

## School Nutrition Programs 6 Cents Certification

Virginia Department of Education  
Office of School Nutrition programs

## Webinar Agenda

- General Information
- Certification Process
- What to submit for Certification-
  - Requirements Documents
- Where to submit documents
- Certification Tools- demo
  - What you will need to get started
- Follow-Up Activities
- Questions

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## General Information

- HHFKA requires SFAs to follow updated meal patterns
- Provides additional funding for lunches that meet new meal patterns
- Funding available October 1, 2012

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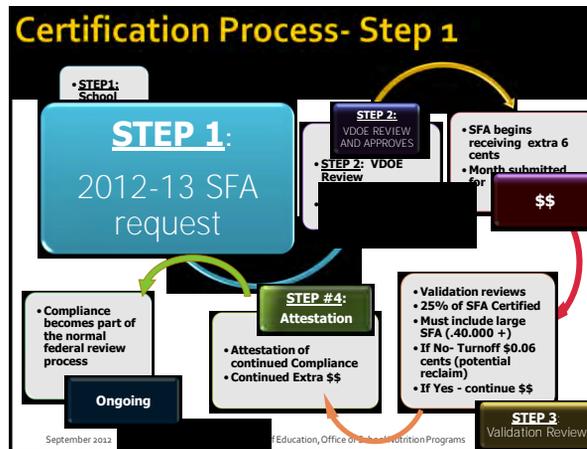
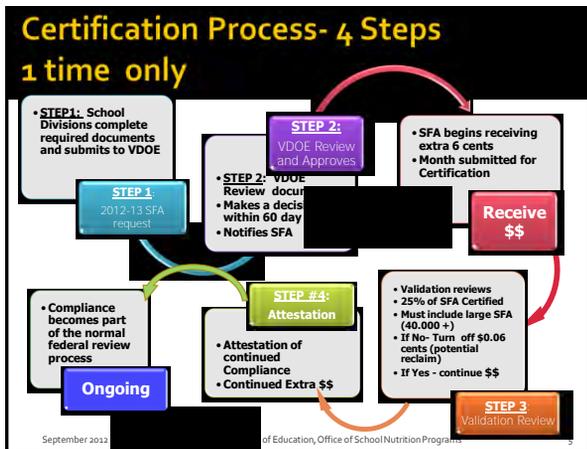
## General Information

- SFAs must demonstrate compliance with both breakfast and lunch
- Six cents certification is Division - based
- Individual schools may not apply for six cents reimbursement.

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- ### What to Submit to VDOE
- Menus for both Breakfast and Lunch.**
    - One week of menus for each age/grade group
    - For each **distinct** menu
    - Must reflect current practice for each menu type offered
  - USDA Certification tool (2 parts) -**
    - Detailed menu worksheet
    - Simplified Nutrient assessment- Nutrient analysis of calories and saturated fat for each menu type
  - Request and Attestation form-** (will be sent)
    - signed by SNP Director and Superintendent **original** signatures
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- ### Certification – Option 1
- SFAs must submit:**
    - One week of menus for each menu type offered
    - Detailed menu worksheet includes food items and quantities used to assess compliance
    - Nutrient analysis** of calories and saturated fat for each menu type
  - Candidates for this option-**
    - If SFA used Nutrient Standard Menu Planning (NSMP) using USDA approved software and followed the SMI protocols. (Very few)**
    - USDA has not yet approved any software for nutrient analysis under the new requirements.**
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## Certification – Option 2

### Most SFA will use this option

**Option 2:**

- SFAs must submit:
  - One week of menus for each menu type offered
  - Detailed menu worksheet
  - **Simplified Nutrient Assessment for Calories and Saturated fat**
- Simplified nutrient assessment will serve as a proxy for a nutrient analysis (USDA Certification tool)

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## Certification Documentation

- **Menu Type:** For each certification option SFAs must submit one week of each menu offered (for both breakfast and lunch) within the SFA, by age/ grade group
- Menus **MUST** identify ✖
  - **ALL CHOICES** offered as a reimbursable meal
  - **ALL ITEMS** available for students to select including condiments
- If the SFA serves multiple, distinct menus within one age/ grade group, must submit all menus served.

