td>Inform an adult listed on the application that it is not necessary to update application because original approved benefits are valid for entire school year. Decrease benefits ONLY if requested by household. If household requests that lower benefits go into effect, send Letter to Household about Benefit Decrease (Form 8M) and note contact on application.</td>
</tr>
</tbody>
</table>

**B. Adult Household Member Information**

<p>| 1. <strong>No SS number</strong> is reported. | For applications approved based on income guidelines, obtain the last four digits of the SS number from adult signing the application. SS number may NOT be obtained from other school records and transferred to application. If adult signing the application does not have a SS number, and has checked the box or has written the word &quot;No&quot; or &quot;None&quot;, the application may be approved without the SS number. The abbreviation &quot;NA&quot; is NOT acceptable. Don’t assume adult signing application has no SS number if one is not listed. Contact household to obtain information. SS numbers are NOT required for applications approved based on FA, TAF or FDPIR eligibility or for foster child applications. |
| 2. <strong>SS number</strong> reported is NOT that of adult who signed application. | Treat application as if no SS number is reported. Obtain the last four digits of the SS number of adult who signed application or obtain signature of adult whose SS number was provided. |</p>
<table>
<thead>
<tr>
<th>ERROR or SITUATION</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult Household Member Information, continued</strong></td>
<td></td>
</tr>
<tr>
<td>3. There is no adult signature on application.</td>
<td>Contact household and obtain adult’s signature. If the student is emancipated, the student’s signature is acceptable. If student is a foster child, the foster parent or caseworker must sign application.</td>
</tr>
<tr>
<td>4. Adult household member's name, address, telephone numbers or e-mail is not reported.</td>
<td>This information is helpful but not required. Do NOT delay approval if household fails to provide this information.</td>
</tr>
<tr>
<td><strong>C. Other Application Situations</strong></td>
<td></td>
</tr>
<tr>
<td>1. Applications have been faxed.</td>
<td>Faxing is an insecure way to transmit confidential information. School personnel should NEVER fax completed applications or direct certifications. Use regular mail or district courier for these documents. Although households should be discouraged from faxing applications, such applications may be accepted.</td>
</tr>
<tr>
<td>2. Applications have been emailed.</td>
<td>Applications maybe received via email as long as the application contains all the required information and signed by an adult household member. Original signatures are not required.</td>
</tr>
<tr>
<td>3. No meal application or direct certification is on file, but the student's meals were claimed for reduced price or free meal reimbursement.</td>
<td>Student is NOT eligible for reduced price or free meals until he/she has an approved application or direct certification on file. File amended claims for all meals incorrectly claimed as reduced price or free. If an application or direct certification is received and approved, begin claiming reduced price or free meals on the date of approval date application was approved or date created on DC list if using approved flexibility.</td>
</tr>
<tr>
<td>4. Student(s) transferred from another sponsor's school to your school. When enrolling, household brings copy of application from previous sponsor.</td>
<td>Obtain a new application from household OR determining official can review original application, determine eligibility, initial and date. Application for CNP Benefits cannot be released by former school with other education records.</td>
</tr>
<tr>
<td>5. Student(s) transferred from another sponsor's school to your school. When enrolling, the household brings only a copy of Notification of Eligibility letter from previous sponsor.</td>
<td>Obtain a new application from household or access the KN-CLAIM Direct Certification process and determine if the student is eligible for FA/TAF or is a foster child. Meals may NOT be claimed as reduced price or free until a complete application is approved or direct certification is obtained by the new sponsor. Application for CNP Benefits cannot be released by former school with other education records.</td>
</tr>
<tr>
<td>6. An application or direct certification was approved by a sponsor where student is enrolled; but student attends special classes and eats meals at another sponsor's school.</td>
<td>If student is enrolled with Sponsor A and attends school at Sponsor B, Sponsor A should mail a copy of application or direct certification to Sponsor B. Determining official for Sponsor B must review application or direct certification to assure it is correctly determined, sign and date it.</td>
</tr>
<tr>
<td>7. Not all required information was listed on application.</td>
<td>Contact an adult listed on the application to obtain required information such as income, last four digits of the Social Security number, number of household members, names of household members and their income. Document contact, record information obtained and make determination.</td>
</tr>
<tr>
<td>8. Total Household Members (Children and Adults) do not match total number of names listed.</td>
<td>Contact an adult listed on the application to obtain correct household size and member names. Document contact recording information obtained and make determination.</td>
</tr>
<tr>
<td>9. Not all household members or income sources were reported on application.</td>
<td>Determining official must make initial determination based upon face value of application. However, immediately after application is approved, sponsor may verify application for cause.</td>
</tr>
<tr>
<td>ERROR or SITUATION</td>
<td>ACTION REQUIRED</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>10. Student is listed on applications for two different households.</td>
<td>If student is living in more than one household, student is considered a member of each household. If households do not have same eligibility status, student receives greatest level of benefits.</td>
</tr>
</tbody>
</table>

**D. Direct Certification (DC)**

1. Effective date of eligibility based on Direct Certification | Effective date of eligibility is the date on the Letter to Household about Direct Certification OR the date created on the DC list if approved use of flexibility as indicated on the Sponsor Application in KN-CLAIM. |

2. A foster child is listed in the KN-CLAIM Direct Certification system as Foster and enrollment records indicate additional student(s) in that household. | The presence of a foster child in the household does not extend eligibility for free meals to all children in the household. Application for non-foster children may be incorrectly approved. Approve eligibility based on income. |

3. After household is sent Letter to Household about Direct Certification, the household informs school officials of additional student(s) in the household. | Send household another Letter to Household about Direct Certification listing the additional student. The effective date of the eligibility of the additional student is the date of the letter listing the student's name or the date the address was updated in the student database. |

4. The household sent information from DCF that indicates FA or TAF eligibility, but does not include student names. | The student is directly certified for free meals only if the sponsor can confirm the student resides in the household receiving FA or TAF benefits. Determine from enrollment information if the student lives at the address as listed on the information sent from DCF. To document effective date of eligibility, send Letter to Household about Direct Certification listing students’ names residing in the household. |

5. Students’ names are listed in the KN-CLAIM Direct Certification system as eligible for FA or TAF. | Print KN-CLAIM Direct Certification list as documentation. Households must be notified in writing. Send Letter to Household about Direct Certification via mail or email. |

6. Using KN-CLAIM Direct Certification process, it is discovered that an enrolled student who has been claimed in the "paid" meal category is actually eligible for FA or TAF. | Print KN-CLAIM Direct Certification list as documentation. Households must be notified in writing. Send Letter to Household about Direct Certification via mail or email. Student's free eligibility status is effective on date letter is sent or date verbally notified or date created if using approved flexibility. |

7. The food service director was sent an email from a school counselor listing several students that she/he believed to be homeless or migrant students. | Food Service must receive a written list from the Homeless Liaison or Migrant Recruiter of the district (this may or may not be the school counselor) identifying students that have been defined as homeless or migrant. The list must be signed and dated by the Homeless Liaison or Migrant Recruiter. After receiving the list, the determining official directly certifies the students and notes the date students were processed into the accountability system. If using approved flexibility, start date of eligibility is the date on the list from the homeless liaison or migrant recruiter. |
Verification

Timelines and Deadlines
- **October 1**: Complete Pre-Verification Worksheet. Locate the number of applications to verify on the Post-Verification Results page.
- **October 31**: Update the Pre-Verification Worksheet with student numbers only.
- **November 15**: Have all verification activities completed. Verification is considered complete when the household submits adequate written evidence or collateral contact corroboration of income or categorical eligibility or date when a notice of adverse action is sent.
- **December 15**: Have verification results entered into the Post-Verification Results page.

Training
- Verification Training offered at no cost throughout the state in September or listen to webinar.
- Online Verification class at KSDE Training Portal, [https://learning.ksde.org/](https://learning.ksde.org/)
- Jump Start for Directors Class

Tools and Guidance
- Food Service Facts at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, FSF, Chapter 8 Verification of Eligibility
- KN-CLAIM Checklist Tab – Excel Application for Child Nutrition Program Benefits
- USDA Eligibility Manual for School Meals – Determining and Verifying Eligibility
- KN-CLAIM Forms Tab – Pre-Verification Worksheet and Post-Verification Report
- USDA Verification Toolkit

Pre-Verification Tasks:
- Complete Pre-Verification worksheet with application and student numbers in KN-CLAIM (Forms Tab) on October 1.
- Update Pre-Verification worksheet with student numbers only in KN-CLAIM on October 31.

### Pre-Verification Worksheet

<table>
<thead>
<tr>
<th>Pre-Verification Counts by Certification Type</th>
<th>Reduced Price Approved</th>
<th>Free Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students as of Oct 1</td>
<td>Applications as of Oct 1</td>
</tr>
<tr>
<td>1a. Not Subject to Verification –</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Grant TOTAL free eligible students directly certified through Food Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1b. Not Subject to Verification –</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Grant TOTAL free eligible students based on any of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Direct Certification (TAF, Foster Child)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Certified in Homelessness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Income Eligible Meal Start</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Residents in Residential Child Care Institutions (RCIC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Non-applicants approved by local officials based on collateral contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Categorical Eligibility –</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Grant TOTAL free eligible students and applications approved based on a case number for any of the following programs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Food Assistance (e.g., Food Stamps)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Temporary Assistance to Families (TAF)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Food Distribution Program for Indian Residents (FDPIR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Foster Child</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Income Eligibility –</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Grant TOTAL reduced price or free eligible students and applications approved based on household size and income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Free Approved - Column Totals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Number of Error Prone Applications as of October 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Application** approved for reduced price benefits that are error prone
- **Application** approved for free benefits that are error prone

From POC or spreadsheet, enter # students directly certified as FA on Direct Certification List.

From POC or spreadsheet, enter # students directly certified other than FA.

From POC or spreadsheet, enter the # students approved for free eligibility from program case number or Foster entered on household application.

From POC or spreadsheet, enter the # students approved for free benefits from household application.

From POC or spreadsheet, enter the # students approved for reduced price benefits from household applications.

From POC or roster, if students approved for reduced price benefits from household applications.
Verification Tasks:
1. Select applications to match the number and method indicated on the Post Verification Results page.
   - **Number each application for later reporting.**
   - Applications verified for cause are in addition to the required sample size.
   - Applications may be replaced (up to 5%) when the sponsor believes the household would be unable to satisfactorily respond to the verification request with same type of application.

2. Check the Direct Certification list BEFORE notifying households.
   - Check the Direct Certification list to double check that students on the applications to be verified are not also listed on the Direct Certification list.
   - If a student is found on the Direct Certification list, the student on the application is considered Directly Verified.
     - Eligibility status is free.
     - Notify the household using the Letter to Household about Direct Certification.
     - Verification is considered complete.
     - Check the Directly Verified box on the Post-Verification Results page.

3. Confirm applications to be verified BEFORE notifying households.
   - Review each application selected for verification to ensure the initial determination was accurate.
   - Not required if certification software or the KSDE Excel Application for Child Nutrition Program benefits was used to certify applications.
   - Not required if confirming official confirmed the application at the time it was certified.
   - Confirming official signs the bottom of each application confirmed, or if using the KSDE Excel Application for Child Nutrition Program Benefits or Point of Service software pre-approved by KSDE, this can replace a confirming official if KSDE is notified by indicating on the Pre-Verification Worksheet.

4. Notify households selected
   - Send (by mail or email) to each household selected for verification the following forms:
     - Confirm Your Eligibility for Free and Reduced Price Meals
     - How to Prove Eligibility
     - Household Members’ Names
   - Be sure to notify households quickly so they can provide required documentation within a timeframe that allows the returned documents to be verified before the November 15 deadline.
   - Provide verification notice and assistance with the process in the primary language of the parent or guardian.
   - Provide households as many options as possible for submitting documentation.

5. Review income documentation provided by the households promptly once received. Review food assistance documentation provided by the household.
   - **Complete 8-K Verification Worksheet**
   - Written evidence of income:
     - Pay stubs from employers;
     - Tax returns from self-owned businesses or farms;
     - Court documents;
     - Letter from government agency;
   - Written evidence of food assistance:
     - Official letter or “Notice of Eligibility” indicating the student or any household member is receiving assistance benefits and the time period for which benefits are granted.
     - Unemployment benefits;
     - Worker’s Compensation benefits;
     - Adoption assistance payments;
     - Supplemental Security Income (SSI).
• Reminders for income documentation:
  o Be sure to note paycheck frequency indicated on pay stubs and use correct income conversion factors;
  o Include overtime pay only if regularly received;
  o Use previous year’s tax form to determine income or loss from self-employment.
• Reminders for food assistance documentation:
  o Ensure the child is part of the household participating in the assistance program;
  o Households unable to provide proof of a valid case number may provide documentation of income.

