

Memorandum

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WISCONSIN
DPI

STATE OF WISCONSIN
DEPARTMENT OF PUBLIC INSTRUCTION

DATE: December 29, 1999

TO: Russ Whitesel
Legislative Council
1 East Main Street, Suite 401

FROM: Cindy Loechler, R.D., C.D. *Cindy Loechler*
Child Nutrition Programs Consultant

SUBJECT: National School Lunch and Breakfast Programs

Enclosed is the National School Lunch Program (NSLP) and School Breakfast Program (SBP) information you requested. The blue sheets include an overview and answers to frequently asked questions often raised by school districts interested in starting a lunch and/or breakfast program. The white sheets are copies of the base contract and program renewal that a school district, referred to as School Food Authority (SFA), completes to participate in NSLP and/or SBP. The base contract and program renewal forms include more specific information regarding the Permanent Agreement, Policy Statement for Free and Reduced Price Meals, and Meal Pattern Requirements. I have also enclosed several copies of the USDA brochure; *Healthy Eating Helps You Make the Grade!*

In October 1998, the Afterschool Snack Program was initiated. Information describing the snack program is included in both the base contract and program renewal forms as well as in the enclosed purple and green USDA brochure; *Afterschool Snacks in the National School Lunch Program (NSLP)*.

I hope this is the information you requested. If you have additional questions, please feel free to contact me by calling 266-5185.

Cc: Richard Mortensen
Faye Stark
Paul Halverson
Regina Frank Reece

Enclosures: USDA *Healthy Eating Helps You Make the Grade!* brochures
USDA *Afterschool Snacks in the NSLP* brochures
DPI School Nutrition Program – An Overview
DPI PI-1404 Contract Base for New Schools, Food and Nutrition Programs
DPI PI-1404 REN Program Renewal



Wisconsin Department of Public Instruction
Food and Nutrition Services
P.O. Box 7841
Madison, WI 53797-7841
608/266-3509

School Nutrition Programs - An Overview

The National School Lunch Act of 1946 established the National School Lunch Program to safeguard the health and well-being of the nation's children. The program was designed by Congress to:

- ☛ Provide nutritious, appealing meals to children.
- ☛ Offer meals at a moderate price.
- ☛ Help children develop healthy food habits.
- ☛ Promote nutrition education.

Today, the school lunch program has become an integral part of the school day. Students participating in this program receive the nutrients needed to grow and to learn. In addition, many school agencies participate in the federal School Breakfast Program. Other nutrition programs available to schools include the:

- (1) Donated Food Distribution Program (commodities) for schools and institutions that participate in the School Lunch Program.
- (2) Federal Special Milk Program for pre-kindergarten/kindergarten students that attend school on a half-day basis and who do not have access to the reimbursable school meal programs (School Breakfast and/or National School Lunch Programs).
- (3) Wisconsin Morning Milk Program for needy students enrolled in pre-school through grade 5.

Institutions, such as group homes, may participate in the National School Lunch, School Breakfast, and Donated Food Distribution Program if they meet U.S. Department of Agriculture's (USDA) criteria for a "Residential Child Care Institution."

USDA administers the federal National School Lunch, School Breakfast and Special Milk Programs in cooperation with state departments of education. The Wisconsin Department of Public Instruction's Food and Nutrition Services (DPI-FNS) enters into agreement with local school districts, private schools, and residential child care institutions. In addition to financial assistance, DPI-FNS offers technical assistance and guidance to establish and operate programs. Please refer to the Question and Answers for additional information about the school nutrition programs.

School Nutrition Programs Questions and Answers

1. Can any school or institutions participate in the school meal programs?

Any public school or nonprofit private school of high school grades or under is eligible to participate in the school nutrition programs. Approximately 95 percent of the public schools and 47 percent of the nonpublic schools participate in the National School Lunch Program. Over 150 public schools offer the School Breakfast Program in one or more of their school sites. Public, licensed, nonprofit private residential "child care institutions" may also participate. Child care institutions must maintain children in residence and operate principally for the care of children. Only children under 21 years of age are eligible to participate in the meal programs.

2. Are there requirements for participation in the school meal programs?

To participate in the school meal programs (lunch and/or breakfast), schools and institutions must agree to:

- Operate in accordance with U.S. Department of Agriculture (USDA) policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion or national origin.
- Provide free and reduced price meals to children from households that meet USDA's household size-income guidelines.
- Serve meals that meet USDA nutrition standards.
- Operate the programs on a nonprofit basis.

Additional requirements are described in the DPI-FNS base year contract.

3. What must be served at lunch and/or at breakfast?

To qualify for federal reimbursement, schools must serve meals that meet USDA nutrient standards. New regulations permit schools and institutions to use a variety of menu planning approaches. The approaches include food-based menu planning systems as well as a computer-based nutrient standard menu planning system. The menu planning approaches are described in the contract materials.

4. Must students take all the food items that are offered at meal service?

Schools and institutions must plan and offer food items consistent with their menu planning systems. However, Offer versus Serve allows children to decline one or more food items. Offer versus Serve options vary according to the menu planning system.

Schools and institutions are encouraged to carefully review the description of the menu planning system(s) and corresponding Offer versus Serve options when designating and implementing the policy.

5. What type of facility or equipment is necessary for participation in the school meal programs?

Schools and institutions that need assistance with determining facility and equipment needs can contact DPI-FNS. Various alternatives are available to school agencies that lack adequate facilities and other resources for on-site meal preparation.

- Meals may be purchased under an agreement with a local public or private school or a vendor. A school or institution that purchases meals under such an agreement and has a contract with DPI-FNS is responsible for ensuring that proper records are kept and submitting accurate claims for reimbursement.
- Schools or institutions may contract with a food service management company to manage the food service operation. There are procurement requirements that must be met when obtaining these services.
- Schools or institutions may transfer legal and financial authority for operating the school meal programs to another school or institution that participates in the school meal programs under an alternate school food authority arrangement.

6. What should school agencies charge for meals?

Children approved for free meals must be served a meal at no charge. The maximum per meal charge for a reduced price lunch is 40 cents. Schools and institutions cannot charge more than 30 cents for a reduced price breakfast. Federal reimbursement and state matching payments should be taken into consideration when setting the full price charge for children's lunches. Commodities are allocated for lunches served to enrolled children and the use of these foods helps to reduce food costs. School agencies receive federal reimbursement payments for breakfast meals served to children so the price should be adjusted accordingly. The meal prices for adults should be based on all costs incurred by the school or institution for the preparation and service of meals plus the per meal commodity allocation.

7. How is eligibility for free and reduced price meals determined?

USDA publishes a household size-income scale and this scale is sent with the annual contract materials. Participating schools must distribute information to households and to the news media. This information explains how households can apply for free and reduced price meal benefits. Eligibility determinations are made by an official designated by the school or institution.

A child institutionalized in a residential child care institution is considered to be a household of one. Personal income available to the child to pay for meals is the only income source. In most cases, they would be eligible for free meals. Institutions must document eligibility for children receiving free meals for which reimbursement is being claimed. This documentation is a current listing of all participating children with appropriate income reference.

8. What are the recordkeeping requirements for the school meal programs?

Schools and institutions must agree to keep the following records:

- Menu and daily meal production records.
- Daily participation records that include the number of reimbursable meals served to students by eligibility category and the number of non-reimbursable meals (meals served to school staff, visitors, and the meals served to students that do not meet reimbursement criteria).
- Detailed documentation of revenue and expenditures.
- Annual inventory of donated food items.
- Free and reduced price meal applications and documentation of verification efforts.
- Civil Rights compliance data.

9. How do school agencies and institutions receive financial assistance for reimbursable meals served to children?

School agencies and institutions consolidate the number of meals served to students by eligibility category (free, reduced price, and full price) onto a reimbursement claim. This claim is sent to the DPI-FNS's fiscal unit for processing at the end of the monthly reporting period. Federal reimbursement payments for lunch and/or breakfast meals served to students are issued to the school agency or institution based on the submitted claim. USDA sets a basic reimbursement rate for all eligibility categories, including full price meals served to children. Additional financial assistance is provided for the reduced price and for the free category. These rates, adjusted annually by Congress, are included with the contract materials.

State matching payment for the number of student lunches is calculated at the end of the school year based on data submitted by the school agency or institution. The annual payments are sent to schools once the calculations are made.

10. How do schools and institutions receive commodities?

Commodity allocations are based on the number of student lunches served. School agencies and institutions are sent a commodity worksheet from DPI-FNS commodity personnel. The worksheets list their share of the available commodities.

Orders are made by accessing DPI-FNS's interactive voice response system. A representative from the regional warehouse arranges the delivery schedule with the school or institution.

11. How do schools receive financial assistance for the federal and state milk programs?

Schools participating in the school meal programs may claim for milk served to kindergarten and pre-kindergarten students that attend on a half-day basis under the federal Special Milk Program. However, half-day students are not eligible for this program if they have access to the school meal programs (school lunch and/or school breakfast). School agencies may select from three different plans:

- (1) Pricing plan - milk is sold to students at a specified charge and milk is provided to children that meet the free milk household size-income guidelines at no charge.
- (2) Pricing plan - milk is sold to students at a specified charge but the school **chooses not** to provide free milk to needy students.
- (3) Non-pricing plan - milk is provided without charge to all students.

A basic rate is available for each half-pint served to eligible half-day students. This basic rate is set by Congress and adjusted on an annual basis. Schools receive the net dairy cost for milk served to needy students if they select option number one described above. The number of half-pint equivalents served to eligible students are reported on the monthly reimbursement claim form.

Schools that participate in the Wisconsin Morning Milk Program, a state-funded program, submit an annual claim for the milk served to students from households that qualify for free and reduced price meal benefits. Double subsidy is not allowed so children participating in the federal Special Milk Program are not eligible for reimbursement under this program. The intent of the state legislation is to reimburse schools the net dairy cost for the milk served to needy students. Claims are pro-rated when sufficient funds have not been allocated by the state.

12. Is there assistance for school agencies and institutions that need help with establishing or operating the school nutrition programs?

Assistance and guidance is provided in mailings, phone contacts, articles in the DPI-FNS publication, pre-arranged on-site visits and during regularly scheduled administrative evaluations. Schools and institutions can get help by contacting DPI-FNS. The address and phone number follow:

Wisconsin Department of Public Instruction
Food and Nutrition Services
P.O. Box 7841
Madison, WI 53797-7841
608/266-3509

Sample Menus

National School Lunch Program

Tacos (Chicken or Beef)
Lettuce, Salsa and Other Toppings
Refried Beans
Mexican Rice
Corn Bread
Chilled Green Grapes
Milk Choices

Build Your Own Salad with Bread Sticks
or Beef Stew in Bread Bowl
Choice of Juices
Brownie
Milk Choices

Cheeseburger/Bun with fixings
Tater Tots
Fresh Fruit Salad or Banana
Milk Choices

Cheese or Pepperoni Pizza
Tossed Salad
Soft Bread Sticks
Pear Half with Raspberry Garnish
Milk Choices

French Toast Sticks
Assorted Syrups and Fruit Toppings
Ham Slice
Hash Brown Potatoes
Rosy Apple Sauce or Orange Wedges
Milk Choices

Turkey Wrap
Blueberry Muffins
Corn
Apricots or Kiwi Slices
Milk Choices

Grilled Chicken Patty on Seven Grains Bun
Potato Wedges
Steamed Broccoli or Green Beans
Granola
Milk Choices

Build Your Own Sub with
Choice of Meats, Cheeses and Breads
or Yogurt with Peanut Butter Sandwich
Veggie Sticks with Dip
Pasta Salad
Fruit Choices
Milk Choices

Italian Dunkers
Cheesy Bread
Tossed Green Salad with Toppings
Mixed Fruit Cup
Oatmeal Cookie
Milk Choices

Baked Batter Fish
or Chicken Salad Pita Sandwich
Seasoned French Fries
Steamed California Blend
Cole Slaw
Rye Rolls
Milk Choices

Spaghetti and Meat Sauce
Green Beans
Garlic Bread
Apple Crisp or Chilled Peach Half
Milk Choices

Choices of entrees, fruits and/or vegetables, bread items, and milk are always encouraged whenever possible to:

- Maintain a consistent level of participation
- Encourage acceptance and consumption of foods
- Increase variety
- Provide students with new taste sensations and learning experiences
- Effectively utilize commodities
- Keep food costs down

Schools may plan choice menus that include an array of entrees, side dishes and milk choices. Students build their meal from the items selected.

See p. 11. Brian
Harrison called me
but I thought he
was a supporter. I
sure didn't expect
to have my comments
put in a letter to
the editor! M.O.

Opinions

important gift you can give this Valentine's Day is yourself. Love is more priceless than money.

C Pearson

Hot Lunch

I am writing in regards to the national lunch program that for a second time was brought to issue. It is not bad enough that the words "FREE" and "ALREADY PAYING FOR" have been used, but upon checking with Maureen O'Brien, I was told at the time that it might not even have to be voted upon, that the County board could have just initiated the lunch program. I am happy this did not turn out into a Two Rivers new school debate.

First nothing is "free", the start up cost maybe covered but then you have maintenance inflation etc. Who will supply the food? National statistics show that most of the hot lunch programs lose money and that they are nutritionally below par! We already pay... "Yes we

do"! Property taxes constantly go up, as do our assessments so will our Federal tax dollars if we were to institute a program like this plus we are facing a 1/2 percent rise in County sales tax. Ms. O'Brien informed me as of 28 Oct 01 she had 80 signatures on her registration sheet. It pleases me to see the minute support given. Mr. Dobb demands support, we the people of Manitowoc demand respect! If Mr. Dobb does not like our views, he can go home pack his bags and go mess up some other community. We have had enough of this! Respect the voters. Continue to say no to the hot lunch program. Thank you.

Brian Garrison

Disclaimer


The Local Opinion assumes no responsibility for any claims or representations in this news letter or in any advertisement and or opinions made by anyone. We reserve the right to refuse service or services to anyone. We will exercise our right of the 1st amendment to free speech, no shirt no shoes no service bla bla bla.....

AAA APPLIANCE, LLC.
Sales & Service
"The First Name in Appliances"
115 N. 10th Street
(920) 686-0077 Manitowoc, WI 54220





The Programs


The U.S. Department of Agriculture's Child Nutrition Programs provide nutrition that promotes learning.

 The National School Lunch Program provides nutritious lunches and the opportunity to practice skills learned in classroom nutrition education.

NEW! Nutritious snacks are now available through the National School Lunch Program to students enrolled in after-school programs.

 The School Breakfast Program ensures that all children have access to a healthy breakfast at school to promote learning readiness and healthy eating behaviors.

 The Summer Food Service Program provides nutritious meals to low-income children during school vacation.

 In addition, Food and Nutrition Service's (FNS) Team Nutrition provides schools with nutrition education materials for children and families, and technical assistance materials for school nutrition service directors, managers and staff. State agency partners provide training and technical assistance to support these programs in local schools.

For more information, contact the FNS Regional Office that serves your State. See list on the back of this brochure.



The Partners

FNS and your State agency are ready to be your partners in offering nutritious, tasty, and appealing school meals. Together we can help all children make the grade!

FNS Northeast, Boston MA, 617-565-6426
CT, ME, MA, NH, NY, RI, VT

FNS Southeast, Atlanta GA, 404-562-7050
AL, FL, GA, KY, MS, NC, SC, TN

FNS Southwest, Dallas TX, 214-290-9814
AR, LA, NM, OK, TX

FNS Western, San Francisco CA, 415-705-2229
AK, AZ, CA, HI, ID, NV, OR, WA

FNS Mid-Atlantic, Robbinsville NJ, 609-259-5050
DC, DE, MD, NJ, PA, PR, VA, VI, WV

FNS Midwest, Chicago IL, 312-353-6673
IL, IN, MI, MN, OH, WI

FNS Mountain Plains, Denver CO, 303-844-0354
CO, IA, KS, MO, MT, NE, ND, SD, UT, WY

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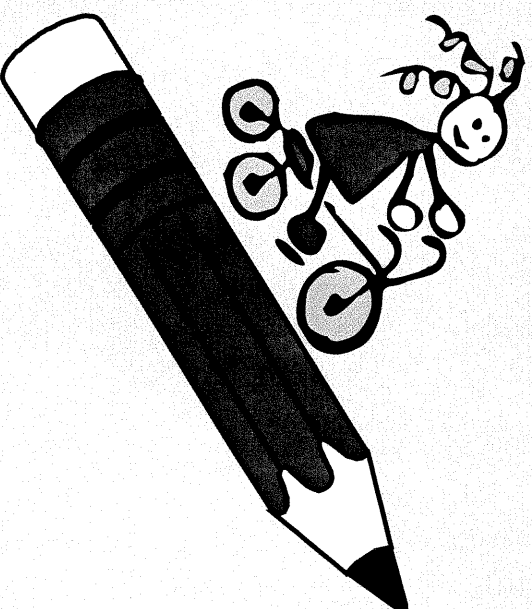


U.S. Department of Agriculture
Food and Nutrition Service
FNS-311
January 1999

Healthy Eating

Helps You

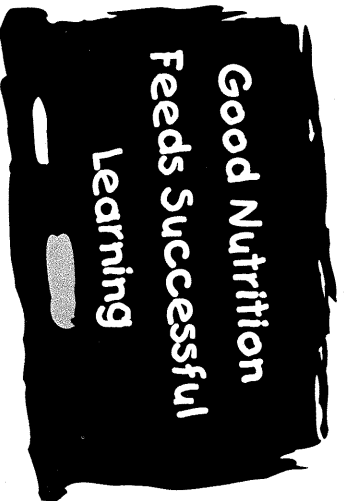
Make the Grade!