Example: If an SFA serves an elementary, middle and high school menu for lunch and one menu for breakfast, the SFA must submit four menus and four menu worksheets

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## Certification Documentation

Documentation must reflect current meal service:

- Meals served in the calendar month for which the certification materials are submitted
- Meals served in the preceding the calendar month

For EXAMPLE: If an SFA submits certification documentation in November 2012, the documentation for compliance must reflect meals planned for October menu or may submit menus for November 2012 ( current or preceding month)

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## Submission deadlines for Certification

MONTH	LAST DAY OF SUBMISSION
October	November 30, 2012
November	December 31, 2012
December	January 31, 2013
January	February 28, 2013
February	March 31, 2013
March	April 30, 2013
April	May 31, 2013
May	June 30, 2013
June	July 31, 2013
July	August 31, 2013
August	September 30, 2013
September	October 31, 2013

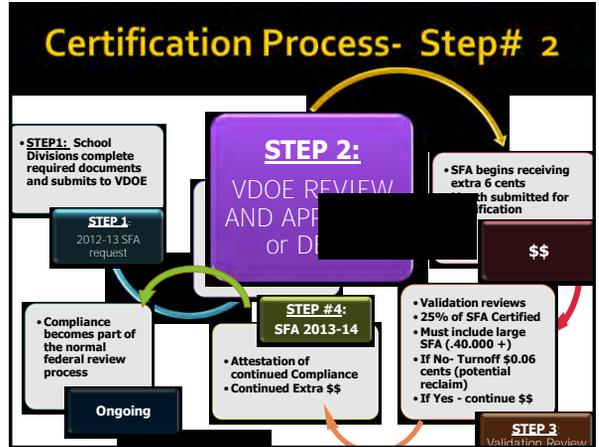
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## Certification Documentation- Attestation Form \_ school division

As part of certification requirement, SFAs must attest that:

- They are in compliance with all current meal pattern requirements
- Documentation is representative of the ongoing meal service within the SFA
- The minimum required food quantities for all meal components are available to students in every serving line

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## STEP # 2: VDOE Review

- Receive, review, approve/deny certification documentation
- 60 days of receipt of complete documentation
- Disburse 6 cents to certified SFAs

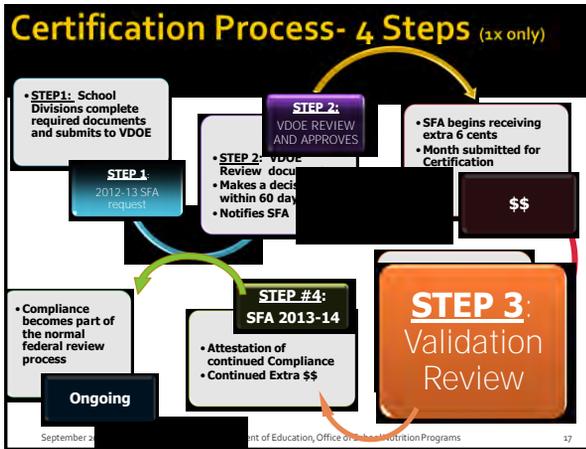
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## State Agency Responsibilities

- 6 cents reimbursement for each lunch served beginning the month the certified menus were served.
- Paid through the regular claims process in SNPweb

**For example:**  
If menus for the week of March 15 – 19, 2013 are certified in May, 2013, Reimbursement of the additional 6 cents will be retroactive for all lunches served on or after March 1, 2013

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### Step #3: Validation Reviews

- Purpose
  - To affirm that a certified SFA has been and continues to meet the updated meal patterns from the beginning of the certification
  - To ensure that the meal service at the time of review is consistent with the certification documentation submitted
  - Only required in SY 2012-13

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### Step #3: Validation Reviews

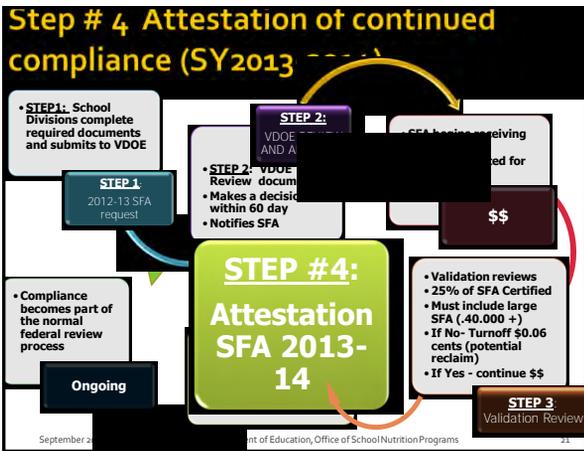
- State agencies are required to conduct a validation review of 25 percent of certified SFAs in SY 2012-13
- On site review Includes:
  - Meal observation
  - Production record review
  - Recipe review
  - All supporting documents
- Assess the severity and longevity of problems found during validation reviews

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### Step #3: Validation Reviews

- SFAs whose 6 cents is turned off for future months as a result of the validation review must re-apply for certification
- SFAs may re-apply for certification at any time