6. Notify households in writing of verification results:

<table>
<thead>
<tr>
<th>Verification Results</th>
<th>Letter Sent by Sponsor to Household</th>
<th>Change in POS accountability system</th>
<th>Post-Verification Result Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>No change in benefits</td>
<td>Letter 8-O</td>
<td>-----</td>
<td>Select “No Change”</td>
</tr>
<tr>
<td>Benefits increase</td>
<td>Letter 8-N</td>
<td>Change to free immediately</td>
<td>Select “Changed to Free”</td>
</tr>
<tr>
<td>Benefits decrease</td>
<td>Letter to Household about Benefit Decrease</td>
<td>Change within 10 calendar days if household does not appeal</td>
<td>Select “Changed to Reduced” or “Changed to Free”</td>
</tr>
</tbody>
</table>

7. Contact non-responding households. Sponsors must make at least one follow-up attempt to contact the household when the household does not adequately respond to the request for verification.
  • Required follow-up attempt may be in writing (including email) or by telephone.
  • Sponsor must document all contact and contact attempts with the household using 8-K Verification Worksheet.

<table>
<thead>
<tr>
<th>Verification Results</th>
<th>Letter Sent by Sponsor to Household</th>
<th>Change in POS accountability system</th>
<th>Post-Verification Result Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household fails to respond</td>
<td>Letter to Household about Benefit Decrease</td>
<td>Change to paid in 10 calendar days</td>
<td>Select “Changed to Paid – No Response”</td>
</tr>
<tr>
<td>Household states they will not respond</td>
<td>Letter to Household about Benefit Decrease</td>
<td>Change to paid in 10 calendar days</td>
<td>Select “Changed to Paid – Responded”</td>
</tr>
<tr>
<td>Household states verbally or in writing it no longer wishes to receive benefits</td>
<td>Letter to Household about Benefit Decrease</td>
<td>Change to paid in 10 calendar days</td>
<td>Select “Changed to Paid - Responded”</td>
</tr>
</tbody>
</table>

**Post-Verification Tasks:**
  • Using 8K Worksheets, complete Post-Verification Results in KN-CLAIM (Forms Tab).
Civil Rights

Timelines and Deadlines
• **Annually prior to start of school year:**
  - Authorized Representative or Designee attends KSDE Civil Rights Training and Administrative Update.
  - Sponsor provides Civil Rights Training to Front Line Staff.

Training
• Administrative Update offered at no cost throughout the state in the summer and via webinar.
• Online Administrative Update and Civil Rights in CNPs classes at KSDE Training Portal, [https://learning.ksde.org](https://learning.ksde.org)
• Jump Start for Directors Class
• Jump Start for Managers Class

Tasks
• Prohibit discrimination based upon race, color, national origin, sex, disability and age.
• Comply with all civil rights requirements.
• Announce availability of CNP to any major employers contemplating layoffs using Announcement of Child Nutrition Programs found on the Checklist Tab in KN-CLAIM.
• Display nondiscrimination poster with Federal Relay Service information in a space visible to students and families.
• Identify and accommodate language needs.
• Collect data on race and ethnicity.
• Include **most recent** nondiscrimination statement on all printed materials regarding Child Nutrition Programs that pertain to reduced price or free benefits:
  - Letters and forms;
  - Websites;
  - Menus.
• Exceptions to using the long version of the non-discrimination statement:
  - Short version “This institution is an equal opportunity provider.” may be used on printed materials of one page or less and there is not adequate space to print the full statement.
  - Menus that do not reference application for free and reduced price meals do not need to include the non-discrimination statement.
• Train all front line staff on civil rights annually prior to the start of the school year.
  - Upload civil rights training roster in KN-CLAIM on Checklist Tab.
• Notify parents/guardians and public how to file a civil rights complaint.
  - Respond to Civil Rights Complaints
  - Use of complaint form cannot be required of the person making the complaint.
  - Civil Rights complaints must be submitted in writing to USDA.
  - Accommodate children with medical or dietary disabilities.

Tools and Guidance
• USDA Nondiscrimination Statement on portal page at [www.kn-eat.org](http://www.kn-eat.org)
• Food Service Facts at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, FSF, Chapter 5 Civil Rights
  - Civil Rights Complaint Form
  - Civil Rights Annual Front-Line Training
Protecting Student Confidentiality

Timelines and Deadlines
- **Start of school year and during school year:**
  - Provide Consent for Disclosure to households for consent to share eligibility status with unauthorized programs if applicable.
  - Sponsor ensures all persons with access to eligibility status have signed Form 6-A Request for Information on Eligibility for Child Nutrition Program Benefits with access limited to need to know.

Training
- Administrative Update offered at no cost throughout the state in the summer or by webinar.
- Online Administrative Update and Confidentiality in CNPs classes at KSDE Training Portal, https://learning.ksde.org/
- Jump Start for Directors Class
- Jump Start for Manager Class

Tasks
- **Follow State Law in Kansas**
  - SB367 Student Data Privacy Act became law July 1, 2014.
  - Personally Identifiable Information (PII) must never be e-mailed, sent as attachments to emails, forwarded, or faxed.
  - PII may be emailed if encrypted.
- **Follow Federal Law**
  - Prevent overt identification of all children eligible and potentially eligible for free and reduced price meals at all points in Child Nutrition Programs.
  - Follow disclosure requirements for eligibility information.
  - Retain copies of 6A on file for 5 years plus current year.

Tools and Guidance
- Food Service Facts at www.kn-eat.org, School Nutrition Programs, FSF, Chapter 6 Confidentiality & Disclosure of Eligibility Information
  - Form 6-A Request for Information on Eligibility for Child Nutrition Program Benefits and Policy on Confidentiality
  - Consent for Disclosure
  - USDA Eligibility Manual for School Meals
## Disclosure Chart

<table>
<thead>
<tr>
<th>Recipient of Information</th>
<th>What May be Disclosed</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs under the National School Lunch Act or Child Nutrition Act</td>
<td>All eligibility information</td>
<td>Prior notice and consent not required</td>
</tr>
<tr>
<td>Federal/State or local means tested nutrition programs with eligibility standards comparable to the NSLP</td>
<td>Eligibility status only</td>
<td>Prior notice and consent not required</td>
</tr>
<tr>
<td>Federal education programs</td>
<td>Eligibility status only</td>
<td>Prior notice and consent not required</td>
</tr>
<tr>
<td>State education programs administered by a State agency or local education agency</td>
<td>Eligibility status only</td>
<td>Prior notice and consent not required</td>
</tr>
<tr>
<td>Local education programs</td>
<td>NO eligibility information, unless parental consent is obtained</td>
<td>Parental consent</td>
</tr>
<tr>
<td>Medicaid or the State Children’s Health Insurance Programs (SCHIP), administered by a State or local agency authorized under titles XIX or XXI of the Social Security Act to identify and enroll eligible children</td>
<td>All eligibility information unless parents elect not to have information disclosed</td>
<td>Must give prior notice to parents and opportunity for parents to decline to have their information disclosed</td>
</tr>
<tr>
<td>State health programs other than Medicaid/SCHIP, administered by a State agency or local education agency</td>
<td>Eligibility status only</td>
<td>Prior consent not required</td>
</tr>
<tr>
<td>Federal health programs other than Medicaid/SCHIP</td>
<td>NO eligibility information, unless parental consent is obtained</td>
<td>Parental consent</td>
</tr>
<tr>
<td>Local health program</td>
<td>NO eligibility information, unless parental consent is obtained</td>
<td>Parental consent</td>
</tr>
<tr>
<td>Comptroller General of the United States for purposes of audit and examination</td>
<td>All eligibility information</td>
<td>Prior notice and consent not required</td>
</tr>
<tr>
<td>Federal, State, or local law enforcement officials investigating alleged violations of any of the programs under the NSLA and CNA or investigating violations of any of the programs under the NSLA and CAN or investigating violations of any of the programs that are authorized to have access to names and eligibility status.</td>
<td>All eligibility information</td>
<td>Prior notice required</td>
</tr>
</tbody>
</table>

Source: USDA Eligibility Manual for School Meals, 2017
Meal Modifications

Timelines and Deadlines
• Throughout the school year: Provide reasonable meal modifications for children with disabilities.

Training
• Online class at KSDE Training Portal, https://learning.ksde.org
• Jump Start for Directors Class and Jump Start for Managers Class

Tasks
• Provide parents/guardians with information on how to request a meal modification and appeal a meal modification decision.
• Collaborate on a case-by-case basis with child, parent/guardian and other school staff to determine the meal modification that is most appropriate to keep the child safe and to provide the child with access to the Child Nutrition Programs. Provide the meal modification at no extra cost to the child.
• Determine if the meal modification can be made within the Program Meal Pattern or must be made outside the Program Meal Pattern.

Tools and Guidance
• Food Service Facts at www.kn-eat.org, School Nutrition Programs, FSF, Chapter 19 Students with Special Dietary Needs
  o Form 19-B Medical Statement to Request School Meal Modification
  o Fluid Milk Substitution Criteria in Child Nutrition Programs
• SP 26-2017 Accommodating Disabilities in the School Meals Programs: Guidance and Questions & Answers.
• Accommodating Children with Disabilities in the School Meals Programs, USDA, 2017
# Summary of Meal Modification Guidance

<table>
<thead>
<tr>
<th>Requested Meal Modification</th>
<th>Meal Modification Accommodated Outside the Program Meal Pattern</th>
<th>Meal Modification Accommodated Within Program Meal Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested Meal Modification</td>
<td>Cannot be accommodated within the planned menu that meets required meal pattern requirements.</td>
<td>Can be accommodated within the planned menu that meets required meal pattern requirements.</td>
</tr>
</tbody>
</table>

## Medical Statement
- Required for meal to be reimbursable.
- Medical Statement must be signed by a licensed medical authority.
- Medical Statement must include a description of the child’s impairment and special meal modifications required.

- Not required
- Medical Statement can be completed by parents without licensed medical authority signature for meal modification clarification.
- Sponsors may request a signed medical statement for the meal modification.

## Team Collaboration
- Discussion as needed with medical authority and parent/guardian for clarification of special dietary needs described on medical statement.
- Discussion with parent/guardian, student and school staff to determine best practices for implementing the required meal modification.

- Discussion with parent/guardian, student and appropriate school staff to determine, on case-by-case basis, a safe and reasonable meal modification for the individual child.

## Documentation
- Medical Statement
- Notes from discussions with parent/guardian, student and school staff.

- Notes from discussions with parent/guardian, student and school staff.

## Reimbursement
- Modified meal may be claimed even if it is not a reimbursable meal.

- Modified meal may only be claimed if it meets the minimum requirements for a reimbursable meal.
Food Safety

Timelines and Tasks

- **Annually:** Update Food Safety HACCP Plan.
- **Annually and as needed:** Update Food Safety Training Record in KN-CLAIM.
- **Monthly:** Complete Monthly Food Safety Checklists at each site.
- **Daily:** Comply with critical control points and document.
- **Daily as indicated:** Corrective actions and documentation of actions.
- **Twice per school year:** Health Inspections by Kansas Department of Agriculture (copies must be posted in public area).