The Link

There is a critical link between nutrition and learning.



Teachers and principals have said it for years: hungry children can't learn. Children who aren't hungry feel better, learn better, and behave better.

Nutrition is essential for effective learning every day, all year long. USDAs Child Nutrition Programs—school lunch, school breakfast, after-school snacks, and the summer food program—help children get the nutrition they need to learn, play, grow, and develop.

All children need a nutritious breakfast. The School Breakfast Program offers all children—regardless of their economic status—a critical jump start at the beginning of each day.

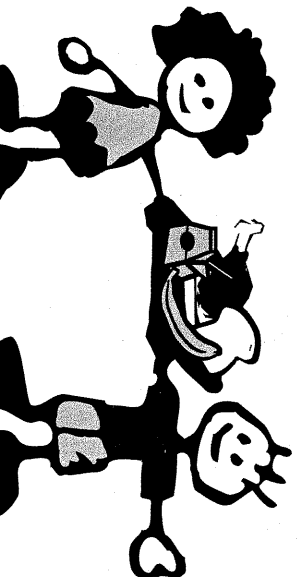


After-school and summer programs feature healthy meals and snacks, and draw children into supervised activities that are safe, fun, and filled with learning opportunities.

Knowing what their bodies need for good nutrition and having access to nutritious school meals empower children to make healthy food choices now and for the rest of their lives. The dining room is a learning laboratory for practicing nutrition education learned in the classroom.

School nutrition services staff and teachers can maximize the mealtime as an opportunity to teach reading, history, geography, math, and science—by teaming together to promote enjoyment of foods from different cultures, study the history and science of food, practice nutrient calculations, and much more.

A child-friendly dining room, with adequate time for students to eat, relax, and socialize, enhances the school climate and progress toward educational goals.



The Research

Nutrition plays a key role in students' school performance.

A+ Medical authorities and nutrition researchers have documented that meeting nutritional requirements throughout childhood is essential to full intellectual development.

A+ Recent research provides compelling evidence that undernutrition impacts the behavior of children, their school performance, and their overall cognitive development (Tufts University Statement, 1998).

A+ In the "School Breakfast Program and School Performance" study, program participation was associated with improved test performance and reduced tardiness and absence rates (Meyers et al., 1989).

A+ Researchers at Harvard (1998) reported that when school breakfasts were made available to low-income students their attendance, grades, behavior, and emotional adjustment improved.

A+ A State of Minnesota Breakfast Study (1997) found that students who ate breakfast had a general increase in math grades and reading scores, increased student attention, reduced nurse visits, and improved student behaviors.

United States Department of Agriculture
Food and Nutrition Service



How do I apply?

Contact your school district or State agency. For more information on afterschool snacks, please visit our website.

www.fns.usda.gov/cnd

The Partners

Working with USDA, your State agency is ready to become your partner in serving nutritious afterschool snacks through NSLP. Together, we can help children make the grade! Please contact your State agency for more details. You can call your regional office at the telephone number listed below, and ask for your State agency's telephone number.

USDA/FNS/Northeast Region, Boston, MA
States: CT, ME, MA, NH, NY, RI, VT
Phone: 617-565-6426

USDA/FNS/Southeast Region, Atlanta, GA
States: AL, FL, GA, KY, MS, NC, SC, TN
Phone: 404-562-7050

USDA/FNS/Southwest Region, Dallas, TX
States: AR, LA, NM, OK, TX
Phone: 214-290-9814

USDA/FNS/Western Region, San Francisco, CA
States: AK, AZ, CA, HI, ID, NV, OR, WA
Phone: 415-705-2229

USDA/FNS/Mid-Atlantic Region, Robbinsville, NJ
States: DC, DE, MD, NJ, PA, PR, VA, VI, WV
Phone: 609-259-5050

USDA/FNS/Midwest Region, Chicago, IL
States: IL, IN, MI, MN, OH, WI
Phone: 312-353-6673

USDA/FNS/Mountain Plains Region, Denver, CO
States: CO, IA, KS, MO, MT, NE, ND, SD, UT, WY
Phone: 303-844-0354

JULY 1999



The USDA is an equal opportunity provider and employer.

Afterschool SNACKS

in the

National School Lunch Program (NSLP)

Afterschool SNACKS

in the

National School Lunch Program (NSLP)



Snacks. School districts can now receive cash reimbursement from the U.S. Department of Agriculture (USDA) for nutritious snacks served to children through age 18 if the children are participating in afterschool care programs.



Nutrition. Good nutrition is essential to full physical and cognitive development. USDA's afterschool snacks help children get the nutrition they need to learn, play, and grow.



Afterschool. Organized, structured, and supervised programs that provide nutritious snacks after school not only guide children to think and behave better, they also help students make the grade!



Children. At USDA, ensuring the health and well-being of our Nation's children is one of our highest priorities. By providing you the opportunity to participate in the afterschool snack service of NSLP, USDA becomes your partner in high-quality afterschool care.



Knowledge. Nutritious snacks are important for effective learning. In addition, nutritious snacks help children learn the importance of good nutrition all day, every day. Healthy snacking contributes to healthy eating patterns now and in the future.



School district or State agency. Contact one of these agencies *today* to apply!

What kinds of afterschool care programs can participate?

For your program to participate, the school district must operate the lunch component of NSLP, and the afterschool care program must provide educational or enrichment activities in an organized, structured, and supervised environment after the end of the school day.

What qualifies as an educational or enrichment activity?

Educational or enrichment activities could include arts and crafts, homework assistance, life skills, and computer or remedial education.

Competitive sports teams are **not** eligible to participate. However, afterschool care programs that include a sports activity as part of their enrichment program may be eligible. Your State agency can assist you in determining if your afterschool care program provides "educational or enrichment" activities.

Are there licensing requirements for afterschool care programs?

Afterschool care programs do not need to be licensed in order to participate in NSLP unless there is a State or local requirement for licensing.

Who is eligible to receive afterschool snacks?

All school-age children who are 18 or under at the start of the school year may receive a reimbursable snack. The age limitations differ for children with disabilities.

What kinds of snacks are served?

Snacks must contain at least *two different components from the following four*:

- fluid milk
- meat or meat alternate
- vegetable(s) or fruit(s) or full-strength vegetable or fruit juice
- whole-grain or enriched bread or cereal

How much cash reimbursement will my school district receive?

All snacks served in afterschool care programs in sites that are "area eligible" will earn reimbursement at the "free" rate. Snacks served in afterschool care programs in sites that are not "area eligible" will be reimbursed at the free, reduced-price, or paid rate, depending on each child's eligibility for free or reduced-price meals. USDA rates are adjusted every July 1. Please contact your State agency for the current rates.

What is an "area eligible" site?

An "area eligible" site is a site located in the attendance area of a school in which at least 50 percent of the enrolled students have been certified as eligible for free or reduced-price meals.

What records must I maintain?

Your school food service staff or State agency will tell you the specific reporting and record-keeping requirements. Generally, you will need rosters or sign-in sheets, daily meal counts, and documentation of compliance with meal pattern requirements.





An approved copy will be returned for your files.

I. GENERAL INFORMATION

Legal Name of School Food Authority (School Agency)		Agreement Number/Agency Code	
Address <i>Street, City, State, ZIP</i>		CESA No.	Congressional District
Authorized Representative	Title	Telephone Area/No.	
Address to which all correspondence is to be mailed. <i>Street or Box No., City, State, ZIP (If different from above.)</i>			

Food Service Manager/Supervisor's Name and Phone Number

1. Effective date for Program Implementation: <i>Month/Day/Year</i>	2. Estimated No. of Children to be Served Daily
3. Type of School Food Authority	
<input type="checkbox"/> Public governing body of an educational unit of high school grade or under, supported by tax levied funds.	
<input type="checkbox"/> Private Nonprofit governing body of an educational unit of high school grade or under, supported by grants, fees, tuitions, and private donations and is exempt from income tax under section 501(c)(3) of the Internal Revenue Code, as amended. Submit documentation of federal tax exempt status if School Food Authority has not participated in these programs previously.	

II. CERTIFICATION STATEMENT

I CERTIFY that the information contained in this Application-Agreement-Policy Statement is accurate to the best of my knowledge and that the terms and conditions contained herein will be complied with by the School Food Authority.

SCHOOL FOOD AUTHORITY <i>Personal Signature in Ink Required</i>	THE STATE OF WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Signature of Board President or Clerk (or Administrator for Nonpublic Schools)	Signature
Printed Name and Title	Title DIRECTOR, Food and Nutrition Services
Date <i>Mo./Day/Yr.</i>	Date <i>Mo./Day/Yr.</i>

SCHEDULE A
Complete for EACH school in School Food Authority

1. School and Address		3. Programs Offered					4. Type of Site	
		2. Grade Levels		Complete if Offered		Check if Offered		Check
From	To	Lunch ¹ Menu Option (1-6) Offer vs. Serve (a-e)	Breakfast ¹ Menu Option (1-6) Offer vs. Serve (f-i)	After School ² Snack	Split Sess. Special Milk	Wisconsin Morning Milk	Prep.	Satellite
1. Name		Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible				
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible				
2. Name		Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible				
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible				
3. Name		Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible				
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible				
4. Name		Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible				
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible				
5. Name		Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible				
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible				
6. Name		Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible				
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible				
7. Name		Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible				
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible				
8. Name		Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible				
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible				
9. Name		Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible				
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible				
10. Name		Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible				
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible				

¹ If offering lunch or breakfast, insert number for Menu Planning Option selected and letter for Offer vs. Serve choice. See following pages for list of Menu Planning Options and choices available for Offer vs. Serve.

² If offering after school snack, check Area Eligible if site is in the attendance area of a school with at least 50 percent of enrolled students eligible for free or reduced price meals, and provide data as of the last day of operation for the most current October to show that. Otherwise, check Not Area Eligible.

III. PERMANENT AGREEMENT

In order to effectuate the purpose of the Food and Nutrition Programs in accordance with the National School Lunch Act, as amended, and the Child Nutrition Act of 1966, as amended, and to comply with USDA regulations 7 CFR Parts 210, 215, 220, 245, 250, 252, 15, 15a, 15b, and 3015, as applicable, the Department of Public Instruction, hereinafter referred to as the Department, and the applicant Food Authority, hereinafter referred to as the School Food Authority (SFA), agree as follows for the Programs covered by this agreement.

THE DEPARTMENT AGREES TO:

1. Reimburse the School Food Authority, to the extent of available funding, for meals meeting prescribed nutritional requirements served to children attending the schools participating in the Food and Nutrition Programs covered by this Agreement. The amount of reimbursement during any fiscal year shall be paid in accordance with the allowable rates for general cash-for-food assistance and special cash assistance; total payments shall not exceed limits established by U.S. Department of Agriculture regulations.
2. Allocate donated food commodities, to the extent available and allowable, to the School Food Authority for the Food and Nutrition Programs covered by this Agreement.
3. Promptly notify the School Food Authority in writing of any change in the nutrition standards, minimum meal pattern requirements or the assigned rates of reimbursement or donated commodities.

* * * * *

THE SCHOOL FOOD AUTHORITY AGREES TO:

1. Accept federal funds and/or donated food and comply with the applicable regulations and amendments and with any instructions or procedures issued by the Department.
2. Provide the National School Lunch Program in all schools under its jurisdiction (half-day kindergartens and pre-kindergartens may be excluded) all of which are listed on Schedule A, and supervise the food service operations.
3. Maintain a nonprofit food service and use all income for program purposes, except that such income shall not be used to purchase land, acquire or construct buildings. The intent of operating a nonprofit Food Service is to limit the charge for meals or milk served to students under this agreement.
4. Serve meals each school day, when school is in session a full day, in accordance with the established meal patterns and requirements as noted in Section V during the periods designated by the School Authority. Maintain menus and daily production records listing the kinds and amounts of food prepared each day. An SFA choosing Nutrient Standard Menu Planning (NuMenus) or Assisted Nutrient Standard Menu Planning (Assisted NuMenus) will maintain records of the results of each completed nutrient analysis, and all supporting documentation used in each nutrient analysis. The SFA will offer meals to children ages 2 and over that meet, over the period of a school week, the nutrition standards and appropriate level of calories and nutrients as described in 7 CFR 210.10 and 220.8.
5. Prohibit the sale of foods in the categories of minimal nutritional value, specifically soda water, water ices, chewing gum, and certain candies—hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and any other foods USDA may determine to be of minimal nutritional value in the food service areas during the designated meal period(s) and control the sale of any competitive foods in the food service areas during the designated meal period(s) so that the expenditures and receipts accrue to the nonprofit school food service program, the School Agency, or to student organizations approved by the School Agency Authorities; except that the receipts from the sale of donated commodities or food items containing donated commodities shall accrue to the nonprofit school food service account.
6. Price the meals as a unit except for nonpricing programs.
7. Serve milk that meets the definition as stated in this agreement, to eligible half-day kindergarten and pre-kindergarten students, each school day in schools participating in the Special Milk Program.
8. Provide free or reduced price meals, or free milk to all children determined to be eligible in accordance with the School Food Authority's Policy Statement for Free and Reduced Price Meals and Free Milk, and make no discrimination against any child because of his/her inability to pay the full price.
9. Claim reimbursement at the assigned rates for the meals and milk allowable under the Program(s) covered by this Agreement and actually served as verified by point of service records.
10. Submit claims for reimbursement in accordance with procedures established by the Department and to submit such claims by the 15th of the month following the month for which it applies. Ensure that the responsible authority signing the Claim for Reimbursement shall be responsible for reviewing and analyzing meal counts to promote accuracy governing claims for reimbursement. Acknowledge that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension or termination of the program. Acknowledge that, if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft or fraudulent activity, penalties shall apply.
11. Ensure that prior to the submission of a monthly Claim for Reimbursement, the responsible authority shall compare each school's daily claim against data which will assist in the identification and correction of Claims for Reimbursement in excess of the number of reimbursable free, reduced price and paid lunches actually served that day to children eligible for such lunches. At a minimum, the responsible authority shall compare each site's daily counts of free, reduced price and paid lunches against the product of the number of children at that site currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor.
12. For schools with more than one site, perform no less than one on-site review of the meal counting and recording procedures in each school prior to February 1 of each school year. If this review discloses problems, the school must develop and implement a corrective action plan and the SFA must conduct a follow-up review within 45 days. Each on-site review shall ensure that the school's claim is based on the approved counting system that yields the actual number of reimbursable free, reduced price, and paid lunches served on each day of operation.
13. Maintain necessary facilities for storing, preparing and serving food and operate the food service program in conformance with all sanitation and health standards as required by applicable state agency and/or local laws and codes. Obtain a food safety inspection conducted by a state or local governmental agency responsible for food safety inspections at least once each school year in each school participating in the school lunch or breakfast program. Retain records of such inspections for three years after the end of the school year in which they were conducted, and make them available to the department for review.
14. Request and accept, in as large quantities as may be efficiently utilized in the food service program, the USDA donated foods allocated by the Department and
 - a. Reimburse the Department for the within-state handling, warehousing and transportation costs as may accrue to the receipt of the donated foods.