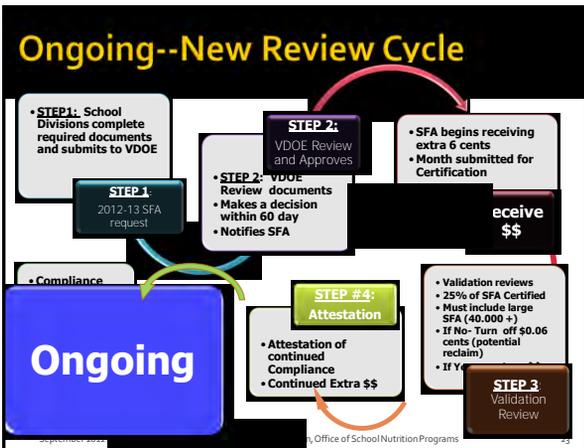
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## Annual Attestation

- Certified SFAs must annually attest to compliance with the meal pattern requirements, as new requirements are phased-in (through SY 2014-15)
- The attestation will be an addendum to the Annual Agreement

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## Ongoing--New Review Cycle

- Ongoing compliance will be monitored through Administrative Reviews
- Administrative Review (CRE) review cycle will change to once every three years in 2013-2014
- Review schedule for 2012-2013 will be modified to allow for validation reviews required for certification for the additional 6 cents
- Schedule will be published in a Supts. Memo

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## Ongoing--New Review Cycle

If SFA is not certified in SY 2012 – 2013:

- Required to be include in the first year of the new 3 year review cycle

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## Where To Submit The request for Certification and supporting Documents

- Menus
- Certification Tool (menu worksheets and simplified nutrient analysis)
- Attestation Form:
  - 2 hard copies with **ORIGINAL** signatures

Submit Electronically to:  
[SNPWEBDOC@doe.virginia.gov](mailto:SNPWEBDOC@doe.virginia.gov)

Submit by MAIL  
 Virginia Department of Education  
 School Nutrition Programs  
 PO BOX 2120  
 Richmond VA 23218

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## 6 Cents Certification Tool Demonstration

Two Modules:

1. Menu Worksheet
2. Simplified Nutrient Analysis

## Certification Tools: General Information

- Menu Worksheet
  - Developed in Microsoft Excel 97 – 2003 version
  - Do not need to know how Excel works to use tool
  - Only data entry and navigational skills needed
  - SFAs must save the worksheets

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## Certification Tools General considerations

- Certification is based on offered menus
- Do not consider Offer versus Serve options.
- Report the full offering of fruits and vegetables on the menu

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## Certification Tools General considerations

### What is an offering?--

- an "offering" is defined as the amount a child is able to select at a given meal, regardless of the number of options/variety.

### FOR EXAMPLE:

Menu offers a variety of 3 different fruits (½ cup of peaches, 1/ cup of applesauce and ½ cup of grapes). Students are instructed to Choose One of the three.

Offering for that fruit is ½ Cup **NOT** 1-1/2 cups

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## GETTING STARTED: Materials Need To Complete Module 1 Menu Worksheet

- 1 week menu (5 days)
  - Portion sizes for all reimbursable menu items
  - Contribution information for each menu item (CN Label, USDA Food Fact Sheet)
- Standardized Recipes
- Production Records
- Food Buying Guide

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## GETTING STARTED: Materials Need To Complete The Certification Tool

- **The unit of measurement is the reimbursable meal.**
- Each reimbursable meal consists of all required food components:
  - Any grain/meat/meat alternates in a main dish and/or side dish
  - Total amount of fruit offered with each meal,
  - Total amount of vegetables in a main dish and/or side dish, and
  - Amount of milk.
  - The vegetable subgroups and types of milk will be recorded on a different tab.

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# CERTIFICATION TOOL MENU WORKSHEET

**USDA FOOD AND NUTRITION SERVICE**

**Simplified Directions for Lunch Menu worksheet**  
*Updated Version of Certification Tool issued on 6/15/2012*

**Getting Started**  
**REMEMBER TO PERIODICALLY SAVE THE WORKSHEET AS IT IS BEING COMPLETED!!!!**

*Materials needed:*  
1 week menu (5 days)  
Portion sizes for all reimbursable menu items  
Contribution information for each menu item (CN Label, USDA Food Fact Sheet)  
Standardized Recipes  
Production Records

[Click here to go to the Food Buying Guide](#)  
[Click here to go to the Food Buying Guide Calculator](#)