Training

- Online Classes at KSDE Training Portal, [https://learning.ksde.org/](https://learning.ksde.org/)
- Face 2 Face Training
  - Food Safety Basics – offered throughout school year in varied locations.
  - Kansas Food Safety in Schools – offered during summer in varied locations.
  - Food safety and HACCP in-service courses offered through Kansas Professional Development System.
- Jump Start for Directors Class
- Jump Start for Managers Class

Tools and Guidance

- Food Safety resource page at [www.kn-eat.org](http://www.kn-eat.org), Food Safety, Guidance
  - HACCP Guidance and Resources – HACCP Plan
- Tools within HACCP Guidance and Resources:
  - HACCP Food Safety Plan that is enterable to adapt to specific kitchens;
  - Worksheet to Review and Revise the HACCP Food Safety Plan;
  - Monthly Food Safety Checklist;
  - HACCP Log;
  - HACCP Helps Newsletters.
- Food Service Facts at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, FSF, Chapter 22 Food Safety and Sanitation
Hazard Analysis Critical Control Point (HACCP)

HACCP Plan Includes the Following Sections
1. Standard Operating Procedures
2. All potentially hazardous foods categorized into the 3 processes
3. Control measures for each of the processes
4. Monitoring procedures
5. Corrective actions
6. Recordkeeping
7. Review and revision of plan and procedures

TCS – Time/Temp Control for Safety (Potentially Hazardous Foods)
- Any food or food ingredient capable of supporting rapid growth of microorganisms.
- Raw or cooked foods of animal origin
  - Meats, poultry, dairy, eggs, fish, seafood
- Cooked foods of plant origin
  - Vegetables such as potatoes and beans
  - Starches such as rice and pasta
  - Some other foods: Cut melons, cut tomatoes, garlic in oil, tofu, cut leafy greens

HACCP Process Approach

<table>
<thead>
<tr>
<th>Process #1: No Cook – no complete trip through temperature danger zone</th>
<th>Process #2: Same Day Service – one trip through temperature danger zone</th>
<th>Process #3: Complex Production – two or more trips through the temperature danger zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples:</td>
<td>Examples:</td>
<td>Examples:</td>
</tr>
<tr>
<td>• Commercially prepared pasta, potato and tuna salad</td>
<td>• Spaghetti</td>
<td>• Chili or taco meat prepared the day before service</td>
</tr>
<tr>
<td>• Cut tomato and melon</td>
<td>• Chicken nuggets</td>
<td>• Leftovers</td>
</tr>
<tr>
<td>• Sliced deli meat</td>
<td>• Pizza</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HACCP Process can be indicated on recipes, production records and charts.

Food Safety for “Other Foods
- Foods that do not fit within a HACCP Process are handled using Standard Operating Procedures.
  - Typically not considered Time/Temp Control for Safety foods (breads, desserts, condiments)
Menu Planning

Timelines and Deadlines
- No deadlines for menu planning.
- Best practice to begin planning the cycle menu in the spring for the upcoming school year to allow adequate time to standardize recipes, find products with CN labels and Nutrition Facts labels, complete component contribution documentation and document that daily and weekly standards are met for each age grade group.

Training
- Face-to-Face Training
  - Nutrition Standards for School Meals offered in the summer in varied locations.
  - Calculating Components offered in the summer in varied locations.
  - Navigating the Food Buying Guide for Child Nutrition Programs.
- Online classes at KSDE Training Portal, https://learning.ksde.org/
- Jump Start for Directors Class and Jump Start for Managers Class

Tasks
- Plan cycle menu to meet daily and weekly meal standards.
- Ensure that each menu item includes:
  - Standardized recipe;
  - Place on a production record with portion size/serving utensil;
  - Documentation of component contribution;
  - Nutrition facts.

Tools and Guidance
Recipe Resources at www.kn-eat.org, School Nutrition Programs, Guidance, Menu Planning and Production Records:
- Healthier Kansas Menus and Recipes
- Link to: USDA Quantity Recipes for Schools
- Link to Recipe Conversion Calculator for Cooking Measurement Conversion

Recipe Tools at www.kn-eat.org, School Nutrition Programs, Guidance, Menu Planning and Production Records, Record Keeping Forms:
- Component Contributions Form (revised February 2020)
- Component Contributions of Single Ingredient Recipes
- Standardized Recipe Form
- Recipe Sizing Tool and Worksheet
- Product Formulation Statement Templates

Menu Planning Resources at www.kn-eat.org, School Nutrition Programs, Guidance, Menu Planning and Production Records:
- Healthier Kansas Menus
- Sodium and Calorie Budgeting
- Short and Long Week Meal Component Adjustments

Menu Tools at www.kn-eat.org, School Nutrition Programs, Guidance, Menu Planning and Production Records, Record Keeping Forms:
- Breakfast Menu Planning Tools with Production Record Forms
- Lunch Menu Planning Tools with Production Record Forms
- Blank Production Record Form

Food Service Facts at www.kn-eat.org, School Nutrition Programs, Food Service Facts, Chapter 16 Menu Planning Basics, Chapter 20 Smart Snacks in Schools
## Lunch Meal Pattern Standards and Dietary Specifications Summary

### Minimum Amount per Day (Weekly Minimum)

<table>
<thead>
<tr>
<th></th>
<th>9-12</th>
<th>K-8</th>
<th>6-8</th>
<th>K-5</th>
<th>Pre-K</th>
<th>SFSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meat/Meat Alt. (oz eq)</td>
<td>2 (10)</td>
<td>1 (9)</td>
<td>1 (9)</td>
<td>1 (8)</td>
<td>1.5 ounces</td>
<td>2</td>
</tr>
<tr>
<td>Grains (oz eq)</td>
<td>2 (10)</td>
<td>1 (8)</td>
<td>1 (8)</td>
<td>1 (8)</td>
<td>.5 serving/slice</td>
<td>1 serving</td>
</tr>
<tr>
<td>Whole Grain Rich</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50% of grains are whole grain-rich.</td>
<td></td>
</tr>
<tr>
<td>Grain-Based Desserts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 oz eq grain-based desserts allowed per week</td>
<td></td>
</tr>
<tr>
<td>Milk (cups)</td>
<td>1 (5)</td>
<td>1 (5)</td>
<td>1 (5)</td>
<td>1 (5)</td>
<td>6 fluid oz</td>
<td>1</td>
</tr>
<tr>
<td>Milk Variety</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less).</td>
<td></td>
</tr>
<tr>
<td>Fruits (cups)</td>
<td>1 (5)</td>
<td>.5 (2.5)</td>
<td>.5 (2.5)</td>
<td>.5 (2.5)</td>
<td>.25</td>
<td>.75 cup fruit and/or vegetable</td>
</tr>
<tr>
<td>Vegetables (cups)</td>
<td>1 (5)</td>
<td>.75 (3.75)</td>
<td>.75 (3.75)</td>
<td>.75 (3.75)</td>
<td>.25</td>
<td>.75 cup fruit and/or vegetable</td>
</tr>
</tbody>
</table>

### Weekly Subgroups

<table>
<thead>
<tr>
<th></th>
<th>9-12</th>
<th>K-8</th>
<th>6-8</th>
<th>K-5</th>
<th>Pre-K</th>
<th>SFSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dark Green</td>
<td>(.5)</td>
<td>(.5)</td>
<td>(.5)</td>
<td>(.5)</td>
<td></td>
<td>Vegetable variety encouraged</td>
</tr>
<tr>
<td>Red/Orange</td>
<td>(1.25)</td>
<td>(.75)</td>
<td>(.75)</td>
<td>(.75)</td>
<td></td>
<td>Vegetable variety encouraged</td>
</tr>
<tr>
<td>Beans/Peas</td>
<td>(.5)</td>
<td>(.5)</td>
<td>(.5)</td>
<td>(.5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starchy</td>
<td>(.5)</td>
<td>(.5)</td>
<td>(.5)</td>
<td>(.5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>(.5)</td>
<td>(.5)</td>
<td>(.5)</td>
<td>(.5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional</td>
<td>(1.5)</td>
<td>(1)</td>
<td>(1)</td>
<td>(1)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Dietary Specifications

<table>
<thead>
<tr>
<th></th>
<th>9-12</th>
<th>K-8</th>
<th>6-8</th>
<th>K-5</th>
<th>Pre-K</th>
<th>SFSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min-Max Calories</td>
<td>750-850</td>
<td>600-650</td>
<td>600-700</td>
<td>550-650</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturated Fat (% total calories)</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>No foods fried on-site</td>
<td></td>
</tr>
<tr>
<td>Sodium (mg) Target One</td>
<td>≤ 1420</td>
<td>≤ 1230</td>
<td>≤ 1360</td>
<td>≤ 1230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trans fat</td>
<td>Nutrition label must indicate zero grams per serving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar</td>
<td>⬤</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yogurt &lt; 23 grams total sugar per 6 oz</td>
</tr>
</tbody>
</table>
## Breakfast Meal Pattern Standards and Dietary Specifications Summary

<table>
<thead>
<tr>
<th>Minimum Amount per Day (Weekly Minimum)</th>
<th>Pre-K</th>
<th>SFSP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meat/Meat Alt. (oz eq)</strong></td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td>9-12</td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td>6-8</td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td>K-5</td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td>K-12</td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td><strong>Grains (oz eq)</strong></td>
<td>.5 serving/slice</td>
<td>1 serving/slice or ½ cup cooked cereal or ¾ cup dry cereal</td>
</tr>
<tr>
<td>9-12</td>
<td>1 (9)</td>
<td>1 serving/slice or ½ cup cooked cereal or ¾ cup dry cereal</td>
</tr>
<tr>
<td>6-8</td>
<td>1 (8)</td>
<td>1 serving/slice or ½ cup cooked cereal or ¾ cup dry cereal</td>
</tr>
<tr>
<td>K-5</td>
<td>1 (7)</td>
<td>1 serving/slice or ½ cup cooked cereal or ¾ cup dry cereal</td>
</tr>
<tr>
<td>K-12</td>
<td>1 (9)</td>
<td>1 serving/slice or ½ cup cooked cereal or ¾ cup dry cereal</td>
</tr>
<tr>
<td><strong>Whole Grain Rich</strong></td>
<td>1 oz eq M/MA = 1 oz eq Grains if used as 2nd Grain offered</td>
<td>1 oz eq M/MA = 1 oz eq Grains if used as 2nd Grain offered</td>
</tr>
<tr>
<td>9-12</td>
<td>.5 oz eq</td>
<td>.5 oz eq</td>
</tr>
<tr>
<td>6-8</td>
<td>.5 oz eq</td>
<td>.5 oz eq</td>
</tr>
<tr>
<td>K-5</td>
<td>.5 oz eq</td>
<td>.5 oz eq</td>
</tr>
<tr>
<td>K-12</td>
<td>.5 oz eq</td>
<td>.5 oz eq</td>
</tr>
<tr>
<td><strong>Grain-Based Desserts</strong></td>
<td>May be used to meet entire Grains requirement 3 times/week</td>
<td>May be used to meet entire Grains requirement 3 times/week</td>
</tr>
<tr>
<td>9-12</td>
<td>Only animal and graham crackers allowed for credit</td>
<td>Only animal and graham crackers allowed for credit</td>
</tr>
<tr>
<td>6-8</td>
<td>Doughnuts, sweet rolls, granola bars, toaster pastry counts as breakfast grains</td>
<td>Doughnuts, sweet rolls, granola bars, toaster pastry counts as breakfast grains</td>
</tr>
<tr>
<td>K-5</td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
</tr>
<tr>
<td>K-12</td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
</tr>
<tr>
<td><strong>Milk (cups)</strong></td>
<td>6 fluid oz</td>
<td>6 fluid oz</td>
</tr>
<tr>
<td>9-12</td>
<td>1 (5)</td>
<td>6 fluid oz</td>
</tr>
<tr>
<td>6-8</td>
<td>1 (5)</td>
<td>6 fluid oz</td>
</tr>
<tr>
<td>K-5</td>
<td>1 (5)</td>
<td>6 fluid oz</td>
</tr>
<tr>
<td>K-12</td>
<td>1 (5)</td>
<td>6 fluid oz</td>
</tr>
<tr>
<td><strong>Fruits (cups)</strong></td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
</tr>
<tr>
<td>9-12</td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
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<tr>
<td>6-8</td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
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<tr>
<td>K-5</td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
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<tr>
<td>K-12</td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
</tr>
<tr>
<td><strong>Vegetables (cups)</strong></td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
</tr>
<tr>
<td>9-12</td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
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<tr>
<td>6-8</td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
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<tr>
<td>K-5</td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
</tr>
<tr>
<td>K-12</td>
<td>.5 cup fruit and/or vegetables</td>
<td>.5 cup fruit and/or vegetables</td>
</tr>
<tr>
<td><strong>Vegetable Variety</strong></td>
<td>Vegetable variety encouraged</td>
<td>Vegetable variety encouraged</td>
</tr>
<tr>
<td>9-12</td>
<td>Vegetable variety encouraged</td>
<td>Vegetable variety encouraged</td>
</tr>
<tr>
<td>6-8</td>
<td>Vegetable variety encouraged</td>
<td>Vegetable variety encouraged</td>
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<tr>
<td>K-5</td>
<td>Vegetable variety encouraged</td>
<td>Vegetable variety encouraged</td>
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<tr>
<td>K-12</td>
<td>Vegetable variety encouraged</td>
<td>Vegetable variety encouraged</td>
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</table>