III. PERMANENT AGREEMENT (cont.)

- b. Promptly report to the Department any complaints or irregularities pertaining to the donated foods received, including items received in unusable condition.
- c. Maintain adequate facilities for storing, handling and utilizing the donated foods, properly safeguard against theft, spoilage and other loss; donated foods will not be stored in private homes or issued to or utilized by anyone for home preparation or home consumption.
- 1) Storage Temperatures: Dry Storage—between 50° and 70°F. Refrigerated Storage—between 34° and 40°F. Freezer Storage—0°F or lower.
 - 2) Place a working thermometer in each storage area.
 - 3) Store foods away from walls and off the floor onto skids, pallets, or shelves. Use on a "first-in, first-out" basis.
 - 4) Check foods in storage regularly for any signs of spoilage and establish regular cleaning schedules.
 - 5) Maintain effective insect and rodent control.
 - 6) Provide proper ventilation of dry storage areas.
 - 7) Storeroom should be free of uninsulated steam and hot water pipes, water heaters, refrigeration condensing units or other heat producing devices.
 - 8) Safeguard food against theft by providing locks on doors and windows.
 - 9) Do not store soaps, cleaning fluids, sweeping compounds, chemicals, etc. in food storage areas.
- d. Promptly report any donated food loss or spoilage and make restitution by in-kind replacement (supported by purchase invoices) or by direct payment to the Department, if such loss or spoilage resulted from some fault or negligence on the part of the School Food Authority.
- e. Obtain prior written approval from the Department to process donated foods commercially into a different end product; foods will not be sold, exchanged, traded, transferred or destroyed without prior written approval and instructions from the Department. Transportation costs for food transferred will be borne by the School Food Authority.
- f. Submit an annual inventory of USDA donated foods to the Department.
15. Maintain a financial management system as prescribed by the Department, retain such accounts and records for a period of three years after the date of submission of the last reimbursement claim of the fiscal year to which it pertains, except that if audit findings have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised
- by the audit, and upon request, make all such accounts and records pertaining to the food service programs available to the Department, and to FNS USDA for audit or administrative review at a reasonable time and place.
16. Limit net cash resources to an amount not to exceed a three- (3) month average of operating expenditures except for such excess amounts that have been approved by the Department for School Food Authority use during the next school year to purchase equipment for and/or remodel the facilities used exclusively for the nonprofit school food service program.
17. Maintain the individual applications submitted by families for free and reduced price meals or free milk, as applicable for the Program(s) covered by the Agreement, retrievable by school, for a period of three years after the end of the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of the issue raised by the audit.
18. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and FNS directives and guidelines, to the effect that no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

By accepting this assurance, the School Food Authority agrees to compile data, maintain records and submit reports, as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the program applicant and its successors, transferees and assignees, as long as they receive assistance or retain possession of any assistance from the Department. The person or persons whose signatures appear herein are authorized to sign this assurance on behalf of the program applicant.

* * * * *

THE DEPARTMENT AND THE SCHOOL FOOD AUTHORITY MUTUALLY AGREE THAT:

1. Schedule A shall be made a part of this Application-Agreement and Policy Statement.
2. The terms of this agreement shall not be modified or changed in any way other than by consent in writing of both parties.
3. Schools may be added or deleted from Schedule A as need arises, and the references to Schedule A shall be deemed to include such Schedule as supplemented and amended.
4. No member of or Delegate to Congress, or Resident Commissioner shall be admitted to any share or part of this Agreement or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this Agreement if made with a corporation for its general benefit.
5. For the purpose of this Application-Agreement the following terms shall be construed to mean, respectively:
 - a. National School Lunch Program: The school lunch program authorized by Section 4 of the National School Lunch Act, as amended, and implemented pursuant to 7 CFR Part 210.
 - b. School Breakfast Program: The school breakfast program authorized by Section 4 of the Child Nutrition Act of 1966, as amended, and implemented pursuant to 7 CFR Part 220.
 - c. Donated Food Program: Foods donated by, or available for donation by the U.S. Department of Agriculture under any of the legislation referred to in 7 CFR Part 250 and pursuant thereto for the meals served under the National School Lunch Program.
 - d. School Food Authority: The governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a federal food service program.
 - e. School: (a) An educational unit of high school grade or under, recognized as part of the educational system in the state and operating under public or nonprofit private ownership in a single building or complex of buildings. The term "high school grade or

III. PERMANENT AGREEMENT(cont.)

- under' includes classes of preprimary grade when recognized as part of the education system of the state; (b) any public or nonprofit private classes of preprimary grade when they are conducted in those schools defined in paragraph (a) of this definition having classes of primary or higher grade.
- f. Handicapped child: Any child who has a mental or physical impairment as defined in 15b.3 of USDA nondiscrimination regulations (7 CFR, Part 15b).
 - g. Nonprofit School Food Service: A food service maintained by the School Food Authority for the benefit of the children, all of the income from which is used solely for the operation or improvement of such food service.
 - h. Net cash resources: All monies, as determined in accordance with the State agency's established accounting system; that are available to or have accrued to a school food authority's nonprofit school food service at any given time, less cash payable. Such monies may include, but are not limited to, cash on hand, cash receivable, earnings on investments, cash on deposit, and the value of stocks, bonds or other negotiable securities.
 - i. Milk: Pasteurized fluid types of unflavored or flavored whole milk or lowfat milk or skim milk or cultured buttermilk which meet State and Local standards for such milk.
 - j. Free Meals: A lunch or after school snack as required under the National School Lunch Program and a breakfast as required under the School Breakfast Program for which neither the child nor any member of the child's family pays or is required to work in the school or its food service.
 - k. Reduced Price Meals: A lunch or after school snack as required under the National School Lunch Program and a breakfast as required under the School Breakfast Program which meet the following criteria 1) the price shall be less than the full price for the meal; 2) the price of the lunch shall not exceed 40 cents, the price of the snack shall not exceed 15 cents, and the price of the breakfast shall not exceed 30 cents and 3) neither the child nor any member of the child's family shall be required to supply an equivalent value in work for the school or in its food service.
 - l. Competitive Foods: All foods sold in competition with the National School Lunch or Breakfast Programs to children in food service areas during the meal periods (excluding foods of minimal nutritional value as identified in item 5 of the previous section which are prohibited).
 - m. Point of Service: That point in the food service operation where a determination can accurately be made that a reimbursable free, reduced price or paid meal has been served to an eligible child.
 - n. Food Component: One of the four food groups which compose the reimbursable school lunch, i.e., meat or meat alternate, milk, grains/breads, and vegetables/fruits for the enhanced food-based menu planning system or the traditional food-based menu planning system.
 - o. Food Item: One of five required foods that compose the reimbursable school lunch, i.e., meat or meat alternate, milk, grains/breads, and two (2) servings of vegetables, fruits, or a combination of both for the purposes of the enhanced food-based menu planning system or the traditional food-based menu planning system.
 - p. Lunch: A meal which meets the nutrition standards and the appropriate nutrient and calorie levels designated in sec. 210.10. In addition, if applicable, a lunch shall meet the requirements by age/grade groupings in the enhanced food-based menu planning system or the school lunch pattern for specified age/grade groups of children as designated in the traditional food-based meal pattern in effect during the 1994-95 school year. (See Section V.)
 - q. Menu Item: Under Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu Planning, a menu item is any single food or combination of foods. All menu items or foods offered as part of the reimbursable meal may be considered as contributing towards meeting the nutrition standards **except** for those foods that are considered as foods of minimal nutritional value which are not offered as part of a menu item in a reimbursable meal. For the purposes of a reimbursable lunch, a *minimum* of three menu items must be offered, one of which must be an entree (a combination of foods or a single food item that is offered as the main course) and one of which must be fluid milk. Under offer versus serve, a student shall select, at a *minimum*, an entree and one other menu item. If more than three menu items are offered, the student may decline up to two menu items; however, the entree cannot be declined. For the purpose of a reimbursable breakfast, a *minimum* of three menu items must be offered, one of which shall be fluid milk served as a beverage or on cereal or both; under offer versus serve, a student may decline only one menu item.
 - r. Nutrient Standard Menu Planning/Assisted Nutrient Standard Menu Planning: Ways to develop menus based on the analysis for nutrients in the menu items and foods offered over a school week to determine if specific levels for a set of key nutrients and calories were met. Such analysis is based on averages weighted in accordance with foods as planned for production. Such analysis is normally done by a school or a school food authority. However, for the purposes of assisted nutrient standard menu planning, a menu planning and analysis are completed by other entities and shall incorporate the production quantities needed to accommodate the specific service requirements of a particular school or school food authority.
 - s. School Week: The period of time used to determine compliance with the nutrition standards and the appropriate calorie and nutrient levels. Further, if applicable, school week is the basis for conducting nutrient standard menu planning or assisted nutrient standard menu planning for lunches or breakfasts. The period shall be a normal school week of five consecutive days; however, to accommodate shortened weeks resulting from holidays and other scheduling needs, the period shall be a minimum of three consecutive days and a maximum of seven consecutive days. Weeks in which school lunches or breakfasts are offered less than three times shall be combined with either the previous or the coming week.
 - t. After school snack: Snack that meets the requirements of 7CFR Part 210.10(n) and 210.10a(j) served in after school care programs which provide children with regularly scheduled activities in an organized, structured, and supervised environment; and include educational or enrichment activities.
 - u. Area eligible: After school snack sites that are located in areas served by a school in which at least 50 percent of the enrolled children are certified eligible for free or reduced price meals.
6. The Department may renew the agreement for each school year thereafter, by notice in writing given to the School Food Authority as soon as practicable after funds have been appropriated by Congress for carrying out the purposes of the National School Lunch Act and the Child Nutrition Act of 1966 during each such fiscal year. In any event, however, this agreement may be terminated upon 10 days written notice on the part of either party hereto, and the Department may terminate this agreement immediately after receipt of evidence that the terms and conditions of the agreement have not been fully complied with by the School Food Authority except that any termination of the agreement for noncompliance with Title VI of the Civil Rights Act of 1964 shall be in accordance with applicable laws and regulations.

IV. POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

The School Food Authority accepts responsibility for providing free and reduced price meals or free milk to eligible children. It assures the Department that the policy will be uniformly applied and implemented in all participating schools under its jurisdiction for the applicable Nutrition Program(s) covered by the Application-Agreement:

In fulfilling these responsibilities the SCHOOL FOOD AUTHORITY:

- A. Agrees to serve meals free or at a reduced price and free milk, as applicable, to children from households whose income is at or below the family size income scale of the Secretary's Income Eligibility Guidelines for the current school year.
- B. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. The names of the children eligible to receive free or reduced price meals or free milk shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens, tickets or any other means. Further assurance is given that children eligible for free or reduced price meals or free milk shall not be required to:
 1. Work for their meals or milk.
 2. Use a separate lunchroom service area.
 3. Go through a separate serving line.
 4. Enter the lunchroom through a separate entrance.
 5. Eat meals or drink milk at a different time.
 6. Eat a meal or drink milk different from the one sold to children paying the full price.
- C. Agrees to set reduced price charges for lunch and breakfast at or below the maximum reduced price allowed by regulations and below the full price of the lunch or breakfast.
- D. Agrees that, in the operation of school nutrition programs, no child shall be discriminated against because of race, sex, color, national origin, age, or disability.
- E. Agrees to verify eligibility for free and reduced price meals in accordance with program regulations and maintain records as follows: 1) a summary of the verification efforts including the selection process; 2) the total number of applications on file on October 31; 3) the percentage or number of applications verified; 4) documentation of each application verified and the results. Records regarding these requirements will be available for monitoring by the Department as part of its supervisory assistance monitoring and verification efforts.
- F. Agrees to establish and use a fair hearing procedure under which: 1) a family can appeal a decision made by the School Food Authority with respect to the family's free and reduced price meal or free milk application; and 2) the School Food Authority can challenge the continued eligibility of any child for free or reduced price meals or free milk. During the appeal and hearing, the child who was determined to be eligible based on the face of the application submitted will continue to receive free or reduced price meals or free milk. Prior to initiating the hearing procedure, the school official, the parent(s) or guardian may request a conference to provide an opportunity for the parent(s)/guardian and school official(s) to discuss the situation, present information, obtain an explanation of data submitted in the application, and the decisions rendered. Such a conference shall not in any way prejudice nor diminish the right to a fair hearing.

The hearing procedure shall provide the following for both the family and the School Food Authority:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.

4. Reasonable promptness and convenience in scheduling a hearing, and adequate notice as to its time and place.
 5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 6. An opportunity to question or refute any testimony or other evidence and to confront and cross examine only adverse witness(es).
 7. That the Hearing be conducted and the decision be made by an official who did not participate in the decision under appeal or any previous conference.
 8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record.
 9. That the parties concerned and any designated representative thereof be notified in writing of the decision.
 10. That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
 11. That such written record must be retained for a period of three years after the close of the school year to which they pertain. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.
 12. A designated **Hearing Official** who is named on the Policy Statement Renewal and is not involved in the original eligibility determination.
- G. Agrees to designate individual(s) as **Determining Official(s)** to review application(s) and make determinations of eligibility as named on the Policy Statement Renewal.

Such official(s) will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced price meals or free milk.

- H. Agrees to develop and distribute to each child's parent(s) or guardian a letter as outlined in the Policy Statement Renewal. In addition, an application form for free and reduced price meals or free milk shall be distributed with the parent letter at or about the beginning of each school year or whenever there is a change in eligibility criteria. The letter to parents with the free and reduced price meal application attachment shall have only the income eligibility guidelines for reduced price meals with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals. The letter to parents of half-day students in schools participating in the Special Milk Program shall have only the income eligibility guidelines for free milk.

Interested parents or guardians are responsible for filling out the application and returning it to the school for review. Such applications and documentation of determinations made will be maintained for a period of 3 years following the end of the school year to which they pertain.

Applications may be filed at any time during the year. Parents or guardians enrolling a child in a school for the first time shall be supplied with appropriate meal or milk application materials regardless of the time of year the child is registered. If a child transfers from one school to another under the jurisdiction of the same School Food Authority, his/her eligibility for free or reduced price meals, or free milk will be transferred to and honored by the receiving school.

IV. POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK (cont.)

All children from an eligible household will receive the same benefits. Parents or guardians will be promptly notified of the acceptance or denial of their application(s). Children will be served meals immediately upon the establishment of their eligibility.

It is recognized that in certain cases foster children are also eligible for these benefits. If a household has foster children living with them and wishes to apply for such meals or milk for these children, the household will be instructed to complete an application as a family of one for each foster child. When an application is rejected, parents or guardians will be provided written notification which shall include: 1) the reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application; 2) notification of the right to appeal; 3) instructions on how to appeal; and 4) a statement reminding parents that they may reapply for free and reduced price benefits at any time during the school year.

The reasons for ineligibility shall be properly documented and retained on file at the School Food Authority level.

- I. Agrees to submit a public/press release containing both the free and reduced price eligibility guidelines and all other information outlined in the parent letter, to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.
- J. Agrees to establish a procedure to collect money from children who pay for their meals or milk and to account for the number of free, reduced price, and full price meals and free and full price milk served. The procedure described in Section L will be used so that no other child in the school will consciously be made aware by such procedure of the identity of the children receiving free or reduced price meals or free milk.
- K. Agrees to submit to the Department any alterations of public announcements, etc., before implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

L. STUDENT ANONYMITY AND MEAL ACCOUNTABILITY SYSTEMS FOR THE SCHOOL LUNCH PROGRAM

Money collection and ticket issuing procedures must prevent overt identification of children receiving free or reduced price lunches when lunch payments are collected and/or at the time the medium of exchange (ticket, card, etc.) is issued. Please describe the procedures used to collect money (in number 1. below) for full paid and reduced price lunches and/or to issue tickets (in number 2. below) to children eligible for paid, free or reduced price lunches by answering each of the following questions. If the collection procedures are not the same for all schools, please describe the procedures used by each school or group of schools, i.e., elementary schools, junior high/middle schools, senior high schools.

STUDENT ANONYMITY SYSTEM

1. **MONEY COLLECTION PROCEDURE:** *When, where, how, and by whom is money collected for lunches?*

In the Elementary Schools:

In Junior High/Middle Schools:

In Senior High Schools:

2. **TICKET ISSUING PROCEDURES:** *If tickets are used: When, where, how, and by whom are the tickets distributed to students paying full or reduced price and to students eligible for free lunches?*

In Elementary Schools: *Give ticket code numbers used to identify free, reduced price, and paid lunches:*

In Junior High/Middle Schools: *Give ticket code numbers used to identify free, reduced price, and paid lunches:*

In Senior High Schools: *Give ticket code numbers used to identify free, reduced price, and paid lunches:*

IV. POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK (cont.)

MEAL ACCOUNTABILITY SYSTEMS

Following is a list of acceptable accountability systems to obtain accurate daily point of service counts of meals served free, reduced price, and full price. Check the system(s) that describes your school food authority's accountability procedure. List the school(s) or grade levels, i.e., all elementary, all middle/junior high, or all senior high schools in your district which are using each accountability system in the blank following the procedure. Meal counts taken at the beginning of the line are acceptable only if the School Food Authority provides assurance that it is also checking meals at the end of the serving line to ensure that meals are reimbursable. If the meal count is taken any place other than the end of the serving line, describe the alternative lunch counting method in sufficient detail to assess whether it provides an accurate and reliable count of the number of reimbursable lunches, by type, served each day to eligible children.