Monday	Tuesday	Wednesday	Thursday	Friday
Pasta with Meat Sauce OR Teriyaki Meatballs on Rice Roll <b>Choose two:</b> Green Beans Corn <b>Choose one:</b> Pears Cantaloupe Low-fat or fat-free Milk	Sub Sandwich on a Whole Wheat Roll OR Bean & Cheese Burrito Lettuce & Tomato <b>Choose two:</b> Sliced Fresh Cucumbers Glazed Carrots <b>Choose one:</b> Applesauce Banana Low-fat or fat-free Milk	Hamburger or Cheeseburger on a Bun OR Grilled Chicken on a Bun Lettuce & Tomato <b>Choose two:</b> Sweet Potato Puffs Baked Beans <b>Choose one:</b> Peach Slices Fresh Orange Low-fat or fat-free Milk	Chicken Tenders w/ Roll OR Macaroni & Cheese <b>Choose two:</b> Tossed Salad Steamed Broccoli <b>Choose one:</b> Pineapple Tidbits Fresh Apple Low-fat or fat-free Milk	Cheesy, Pepperoni or Veggie Pizza <b>Choose two:</b> Mixed Veggies Spinach Salad <b>Choose one:</b> Fresh Pear Mixed Fruit Low-fat or fat-free Milk

### Menu Planning Notes

*Fruit served in 1/2 cup portions      Vegetables served in 1/2 cup portions*

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Pasta &amp; Meat Sauce (D35)</b> 1 cup serving M/MA = 2 oz equivalents G = 1 oz equivalent V = 3/8 cup	<b>Sub Sandwich</b> Roll (WGR) = 84 grams = 3 oz eq Ham = 1 1/4 oz = 1 oz eq Turkey = 1 3/4 oz = 1 oz eq Cheese = 1/2 oz = 1/2 oz eq MMA = 2 oz eq	<b>Hamburger 2 oz cooked</b> Cheese 1/2 oz <b>Grilled Chicken (CN)</b> M/MA = 2 oz equivalents Bun = 56 grams = 2 oz eq G <b>Offered as Condiments:</b> Lettuce = 1/4 cup = 1/8 C V Tomato = 1/4 cup = 1/4 C V	<b>Chicken Tenders (CN)</b> 4 Tenders per serving M/MA = 2 oz equivalents G = 1 oz equivalent <b>(Breeding not credited)</b> Roll = 1 oz eq M/MA = 2 oz eq G = 2/3 cup serving M/MA = 2 oz equivalents G = 1 oz equivalent	<b>Cheesy Pizza (CN)</b> M/MA = 2 oz equivalents G = 2 oz equivalent <b>Pepperoni Pizza (CN)</b> M/MA = 2 oz equivalents G = 2 oz equivalent <b>Veggie Pizza (CN)</b> M/MA = 2 oz equivalents G = 2 oz equivalent V = 1/2 cup
<b>Teriyaki Meatballs (CN)</b> 4 Meatballs per serving M/MA = 2 oz equivalents G = 1 oz eq C = 1 oz eq Roll = 1 oz = 1 oz eq G	<b>Bean &amp; Cheese Burrito (CN)</b> M/MA = 2 oz equivalents G = 1 oz equivalent <b>Offered as Condiments:</b> Lettuce = 1/4 cup = 1/8 C V Tomato = 1/4 cup = 1/4 C V	<b>Tossed Salad</b> 1 cup = 1/2 C V 1/2 c Iceberg Lettuce 1/4 c Romaine Lettuce 1/4 c Dk Gr SFAF Lettuce	<b>Macaroni &amp; Cheese (D26)</b> 2/3 cup serving M/MA = 2 oz equivalents G = 1 oz equivalent	<b>Spinach Salad</b> 1 cup = 1/2 C V

## "ALL MEALS" Tab

- SFAs Enter:
  - Reimbursable meals offered during the week
  - Meal name in first column
  - Quantities for Meat/Meat alternate, grains, whole grains, grain based desserts, fruit, vegetables, and milk
- Worksheet will provide warnings if text is entered or the number of cups of milk appears high

## DAILY (Mon-Fri) Tabs

- Select the reimbursable meals offered each day from the drop down boxes
- Each meal is a different row
- Worksheet checks if daily Meat/Meat Alternate, Grains, Fruit, Vegetable, and milk requirements are met
- Select the types of milk offered for each day

## DAILY (Mon-Fri) Tabs

- Scroll to the right to the Daily Vegetable Subgroup Data Entry portion
- Select the largest amount of each subgroup offered to a student
- Then select the name and quantity of each vegetable offered in the subgroups from the drop down boxes
- If vegetable is not in drop down list, then enter the name below