### Dietary Specifications

<table>
<thead>
<tr>
<th><strong>Min-Max Calories</strong></th>
<th>9-12</th>
<th>6-8</th>
<th>K-5</th>
<th>K-12</th>
<th>Pre-K</th>
<th>SFSP</th>
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<tbody>
<tr>
<td>9-12</td>
<td>450-600</td>
<td>400-550</td>
<td>350-500</td>
<td>450-500</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>6-8</td>
<td>400-550</td>
<td>350-500</td>
<td>450-500</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>K-5</td>
<td>350-500</td>
<td>450-500</td>
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<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>K-12</td>
<td>450-500</td>
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<td>-----</td>
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<td>-----</td>
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<tr>
<td><strong>Saturated Fat (% total calories)</strong></td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>-----</td>
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</tr>
<tr>
<td>9-12</td>
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<tr>
<td>K-5</td>
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<tr>
<td>K-12</td>
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<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
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<tr>
<td><strong>Sodium (mg)</strong></td>
<td>≤ 640</td>
<td>≤ 600</td>
<td>≤ 540</td>
<td>≤ 540</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>9-12</td>
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<td>6-8</td>
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<td>-----</td>
</tr>
<tr>
<td><strong>Trans fat</strong></td>
<td>Nutrition label must indicate zero grams per serving</td>
<td>Nutrition label must indicate zero grams per serving</td>
<td>Nutrition label must indicate zero grams per serving</td>
<td>Nutrition label must indicate zero grams per serving</td>
<td>Nutrition label must indicate zero grams per serving</td>
<td>Nutrition label must indicate zero grams per serving</td>
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<td>9-12</td>
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<td>K-5</td>
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<tr>
<td>K-12</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td><strong>Sugar</strong></td>
<td>Cereal ≤ 6grams sugar per dry oz</td>
<td>Cereal ≤ 6grams sugar per dry oz</td>
<td>Cereal ≤ 6grams sugar per dry oz</td>
<td>Cereal ≤ 6grams sugar per dry oz</td>
<td>Cereal ≤ 6grams sugar per dry oz</td>
<td>Cereal ≤ 6grams sugar per dry oz</td>
</tr>
<tr>
<td>9-12</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
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<tr>
<td>6-8</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>K-5</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>K-12</td>
<td>-----</td>
<td>-----</td>
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<td>-----</td>
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<td>-----</td>
</tr>
</tbody>
</table>
# Standards for Smart Snacks Brief Summary

<table>
<thead>
<tr>
<th>Smart Snacks must:</th>
<th>Meet Nutrient Standards</th>
<th>Exemptions</th>
<th>Beverages</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient*; or</td>
<td>Total Fats: ≤ 35% of calories</td>
<td>From all standards:</td>
<td>Water, plain or carbonated:</td>
</tr>
<tr>
<td>• Have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or</td>
<td>Saturated Fats: &lt; 10% of calories</td>
<td>• Fresh fruits and vegetables without added ingredients;</td>
<td>• No limit for all age grade groups</td>
</tr>
<tr>
<td>• Be a combination food that contains at least ¼ cup fruit and/or vegetable; and</td>
<td>Trans Fats: 0 grams</td>
<td>• Fruit packed in water, juice of light syrup;</td>
<td>Low fat (1%) milk (flavored or unflavored) and non-fat milk (flavored or unflavored):</td>
</tr>
<tr>
<td>• Include accompaniments in nutrient profile of a snack or entrée.</td>
<td>Sugar: ≤ 35% of weight from total sugar as served</td>
<td>• Vegetables and vegetables packed with no salt or low sodium;</td>
<td>• ≤ 8 fl oz for ES</td>
</tr>
<tr>
<td></td>
<td>Sodium for snacks: ≤ 230 mg per item as served</td>
<td>• Main dish items offered in reimbursable meals for breakfast and lunch the same day or previous day.</td>
<td>• ≤ 12 fl oz for MS &amp; HS</td>
</tr>
<tr>
<td></td>
<td>Sodium for entrée: ≤ 480 mg per item as served</td>
<td>From total and saturated fat standards:</td>
<td>100% Fruit or Vegetable Juice</td>
</tr>
<tr>
<td></td>
<td>Calories for snacks: ≤ 200 per item as served</td>
<td>• Reduced fat cheese;</td>
<td>• ≤ 8 fl oz for ES</td>
</tr>
<tr>
<td></td>
<td>Calories for entrée: ≤ 350 per item as served</td>
<td>• Nuts, seeds, nut butters;</td>
<td>• ≤ 12 fl oz for MS &amp; HS</td>
</tr>
<tr>
<td>From total sugar standards:</td>
<td></td>
<td>• Dried fruit and nut mixes with no added ingredients.</td>
<td>Flavored and/or carbonated beverages .5 calories per ounce:</td>
</tr>
<tr>
<td>• Dried fruits and vegetables with no added nutritive sweeteners;</td>
<td></td>
<td>From total sugar standards:</td>
<td>• ≤ 20 fl oz HS only</td>
</tr>
<tr>
<td>• Dried fruits and vegetables with nutritive sweeteners necessary for processing and palatability (cranberries).</td>
<td></td>
<td></td>
<td>Flavored and/or carbonated beverages 5 calories per ounce:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• ≤ 12 fl oz</td>
</tr>
</tbody>
</table>
Recipe Sizing and Standardizing

Steps to Size a Recipe Using the Factor Method

1. Decide upon the yield desired – “new” yield.
2. Establish the original yield of the recipe – “old” yield.
3. Divide the desired “new” yield by the original “old” yield to obtain a factor.
4. Convert multiple amount ingredients to one amount – 1 lb. 8 ounces would be listed as 1.5 lb.
5. Multiply each ingredient quantity by the factor.
6. Convert yield-adjusted recipe quantities to practical, common, measures.

Example: Adjust 100 servings to 40 servings

1. Desired (new) yield is 40 servings
2. Original (old) yield is 100 servings
3. 40 ÷ 100 = .4 factor
4. Convert ingredients in ounces to pound decimals
5. Multiply recipe ingredient amounts by .4 factor
6. Round new ingredient amounts to most practical for weighing or measuring

Example: Adjust 100 servings to 250 servings

1. Desired (new) yield is 250 servings.
2. Current (old) yield is 100 servings.
3. 250 ÷ 100 = 2.5 factor
4. Convert ingredients in ounces to pound decimals
5. Multiply recipe amounts by 2.5 factor
6. Round new ingredient amounts to most practical for weighing or measuring

Steps for Standardizing a Recipe

1. Prepare the recipe and accurately record the amounts of each ingredient.
2. Measure the total yield.
   a. Yield may be a count; number of pans; volume in gallons, quarts or cups; or weight in pounds. Record on the recipe form.
3. Determine the serving size.
   a. The serving size should be in the same unit of measure as the total yield (count, pan cuts, volume, weight).
   b. Example: If the total yield is a liquid measure, the serving size should be recorded in liquid measure units such as fluid ounces, cups or fractions of a cup. Record each serving size on the recipe form.
4. Determine the number of servings the recipe yields. Divide the total yield by the serving size.
Procurement Plans and Purchasing Documentation

Timelines and Deadlines

- Sponsor's Procurement Plan and Written Standards of Conduct is due during Program Renewal. All procurements must adhere to free and open competition and conform to applicable local and state laws and Federal law and the standards in 2 CFR 200.318-326 and 7 CFR 210.16 and 210.21.
- Sponsors must retain all documentation for each procurement.
- Formal purchasing is typically initiated in the spring for upcoming school year contracts for food and supplies.

Training

- Classes offered by Child Nutrition & Wellness
  - Jump Start for Directors Class
  - Jump Start for Managers Class

Tasks

- Develop Specifications for each menu item and recipe ingredient including "domestic" or Buy American provision

Micro-Purchasing

- Aggregate procurement of supplies or services less than $10,000.
- May be awarded without soliciting competitive price quotes.
  - Price must be reasonable
- Must be distributed equitably among qualified suppliers.
- Reasons sponsors may choose micro-purchasing:
  - Purchase limited supplies in an emergency;
  - Purchase very small amounts of supplies from local retail supplier when amounts are too small for a distributor to supply and/or deliver;
  - Normal purchase procurement for a very small district or private school does not reach the $10,000 threshold per procurement.

Informal (Small) Purchasing

- Aggregate procurement of food less than $250,000.
- Aggregate procurement of non-food and equipment less than $20,000.
- Write bid scripts including bid requirements and Buy American Provision for use by phone or email for informal purchasing.
- Develop bid sheets with forecasted amounts for item needed to purchase.
- Contact responsible distributors to obtain price quotes for items on bid sheet.
- Award contracts with price as main consideration.
- Document reasons including price for contract award.
Procurement Plans and Purchasing Documentation, continued

Formal Purchasing
- Aggregate procurement of food more than $250,000.
- Aggregate procurement of non-food and equipment more than $20,000.
- Write bid requirements including Buy American Provision and required federal clauses for formal purchasing.
- Invitation for Bid (IFB):
  - Develop bid sheets with forecasted usage;
  - Advertise formal bids;
  - Open sealed bids publicly;
  - Award contracts with price as main consideration;
  - Document reasons for contract award.
- Request for Proposal (RFP):
  - Develop Request for Proposal;
  - Advertise formal bids;
  - Assess RFPs using scoring mechanism;
  - Award contract with price as heavily weighted consideration;
  - Document reasons for contract award.

Procurement Ethics

Conflict of Interest
- No sponsor 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 the award:
  - The employee
  - Any member of his/her immediate family
  - His/her partner
  - An organization which employs or is about to employ any of the above

Gratuities, Favors and Gifts
- Sponsor employees will neither solicit nor accept gratuities, favors or any item with monetary value from vendors or potential vendors including:
  - Entertainment
  - Hotel room
  - Transportation
  - Gifts
  - Meals
  - Cruises

Tools and Guidance
- Food Service Facts at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, FSF, Chapter 13 Business Ethics and Purchasing
- KSDE Procurement Plan prototype at KN-CLAIM Checklist Tab.
Template Suggestions for Specifications

These templates are suggestions of descriptions that may be included in specifications. It is up to the food service professional writing the specification to include wording that best describes the product required.