TICKET SYSTEM

- 1. [] Identical tickets, number coded by meal type categories—free, reduced price and full price—are distributed to participating students. The tickets are collected at the end of the serving line. After the meal service the number of meals served, by type, is determined by checking the code, and counting the number of tickets in each meal type category. Indicate schools and/or grades in which system will be used.

[] A "cash in the line" purchase of full and reduced price meals is also used in conjunction with this system as described in Number 8.

- 2. [] Identical tickets, number coded by meal type categories—free, reduced price and full price—are distributed to participating students. Each time the student eats, the ticket is shown to a designated person at the end of the serving line who notes the code and keeps a tally of the meals served, by category. Indicate schools and/or grades in which system will be used.

[] A "cash in the line" purchase of full and reduced price meals is also used in conjunction with this system as described in Number 8.

- 3. [] Identical tickets, all labeled only with the child's name and written with the same colored ink, are distributed to participating students. The tickets are collected at the end of the serving line. After the meal service the number of meals served is tallied by type by comparing the tickets to a list of students eligible for free and reduced price meals. Indicate schools and/or grades in which system will be used.

[] A "cash in the line" purchase of full and reduced price meals is also used in conjunction with this system as described in Number 8.

- 4. [] Identical tickets, number coded by meal type categories—free, reduced price and full price—are distributed to participating students. A key on the cash register is designated for each meal type category. Each time the student eats, the ticket is given to the cashier at the end of the line who notes the code and punches the register key for the appropriate meal type. The cash register display will be the same for each meal type category. Indicate schools and/or grades in which system will be used.

[] A "cash in the line" purchase of full and reduced price meals is also used in conjunction with this system as described in Number 8.

CHECK-OFF LIST

- 5. [] As students pass the end of the serving line, they are checked off on a class/homeroom student roster by the teacher/aide, in the lunchroom at the point of meal service. The list is used to determine the daily number of meals served, by meal type category—free, reduced price and full price. Indicate schools and/or grades in which system will be used.

- 6. [] As students pass the end of the serving line they identify themselves by giving their name, identification number or showing an identification card to the designated person who checks off their name, or student number, on a master list. The list is used to determine the daily number of meals served, by type—free, reduced price and full price. Indicate schools and/or grades in which system will be used.

IV. POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK (cont.)

ELECTRONIC COUNTING DEVICE SYSTEM

- 7. Students are issued machine coded tickets. After the student receives a meal, his/her ticket is run through the machine. The machine keeps records which are used to determine the number of meals served, by meal type category—free, reduced price and full price—each day. Indicate schools and/or grades in which system will be used.

- A "cash in the line" purchase of full and reduced price meals is also used in conjunction with this system as described in Number 8.

USED IN CONJUNCTION WITH ABOVE SYSTEMS

- 8. Students may elect to pay cash in the line for full and reduced price meals. The number of "cash in the line" meals will be tallied by the cashier and added to the full and reduced price ticket meals. Indicate schools and/or grades in which system will be used.

If not explained under collection procedures, describe how the person accepting cash in line for meals determines who is eligible for reduced price meals and who is eligible for full price meals.

FOR THE SCHOOL BREAKFAST PROGRAM

Money collection and ticket issuing procedures must prevent overt identification of children receiving free or reduced price breakfast when breakfast payments are collected and/or at the time the medium of exchange (ticket, card, etc.) is issued.

Please describe the collection procedures used to collect money for full paid and reduced price breakfasts and/or to issue tickets to children eligible for paid, free or reduced price breakfasts by answering each of the following questions. If the collection procedures are not the same for all schools, please describe the procedures used by each school or group of schools, i.e., elementary schools, junior high/middle schools, senior high schools.

STUDENT ANONYMITY SYSTEM

- 1. MONEY COLLECTION PROCEDURES: (When, where, how, and by whom is money collected for breakfasts?)

In Elementary Schools:

In Jr. High/Middle Schools:

In Sr. High Schools:

IV. POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK (cont.)

2. **TICKET ISSUING PROCEDURES:** (If tickets are used: When, where, how, and by whom are the tickets distributed to students paying full or reduced price and to students eligible for free breakfasts?)

In Elementary Schools: *Give ticket code numbers used to identify free, reduced price, and paid breakfast:*

In Junior High/Middle Schools: *Give ticket code numbers used to identify free, reduced price, and paid breakfast:*

In Senior High Schools: *Give ticket code numbers used to identify free, reduced price, and paid breakfast:*

MEAL ACCOUNTABILITY SYSTEM

The following system will be used to obtain an accurate daily count (at point of service) of free, reduced price, and full price breakfasts served to students: (Describe the breakfast accountability system used by following same format as for the Lunch Program.)

FOR THE AFTER SCHOOL SNACK PROGRAM

Money collection and ticket issuing procedures must prevent overt identification of children receiving free or reduced price after school snacks when payments are collected and/or at the time the medium of exchange (ticket, card, etc.) is issued.

If charging for snacks, please describe the collection procedures used to collect money for full paid and reduced price snacks and/or to issue tickets to children eligible for paid, free or reduced price snacks by answering each of the following questions. If the collection procedures are not the same for all schools, please describe the procedures used by each school or group of schools, i.e., elementary schools, junior high/middle schools, senior high schools.

STUDENT ANONYMITY SYSTEM

1. **MONEY COLLECTION PROCEDURES:** (If charging for snacks, when, where, how, and by whom is money collected for after school snacks?)

In Elementary Schools:

In Jr. High/Middle Schools:

In Sr. High Schools:

2. **TICKET ISSUING PROCEDURES:** (If tickets are used: When, where, how, and by whom are the tickets distributed to students paying full or reduced price and to students eligible for free snacks?)

In Elementary Schools: *Give ticket code numbers used to identify free, reduced price, and paid snacks:*

In Junior High/Middle Schools: *Give ticket code numbers used to identify free, reduced price, and paid snacks:*

In Senior High Schools: *Give ticket code numbers used to identify free, reduced price, and paid snacks:*

IV. POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK (cont.)

MEAL ACCOUNTABILITY SYSTEM

The following system will be used to obtain an accurate daily count of free, reduced price, and full price after school snacks, or total snacks at area eligible sites, served to students: (Describe the snack accountability system used by following same format as for the Lunch Program.)

SPECIAL MILK PROGRAM (Half-day Kindergarten and Pre-Kindergarten Only)

Type of plan for providing milk to split-session kindergarten and pre-kindergarten students:

- a. **Pricing Plan** (with free milk to eligible students): Milk is sold to the students under a separate charge and maximum use will be made of the reimbursement to reduce the charge per half pint to paying students; milk will be provided free to students from households which meet the family size income criteria for free meals. Complete items 1 and 2 below, and item 3 on page 12.
- b. **Nonpricing Plan:** Milk is provided free to all students without charge, as a School Food Authority policy, or is included in tuition or boarding fees. Complete item 4 on page 12.
- c. **Pricing Plan** (all students pay): Milk is sold to the students under a separate charge and maximum use will be made of the reimbursement to reduce the charge per half pint to all students. Complete item 4 on page 12.

FOR THE SPECIAL MILK PROGRAM (Half-day Kindergarten and Pre-Kindergarten Only)
PRICING PLAN WITH FREE MILK TO ELIGIBLE STUDENTS

Complete if a. above is checked, indicating school chooses to sell milk to students under a separate charge and provide milk free to students from households that meet the free income eligibility criteria.

To protect the anonymity of the students eligible for free milk, the following procedures will be implemented by this Agency to collect money from students paying the full price and for issuing tickets, when used, to participating students in the free and full price categories. *Describe by using same format as for the Lunch Program.*

Student Anonymity System

1. Money collection procedure:

2. Ticket issuing procedure:

IV. POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK (cont.)

3. Milk Accountability System

The following system will be used to obtain an accurate daily count (at point of service) of free and full price half pints of milk served to students:
Describe the milk accountability system used by following same format as for the Lunch program.

NONDISCRIMINATION/ACCOUNTABILITY

FOR THE SPECIAL MILK PROGRAM (HALF-DAY KINDERGARTEN and PRE-KINDERGARTEN ONLY)— NONPRICING PLAN AND PRICING PLAN (ALL STUDENTS PAY)

Complete if b. above is checked, indicating school chooses to provide milk to all students without charge or include in tuition or boarding fees, or if c. above is checked, indicating school chooses to sell milk to all students under a separate charge with no free milk.

The School Food Authority assures the Department that milk served under the half-day Special Milk Program will be the same for and served in the same manner to all children wishing to participate in the program in all schools in which the program is offered and that the milk shall be provided without physical segregation of or discrimination against any child because of race, sex, color, national origin, age, or disability.

4. Milk Accountability System

TO ENSURE AN ACCURATE DAILY COUNT of all milk served in the half-day Special Milk Program, the following record keeping methods and procedures will be used to obtain the number of half-pints of milk served to students as reported on the monthly reimbursement claims. (Records based on enrollment or attendance are not acceptable.)

Describe fully the procedures used to obtain a daily point of service milk count and to maintain such record at each half-day kindergarten and pre-kindergarten.

V. MENU PLANNING SYSTEMS

Regulations published on June 13, 1995, incorporated the Dietary Guidelines for Americans as part of a comprehensive plan for promoting the health of the nation's children. Use Schedule A, page 2, to declare the option(s) that best meets your needs. Different options may be used in different schools and different options may be used for breakfast and lunch in the same school. Offer versus serve is mandatory at the senior high school level for lunch and optional at grades below senior high. Offer versus serve is optional at all grades for breakfast.

For each school within the SFA, indicate on Schedule A the number (1-6) of the Menu Planning Option selected and the letter (a-i) of the Offer versus Serve option selected. Menu Planning options and the corresponding Offer versus Serve options are shown on subsequent pages.

1. Enhanced Food-based Menu Planning System (pages 13 and 14).
2. Nutrient Standard Menu Planning (NSMP) System or NuMenus (pages 14 and 15).
3. Nutrient Standard Menu Planning (NSMP) System—waiver of weighted averages requested (page 15).
4. Assisted Nutrient Standard Menu Planning (ANSMP) System or Assisted NuMenus (page 15 and 16).
5. Assisted Nutrient Standard Menu Planning (ANSMP) System—waiver of weighted averages requested (page 16).
6. Traditional Food-based meal pattern (page 16 and 17).

V. MENU PLANNING SYSTEMS (cont.)

1. Enhanced Food-based Menu Planning System established in the regulations published June 13, 1995.
School Lunch Meal Pattern Requirements
 (minimums)

Meal Component	Minimum Quantities Required for School Lunches				Option For Grades K-3
	Ages 1-2	Preschool	Grades K-6	Grades 7-12	
Milk (as a beverage)	6 oz.	6 oz.	8 oz.	8 oz.	8 oz.
Meat or meat alternate (quantity of the edible portion as served):					
Lean meat, poultry or fish	1 oz.	1.5 oz.	2 oz.	2 oz.	1.5 oz.
Cheese	1 oz.	1.5 oz.	2 oz.	2 oz.	1.5 oz.
Large egg	½	¾	1	1	¾
Cooked dry beans or peas	¼ cup	¾ cup	½ cup	½ cup	¾ cup
Peanut butter or other nut or seed butters	2 tbsp.	3 tbsp.	4 tbsp.	4 tbsp.	3 tbsp.
Yogurt, plain or flavored, unsweetened or sweetened	4 oz. or ½ cup	6 oz. or ¾ cup	8 oz. or 1 cup	8 oz. or 1 cup	6 oz. or ¾ cup
The following may be used to meet no more than 50 percent of the requirement and must be used in combination with any of the above:					
Peanuts, soynuts, tree nuts, or seeds as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds=1 ounce of cooked lean meat, poultry or fish).	½ oz. = 50%	¾ oz. = 50%	1 oz. = 50%	1 oz. = 50%	¾ oz. = 50%
Vegetables/Fruits (2 or more servings of vegetables or fruits or both).....	½ cup	½ cup	¾ cup + add ½ cup over a week ⁽¹⁾	1 cup	¾ cup
Grains/Breads (must be enriched or whole grain)	5 servings per week—minimum of ½ per day ⁽¹⁾	8 servings per week—minimum of 1 per day ⁽¹⁾	12 servings per week—minimum of 1 per day ⁽¹⁾⁽²⁾	15 servings per week—minimum of 1 per day ⁽¹⁾⁽²⁾	10 servings per week—minimum of 1 per day ⁽¹⁾⁽²⁾

A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or one-half cup of cooked rice, macaroni, noodles, other pasta products, or cereal grains.

- (1) For the purposes of this chart, a week equals five days.
- (2) Up to one grains/breads serving per day may be a dessert

- Offer versus Serve options available for lunch under Menu Planning Option 1. Enhanced food-based menu planning:**
- a. Three of five food components (mandatory at the senior high level)
 - b. Four of five food components
 - c. Five of five food components (no Offer versus Serve)

School Breakfast Meal Pattern Requirements
 (minimums)

Meal Component	Minimum Quantities Required for School Breakfasts			
	Ages 1-2	Preschool	Grades K-12	Option for Grades 7-12
Milk (fluid) as a beverage, on cereal, or both	4 oz.	6 oz.	8 oz.	8 oz.
Juice/Fruit/Vegetable: Fruit and/or vegetable; or full-strength fruit juice or vegetable juice	¼ cup	½ cup	½ cup	½ cup

Select one serving from each of the following components or two from one component:

Grains/Breads—One of the following or an equivalent combination:				
Whole-grain or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole-grain or enriched biscuit, roll, muffin, etc.	½ serving	½ serving	1 serving	1 serving
Whole-grain, enriched or fortified cereal	¼ cup or 1/3 oz.	1/3 cup or 1/2 oz.	¾ cup or 1 oz.	¾ cup or 1 oz. Plus an additional daily serving of one of the grains/breads above
Meat or meat alternates:				
Meat/poultry or fish	½ oz.	½ oz.	1 oz.	1 oz.
Cheese	½ oz.	½ oz.	1 oz.	1 oz.
Egg (large)	½	½	½	½
Peanut butter or other nut or seed butters	1 tbsp.	1 tbsp.	2 tbsp.	2 tbsp.
Cooked dry beans and peas	2 tbsp.	2 tbsp.	4 tbsp.	4 tbsp.
Nuts and/or seeds (as listed in program guidance) ⁽¹⁾	½ oz.	½ oz.	1 oz.	1 oz.
Yogurt, plain or flavored, unsweetened or sweetened	2 oz. or ¼ cup	2 oz. or ¼ cup	4 oz. or ½ cup	4 oz. or ½ cup

⁽¹⁾ No more than 1 ounce of nuts and/or seeds may be served in any one meal.

V. MENU PLANNING SYSTEMS (cont.)

Offer versus Serve options available for breakfast under Menu Planning Option 1. **Enhanced food-based menu planning:**

- f. Three of four food components
- g. Four of four food components (no Offer versus Serve)

2. Nutrient Standard Menu Planning (NSMP) System or NuMenus

In NSMP, a menu item means any single food or combination of foods served. An entree may be a combination of foods or a single food that is offered as the main course. A reimbursable lunch offered to students shall include a minimum of three menu items, with one menu item being an entree and one fluid milk as a beverage. A reimbursable breakfast offered to students shall include a minimum of three menu items, with one menu item being fluid milk as a beverage. The nutrients in reimbursable meals, when averaged over a school week, must meet the established nutrition standards for the age or grade group served (as shown below).

Under Offer versus Serve for lunch, at least three menu items must be offered including an entree and fluid milk. The student must select at least two menu items and may decline a maximum of two menu items if more than three are offered. For the meal to be reimbursable, an entree must be selected. Offer versus serve is mandatory at the senior high school level, and a local option at grades below senior high.

Under Offer versus Serve for breakfast, at least three menu items must be offered including fluid milk. The student must select at least two menu items and may decline no more than one menu item if more than three are offered. Offer versus Serve is a local option at all grade levels.