## WEEKLY REPORT

- Summary of daily and weekly quantities and requirement check
- SFAs should scroll and review the results. No data entry required on this tab
- Daily quantities not met are flagged dark red
- Weekly requirements will be flagged with a "yes" or "no"
- There is a box for comments

## CERTIFICATION TOOL

### MENU WORKSHEET

USDA FOOD AND NUTRITION SERVICE

**Simplified Directions for Lunch Menu worksheet**  
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Getting Started

**REMEMBER TO PERIODICALLY SAVE THE WORKSHEET AS IT IS BEING COMPLETED!!!**

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[Click here to go to the Food Buying Guide](#)  
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# 6 Cents Certification Tool Demonstration

Two Modules:

1. Menu Worksheet
2. Simplified Nutrient Assessment

## CERTIFICATION TOOL

### Module #2

## SIMPLIFIED NUTRIENT ASSESSMENT

USDA FOOD AND NUTRITION SERVICE

**Simplified Nutrient Assessment Instructions**

**REMEMBER TO PERIODICALLY SAVE THE WORKSHEET AS IT IS BEING COMPLETED!!!!**

Key Information

SFAs must provide calorie and saturated fat information for all meal items, side items with grains and/or meat/meat alternates, and desserts. The Simplified Nutrient Assessment does NOT have this capability. Information can be collected from nutrition labels, product specifications, or other sources (including nutrient analysis software or an online system such as the CNPP SuperTracker).

SFAs do not need specific calorie or saturated fat information for milk, fruits, or vegetables. Estimates for these components have been preprogrammed.

SFAs that have nutrient analysis software may still choose the FNS simplified assessment option if desired.

## Materials Need To Complete Simplified Nutrient Assessment

- 1 week menu (5 days)
  - All food choices available
  - Portion sizes for all reimbursable menu items
  - Contribution information for each menu item (CN Label, USDA Food Fact Sheet)
- Standardized Recipes

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## Materials Need To Complete Simplified Nutrient Assessment

- Production Records
- Nutrient Data from
  - Product Labels (Nutrition facts label)
  - Nutrient data provided by the manufacturer
  - Nutrient analysis from the USDA Nutrient Database for Standard Reference

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## Simplified Nutrient Assessment

- SFAs select the option that best represents how fruit, vegetables, and milk are served during the week
- Average serving and total servings of fruit, vegetables, and milk are pre-populated
- A calorie and saturated fat "budget" is calculated based on the fat and sugar practices for fruit, vegetables, and milk

## Simplified Nutrient Assessment (cont)

- Enter calories and saturated fat information for the meat/meat alternate and grain offerings for each reimbursable meal
- Enter the quantity of servings planned or prepared for each reimbursable meal

**NOTE: Total quantity represents all schools using this same menu.**

**For example: if you have 5 Elementary school K-5 the total quantity of each item must represent ALL SCHOOL**

## Simplified Nutrient Assessment (cont)

- Reimbursable meals are pre-populated
- Weighted average for calories and saturated fat will be calculated

## Simplified Nutrient Assessment (cont)

### Desserts, Grain-based Sides, And Condiments

- Enter the name of any in the next section
- Enter number of planned or prepared servings for each dessert, grain-based side or condiment must also be entered to determine the weighted average
- Scroll down or use the hyperlink to see the final results at the bottom of tab

## CERTIFICATION TOOL

### Module #2

## SIMPLIFIED NUTRIENT ASSESSMENT

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**USDA FOOD AND NUTRITION SERVICE**

Simplified Nutrient Assessment Instructions

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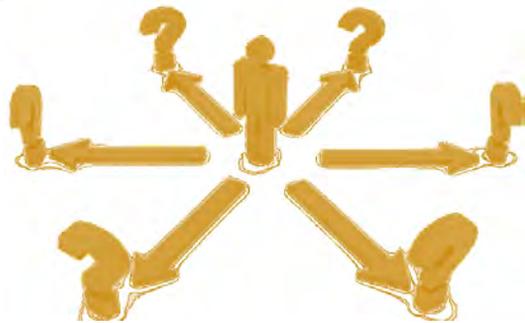
## Final Steps

- Assess the results
- Ensure worksheet is accurate and represents the menu submitted
- Click "Save As" and add the SFA name or other information for State agencies review

## Troubleshooting

- Lost data?
  - Make sure the scrollbar on the right is all the way up and the scrollbar on the bottom is all the way up
- Can only see one line of data?
  - Check your zoom setting and zoom out to see more of the spreadsheet
- Vegetable subgroups not adding?
  - Make sure the largest quantity to select box is completed

## QUESTIONS



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