**Fluid Milk**
Milk, fluid [unflavored or flavored] [fat content] [carton size] [packaging: paper or plastic cartons] [Grade A] [fortification with vitamins A and D] [Pasteurized] [cartons per case/crate] [days shelf life on delivery]. Unit for price quote – typically carton

**Dairy Products (cheese, yogurt, sour cream etc.)**
[Name]  [fat content] [carton size] [pack] [meat/meat alternate crediting per serving]  [domestic production] [days shelf life on delivery]. Unit for price quote – typically case

**RTE Packaged Breads**
[Name]  [whole grain rich] [weight per serving] [oz eq Grains per serving] [servings per package] [domestic production]. Unit for price quote – could be package or serving

**Canned Fruit**
[Name]  [shape: whole, halves, sliced, diced] [Grade] [packing liquid: water, juice, light syrup, heavy syrup] [pack: 6/10] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

**Single Serving Canned Fruit**
[Name]  [shape: typically diced] [packing liquid: water, juice, light syrup, heavy syrup] [credited fruit per serving] [Product Formulation Statement required] [pack] [domestic production] [product category: vendor specify brand or Manufacturer brand (may want to include product code) OR EQUAL]. Unit for price quote – could be case or serving

**Frozen Fruit**
[Name]  [shape: whole, halves, sliced, diced] [Grade] [sugar content: unsweetened, light syrup, heavy syrup, IQF] [pack: typically pail or case] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

**Dried Fruit**
[Name] [Grade] [sugar content: no added sweetener, reduced sugar] [pack] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – could be case or pound

**Single Serving Dried Fruit**
[Name]  [Grade] [sugar content: no added sweeteners, may contain added sweeteners, reduced sugar, maximum sugar grams per package] [credited fruit per serving] [package size] [packages per case] [domestic production] [product category: vendor specify brand or Manufacturer brand (may want to include product code) OR EQUAL]. Unit for price quote – could be case or serving

**Single Serving 100% Fruit or Vegetable Juice**
[Name] [100% juice] [Grade] [pasteurized] [pack] [serving size] [frozen or fresh] [credited fruit per serving] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – could be case or serving

**Canned Vegetables**
[Name] [shape: whole, cut, sliced, diced] [Grade] [sodium: no salt added, reduced sodium] [pack: 6/10] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case
Frozen Vegetables
[Name] [shape: whole, cut, sliced, crinkle cut, waffle cut, diced] [Grade] [pack: case weight or package weight and packages per case] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

Fresh Produce
[Name] [whole or description of processing (chopped, diced, washed, shredded)] [Grade (processed produce is typically ungraded)] [pack: case weight or package weight and packages per case] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case or carton

Oils and Salad Dressings
[Name] [fat content] [Trans fat free] [pack] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

Bulk flours, cereals, dry pasta
[Name] [whole grain or whole grain rich] [case or bag weight] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – can be case or bag

Condiments
[Name] [pack: PC, gallon or 6/10] [domestic production] [sodium per portion not to exceed ____mg] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

Fresh or Frozen Beef or Pork
[Name] [fresh or frozen] [shape, grind or cut] [portion size if applicable] [Grade] [IMPS# if applicable] [pack] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically pound

Fresh or Frozen Poultry
[Name] [fresh or frozen] [cooked or raw] [shape, grind or cut] [portion size if applicable] [Grade] [Class if applicable] [with bone or without] [with skin or skinless] [pack] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically pound

Engineered Products
[Name] [description] [pack] [serving size and credit requirements for M/MA and/or oz eq Grains] [whole grain rich if applicable] [domestic production] [product category: vendor specify brand or Manufacturer brand typically with product code OR EQUAL] [CN label or PFS required]. Unit for price quote – can be serving or case

Single Serving RTE Cereal, Granola Bars, Cereal Bars and Grain-Based Desserts
[Name] [description] [pack] [whole grain rich] [portion ounces or oz eq Grains per serving] [PFS required] [Nutrition Facts label required] [Manufacturer brand typically with product code OR EQUAL]. Unit for price quote – can be serving or case

Bottled Water and Beverages
[Name] [description] [sugar content and calories per fluid ounce] [pack] [Nutrition Facts label required] [Manufacturer brand typically with product code OR EQUAL]. Unit for price quote – can be serving or case
Buy American Provision Guidelines
SP 30-2017 and 7 CFR 210.21(d)

Sponsors are required to:
1. Purchase to the maximum extent practicable, domestic commodities or products.

   Domestic commodity or product:
   • An agricultural commodity that is produced in the United States; AND
   • Food product that is processed in the United States substantially using (>51%) agricultural commodities that are domestically grown or produced in the United States.
     o Agricultural commodities do not include water or packaging.

2. Include Buy American provision in solicitations, contracts, and product specifications.

   Specifications:
   • “domestic production"
   • “domestic only"

   Solicitation documents and scripts:
   Examples:
   • “As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d).”
   • “________ participates in the National School Lunch Program and School Breakfast Program and is required to use nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).”

   Best Practice to include guidance to distributors regarding substitutes both price bid and prior to delivery.
   • Suggestion: For an alternate or exception product to be considered, the request must be submitted in writing to the food service director _____ day(s) in advance of bid submission and _____ day(s) in advance of product delivery. Distributor will supply the reason for the non-domestic substitute (availability, price) and the price of the substitute vs. the domestic product.

   Best Practice to include guidance to distributors regarding items with multiple countries of origin listed on the label.
   • Suggestion: Products with multiple countries of origin listed on the label require an attestation statement ensuring that over 51% of the final processed product consists of agricultural commodities grown domestically.
3. Monitor distributor deliveries to ensure that products are in compliance with the Buy American provision of the contract.

- Review labels/invoices/receipts to identify the country of origin as the United States or its territories.
- Request attestation that a product contains at least 51% U.S. content for those products with multiple countries of origin listed on the label.
- Request information regarding products unavailable in sufficient quantities from the United States and the reason.

4. **Document reasons for exceptions to the Buy American provision.** Communication between sponsor and their distributor(s) including email and documentation of telephone communications may be used as documentation.

Two situations which may warrant an exception to permit purchases of non-domestic food products are:

- The food product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.
  - Documentation is required for this exception and verified through USDA Market News from the Agricultural Marketing Service at: [https://www.ams.usda.gov/market-news](https://www.ams.usda.gov/market-news)
- The cost of the domestic food product is significantly higher than the foreign product.
  - Documentation of price comparison is required for this exception.

5. **Limit the number of exceptions to the Buy American provision when possible.**

Ways to limit exceptions:

- Research domestic sources of the product. (Example: does a grain product or snack item have a domestically produced product that is similar?)
- Substitute a domestic product that is similar to the non-domestic product in price and usability on the menu. (Example: if the annual supply of domestic canned peaches is depleted by early spring, replace the product on the menu with canned pears, fruit cocktail or fresh fruit instead of purchasing non-domestic canned peaches)
- Solicit bids for and purchase fresh produce within the growing season in the U.S. (Example: If fresh grapes are only available as imports in January, replace grapes on the menu with fresh apples or pears that are domestically produced.)

The Sponsor is the final authority for approving an exception and the Sponsor must keep justification documentation on file.

**Note:** Buy American Provision does not pertain to spices and equipment.
Sample Template for Informal Procurement Documentation

Date of Request:

Name of Sponsor’s official making the solicitation:

Sponsor contact information:

Duration of price quotes:

Solicitation Script (write out and include):

- Buy American Provision
- Nondiscrimination Statement
- Special Conditions:

<table>
<thead>
<tr>
<th>Price Quote Documentation (Food, Supplies, Services)</th>
<th>Company/Contact #:</th>
<th>Company/Contact #:</th>
<th>Company/Contact #:</th>
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<tbody>
<tr>
<td></td>
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Meal Production and Service

Timelines and Deadlines
- Daily completion of production records.
- Daily posting of reimbursable meal offered and minimum requirements for meal selection.
- Annual staff training on identifying reimbursable meals.

Training
- Face 2 Face Training
  - Nutrition Standards for School Meals and Calculating Components offered in the summer in varied locations.
  - Culinary Classes offered in the summer in varied locations.
  - Professional Development classes offered in summer at various locations.
- Jump Start for Directors Class
- Jump Start of Managers Class

Tasks
- Document each meal service:
  - Menu items offered with component contributions;
  - Serving utensil/portion size;
  - HACCP Process Number;
  - Food temperatures before, during and after meal service;
  - Amount of each menu item prepared and leftover;
  - Number of student meals served;
  - Number of adult meals served.
- Market and promote school nutrition programs:
  - Market cafeteria menu through multiple outlets;
  - Utilize Smarter Lunchroom techniques;
  - Make good food look good in the cafeteria service line.
- Train staff and inform students how to use Offer vs Serve or Serve programs.

Tools and Guidance
- Menu Tools at www.kn-eat.org, School Nutrition Programs, Guidance, Menu Planning and Production Records, Record Keeping Forms:
  - Breakfast Menu Planning Tools with Production Record Forms
  - Lunch Menu Planning Tools with Production Record Forms
  - Blank Production Record Form
- Sample Offer vs. Serve Letters at www.kn-eat.org, School Nutrition Programs, Guidance, Menu Planning and Production Records
- Is This Meal Reimbursable? Lunch & Breakfast Online classes at https://learning.ksde.org
- Food Service Facts, Chapter 9 Meal Accountability Responsibilities, Systems & Policies at www.kn-eat.org, School Nutrition Programs
Plan, Communicate and Recognize Reimbursable Meals

A reimbursable lunch is a meal that:
- Is planned to provide the daily and weekly component requirements and dietary specifications;
- Meets the minimum lunch component requirements selected by a student claimed for federal and state reimbursement.

<table>
<thead>
<tr>
<th>K-8 Planned Lunch Menu</th>
<th>Offer vs. Serve</th>
<th>Serve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal must contain all five components:</td>
<td>Students must select ½ cup fruit or vegetable and 2 additional minimum components.</td>
<td>Students must select all five components.</td>
</tr>
<tr>
<td>- Meat/Meat Alternate 1-2 oz eq</td>
<td></td>
<td></td>
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<tr>
<td>- Grains 1-2 oz eq</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Vegetable ¾ cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Fruit ½ cup</td>
<td></td>
<td></td>
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<tr>
<td>- Milk 1 cup</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>9-12 Planned Lunch Menu</th>
<th>Offer vs. Serve</th>
<th>Serve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal must contain all five components:</td>
<td>Students must select ½ cup fruit or vegetable and 2 additional minimum components.</td>
<td>Students must select all five components.</td>
</tr>
<tr>
<td>- Meat/Meat Alternate 2 oz eq</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Grains 2 oz eq</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Vegetable 1 cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Fruit 1 cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Milk 1 cup</td>
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</tr>
</tbody>
</table>

Note:
- Serve is not allowed for 9-12 lunch.
- Offer vs. Serve is encouraged for K-12.
- Serve is required for Pre-K, unless co-mingled.

A reimbursable breakfast is a meal that:
- Is planned to provide daily and weekly component requirements and dietary specifications;
- Meets the minimum breakfast component requirements built into breakfast items;
- Contains the minimum items selected by a student claimed for federal reimbursement.

Breakfast Components vs. Items
- A food item is a specific food offered within the three food components.
- For purposes of Offer vs. Serve an item is the daily required minimum amount of each food component that a child can take:
  - 1 cup of milk
  - 1 oz eq of grains
  - 1/2 cup of fruit

<table>
<thead>
<tr>
<th>K-12 Planned Breakfast Menu</th>
<th>Offer vs. Serve</th>
<th>Serve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal must contain 3 required components to meet daily and weekly minimums in 4-5 items.</td>
<td>Students must select ½ cup fruit and 2 additional items.</td>
<td>Students must select all items offered.</td>
</tr>
<tr>
<td>- Grain 1 oz eq (1 item)</td>
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<td></td>
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<tr>
<td>- 2nd Grain or M/MA 1 oz eq (1 item)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Fruit 1 cup (1 or 2 items)</td>
<td></td>
<td></td>
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<tr>
<td>- Milk Choice (1 item)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
- Offer vs. Serve is optional for K-12 breakfast but is encouraged.
- Serve is required for Pre-K, unless co-mingled.
Communicate reimbursable meals
- Lunch: must post at the beginning of the serving line:
  - The five components offered in the lunch meal; and
  - The minimum components selected for the meal to be reimbursable.
- Breakfast: must post at the beginning of the serving line:
  - The 4-5 items containing the required 3 components; and
  - The minimum items to be selected for the meal to be reimbursable.

Simplify choosing and identifying reimbursable meals
- Make all fruit and vegetable portions ½ cup.
- If using ¼ cup F&V servings, use signs that state “2 scoops make ½ cup” or “Fill a Square”.
- Avoid 1/3 and 5/8 cup servings – appear to be ½ cup or ¾ cup but are not.
- Plan and offer M/MA and Grains as a combo crediting 2 oz. eq. M/MA and 2 oz.eq. Grains.
- Have easy options for the cashier to offer students who are missing the ½ cup fruit or vegetable.

Reimbursable Meal Training
- All staff who interact with students in the serving line need to be able to identify reimbursable meals.
- Staff should be able to:
  - Communicate the reimbursable meal to students (including the ½ cup fruit or vegetable requirement) using signage at the beginning of the serving line;
  - Identify a reimbursable meal at the Point of Service;
  - Assist students in making simple choices to change a meal from not reimbursable to reimbursable.
Point of Service Accountability and Meal Claims

Timelines and Deadlines
- Daily completion of record of lunches served with edit check.
- Daily completion of record of breakfasts served.
- Daily completion of record of snacks served.
- Meal claims filed within 60 days of the end of the month in KN-CLAIM.
- Accountability Reviews completed for each site annually by February 1.
- Annual approval of software used in place of Forms 9A, 9B and 9C during program renewal.

Training
- Online classes and tutorials at KSDE Training Portal, https://learning.ksde.org
- Jump Start for Directors Class

Tasks
- Daily complete Form 9A Daily Record of Lunches Served and edit check.
- Daily complete Form 9B Daily Record of Breakfast Served.
- Daily complete Forms 9C Daily Record of After School Snacks Served for After School Snack Program.