Requires nutrient analysis to be conducted by the SFA on all menu items or foods offered as part of the reimbursable meal using software approved by USDA Food and Nutrition Service. The analysis must be based on information provided in the Child Nutrition Database.

Requires that menu items offered as part of a reimbursable meal be analyzed based on weighted averages. Weighted averages result in nutritional analysis that is based on the projected number of students selecting each item in proportion to the rest of the meal. **Note:** USDA will temporarily waive the weighted average requirement of nutrient analysis and allow a simple average to be used instead. Use Menu Planning Option 3 if you request a waiver of weighted averages.

Minimum Requirements for Nutrient and Calorie Levels for School Lunches/Nutrient Analysis (school week averages)

Nutrient and Energy Allowances	Minimum Requirements			Option For Grades K-3
	Preschool	Grades K-6	Grades 7-12	
Energy allowance/calories.....	517	664	825	633
Total fat (as a percent of actual total food energy).....	(1)	(1)	(1)	(1)
Saturated fat (as a percent of actual total food energy).....	(2)	(2)	(2)	(2)
Protein (g).....	7	10	16	9
Calcium (mg).....	267	286	400	267
Iron (mg).....	3.3	3.5	4.5	3.3
Vitamin A (RE).....	150	224	300	200
Vitamin C (mg).....	14	15	18	15

(1) Not to exceed 30 percent over a school week.

(2) Less than 10 percent over a school week.

Optional Minimum Requirements for Nutrient and Calorie Levels for School Lunches/Nutrient Analysis (school week averages)

Nutrients and Energy Allowances	Optional Minimum Requirements			
	Ages 3-6	Ages 7-10	Ages 11-13	14 and above
Energy allowance/calories.....	558	667	783	846
Total fat (as a percent of actual total food energy).....	(1)	(1)	(1)	(1)
Saturated fat (as a percent of actual total food energy).....	(2)	(2)	(2)	(2)
Protein (g).....	7.3	9.3	15.0	16.7
Calcium (mg).....	267	267	400	400
Iron (mg).....	3.3	3.3	4.5	4.5
Vitamin A (RE).....	158	233	300	300
Vitamin C (mg).....	14.6	15.0	16.7	19.2

(1) Not to exceed 30 percent over a school week.

(2) Less than 10 percent over a school week.

Note: See the complete regulations for a more detailed discussion of compliance with minimum nutrition requirements when a school has students in more than one age or grade group.

Offer versus Serve options available for lunch under Menu Planning Option 2. **Nutrient Standard Menu Planning:**

- d. Take a minimum of two menu items, including the entrée; decline no more than two menu items (mandatory at the senior high level).
- e. Take all menu items (no Offer versus Serve).

V. MENU PLANNING SYSTEMS (cont.)

Minimum Requirements for Nutrient and Calorie Levels for School Breakfast (school week averages)

Nutrients and Energy Allowances	Preschool	Grades K-12	Option for Grades 7-12
Energy allowance/calories.....	388	554	618
Total fat (as a percent of actual total food energy)	(1)	(1)	(1)
Saturated fat (as a percent of actual total food energy).....	(2)	(2)	(2)
Protein (g).....	5	10	12
Calcium (mg)	200	257	300
Iron (mg).....	2.5	3.0	3.4
Vitamin A (RE).....	113	197	225
Vitamin C (mg).....	11	13	14

- (1) Not to exceed 30 percent over a school week.
- (2) Less than 10 percent over a school week.

Optional Minimum Requirements for Nutrient and Calorie Levels for School Breakfast (school week averages)

Nutrients and Energy Allowances	Ages 3-6	Ages 7-10	Ages 11-13	14 and above
Energy allowance/calories.....	419	500	588	625
Total fat (as a percent of actual total food energy)	(1)	(1)	(1)	(1)
Saturated fat (as a percent of actual total food energy).....	(2)	(2)	(2)	(2)
Protein (g).....	5.5	7.0	11.25	12.5
Calcium (mg)	200	200	300	300
Iron (mg).....	2.5	2.5	3.4	3.4
Vitamin A (RE).....	119	175	225	225
Vitamin C (mg).....	11.0	11.25	12.5	14.4

- (1) Not to exceed 30 percent over a school week.
- (2) Less than 10 percent over a school week.

Note: See the complete regulations for a more detailed discussion of compliance with minimum nutrition requirements when a school has students in more than one age or grade group.

Offer versus Serve options available for breakfast under Menu Planning Option 2. **Nutrient Standard Menu Planning:**

- h. Take a minimum of two menu items, decline no more than one menu item.
- i. Take all menu items (no Offer versus Serve).

3. Nutrient Standard Menu Planning (NSMP) System—Waiver of Weighted Averages

Waiver of weighted averages requested, simple averaging will be used.

Same requirements as shown for **Menu Planning Option 2.**

Offer versus Serve Options available for lunch under Menu Planning Option 3. **Nutrient Standard Menu Planning—Waiver of Weighted Averages**

- d. Take a minimum of two menu items, including the entrée; decline no more than two menu items (mandatory at the senior high level).
- e. Take all menu items (no Offer versus Serve).

Offer versus Serve options available for breakfast under Menu Planning Option 3. **Nutrient Standard Menu Planning—Waiver of Weighted Averages**

- h. Take a minimum of two menu items, decline no more than one menu item.
- i. Take all menu items (no Offer versus Serve).

4. Assisted Nutrient Standard Menu Planning (ANSMP) System or Assisted NuMenus

An alternative for schools who desire to do NSMP, but do not have the resources or capacity to conduct it independently. This method draws on the expertise of professionals to develop and establish menu cycles that meet the nutrition standards for nutrients, calories and fat levels for the specific age or grade group specified under Menu Planning option 2 above.

Cycle menus would be developed to consider local food preferences and child nutrition program operations, and all the provisions explained for NSMP.

Requires recipes, food product specifications, and preparation techniques be developed and provided by the entity doing the menu planning to ensure that the menu items and foods offered conform to the nutrient analysis completed on the menu cycle.

Requires the state to approve the initial menu cycle, recipes, and other specifications to determine that all required elements for correct nutrient analysis are incorporated. After the initial service, the SFA is required to reassess the nutrient analysis and make appropriate adjustments.

Requires those doing ANSMP to follow the requirements listed under NSMP, including those for the database, software, and weighted nutrient analysis or waiver of the weighted analysis. Use Menu Planning Option 5 if you request a waiver of weighted averages.

Same requirements as shown for **Menu Planning Option 2.**

V. MENU PLANNING SYSTEMS (cont.)

Offer versus Serve Options available for lunch under

Menu Planning Option 4. **Assisted Nutrient Standard Menu Planning**

- d. Take a minimum of two menu items, including the entrée; decline no more than two menu items (mandatory at the senior high level).
- e. Take all menu items (no Offer versus Serve).

Offer versus Serve options available for breakfast under

Menu Planning Option 4. **Assisted Nutrient Standard Menu Planning**

- h. Take a minimum of two menu items, decline no more than one menu item.
- i. Take all menu items (no Offer versus Serve).

5. Assisted Nutrient Standard Menu Planning (ANSMP) System—Waiver of Weighted Averages

Waiver of weighted averages requested, simple averaging will be used.

Same requirements as shown for **Menu Planning Option 4.**

Offer versus Serve Options available for lunch under

Menu Planning Option 5. **Assisted Nutrient Standard Menu Planning—Waiver of Weighted Averages**

- d. Take a minimum of two menu items, including the entrée; decline no more than two menu items (mandatory at the senior high level).
- e. Take all menu items (no Offer versus Serve).

Offer versus Serve options available for breakfast under

Menu Planning Option 5. **Assisted Nutrient Standard Menu Planning—Waiver of Weighted Averages**

- h. Take a minimum of two menu items, decline no more than one menu item.
- i. Take all menu items (no Offer versus Serve).

6. Traditional Food-based meal pattern in effect during the 1994-95 school year.

Under this option, may not selectively implement parts of the new regulation. For example, desserts cannot be used to meet the grains/breads requirement. Selection of this menu planning option requires you to certify that you meet or have made substantial progress towards meeting the Dietary Guidelines for Americans.

School Lunch Meal Pattern Requirements

Components		Group I	Group II	Group III	Group IV	Group V
		Age 1 and 2 Preschool	Age 3 and 4	Age 5-8 (Grades K-3)	Age 9 and older (Grades 4-12)	Age 12 and older (Grades 7-12)
		Minimum Quantities				Recommended Quantities
Milk (as a beverage)		¾ cup (6 fl. oz.)	¾ cup (6 fl. oz.)	½ pint (8 fl. oz.)	½ pint (8 fl. oz.)	½ pint (8 fl. oz.)
Meat or Meat alternate (quantity of the edible portion as served)	Lean meat, poultry, or fish	1 oz.	1½ oz.	1½ oz.	2 oz.	3 oz.
	Cheese	1 oz.	1½ oz.	1½ oz.	2 oz.	3 oz.
	Large egg	½	¾	¾	1	1½
	Cooked dry beans or peas	¼ cup	3/8 cup	3/8 cup	½ cup	¾ cup
	Peanut butter or soynut butter or other nut or seed butters	2 Tbsp.	3 Tbsp.	3 Tbsp.	4 Tbsp.	6 Tbsp.
Yogurt plain or flavored, unsweetened or sweetened	4 oz. or ½ cup	6 oz. or ¾ cup	6 oz. or ¾ cup	8 oz. or 1 cup	12 oz. or 1½ cup	
Peanuts or soynuts or tree nuts or seeds or an equivalent quantity of any combination of the above meat/meat alternates	½ oz. = 50%	¾ oz. = 50%	¾ oz. = 50%	1 oz. = 50%	1½ oz. = 50%	
Vegetable or Fruit	2 or more servings of vegetable or fruit or both	½ cup	½ cup	½ cup	¾ cup	¾ cup
Grains/Breads (servings per week)	Must be enriched or whole-grain. At least one serving for Groups III thru V must be served daily	5 per week	8 per week	8 per week (at least 1 per day)	8 per week (at least 1 per day)	10 per week (at least 1 per day)

Offer versus Serve options available for lunch under

Menu Planning Option 6. **Traditional Food-based Meal Pattern.**

- a. Three of five food components (mandatory at the senior high level)
- b. Four of five food components
- c. Five of five food components (no Offer versus Serve)

V. MENU PLANNING SYSTEMS (cont.)

School Breakfast Meal Pattern Requirements

Food Components/Items	Minimum Required Quantities		
	Ages 1-2	Ages 3, 4, and 5	Grades K-12
Milk (fluid) as a beverage, on cereal, or both.....	½ cup	¾ cup	½ pint
Juice/Fruit/Vegetable—Fruit and/or vegetable; or full-strength fruit juice or vegetable juice.....	¼ cup	½ cup	½ cup

Select one serving from each of the following components/items or two servings from one component/item.

Grains/Breads—One of the following or an equivalent combination:			
Whole-grain or enriched bread	½ slice	½ slice	1 slice
Whole-grain or enriched biscuit, roll, muffin, etc.	½ serving	½ serving	1 serving
Whole-grain, enriched or fortified cereal	¼ cup or 1/3 oz.	1/3 cup or ½ oz.	¾ cup or 1 oz.
Meat or meat alternates:			
Lean meat/poultry or fish.....	½ oz.	½ oz.	1 oz.
Cheese.....	½ oz.	½ oz.	1 oz.
Egg (large)	½	½	½
Peanut butter or other nut or seed butters.....	1 tbsp.	1 tbsp.	2 tbsp.
Cooked dry beans and peas.....	2 tbsp.	2 tbsp.	4 tbsp.
Nuts and/or seeds (as listed in program guidance).....	½ oz.	½ oz.	1 oz.
Yogurt, plain or flavored, unsweetened or sweetened.....	2 oz. or ¼ cup	2 oz. or ¼ cup	4 oz or ½ cup

Offer versus Serve Options available for breakfast under Menu Planning Option 6. Traditional Food-based Meal Pattern

- f. Three of four food components
- g. Four of four food components (no Offer versus Serve)

After School Snack Meal Pattern
7CFR Part 210.10(n) and 210.10a(j)

COMPONENTS (Select Two Different Components From The Four Listed)	AGES 1 and 2	AGES 3 through 5	AGES 6 through 12
MILK Milk, fluid	1/2 cup	1/2 cup	1 cup
VEGETABLES and FRUITS Vegetable(s) and/or fruit(s) or full-strength fruit or vegetable juice or An equivalent quantity of any combination of these foods <i>(Juice may not be served when milk is served as the only other component)</i>	1/2 cup	1/2 cup	3/4 cup
GRAINS and BREADS¹ Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal ² or Hot cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or an equivalent quantity of any combination of the above grain and bread products	1/2 slice 1/2 serving 1/4 cup or 1/3 oz. 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 oz. 1/4 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup or 1 oz. 1/2 cup 1/2 cup 1/2 cup
MEAT and MEAT ALTERNATES Lean meat or poultry or fish ³ or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds or Yogurt, plain or sweetened and flavored or An equivalent quantity of any combination of the above meat and meat alternates	1/2 oz. 1/2 oz. 1/4 egg 1/8 cup 1 tbsp. 1/2 oz. 2 oz. or 1/4 cup	1/2 oz. 1/2 oz. 1/4 egg 1/8 cup 1 tbsp. 1/2 oz. 2 oz. or 1/4 cup	1 oz. 1 oz. 1/2 egg 1/4 cup 2 tbsp. 1 oz. 4 oz. or 1/2 cup

USDA recommends that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements.

¹Bread, pasta or noodle products, and cereal grains must be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc., must be made with whole-grain or enriched meal or flour; cereal must be whole-grain or enriched or fortified.

²Either volume (cup) or weight (ounce), whichever is less.

³Edible portion as served.



Wisconsin Department of Public Instruction
**PROGRAM RENEWAL—NATIONAL SCHOOL LUNCH,
 SCHOOL BREAKFAST, COMMODITIES AND SPECIAL MILK
 PROGRAM, ELDERLY NUTRITION IMPROVEMENT AND
 WISCONSIN MORNING MILK PROGRAM**
 PI-1404—REN (Rev. 8-99)

INSTRUCTIONS: Complete and submit to:
 WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
 FOOD AND NUTRITION SERVICES
 P.O. BOX 7841
 MADISON, WI 53707-7841

*An approved copy will not be
 returned.
 Make a copy for your files!*

I. APPLICATION

Address of School Food Authority (if different from above) Street or Box No., City, State, Zip

Food Service Manager/Supervisor Name	Telephone Area/No.	Telephone of Authorized Rep. Area/No.
Monthly Claim Preparer Name		Telephone Area/No.

A. Complete Schedule A (page 2) for each school in the School Food Authority.

If *adding* Breakfast, After School Snack, or Special Milk, attach a description of money collection and meal/milk accountability procedures. If *adding* Elderly or Wisconsin Morning Milk, a separate contract must be completed. Contact DPI for contract materials.

B. Will a Food Service Management Company operate the meal service?

No Yes, attach copy of initial contract or renewal for DPI approval

C. Will meals be purchased from another school or vendor?

No Yes, attach copy of joint/vendor agreement

II. CERTIFICATION

I CERTIFY that the information contained herein is accurate to the best of my knowledge and that the terms contained herein including those specified on Schedule A, page 2, will be complied with by the School Food Authority. I further certify that all terms of the PI-1404, as previously signed, will be complied with.

Signature (In INK) of Board President or Clerk (or Admin. for Nonpublic Schools)	Printed Name and Title	Date Mo./Day/Yr.
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III. POLICY STATEMENT

A. 1. **No changes** from the previous school year; using the prototypes provided by DPI.

2. **Changes** will be made to following: **NOTE: All changes must be approved by DPI. Submit changes with application.**

- | | | |
|--|--|---|
| a. <input type="checkbox"/> Public Release | d. <input type="checkbox"/> Application Instructions | g. <input type="checkbox"/> Meal Accountability |
| b. <input type="checkbox"/> Letter to Households | e. <input type="checkbox"/> Notification Letter | |
| c. <input type="checkbox"/> Application for Free and Reduced Price Meals | f. <input type="checkbox"/> Money Collection Procedure | |

B. Name(s)/Titles Complete even if not changed from previous year.

	GENERAL INFORMATION					
	Indicate Charge					
Item	Split-Sess. Prek-K	Elem.	Middle or Jr. H.S.	Sr. H.S.	Reduced	Adult
Determining Official Name <i>Individual(s) determining eligibility.</i>						
Title						
Hearing Official Name <i>Not involved in original determination.</i>						
Title						
Verifying Official Name <i>Verifies information, may be determining official.</i>	Number of Food Service Employees >					
Title	Commodities: Indicate name and address of building to which commodities should be delivered. Complete even if not changed from previous year.					