Tools and Guidance
- Food Service Facts, Chapter 9 at www.kn-eat.org, School Nutrition Programs
  - 9-A Daily Record of Lunches Served spreadsheet
  - 9-B Daily Record of Breakfast Served spreadsheet
  - 9-C Daily Record of After School Snacks served spreadsheet
  - 9-D Daily Record of Milk Served and Income Received
  - 9-E Daily Record of Special Milk Served
  - 9-F Evaluating Your Accountability System
  - 9-G School Food Service On-Site Accountability Review

Reminders:
- The POS should be updated quickly after a student’s eligibility status changes.
- Money should be entered into the student’s account the day it is received to prevent unpaid meal charges.
  - Offer web payment into student accounts if possible.
- Keep student eligibility and account balance confidential.
- Ensure computer screens do not allow eligibility to be recognized or block screen from student view.
- Complete edit checks to prevent errors in meal claiming.
  - Statewide attendance factor is .95.

Reimbursement Claims
- Site level claims submitted from central location.
- KN-CLAIM - web based system accessed through Authenticated Applications:
  - Claims filed within 60 days from last day in claim month;
  - Upward adjustments must also be filed within 60 days from last day in claim month;
  - Downward adjustments filed at any time;
  - Enter the highest number of students in each category during the month in the Eligible Student section of the claim.
Financial Accountability – Setting Program Meal Prices and Unpaid Meal Charge Policy

Timelines and Deadlines
- Community Eligibility Provision (CEP) Notification is due April 15.
  - CEP application is due June 30
- Student paid meal prices must be approved and entered in Sponsor Application prior to the July 15 program renewal deadline.
  - Price Lunch Equity (PLE) tool is released each spring; sponsors are notified through Update Memos.
- Unpaid meal charge policy is reviewed, and if revised approved by the local Board of Education and uploaded with board minutes in KN-CLAIM prior to the July 15 program renewal deadline.

Training
- Online classes and tutorials at KSDE Training Portal, https://learning.ksde.org
- Administrative Update offered during the summer in various locations
- Jump Start for Directors Class

Tasks
- Complete Community Eligibility Notification tables in KN-CLAIM using April 1 Direct Certification numbers.
- Use PLE tool to set student paid meal prices or determine contribution level of non-federal funds to non-profit food service fund, if required.
- Review and revise Unpaid Meal Charge policy as needed.
- Provide written Unpaid Meal Charge policy available to households and train all staff involved in student paid meals.

Tools and Guidance
- Community Eligibility at www.kn-eat.org, School Nutrition Programs, Administration, Community Eligibility:
  - CEP Planning and Implementation Guidance Manual;
  - CEP in Kansas – Frequently Asked Questions;
  - CEP Worksheets and Recordkeeping Forms.
- Program Renewal training and guidance at www.kn-eat.org, School Nutrition Programs, Administration, Program Renewal
  - Program Agreement and/or Program Addendum, if required.
- Food Service Facts at www.kn-eat.org, School Nutrition Programs, Food Service Facts
  - Chapter 18 Community Eligibility Program
  - Chapter 12 Financial Management
Community Eligibility Provision (CEP)

CEP is an innovative provision that allows high need schools to serve free meals to all students while alleviating some administrative burden.

- The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals.
- Sites that elect this option agree to serve all students free lunches and breakfasts for four successive school years and claim the meals based on a percentage of identified (Directly Certified) students multiplied by a factor of 1.6.
- Sites which have a 40% or greater percentage of identified students are eligible for this option. Sites whose percentage is between 30.00% - 39.99% are potentially eligible.

Community Eligibility Notification

- Required report for all sponsors to complete in KN-CLAIM.
  - Enter April 1 Direct Certification and enrollment numbers for sponsor and each site.
  - Due date for completion is April 15.

Determining CEP Reimbursement:

- Percentage of Directly Certified students is multiplied by a factor of 1.6.
  - Ex: 50% x 1.6 = 80%
- This CEP percentage represents the percentage of all meals reimbursed at the free rate.
  - Ex: 80% of meals served are reimbursed at free rate.
- The remaining percentage is reimbursed at the federal reimbursement for paid meals.
  - Ex: 20% of meals are reimbursed at the paid reimbursement rate.

Sponsors considering CEP for eligible and/or potentially eligible sites should:

- Contact their consultant or the Child Nutrition and Wellness office for assistance;
- Submit the CEP election application prior to June 30.
PLE Tool and Student Paid Meals

Program Prices – Paid Lunch Equity Tool
- Sponsors are required to complete the PLE tool annually to determine the Weighted Average Price Requirement. Note: For SY 2019-20 Sponsors are exempt from PLE requirements if they have a positive or zero balance in the Food Service Fund as of 12/31/18.
  o PLE tool is typically released in the spring.
  o PLE tool is posted on the Checklist Tab in KN-CLAIM.
  o Local education boards need to approve meal prices in the spring before the upcoming school year.
    ▪ Best practice to complete the tool early and send to CNW consultant for approval and/or assistance, if required.

Completing the PLE Tool:
- Unrounded Requirement Finder tab:
  o Enter the Unrounded Price Requirement from the previous year – can be found on the most recently completed PLE tool Report Tab or on the current year sponsor application line #57.
- SY Price Calculator tab:
  o Enter the number of student paid lunches sold at each paid price from the most recent October claim in the Weighted Average Price Calculator.
  o The total is the Weighted Average Price for the current school year.
  o The PLE tool will calculate the Total Price Increase and Required Price Increase with 10 Cent Cap.
  o If the Weighted Average Price is less than the Required Price Increase (with 10 cent cap), sponsors then choose to:
    o Increase the Weighted Average Price (WAP) to the required amount; or
    o Not increase the WAP and contribute non-federal funds to the school food service account by completing the SY -- NonFederal Calculator tab; or
    o Combine partial WAP increase with contribution of non-federal funds by completing the SY-- Split Calculator tab; or
    o Request an Exemption Based Upon Strong Financial Standing from KSDE.

Paid Meal Prices in the Sponsor Application and Checklist in KN-CLAIM:
- Sponsor Application:
  o Paid lunch prices are entered in the Reimbursable Meal Prices section.
  o Weighted Average Lunch price from the October claim is entered.
  o The Required Weighted Unrounded Average Paid Lunch Price from the PLE Tool Report is entered.
  o Action taken by the sponsor indicated.
- Checklist:
  o PLE Tool uploaded, if required.
  o Board Minutes approving transfer of nonfederal funds uploaded (if selected).
Unpaid Meal Charge Policy

Sponsors are required to do the following:

- Develop a policy for unpaid meal charges. Upload current Unpaid Meal Charge Policy in KN-CLAIM on the Checklist Tab annually.
- Sponsors in Kansas are required to have their unpaid meal charge policy approved by their Board of Education. If policy is revised, upload board minutes to show approval.
- Provide the unpaid meal charge policy in writing to all households at the start of each school year and families transferring into the district.
- Communicate the policy to all district/school staff responsible for enforcing any aspect of the policy.
- Develop procedures at each age grade level that prevent shaming of students with meal charges at the Point of Service.
- Determine locally when an unpaid meal charge is deemed uncollectable and transfer non-federal funds into the non-profit food service account to cover the bad debt.

Sponsor’s Unpaid Meal Charge Policy MAY:

- Include different procedures based on age grade groups;
- Include the provision of an alternate non-reimbursable meal paid for from non-federal funds;
- Include the provision of a reimbursable meal claimed at paid reimbursement;
- Describe how unpaid meal charges will impact students;
- Describe staff response to students with unpaid meal charges
- Describe practices used to notify parents or guardians;
- Determine the account balance level when parents will be notified and how they will be notified;
- Outline measures for collecting delinquent debt;
- Define how long household can carry a delinquent debt.

Sponsor’s Unpaid Meal Charge Policy SHOULD:

- Move communication of unpaid meal charge balances away from Point of Service between cashier and student to the Food Service Office or District Office between district staff and parents/guardians.

Guidance for Providing Alternate Meals

- Sponsors may allow students with unpaid meal charge balances to select a reimbursable meal from menu options available and claim the meal for paid reimbursement.
- Sponsors may prohibit students with unpaid balances from purchasing a la carte items.
- Sponsor may provide alternate meals that do not meet meal pattern standards and are not claimed for reimbursement.
  - Non-reimbursable alternate meals are considered non-program food.
  - Sponsors may or may not charge students for a non-reimbursable alternate meal:
    - If the student is charged for the non-reimbursable alternate meal, the meal is subject to Smart Snacks in Schools (SSIS) standards and the requirements for revenue from non-program foods.
    - If the student is not charged for the non-reimbursable alternate meal, the meal is not required to meet meal standards or SSIS standards but the cost of the alternate meal must be assessed during Nonprogram Food Revenue Compliance.
    - If the proportion of nonprogram food revenue is less than the proportion of nonprogram food costs, sponsors must increase prices of nonprogram foods or transfer non-Federal funds into the Food Service Account.
Financial Accountability – Setting Adult Meal Prices and A la Carte Prices

Timelines and Deadlines
- Adult paid meal prices must be locally approved and entered in Sponsor Application prior to the July 15 program renewal deadline.
  - Suggested minimum adult meal prices are published by KSDE in January – February; sponsors are notified through Update Memos.
- Nonprogram Food Revenue Compliance should be completed annually. Nonprogram Revenue Compliance is required for the Administrative Review scheduled every three year.

Training
- Online Classes at KSDE Training Portal, [https://learning.ksde.org](https://learning.ksde.org)
- Administrative Update offered during the summer in various locations
- Jump Start for Directors Class

Tasks
- Use minimum adult meal prices recommended by KSDE or other formulas to set adult meal prices. Enter adult meal prices into the Sponsor Application during annual program renewal.
- Assess Nonprogram Revenue Compliance annually to set a la carte prices.

Tools and Guidance
- Monthly updates archived in What’s New at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs
- Program Renewal Memo and Instructions at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Administration, Program Renewal
- Kansas Nonprogram Food Revenue Tool at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Administration, Administrative Review
- Food Service Facts at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, FSF, Chapter 12 Financial Management
Adult Paid Meals

Minimum prices for adult meals and snacks:

- Adult meal prices must be set at a price sufficient to cover the overall cost of the meal, including cash-in-lieu of commodities (CIL). Prices should be set to cover the cost of food, labor, CIL, utilities, and indirect costs.
- Reimbursement rates are released by USDA early in July. So sponsors can set adult prices in a timely fashion for local Board of Education approval and posting, KSDE estimates and notifies sponsors of the recommended minimum adult meal prices through the monthly updates from Child Nutrition & Wellness and the Program Renewal Memo.
- Sponsors who choose not to charge the minimum prices and/or provide gratis meals to non-food service staff members will transfer non-federal funds for low priced adult meals into the nonprofit food service fund and note this transfer on a monthly financial report.
  - The Annual Financial Report will show an error and will indicate the amount of money that must be transferred and recorded before the Annual Financial Report can be closed.

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<th>5000 Other</th>
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<tr>
<td>9. 5206 Transfer from General Fund</td>
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<tr>
<td>* Total Non-Federal Funds Transferred for the following reason(s):</td>
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<tr>
<td>*</td>
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<tr>
<td>Transfer for PLE</td>
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<tr>
<td>Transfer for Low-Priced Adult Meals and Gratis Other Adult Meals</td>
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<tr>
<td>Transfer for Other</td>
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Setting Adult Meal Prices

Pricing Programs:

- Minimum Adult **Lunch** Price = Total Federal Funds + Local Student Paid Price
- Minimum Adult **Breakfast** Price = Total Federal Funds + Local Student Paid Price

Non-Pricing Programs:

- Minimum adult price for meals should at least equal the current free rate of reimbursement for the meal, including CIL and additional severe need reimbursement (if applicable).
A La Carte Pricing

Determine the food cost of the item.
- Multiply by a factor (such as 2, 2.5 or 3) to cover the cost of food, supplies and labor.
- Adjust the resulting price as needed.
  - Round to make payment simpler.
  - Price slightly below local competition.
  - Price healthier choices less to encourage selection.
  - Price items less that require less labor.
  - Price items higher that require more labor time.