SCHEDULE A
Complete for EACH school in School Food Authority

1. School and Address	3. Programs Offered						4. Type of Site		
	2. Grade Levels		Complete if Offered		Check if Offered		Check		
From	To	Lunch ¹ Menu Option (1-6) Offer vs. Serve (a-e)	Breakfast ¹ Menu Option (1-6) Offer vs. Serve (f-i)	After School ² Snack	Split Sess. Special Milk	Elderly	Wisconsin Morning Milk	Prep.	Satellite
1. Name			Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible					
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible					
2. Name			Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible					
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible					
3. Name			Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible					
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible					
4. Name			Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible					
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible					
5. Name			Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible					
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible					
6. Name			Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible					
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible					
7. Name			Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible					
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible					
8. Name			Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible					
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible					
9. Name			Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible					
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible					
10. Name			Address Street or Box No., City, Zip						
		Menu Option _____	Menu Option _____	<input type="checkbox"/> Area Eligible					
		Offer vs Serve _____	Offer vs Serve _____	<input type="checkbox"/> Not Area Eligible					

¹ If offering lunch or breakfast, insert number for Menu Planning Option selected and letter for Offer vs. Serve choice. See following pages for list of Menu Planning Options and choices available for Offer vs. Serve.

² If offering after school snack, check Area Eligible if site is in the attendance area of a school with at least 50 percent of enrolled students eligible for free or reduced price meals, and provide data as of the last day of operation for the most current October to show that. Otherwise, check Not Area Eligible.

ADDENDUM
SCHOOL NUTRITION PROGRAMS—BASE CONTRACT

General Information and Instructions: The School Food Authority (SFA) identified herein agrees to amend, effective July 1, 1999, the base contract for School Nutrition Programs between the SFA and the Department of Public Instruction to include revisions, as described below, prescribed in Public Law 105-336. By submission of this completed form, the SFA agrees that it will comply with the following changes to the signed permanent agreement that is on file at DPI.

Obtain a food safety inspection conducted by a state or local governmental agency responsible for food safety inspections at least once each school year in each school participating in the school lunch or breakfast program. Retain records of such inspections for three years after the end of the school year in which they were conducted, and make them available to the Department for review.

Definitions

After school snack: Snack that meets the requirements of 7CFR Part 210.10(n) and 210.10a(j) served in after school care programs which provide children with regularly scheduled activities in an organized, structured, and supervised environment; and include educational or enrichment activities.

Area eligible: After school snack sites that are located in areas served by a school in which at least 50 percent of the enrolled children are certified eligible for free or reduced price meals.

In order to claim reimbursement for after school snacks, the School Food Authority agrees to:

1. Claim reimbursement only for snacks served in after school care programs which provide children with regularly scheduled activities in an organized, structured, and supervised environment; and include educational or enrichment activities.
2. Retain final administrative and management responsibility for the after school care program and assume full responsibility for meeting all program requirements.
3. Serve snacks that meet the requirements of 7CFR Part 210.10(n) and 210.10a(j) (page 9).
4. Count total snacks and claim free reimbursement at sites that are "area eligible," that is, located in areas served by a school in which at least 50 percent of the enrolled children are certified eligible for free or reduced price meals.
5. Count snacks and claim reimbursement by type (free, reduced price, and paid) at sites that are not in areas served by a school in which at least 50 percent of the enrolled children are certified eligible for free or reduced price meals.
6. Charge no more than \$0.15 for reduced price snacks, if charging for snacks.
7. Insure that each after school hours care site is in full compliance with all applicable state or local health and safety standards. Additionally, warrant that each site not required to be licensed or certified for the provision of child care services will maintain full compliance with all applicable state or local health and safety standards during the life of this Agreement.

Indicate on Schedule A all sites participating in after school snacks under the National School Lunch Program. To apply as area eligible, check "Area Eligible" in the After School Snacks column on Schedule A and provide data to show that the program is located in a geographical area served by a school in which 50 percent or more of the children enrolled were eligible for free or reduced price school meals as of the last day of operation for the most current October. Otherwise, check "Not Area Eligible." On a separate sheet of paper, describe money collection procedures, if charging for snacks; ticket issuing procedures, if tickets are used; and how meal counts will be obtained.

For each school within the SFA, indicate on Schedule A the *number* (1-6) of the Menu Planning Option selected and the *letter* (a-i) of the Offer versus Serve option selected. Menu Planning options and the corresponding Offer versus Serve options are shown on subsequent pages.

1. Enhanced Food-based Menu Planning System (page 4).
2. Nutrient Standard Menu Planning (NSMP) System or NuMenus (pages 5 and 6).
3. Nutrient Standard Menu Planning (NSMP) System—waiver of weighted averages requested (page 6).
4. Assisted Nutrient Standard Menu Planning (ANSMP) System or Assisted NuMenus (page 7).
5. Assisted Nutrient Standard Menu Planning (ANSMP) System—waiver of weighted averages requested (page 7).
6. Traditional Food-based Meal Pattern (pages 7 and 8).

**ADDENDUM
SCHOOL NUTRITION PROGRAMS— BASE CONTRACT (cont.)**

1. Enhanced Food-based Menu Planning System established in the regulations published June 13, 1995.

**School Lunch Meal Pattern Requirements
(minimums)**

Meal Component	Minimum Quantities Required for School Lunches				Option For Grades K-3
	Ages 1-2	Preschool	Grades K-6	Grades 7-12	
Milk (as a beverage)	6 oz.	6 oz.	8 oz.	8 oz.	8 oz.
Meat or meat alternate (quantity of the edible portion as served):					
Lean meat, poultry or fish	1 oz.	1.5 oz.	2 oz.	2 oz.	1.5 oz.
Cheese	1 oz.	1.5 oz.	2 oz.	2 oz.	1.5 oz.
Large egg	½	¾	1	1	¾
Cooked dry beans or peas	¼ cup	3/8 cup	½ cup	½ cup	3/8 cup
Peanut butter or other nut or seed butters	2 tbsp.	3 tbsp.	4 tbsp.	4 tbsp.	3 tbsp.
Yogurt, plain or flavored, unsweetened or sweetened	4 oz. or ½ cup	6 oz. or ¾ cup	8 oz. or 1 cup	8 oz. or 1 cup	6 oz. or ¾ cup
The following may be used to meet no more than 50 percent of the requirement and must be used in combination with any of the above: Peanuts, soynuts, tree nuts, or seeds as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds=1 ounce of cooked lean meat, poultry or fish).	½ oz. = 50%	¾ oz. = 50%	1 oz. = 50%	1 oz. = 50%	¾ oz. = 50%
Vegetables/Fruits (2 or more servings of vegetables or fruits or both)	½ cup	½ cup	¾ cup + add ½ cup over a week ⁽¹⁾	1 cup	¾ cup
Grains/Breads (must be enriched or whole grain)	5 servings per week— minimum of ½ per day ⁽¹⁾	8 servings per week— minimum of 1 per day ⁽¹⁾	12 servings per week— minimum of 1 per day ⁽¹⁾⁽²⁾	15 servings per week— minimum of 1 per day ⁽¹⁾⁽²⁾	10 servings per week— minimum of 1 per day ⁽¹⁾⁽²⁾
A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or one-half cup of cooked rice, macaroni, noodles, other pasta products, or cereal grains.					

Offer versus Serve options available for lunch under Menu Planning Option

(1) For the purposes of this chart, a week equals five days.

1. Enhanced food-based menu planning.

(2) Up to one grains/breads servings per day may be a dessert.

- a. Three of five food components (mandatory at the senior high level)
- b. Four of five food components
- c. Five of five food components (no Offer versus Serve)

**School Breakfast Meal Pattern Requirements
(minimums)**

Meal Component	Minimum Quantities Required for School Breakfasts			
	Ages 1-2	Preschool	Grades K-12	Option for Grades 7-12
Milk (fluid) as a beverage, on cereal, or both	4 oz.	6 oz.	8 oz.	8 oz.
Juice/Fruit/Vegetable: Fruit and/or vegetable; or full-strength fruit juice or vegetable juice	¼ cup	½ cup	½ cup	½ cup

Select one serving from each of the following components or two from one component:

Grains/Breads—One of the following or an equivalent combination:				
Whole-grain or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole-grain or enriched biscuit, roll, muffin, etc.	½ serving	½ serving	1 serving	1 serving
Whole-grain, enriched or fortified cereal	¼ cup or 1/3 oz.	1/3 cup or ½ oz.	¾ cup or 1 oz.	¾ cup or 1 oz. Plus an additional daily serving of one of the grains/breads above
Meat or meat alternates:				
Meat/poultry or fish	½ oz.	½ oz.	1 oz.	1 oz.
Cheese	½ oz.	½ oz.	1 oz.	1 oz.
Egg (large)	½	½	½	½
Peanut butter or other nut or seed butters	1 tbsp.	1 tbsp.	2 tbsp.	2 tbsp.
Cooked dry beans and peas	2 tbsp.	2 tbsp.	4 tbsp.	4 tbsp.
Nuts and/or seeds (as listed in program guidance) ⁽¹⁾	½ oz.	½ oz.	1 oz.	1 oz.
Yogurt, plain or flavored, unsweetened or sweetened	2 oz. or ¼ cup	2 oz. or ¼ cup	4 oz. or ½ cup	4 oz. or ½ cup

(1) No more than 1 ounce of nuts and/or seeds may be served in any one meal.

Offer versus Serve options available for breakfast under Menu Planning Option

1. Enhanced food-based menu planning

- f. Three of four food components
- g. Four of four food components (no Offer versus Serve)

**ADDENDUM
SCHOOL NUTRITION PROGRAMS— BASE CONTRACT (cont.)**

2. Nutrient Standard Menu Planning (NSMP) System or NuMenus

In NSMP, a menu item means any single food or combination of foods served. An entree may be a combination of foods or a single food that is offered as the main course. A reimbursable lunch offered to students shall include a minimum of three menu items, with one menu item being an entree and one fluid milk as a beverage. A reimbursable breakfast offered to students shall include a minimum of three menu items, with one menu item being fluid milk as a beverage. The nutrients in reimbursable meals, when averaged over a school week, must meet the established nutrition standards for the age or grade group served (as shown below).

Under Offer versus Serve for lunch, at least three menu items must be offered including an entree and fluid milk. The student must select at least two menu items and may decline a maximum of two menu items if more than three are offered. For the meal to be reimbursable, an entree must be selected. Offer versus serve is mandatory at the senior high school level, and a local option at grades below senior high.

Under Offer versus Serve for breakfast, at least three menu items must be offered including fluid milk. The student must select at least two menu items and may decline no more than one menu item if more than three are offered. Offer versus serve is a local option at all grade levels.

Requires nutrient analysis to be conducted by the SFA on all menu items or foods offered as part of the reimbursable meal using software approved by USDA Food and Nutrition Service. The analysis must be based on information provided in the Child Nutrition Database.

Requires that menu items offered as part of a reimbursable meal be analyzed based on weighted averages. Weighted averages result in nutritional analysis that is based on the projected number of students selecting each item in proportion to the rest of the meal. Note: USDA will temporarily waive the weighted average requirement of nutrient analysis and allow a simple average to be used instead. Use Menu Planning Option 3 if you request a waiver of weighted averages.

**Minimum Requirements for Nutrient and Calorie Levels
for School Lunches/Nutrient Analysis (school week averages)**

Nutrient and Energy Allowances	Minimum Requirements			Option For Grades K-3
	Preschool	Grades K-6	Grades 7-12	
Energy allowance/calories.....	517	664	825	633
Total fat (as a percent of actual total food energy).....	(1)	(1)	(1)	(1)
Saturated fat (as a percent of actual total food energy).....	(2)	(2)	(2)	(2)
Protein (g).....	7	10	16	9
Calcium (mg).....	267	286	400	267
Iron (mg).....	3.3	3.5	4.5	3.3
Vitamin A (RE).....	150	224	300	200
Vitamin C (mg).....	14	15	18	15

- (1) Not to exceed 30 percent over a school week.
- (2) Less than 10 percent over a school week.

**Optional Minimum Requirements for Nutrient and Calorie Levels
for School Lunches/Nutrient Analysis (school week averages)**

Nutrients and Energy Allowances	Ages 3-6	Ages 7-10	Ages 11-13	14 and above
	Energy allowance/calories.....	558	667	783
Total fat (as a percent of actual total food energy).....	(1)	(1)	(1)	(1)
Saturated fat (as a percent of actual total food energy).....	(2)	(2)	(2)	(2)
Protein (g).....	7.3	9.3	15.0	16.7
Calcium (mg).....	267	267	400	400
Iron (mg).....	3.3	3.3	4.5	4.5
Vitamin A (RE).....	158	233	300	300
Vitamin C (mg).....	14.6	15.0	16.7	19.2

- (1) Not to exceed 30 percent over a school week.
- (2) Less than 10 percent over a school week.

Note: See the complete regulations for a more detailed discussion of compliance with minimum nutrition requirements when a school has students in more than one age or grade group.

Offer versus Serve options available for lunch under Menu Planning Option

2. Nutrient Standard Menu Planning

- d. Take a minimum of two menu items, including the entrée; decline no more than two menu items (mandatory at the senior high level).
- e. Take all menu items (no Offer versus Serve).

ADDENDUM
SCHOOL NUTRITION PROGRAMS— BASE CONTRACT (cont.)

**Minimum Requirements for Nutrient and Calorie Levels
for School Breakfast (school week averages)**

Nutrients and Energy Allowances	Preschool	Grades K-12	Option for Grades 7-12
Energy allowance/calories.....	388	554	618
Total fat (as a percent of actual total food energy).....	(1)	(1)	(1)
Saturated fat (as a percent of actual total food energy).....	(2)	(2)	(2)
Protein (g).....	5	10	12
Calcium (mg).....	200	257	300
Iron (mg).....	2.5	3.0	3.4
Vitamin A (RE).....	113	197	225
Vitamin C (mg).....	11	13	14

(1) Not to exceed 30 percent over a school week.

(2) Less than 10 percent over a school week.

**Optional Minimum Requirements for Nutrient and Calorie Levels
for School Breakfast (school week averages)**

Nutrients and Energy Allowances	Ages 3-6	Ages 7-10	Ages 11-13	14 and above
Energy allowance/calories.....	419	500	588	625
Total fat (as a percent of actual total food energy).....	(1)	(1)	(1)	(1)
Saturated fat (as a percent of actual total food energy).....	(2)	(2)	(2)	(2)
Protein (g).....	5.5	7.0	11.25	12.5
Calcium (mg).....	200	200	300	300
Iron (mg).....	2.5	2.5	3.4	3.4
Vitamin A (RE).....	119	175	225	225
Vitamin C (mg).....	11.0	11.25	12.5	14.4

(1) Not to exceed 30 percent over a school week.

(2) Less than 10 percent over a school week.

Note: See the complete regulations for a more detailed discussion of compliance with minimum nutrition requirements when a school has students in more than one age or grade group.

Offer versus Serve options available for breakfast under Menu Planning Option

2. Nutrient Standard Menu Planning

- h. Take a minimum of two menu items, decline no more than one menu item.
- i. Take all menu items (no Offer versus Serve).

3. Nutrient Standard Menu Planning (NSMP) System— Waiver of Weighted Averages

Waiver of weighted averages requested, simple averaging will be used.

Same requirements as shown for **Menu Planning Option 2.**

Offer versus Serve Options available for lunch under Menu Planning Option

3. Nutrient Standard Menu Planning—Waiver of Weighted Averages

- d. Take a minimum of two menu items, including the entrée; decline no more than two menu items (mandatory at the senior high level).
- e. Take all menu items (no Offer versus Serve).

Offer versus Serve options available for breakfast under Menu Planning Option

3. Nutrient Standard Menu Planning—Waiver of Weighted Averages

- h. Take a minimum of two menu items, decline no more than one menu item.
- i. Take all menu items (no Offer versus Serve).

ADDENDUM
SCHOOL NUTRITION PROGRAMS— BASE CONTRACT (cont.)

4. Assisted Nutrient Standard Menu Planning (ANSMP) System or Assisted NuMenus

An alternative for schools who desire to do NSMP, but do not have the resources or capacity to conduct it independently. This method draws on the expertise of professionals to develop and establish menu cycles that meet the nutrition standards for nutrients, calories and fat levels for the specific age or grade group specified under Menu Planning option 2 above.

Cycle menus would be developed to consider local food preferences and child nutrition program operations, and all the provisions explained for NSMP.