Nonprogram Revenue Compliance

Sponsors are required to determine if the percent of total revenue that is generated from nonprogram sales is equal to or greater than the percent of total food costs attributed to the purchase of nonprogram foods.

Formula:

\[
\frac{\text{Nonprogram food revenue}}{\text{Total program and nonprogram revenue}} > \frac{\text{Total nonprogram food costs}}{\text{Total program and nonprogram food costs}}
\]

Kansas Nonprogram Revenue Tool
- Excel workbook for a reference period of one school week that allows sponsors to calculate:
  - Menu costs
  - A la Carte cost and revenue
  - Meal cost and revenue
  - Recipe costs
  - Nonprogram revenue compliance
- Data needed to complete the tool:
  - Invoices;
  - Recipes;
  - Adult and student paid meal prices;
  - Reimbursement rates for paid, reduced price and free meals;
  - Number of adult meals served;
  - Number of paid, reduced price and free meals served.
  - For each item sold a la carte:
    - Number of servings of each item sold;
    - Cost per portion;
    - Price charged per serving.
Financial Accountability – Financial Reports

Timelines and Deadlines
- 10-A Daily Income, Sales and Deposit Record completed for each day of service.
- Monthly Financial Reports should be completed in KN-CLAIM within 90 days following the last day of the claim month.

Training
- Jump Start for Directors Class

Tasks
- Complete 10-A spreadsheet (or software) at the end of each service day and make bank deposits.
- At the end of each month, assemble 10-A spreadsheets from each site and enter into revenue section of the Monthly Financial Report.
- Using monthly claim payments, enter revenue from reimbursements into the revenue section of the Monthly Financial Report.
- At the end of each month, use payroll records and invoices to enter expenditures in the Monthly Financial Report.
- Transfer non-federal funds into the nonprofit food service fund as required for PLE, low priced and gratis adult meals and bad debt.
- Transfer non-federal funds into the nonprofit food service fund as needed to bring the fund into a positive ending balance.
- Develop a spending plan if the closing balances exceeds the 3-month average of expenditures.

Tools and Guidance
- Food Service Facts at www.kn-eat.org, School Nutrition Programs, FSF, Chapter 10 Food Service Revenue & Expenditure
- KN-CLAIM Quick Reference Guides at www.kn-eat.org, School Nutrition Programs, Guidance or in KN-CLAIM, Quick References.
Form 10-A Daily Income, Sales and Deposit Report

Form 10-A is used to record both daily income or revenue and a daily record of sales.

- KSDE provides a spreadsheet 10-A form for sponsors to use to record income and sales in their monthly financial report in KN-CLAIM.
- Sponsors may also use school food service POS software that generates the data on Form 10-A.
  - Sponsors are required to have income and sales software approved each school year by their consultant prior to use.
  - The software reports must generate the same information on KSDE 10-A worksheet.

Who maintains form 10-A?

- Each employee who receives and/or refunds money needs to maintain a record of those transactions each day.
- The daily transactions are combined by the Authorized Representative at the end of the month on one final compiled 10-A.
- The numbers from the compiled 10-A are entered at the end of the month into the monthly financial worksheet in KN-CLAIM.

10-A Record of Revenue

- Revenue is money entered into the non-profit food service account:
  - Funds from cash, checks or web payments entered into student accounts and the food service account;
  - Funds from cash, checks or web payments entered into adult accounts and the food service account;
  - Funds from non-reimbursable cash sales.
  - Funds from Miscellaneous Sales:
    - Catering;
    - Meals sold to other sponsors;
    - Milk/snacks sold to pre-school not participating in Child Nutrition Programs;
    - Foods sold to outside entities.

10-A Record of Sales

- Program Sales: purchase of reimbursable meals using money from student accounts
  - Student reimbursable reduced price and paid lunch purchases;
  - Student reimbursable reduced price and paid breakfast purchases.
- Nonprogram Sales: purchase of all other meals and snacks that are not reimbursable meals
  - Student a la carte sales;
  - Adult meal and a la carte sales;
  - Non-Reimbursable cash sales;
  - Miscellaneous sales.

10-A Record of Deposits

- Actual bank deposits are all the bank deposits made for the day including money received by all the cashiers in the district and the school offices that accepted and deposited checks from students or households.
- Computed bank deposits is a total revenue received as cash or check minus refunds.
  - The KSDE 10-A worksheet computes this total.
- Computed total receipts is the computed bank deposits plus web payments.
Monthly & Annual Financial Reports

Reporting Revenue

Sources of Revenue:

- Closing balance from previous month
- Interest listed on bank statement (if applicable)
- Form 10-A Students receipts (B) and (C) minus refunds (F)
- Form 10-A Adult receipts (G) and (H) minus refunds (J) + cash sales (K)
- Form 10-A Misc Sales (L)
- State reimbursement .04 per lunch
- Federal reimbursement for meals and snacks
- Federal grants (if applicable)

Sponsors must:
Transfer non-federal funds as required for PLE, Low-Price and Adult Meals and Gratis Other Adult Meals and Bad Debt.
Transfer non-federal funds to bring a negative balance to a positive balance.
Transfers can be made monthly or at the end of the school year.

Total revenue available

---

<table>
<thead>
<tr>
<th>Income Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Encumbered Opening Cash Balance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Local Sources</td>
</tr>
<tr>
<td>2. 1510 Interest on Idle Funds</td>
</tr>
<tr>
<td>3. 1611-1614 Student Receipts on Account</td>
</tr>
<tr>
<td>4. 1620 Adult Receipts on Account &amp; All Cash Sales</td>
</tr>
<tr>
<td>5. 1990 Miscellaneous Income</td>
</tr>
<tr>
<td>6. 3203 State Reimbursement for Student Lunches</td>
</tr>
<tr>
<td>7. 4550 Federal Reimbursement for Student Meals/Snacks/Milk</td>
</tr>
<tr>
<td>8. Federal Grants (Team Nutrition, Equipment Assistance, etc.)</td>
</tr>
<tr>
<td>9. 5206 Transfer from General Fund</td>
</tr>
<tr>
<td>* Total Non-Federal Funds Transferred for the following reason(s):</td>
</tr>
<tr>
<td>* Transfer for PLE</td>
</tr>
<tr>
<td>Transfer for Low-Priced Adult Meals and Gratis Other Adult Meals</td>
</tr>
<tr>
<td>Transfer for Other</td>
</tr>
<tr>
<td>*</td>
</tr>
<tr>
<td>10. 5208 Transfer from Supplemental General</td>
</tr>
<tr>
<td>11. 5253 Transfer from Contingency Reserve</td>
</tr>
<tr>
<td>12. Total Revenue Resources Available</td>
</tr>
</tbody>
</table>
**Reporting Expenditures**

**Sources of Expenses:**

**Payroll records:**
- Salaries
- Benefits

**Invoices for:**
- Insurance
- FSMC Services
- Other purchased services

**Invoices for food and milk**

**Invoices for supplies**

**Invoices for equipment or furnishings**

**Invoices or fund transfer for other direct costs specific to food service not categorized as purchased services.**

Funds transfer for indirect cost. Predetermined percentage of sponsor indirect costs charged to the food service account. Must not exceed the indirect cost maximum percent.

**Transfers for reserve funds if applicable.**

**Total expenditures**

**10-A Monthly difference in computed & actual bank deposits**

**Closing balance**

---

<table>
<thead>
<tr>
<th><strong>Expense Section</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures:</strong></td>
</tr>
<tr>
<td><strong>3100 Food Service Operation</strong></td>
</tr>
<tr>
<td>13. 100 Salaries</td>
</tr>
<tr>
<td>200 Employee Benefits</td>
</tr>
<tr>
<td>14. 210 Insurance (Employee)</td>
</tr>
<tr>
<td>15. 220 Social Security</td>
</tr>
<tr>
<td>16. 290 Other</td>
</tr>
<tr>
<td>500 Other Purchased Services</td>
</tr>
<tr>
<td>17. 520 Insurance</td>
</tr>
<tr>
<td>18. 570 Food Service Management Company</td>
</tr>
<tr>
<td>19. 590 Other Purchased Services</td>
</tr>
<tr>
<td>600 Supplies</td>
</tr>
<tr>
<td>20. 630 Food &amp; Milk</td>
</tr>
<tr>
<td>21. 680 Miscellaneous Supplies</td>
</tr>
<tr>
<td>700 Property</td>
</tr>
<tr>
<td>22. 700 Property (Equipment &amp; Furnishings)</td>
</tr>
<tr>
<td>800 Other Costs</td>
</tr>
<tr>
<td>23. 840 Other Direct Costs</td>
</tr>
<tr>
<td>24. 850 Indirect Costs</td>
</tr>
<tr>
<td><strong>5200 Transfer to:</strong></td>
</tr>
<tr>
<td>25. 956 Disability Income Benefits Reserve</td>
</tr>
<tr>
<td>26. 958 Health Care Services Reserve</td>
</tr>
<tr>
<td>27. 959 Group Life Insurance Reserve</td>
</tr>
<tr>
<td>28. 960 Risk Management Reserve</td>
</tr>
<tr>
<td>29. 962 School Worker's Compensation Reserve</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
</tr>
<tr>
<td>31. Monthly Difference in Computed &amp; Actual Bank Deposits</td>
</tr>
<tr>
<td>32. This Month’s Closing Cash Balance</td>
</tr>
</tbody>
</table>
Monthly Accounting of Reimbursable (Program) Sales from Student Accounts and Non-Reimbursable Sales and Charges.

From 10-A

- Enter student reimbursable sales and charges in the monthly financial report.
- Enter all non-reimbursable sales and charges in the monthly financial report.

### Table

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>33.</td>
<td>Reimbursable Sales &amp; Charges (Students ONLY)</td>
</tr>
<tr>
<td>34.</td>
<td>Non-Reimbursable Sales &amp; Charges (Students &amp; Adults)</td>
</tr>
</tbody>
</table>

\(+\) Student Accounts: Reimb. Sales & Charges (D)
\= Reimbursable Sales & Charges (Students ONLY)

\(+\) Student Accounts: A la Carte Sales & Charges (E)
\(+\) Adult Accounts: Sales & Charges (I)
\(+\) Non-Reimbursable Cash Sales (K)
\(+\) Misc. Sales (L)
\= Non-Reimbursable Sales & Charges (Students & Adults)
Professional Standards

Timelines and Deadlines
- Training hours are tracked annually.
- KSDE allows the flexibility for school nutrition program personnel to carry over excess annual training hours to an immediately previous or subsequent school year and demonstrate compliance with the training requirements over a period of two school years. Sponsors must ensure that some training hours are completed and documented each year (July 1 – June 30) and the total combined hours needed for 2 years are met.

Training
- Jump Start for Managers Class
- Jump Start for Directors Class
- Administrative Update – offered in the summer in various locations

Tasks
- Follow hiring standards for new school food service directors.
- Track hours for each school nutrition personnel.

Tools and Guidance
- Kansas Professional Development System at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training
- School Nutrition Association (SNA) USDA Professional standards Hub (SNA members) at: [https://schoolnutrition.org/ProfessionalStandards/](https://schoolnutrition.org/ProfessionalStandards/)

Training Standards for All School Nutrition Program Staff

<table>
<thead>
<tr>
<th>All Directors (Authorized Representatives and Food Service Directors)</th>
<th>Each year, at least 12 hours of professional development. This required continuing education/training is in addition to the food safety training required of the Food Service Director in the first year of employment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Managers</td>
<td>Each year, at least 10 hours of professional development.</td>
</tr>
<tr>
<td>All Other Staff Other than the Director(s) or Manager(s) who works an average of at least 20 hours per week</td>
<td>Each year, at least 6 hours of professional development.</td>
</tr>
<tr>
<td>Part-Time Staff Work &lt;20 hours per week</td>
<td>Each year, at least 4 hours of professional development, regardless of the number of part-time hours worked.</td>
</tr>
</tbody>
</table>

*Note: If hired January 1 or later in a given school year, school nutrition program personnel must only complete half the required professional development hours.*
### Hiring Standards for New School Nutrition Program Directors – Hired after July 1, 2015

<table>
<thead>
<tr>
<th>Student Enrollment</th>
<th>Student Enrollment</th>
<th>Student Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,499 or less***</td>
<td>2,500 – 9,999</td>
<td>10,000 or more</td>
</tr>
</tbody>
</table>

- Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;*
  - OR
  - Bachelor’s degree, or equivalent educational experience, with any academic major, and either a State-recognized certificate for school nutrition directors or at least 1 year of relevant food service experience;**
  - OR
  - Associate’s degree, or equivalent educational experience, with academic major in specific areas;* and at least one year of relevant food service experience;**
  - OR
  - High school diploma (or GED) and 3 years of relevant food service experience.**

**For an LEA with less than 500 students, State Agency may approve a candidate with less than the required years of relevant food service experience, if candidate has minimum required education.**

- Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;*
  - OR
  - Bachelor’s degree in any academic major and a State-recognized certificate for school nutrition directors;**
  - OR
  - Bachelor’s degree in any academic major and at least two years of relevant school nutrition programs experience;**
  - OR
  - Associate’s degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least 2 years of relevant school nutrition programs experience.

- Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;*
  - OR
  - Bachelor’s degree in any academic major, and a State-recognized certificate for school nutrition directors;**
  - OR
  - Bachelor’s degree in any major and at least five years of experience in management of school nutrition programs.

**Specific majors/areas of concentration: food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

* **Requires food service experience rather than school nutrition program experience, and State Agencies may consider documented volunteer or unpaid work as relevant food service experience.

*** To request approval to use school food service funds to pay for the wages of a Food Service Director who does not meet the hiring standards for an LEA of 2,499 or less, use Form 23A, Request for KSDE Approval of a Food Service Candidate Professional Development Plan (effective 4/30/2019).
Wellness Policies

Timelines and Deadlines
- Wellness Policies updated in the Wellness Impact Tool in KN-CLAIM annually prior to program renewal deadline of July 15.

Training
- Jump Start for Managers Class
- Jump Start for Directors Class
- Wellness Workshops

Tasks
- Collaborate with local wellness committee to develop policies that create and support a healthy school environment.

Tools and Guidance
- Food Service Facts at www.kn-eat.org, School Nutrition Programs, FSF, Chapter 21 Local School Wellness Policy
  - Kansas School Wellness Policy Model Guidelines
  - Resources from Other Organizations
  - Resources for Wellness Coaches and Wellness Committees
  - Impacting School Wellness Workshop resources
- Smart Snacks in Schools resources at www.kn-eat.org, School Nutrition Programs, Guidance, Smart Snacks in Schools
  - Exempted Fundraising Tracking Tool
  - Healthy Fundraising Handout
  - School Fundraising - Using Non-food Items Webinar
- KN-CLAIM Quick Reference Guides at www.kn-eat.org, School Nutrition Programs, Guidance or in KN-CLAIM, Quick References.

Wellness Policy and Smart Snacks in Schools

Wellness Policy is a Group Effort
- Local wellness committees must include someone from the sponsor that has leadership authority to require all schools to comply with wellness policies.
- Local wellness committee must permit members from the school community and local community to participate on the wellness committee.
- Sponsors must inform potential stakeholders how they can participate on the wellness committee.

Wellness Policy is Transparent to the Community
- The local Wellness Policy is made available to the community:
  - On district website or district handbook;
  - Link allowing public to access local wellness policy comparisons through KSDE Data Central.
- Wellness policy plans and progress can be shared through:
  - Wellness committee minutes;
  - Wellness action plans.
- Wellness activities and messages can be marketed through:
  - District website.
Wellness Impact Tool is used for sponsors to report their local wellness policies to KSDE.
- Located under the Wellness Tab in KN-CLAIM.
- Completed prior to program renewal July 15.

Wellness Impact Tool Levels and Choices
- Policy Levels:
  - Implementing: level that ensures an environment supporting wellness.
  - Transitioning: level that moves a wellness support toward wellness excellence or modeling.
  - Modeling: level that reflects excellence in sustaining a wellness environment.
- Sponsor Choices:
  - Policy in Place: states that the policy statement is part of the normal school routine and functions consistently.
  - Developing Policy: states that the policy statement is a goal to develop with an action plan to make the policy part of the normal school routine.
  - Not in Policy: states that the sponsor does not see the need and/or have the resources to develop the policy statement.

Food Service Directors Support Wellness Policy Efforts:
- Provide leadership to wellness committees and many chair committees;
- Assist wellness committee in completing the Wellness Impact Tool;
- Create action plans for Nutrition and Nutrition Promotion Developing Policies;
- Support wellness goals in areas of Physical Activity and Integrated School Based Wellness;
- Guide wellness committee members to wellness resources;
- Support staff wellness initiatives and programs.

Wellness Policy and Smart Snacks in Schools
Wellness policy ensures:
- All foods sold to students on school campus during the school day meet school nutrition standards and Smart Snacks in School nutrition standards.
- Standards for all foods not sold to students are written and provided to teachers, students and parents (final rule).
- School administration is responsible for Kansas student organization fundraiser exemptions.

Fundraising Exemption Policy
- “One exempt fundraiser per school organization per semester that does not meet the Nutrition Standards for All Foods Sold in School during the school day (midnight before to 30 minutes after the end of the school day) on school grounds will be allowed. An organization is defined as a school group that is approved by the local board of education. Length of the organization’s exempt fundraiser cannot exceed 2 days.”
- It is important for a designated individual to keep track of all exempted fundraisers. This is not automatically the responsibility of the Food Service Director!
  - A Tracking Tool is available on the website at www.kn-eat.org, School Nutrition Programs, Guidance, Smart Snacks for sponsors to document any exempted fundraisers which are being held in the school.
## Calendar of Sponsor Responsibilities

| May     | ♦ Begin Program Renewal Process/Participate in Program Renewal Webinar  
|         | ♦ Update Wellness Impact Tool to reflect progress during the current school year and plans for next school year.  
|         | ♦ Enroll in Menu Planning, Calculating Components, Administrative Update and other training classes. |
| Jun     | ♦ Attend KSDE summer classes and workshops.  
|         | ♦ Attend Menu Planning, Calculating Components and Administrative Update.  
|         | ♦ Review and revise HACCP plan  
|         | ♦ If contracting with Food Service Management Company, submit renewal addendum and School Board minutes to KSDE.  
|         | ♦ Elect Community Eligibility Provision by June 30, if applicable. |
| Jul     | ♦ Appoint Authorized Representative, Hearing Official and Determining Official for new school year.  
|         | ♦ Establish prices for meals and milk.  
|         | ♦ Submit Program Renewal Documents to KSDE by July 15.  
|         | ♦ Print “Household Application for Child Nutrition Program Benefits” and letter to households.  
|         | ♦ Distribute “Household Application for Child Nutrition Program Benefits” and letter to households of all enrolled students.  
|         | ♦ Print “Direct Certification List” and begin direct certification notifications.  
|         | ♦ Attend KSDE Menu Planning, Calculating Components and Administrative Update. |
| Aug     | ♦ Submit Annual Financial Status Summary for prior fiscal year to KSDE by August 15.  
|         | ♦ Determine eligibility of students for reduced price/free benefits and notify households of eligibility status. |
| Sep     | ♦ Complete on-site review of Afterschool Snack Program within first four weeks of operation (if applicable).  
|         | ♦ Attend Verification training.  
|         | ♦ Attend Administrative Review training (if applicable).  
|         | ♦ Attend update training for Sponsors Contracting with a Food Service Management Company (if applicable).  
|         | ♦ Meet with Wellness Policy Committee/School Health Council to review Implementation Plans for this school year.  
|         | ♦ Extend eligibility benefits from previous year for the first 30 operating days of current school year.  
|         | ♦ After 30 operating days, change students without current applications to paid status. |
| Oct     | ♦ Begin verification of reduced price/free eligibility.  
|         | • On October 1, count approved applications.  
|         | • On October 31, count students by eligibility category.  
|         | • Determine sampling method.  
|         | • Determine number of applications to verify and select sample.  
|         | • Complete confirmation reviews of applications in sample.  
|         | • Notify households selected.  
|         | • Review income documentation.  
|         | • Verify eligibility and notify households of changes in benefits.  
|         | • Report results using KN-CLAIM’s Post Verification Results.  
|         | ♦ Celebrate National School Lunch Week.  
|         | ♦ Begin 1st on-site Food Service Management Company reviews (if applicable) |
# Calendar of Sponsor Responsibilities

<table>
<thead>
<tr>
<th>Nov</th>
<th>Complete all verification activities by November 15.</th>
</tr>
</thead>
</table>
| Dec       | Submit verification summary and results to KSDE by December 15.  
|           | Begin on-site accountability reviews (if applicable).  
|           | Submit 1st Food Service Management Company Monitoring Form (14A) to KSDE by December 1 (if applicable). |
| Jan       | Celebrate Kansas School Nutrition Week. Plan activities to involve students, parents and community.  
|           | Begin 2nd on-site Food Service Management Company review (if applicable) |
| Feb       | Complete on-site accountability reviews for all attendance centers by February 1 (if applicable). |
| Mar       | Celebrate National School Breakfast Week.  
|           | Celebrate National Nutrition Month. |
| Apr       | Complete the Community Eligibility Notification Screen using April 1 data by April 15th.  
|           | Submit 2nd Food Service Management Company Monitoring Form (14A) to KSDE by April 1 (if applicable)  
|           | Receive summer training schedule from KSDE and enroll in classes.  
|           | Apply for the Fresh Fruit & Vegetable Program (if applicable). |
| Other     | Submit reimbursement claims within 60 days of last day of month claimed.  
|           | Complete the Monthly Financial Report within 90 days of the end of the claim month.  
|           | Complete Afterschool Snack Program on-site review twice a year; conduct first review within four weeks of beginning operation (if applicable).  
|           | Monitor Food Service Management Company contracts monthly (if applicable).  
|           | Update Food Safety Training Plan & Record in KN-CLAIM.  
|           | Attend training sessions offered by Child Nutrition & Wellness: Administrative Update, menu planning classes, food safety training, Child Nutrition Management Academy, Professional Development classes, Jump Start for Managers and Directors, etc. or complete online training classes and tutorials at [https://learning.ksde.org](https://learning.ksde.org).  
|           | Check [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, What's New frequently for the latest updates from the Child Nutrition & Wellness team and for Team Nutrition and other grant opportunities.  
|           | Complete annual Civil Rights Training for Frontline Staff.  
|           | All School Food Service personnel complete annual training requirements: Authorized Representatives and Food Service Directors-12 hours, Managers-10 hours, Staff-6 hours, Part-time staff-4 hours.  
|           | Match students with Direct Certification List and notify households with the Letter to Households about Direct Certification.  
|           | Approve/deny income applications and notify households within 10 days of receipt of application for new students and households with changes in circumstances. |
CNW Resources, www.kn-eat.org, School Nutrition Programs

Administrative Tools
  - Administrative Review
  - Calendar of Responsibilities
  - Community Eligibility Provisions
  - Foreign Language Translations
  - Program Initiation
  - Program Renewal

Food Safety
  - Industry Resources
  - Menu Planning & Production Records
  - Smart Snacks in Schools
  - Update Memos
  - Wellness Policies

Monthly Updates; Announcements

Link to Direct Certification Common Authentication Login

Link to KN-CLAIM Common Authentication Login

Link to Food Service Facts Chapters

KS Professional Development System
  - Link to Online Classes, https://learning.ksde.org

USDA Healthier US School Challenge Awardees

KS Professional Recognition Program

Kansas Certificate in Child Nutrition Management

Sunflower Spotlight

KSDE Data Central, http://www.ksde.org, Data Central

Kansas State Building Report Card
  - Aggregate performance and demographic data related to districts and buildings within the state of Kansas.

Kansas Educational Directory Reports
  - This site allows users to generate customized reports related to Licensed Personnel, Building/District directory information and Virtual Schools/Programs.

Kansas K-12 Reports
  - Information on counties, districts, and schools in the state of Kansas. Information includes data on: building/district staff and salary information, attendance, schedules, enrollment, dropout/graduation, vocational education, discipline, advanced courses, student improvement plans, and student satisfaction.

Geographical Information System (GIS) Reports
  - GIS data on enrollment, UNG boundaries, % Students Approved for Free and Reduced Lunch, Attendance Rate, Transported Students and Fully Licensed Teachers.

School Finance Reports
  - This section contains links to reports pertaining to school finance in Kansas:
    - School Districts Funding Report
    - Budget Documents
    - Comparative Performance and Fiscal System (CPFS)

Child Nutrition & Wellness Reports