Requires recipes, food product specifications, and preparation techniques be developed and provided by the entity doing the menu planning to ensure that the menu items and foods offered conform to the nutrient analysis completed on the menu cycle.

Requires the state to approve the initial menu cycle, recipes, and other specifications to determine that all required elements for correct nutrient analysis are incorporated. After the initial service, the SFA is required to reassess the nutrient analysis and make appropriate adjustments.

Requires those doing ANSMP to follow the requirements listed under NSMP, including those for the database, software, and weighted nutrient analysis or waiver of the weighted analysis. Use Menu Planning Option 5 if you request a waiver of weighted averages.

Same requirements as shown for **Menu Planning Option 2**.

Offer versus Serve Options available for lunch under Menu Planning Option

4. Assisted Nutrient Standard Menu Planning

- d. Take a minimum of two menu items, including the entrée; decline no more than two menu items (mandatory at the senior high level).
- e. Take all menu items (no Offer versus Serve).

Offer versus Serve options available for breakfast under Menu Planning Option

4. Assisted Nutrient Standard Menu Planning

- h. Take a minimum of two menu items, decline no more than one menu item.
- i. Take all menu items (no Offer versus Serve).

5. Assisted Nutrient Standard Menu Planning (ANSMP) System— Waiver of Weighted Averages

Waiver of weighted averages requested, simple averaging will be used.

Same requirements as shown for **Menu Planning Option 4**.

Offer versus Serve Options available for lunch under Menu Planning Option

5. Assisted Nutrient Standard Menu Planning—Waiver of Weighted Averages

- d. Take a minimum of two menu items, including the entrée; decline no more than two menu items (mandatory at the senior high level).
- e. Take all menu items (no Offer versus Serve).

Offer versus Serve options available for breakfast under Menu Planning Option

5. Assisted Nutrient Standard Menu Planning—Waiver of Weighted Averages

- h. Take a minimum of two menu items, decline no more than one menu item.
- i. Take all menu items (no Offer versus Serve).

6. Traditional Food-based meal pattern in effect during the 1994-95 school year.

Under this option, may not selectively implement parts of the new regulation. For example, desserts cannot be used to meet the grains/breads requirement. Selection of this menu planning option requires you to certify that you meet or have made substantial progress towards meeting the Dietary Guidelines for Americans.

**ADDENDUM
SCHOOL NUTRITION PROGRAMS— BASE CONTRACT (cont.)**

School Lunch Meal Pattern Requirements

Components		Group I Age 1 and 2 Preschool	Group II Age 3 and 4	Group III Age 5-8 (Grades K-3)	Group IV Age 9 and older (Grades 4-12)	Group V Age 12 and older (Grades 7-12)
		Minimum Quantities				
Milk (as a beverage)		¾ cup (6 fl. oz.)	¾ cup (6 fl. oz.)	½ pint (8 fl. oz.)	½ pint (8 fl. oz.)	½ pint (8 fl. oz.)
Meat or Meat alternate (quantity of the edible portion as served)	Lean meat, poultry, or fish	1 oz.	1½ oz.	1½ oz.	2 oz.	3 oz.
	Cheese	1 oz.	1½ oz.	1½ oz.	2 oz.	3 oz.
	Large egg	½	¾	¾	1	1½
	Cooked dry beans or peas	¼ cup	3/8 cup	3/8 cup	½ cup	¾ cup
	Peanut butter or soynut butter or other nut or seed butters	2 Tbsp.	3 Tbsp.	3 Tbsp.	4 Tbsp.	6 Tbsp.
	Yogurt plain or flavored, unsweetened or sweetened	4 oz. or ½ cup	6 oz. or ¾ cup	6 oz. or ¾ cup	8 oz. or 1 cup	12 oz. or 1½ cup
	Peanuts or soynuts or tree nuts or seeds or an equivalent quantity of any combination of the above meat/meat alternates	½ oz. = 50%	¾ oz. = 50%	¾ oz. = 50%	1 oz. = 50%	1½ oz. = 50%
Vegetable or Fruit	Two or more servings of vegetable or fruit or both	½ cup	½ cup	½ cup	¾ cup	¾ cup
Grains/Breads (servings per week)	Must be enriched or whole-grain. At least one serving for Groups III thru V must be served daily	5 per week	8 per week	8 per week (at least 1 per day)	8 per week (at least 1 per day)	10 per week (at least 1 per day)

Offer versus Serve options available for lunch under Menu Planning Option

6. Traditional Food-based Meal Pattern.

- a. Three of five food components (mandatory at the senior high level)
- b. Four of five food components
- c. Five of five food components (no Offer versus Serve)

School Breakfast Meal Pattern Requirements

Food Components/Items	Minimum Required Quantities		
	Ages 1-2	Ages 3, 4, and 5	Grades K-12
Milk (fluid) as a beverage, on cereal, or both.....	½ cup	¾ cup	½ pint
Juice/Fruit/Vegetable—Fruit and/or vegetable; or full-strength fruit juice or vegetable juice.....	¼ cup	½ cup	½ cup

Select one serving from each of the following components/items or two servings from one component/item.

Grains/Breads—One of the following or an equivalent combination:			
Whole-grain or enriched bread	½ slice	½ slice	1 slice
Whole-grain or enriched biscuit, roll, muffin, etc.	½ serving	½ serving	1 serving
Whole-grain, enriched or fortified cereal	¼ cup or 1/3 oz.	1/3 cup or ½ oz.	¾ cup or 1 oz.
Meat or meat alternates:			
Lean meat/poultry or fish	½ oz.	½ oz.	1 oz.
Cheese.....	½ oz.	½ oz.	1 oz.
Egg (large)	½	½	½
Peanut butter or other nut or seed butters	1 tbsp.	1 tbsp.	2 tbsp.
Cooked dry beans and peas.....	2 tbsp.	2 tbsp.	4 tbsp.
Nuts and/or seeds (as listed in program guidance).....	½ oz.	½ oz.	1 oz.
Yogurt, plain or flavored, unsweetened or sweetened.....	2 oz. or ¼ cup	2 oz. or ¼ cup	4 oz. or ½ cup

Offer versus Serve Options available for breakfast under Menu Planning Option

6. Traditional Food-based Meal Pattern

- f. Three of four food components
- g. Four of four food components (no Offer versus Serve)

**ADDENDUM
SCHOOL NUTRITION PROGRAMS— BASE CONTRACT (cont.)**

After School Snack Meal Pattern

7CFR Part 210.10(n) and 210.10a(j)

COMPONENTS (Select two different components from the four listed)	AGES 1 AND 2	AGES 3 THROUGH 5	AGES 6 THROUGH 12
MILK Milk, fluid	1/2 cup	1/2 cup	1/2 cup
VEGETABLES and FRUITS Vegetable(s) and/or fruit(s) or full-strength fruit or vegetable juice or An equivalent quantity of any combination of these foods <i>(Juice may not be served when milk is served as the only other component)</i>	1/2 cup	1/2 cup	3/4 cup
GRAINS and BREADS¹ Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal ² or Hot cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or an equivalent quantity of any combination of the above grain and bread products	1/2 slice 1/2 serving 1/4 cup or 1/3 oz. 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 oz. 1/4 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup or 1 oz. 1/2 cup 1/2 cup 1/2 cup
MEAT and MEAT ALTERNATES Lean meat or poultry or fish ³ or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds or Yogurt, plain or sweetened and flavored or An equivalent quantity of any combination of the above meat and meat alternates	1/2 oz. 1/2 oz. 1/4 egg 1/8 cup 1 tbsp. 1/2 oz. 2 oz. or 1/4 cup	1/2 oz. 1/2 oz. 1/4 egg 1/8 cup 1 tbsp. 1/2 oz. 2 oz. or 1/4 cup	1 oz. 1 oz. 1/2 egg 1/4 cup 2 tbsp. 1 oz. 4 oz. or 1/2 cup

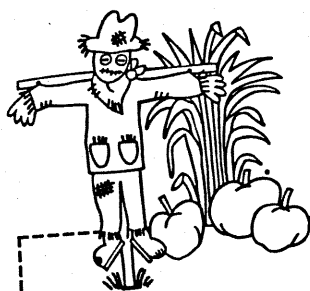
USDA recommends that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements.

¹Bread, pasta or noodle products, and cereal grains must be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc., must be made with whole-grain or enriched meal or flour; cereal must be whole-grain or enriched or fortified.

²Either volume (cup) or weight (ounce), whichever is less.

³Edible portion as served.

staff notes



HOLIDAY HOURS

The MPSD's McKinley Administrative Offices will be closed November 24 and 25.

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Q&A Fund balance: slush fund or prudent management tool?

Arguably, MPSD facilities are in the best shape ever, largely due to prudent use of the district's fund balance. Recently, this fiscal tool has been called into question by the Herald Times Reporter. Below, Joan Graff, public information specialist, talked to Superintendent John Crubaugh about the role the fund balance plays in school finance.

Could you explain Wisconsin's revenue limit for schools?

Six years ago, the Governor established revenue limits to lower property tax rates. Those revenue caps have placed restrictions on how much public school budgets can grow on an annual basis. A formula allows schools to increase their spending by only a few dollars per student each year based on the previous year's budget.

Every year, the MPSD School Board decides to "tax to the limit." What does that mean?

A quirk in the revenue cap law gives schools no incentive to save. If we don't tax to the allowable limit, the base from which the next year's tax revenue is determined will be lower. We would be eligible for fewer dollars than the previous year.

How much did taxing to the limit add to the MPSD levy this year?

This year, we taxed an additional \$29,000 to reach our revenue limit. Most years it has been between \$75,000 and \$300,000.

What happens to this extra money?

This money is put into something called a fund balance. The fund balance is a savings account consisting of (1) the amount raised by taxing to the limit each year and (2) money that is budgeted but not spent.

The MPSD has an \$11 million fund balance. How could it get so large?

Although some of the \$11 million total

was accumulated by taxing to the maximum level each year, the major reason we have such a healthy fund balance is that we never spend our full budget. A budget is an estimate of what you are going to spend over a period of time, but it is never precise. MPSD teachers and administrators rarely spend their full budgets. Our people are frugal and buy only what is necessary. The savings come in small increments – a little from the Social Studies Department here, a little from Jackson School there, perhaps our insurance rates did not go up as much as expected or maybe our salary settlements came in lower than anticipated.

A budget is an estimate. You'd better not estimate low because you don't want to go back to the taxpayer with a deficit. At the end of the year, any unspent dollars are added to the fund balance.

What role does the fund balance play in the MPSD's entire fiscal picture?

The fund balance is quite important. It is a planned savings account that can only be spent with the Board's approval. A long time ago the Board decided to earmark the fund balance for two things: 1) to prevent the need for short-term borrowing and 2) to fund one-time capital projects.

With all of its revenue, why would a school district need to short-term borrow?

Continued on page 2.

The school district's fiscal year begins July 1, but tax revenues don't arrive until January. Some school districts have to borrow money to cover interim expenditures, but the MPSD can tap its fund balance. That saves us from paying interest until we receive money from the state or property taxes.

The Herald Times has been calling the district's fund balance a surplus. Is that accurate?

I think the term surplus implies that this is just willy-nilly money, that it is a big surprise to us. On the contrary, this money is not a surprise.

Some time ago, Ken Mischler [director of business services] and I went to the Board publicly and said, "Look, we need about \$8 million to make sure that we don't have to short-term borrow."

Now our fund balance is up to about \$11 million. There are some needed capital projects waiting in the wings, so why not do them?

What are capital projects?

Capital projects are large, necessary, one-time expenditures. Things like putting a new roof on a school or replacing windows. Things like building Jefferson School and purchasing Riverview. Such projects can't be accommodated in the operating budget simply because of the fact that we have revenue limits. Without the fund balance, we would have to go back to the people every time one of our buildings needed a new roof or windows. The people hire a superintendent and elect a Board to run this district and administer its \$47 million budget.

Where does the MPSD rank among other districts in terms of its net tax levy rate?

Last year we had the 66th lowest net tax levy rate out of 423 districts. There was only one district larger than the MPSD that had a lower tax rate, and that was Racine. We're probably going to place even lower this year simply because our net tax levy rate is going down from a year ago. That places us in the lowest quartile of net tax levy rate spending districts in Wisconsin.

What are some things the MPSD has used its fund balance for?

The district used a combination of fund balance and borrowing to purchase Riverview school. We got that 75,000-square-foot building for \$3 million. That's a lot of additional space for a very reasonable cost.

We bought a private residence to expand the Wilson parking lot.

We purchased private homes adjacent to Jefferson School so we could expand the grounds when we built the new school.

We actually built Jefferson school out of our fund balance. That means we did not have to go to referendum and did not have to borrow money for the project.

We tapped the fund balance for \$3 million for this latest construction project involving Lincoln, the two junior highs, and Jackson and Madison Schools. That money supplemented the \$25 million authorized by the referendum. We bought \$28 million of facilities improvements but kept our debt liability to \$25 million.

We think we have used the fund balance for very important projects and as a way to minimize our interest payments while we continue to update our schools. You have to remember that our schools are not the newest in the state. But, by golly, they look among the best because we have paid attention to them.

It is important to remember that the Board has a responsibility to preserve the taxpayers' investment in school facilities. From a financial point of view, the fund balance is the least painful way to do these projects.

Acknowledging the need to maintain \$8 million for cash flow purposes, about \$3 million of the current fund balance would still be available. What could that money be used for?

We have given the Board a list of things that we think ought to come out of the fund balance. A number of items were originally included in the recent five-school project but weren't actually done. Those include refinishing woodwork at Washington and Wilson, painting lockers in some schools, and

installing acoustical tile in the Madison and Jackson gyms. We also didn't do the auditorium at Lincoln. That could cost \$1 million.

Those are the kinds of items that we are recommending to the Board as a way to continually update and maintain our facilities.

Some people have suggested using the fund balance to hire new staff, buy computers, or buy textbooks. Would those be options?

Remember, I said earlier that the fund balance must be used for one-time expenditures.

If we spend the fund balance for additional teachers, we are obligating ourselves for salaries that need to be paid year after year. That is like putting a downpayment on a house without having the income to handle the monthly payments.

Teacher salaries, textbooks, and even computers are ongoing expenses that ought to come out of our operating budget. Those are part of our ongoing, day-to-day expenditures.

You could probably make a case for buying computers, although technology is changing so fast that computers become obsolete as fast as textbooks. Frankly, we have used some of our fund balance to pay for the computer wiring because that is permanent.

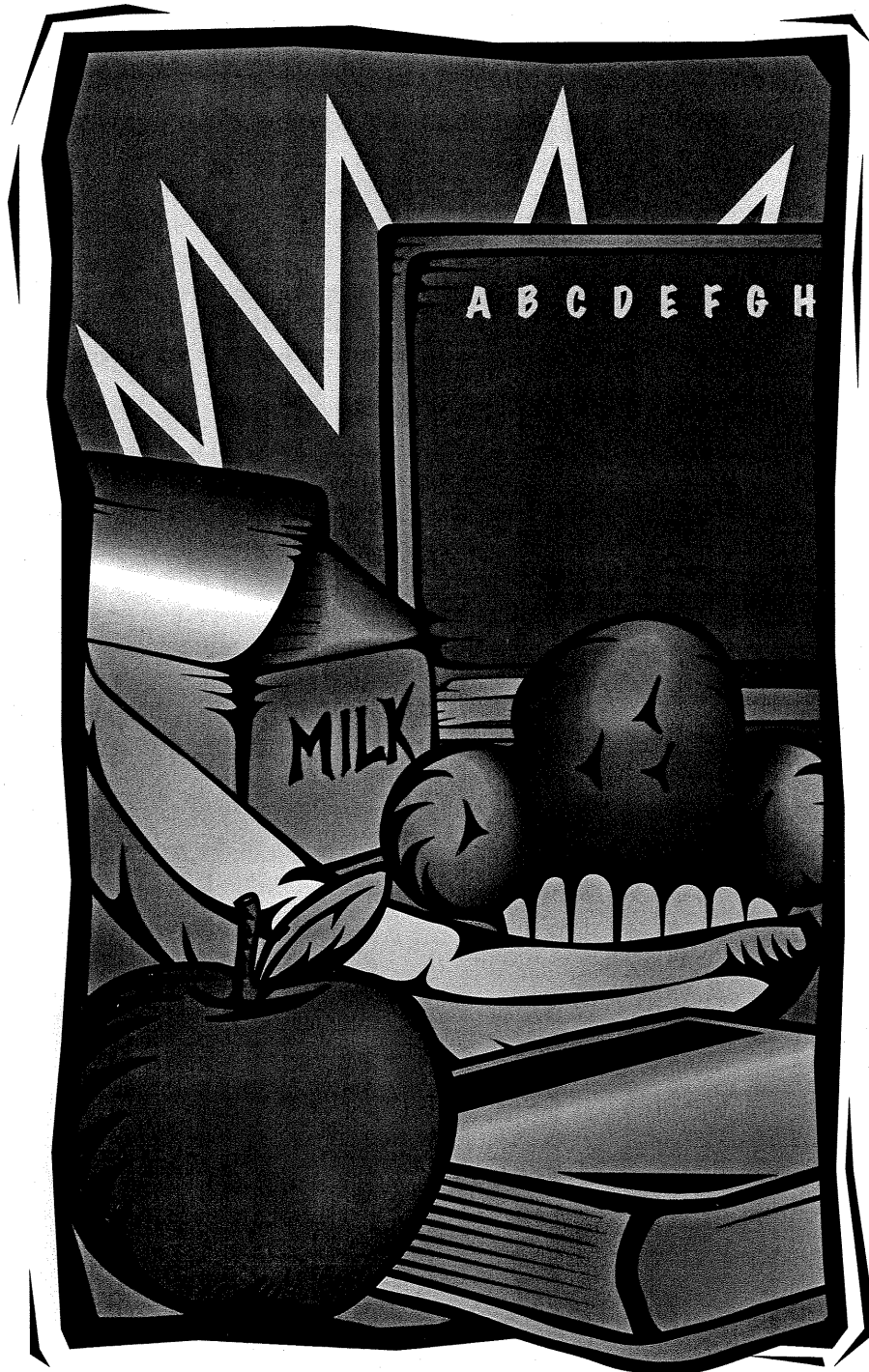
Could the money be returned to the taxpayers?

Sure, you could return it to the taxpayers, but the first thing I learned in Finance 101 was to make sure your net tax levy rate is pretty consistent year to year.

Returning \$3 million would lower the tax rate considerably for this next year. Instead of \$8.55 per thousand, we could lower it to \$6.75. But the following year, because the law and the revenue caps would again force us to tax to the limit, our maximum revenue limit would be higher and our tax rate would spike up over \$9.

Any savings would be pretty short-lived. The way things stand, the taxpayers have a pretty consistent tax bill which, incidentally, has been decreasing even as we have accumulated a healthy fund balance. ◇

School Breakfast Programs Energizing the Classroom



A Summary of the
First and Second Year
Study of the Universal
School Breakfast Pilot
Program in Minnesota
Elementary Schools

Introduction

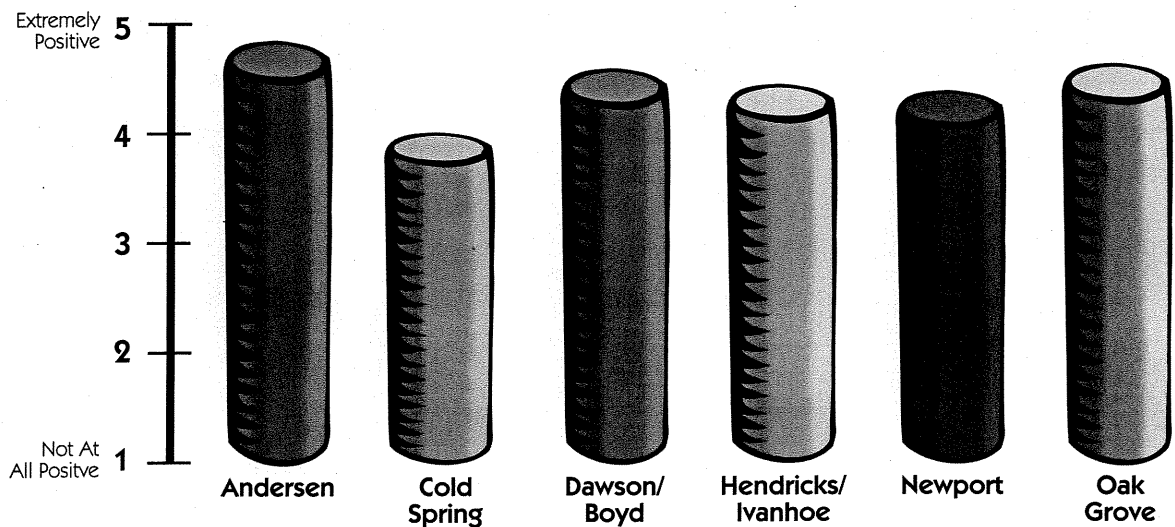
In 1994, the Minnesota Legislature directed the Minnesota Department of Children, Families & Learning (then the Minnesota Department of Education) to implement a universal breakfast pilot program integrating breakfast into the educational schedule for all students. The Department awarded grants to four elementary schools. Two additional sites were able to join the program through a corporate partnership. The Department was also charged with annually evaluating these sites to determine the impact of school breakfast on children's school performance including discipline, test scores, attendance and other measures of educational achievement.

The evaluation, performed by The Center for Applied Research and Educational Improvement (CAREI) at the University of Minnesota, shows that, when all students are involved in school breakfast, there is a general increase in learning and achievement. As the graph indicates, teachers' overall attitudes about the effect of school breakfast is overwhelmingly positive.

Clearly these pilot breakfast programs infuse a new level of energy into the school day: students are more attentive and are in the classroom more consistently, teachers support the program and appreciate the positive effects on students, for parents the program is more consistent with their children's natural sleeping and eating routines and it relieves some of the stress of rushed mornings. It is also an opportunity for community and parental participation in the educational process. At the pilot sites, school breakfast programs are more than cereal, fruit, toast and milk for a sleepy child prior to the start of class. It is a vital part of the curriculum and an integral element of a productive and successful educational day.

2

Teachers' Overall Feelings About Breakfast Project in Year 2



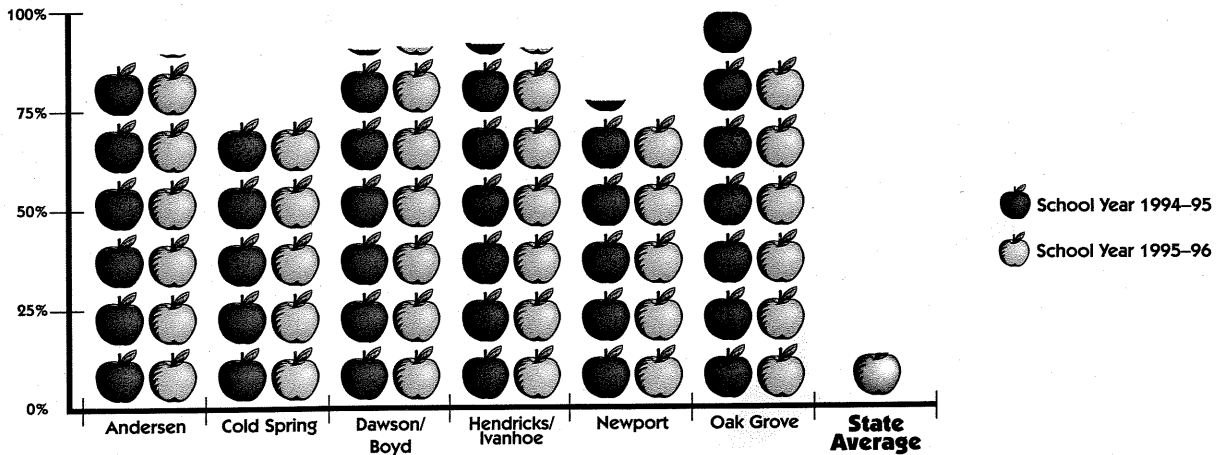
Participation

Data collected before this pilot program revealed that in schools with breakfast programs only 12% of students participated and only about half the students eligible for free or reduced meals ate breakfast most or all the time. By involving all students, these pilot programs eliminate the stigma of subsidized meal programs. Students from all socioeconomic levels participate. Thus, on a nutritional basis they all start the school day equally. The extremely high participation rates, ranging from 75% at Newport Elementary to 91% at Dawson/Boyd, affirm that the programs are well-liked by students.

"I think it's good because everyone is the same now."

— Dawson/Boyd Elementary student

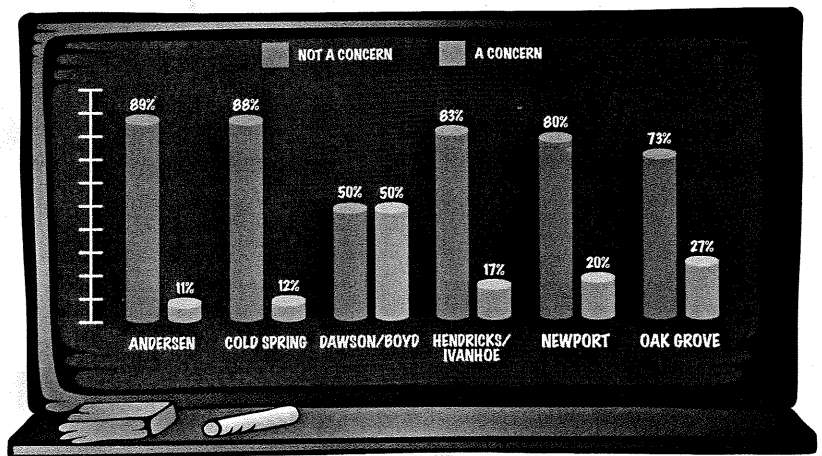
Participation Rates in School Breakfast Programs



Integration Into The School Day

Administrators report that school building and community attitude toward school breakfast remains positive. Food service personnel and advisory committees work closely with teachers to create programs that fit smoothly into the daily schedule and reinforce the curriculum by stressing the importance of nutrition. Some people feared that breakfast would cut into valuable classroom time. This did not materialize. Some classes use the time for reading, some watch educational programming and others complete worksheets as they eat. As the graph shows, teachers express very little concern over the time it takes for school breakfast. Furthermore, school breakfast has become a vital part of the educational day.

Teachers' Level of Concern for Time Away From Learning Early Spring 1996



Learning Readiness

"I really notice the difference this year. Last year I saw improved concentration, this year I see less aggression and improved attitudes."

— Newport 2nd grade teacher

At the pilot sites, students are better prepared for learning than ever. School breakfast helps reduce several of the common roadblocks to learning. When students are at the nurse's office, they aren't learning. When one student's behavior disrupts the classroom, all students lose valuable learning time. When students are hungry or have headaches, they stop paying attention to the lesson. School breakfast helps eliminate many of these problems. Individual students and whole classrooms are better prepared for learning.

"I believe breakfast eliminates that mid-morning tired—lag—so learning continues until lunch."

— Hendricks/Ivanhoe teacher

Increased Student Attention

According to teachers, students are more energetic at the start of the day and complaints about mid-morning hunger have noticeably decreased. One teacher noted that school breakfast gets her day started on a positive note and that students no longer complain about headaches or being hungry at 10:30 A.M. This was typical of all sites. Despite long bus rides and early starting times, students now have the energy to stay alert through the entire morning.

Improved Student Behavior

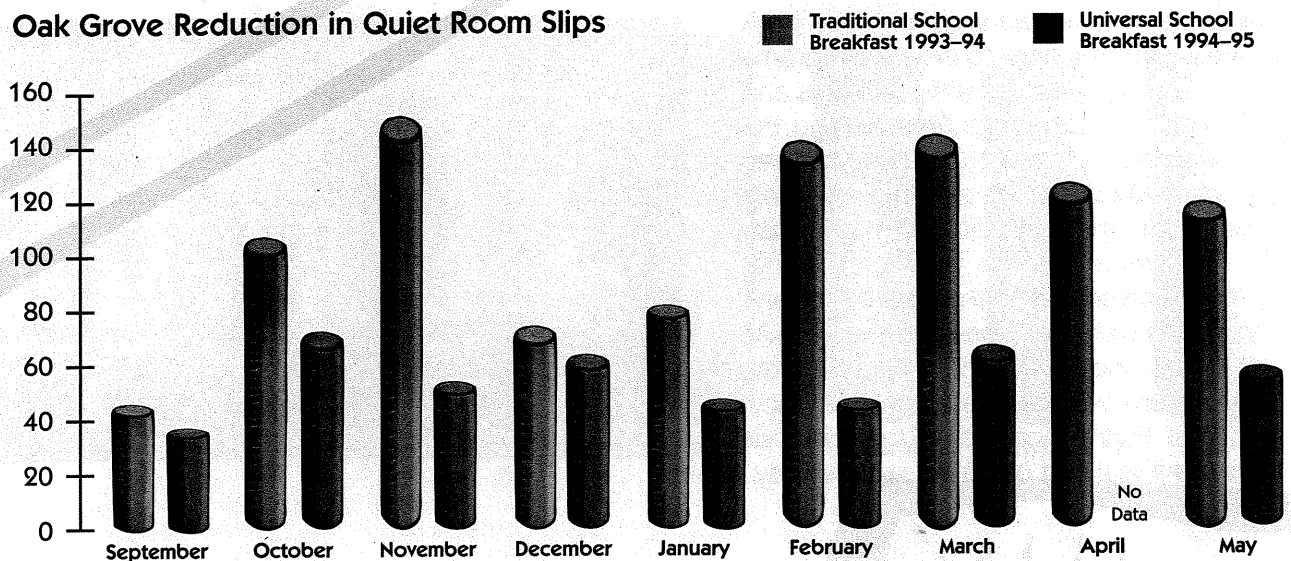
Classes at the pilot sites lose less educational time due to discipline problems. Nutritious school breakfast increases attention span and reduces class disruption. Fewer students are sent to the principal's office. Administrators feel that school breakfast plays an important role in their 40%–50% decline in discipline referrals.

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"Breakfast for my child helped him to concentrate better on school work rather than thinking how much longer it would be till lunch."

— Cold Spring Elementary parent

Oak Grove Reduction in Quiet Room Slips



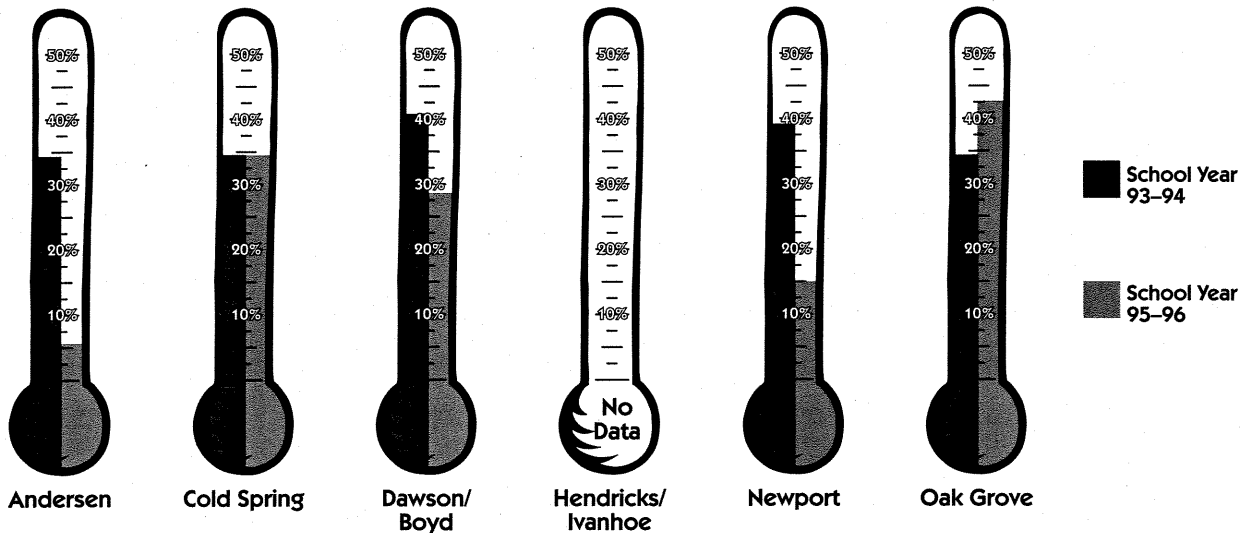
Reduced Nurse Visits

Reaction from school nurses supports the positive attitudes of teachers and administrators. As the graph below indicates, nurses report a significant decline in morning visits to their offices due to minor headaches and stomachaches. They conclude school breakfast is the reason students are spending less time at their office and more time in the classroom. Nurses comment that it would be a severe detriment to students if the program was discontinued and suggest expanding it to high schools.

“Kids are not coming down complaining they don’t feel well. Now when they come down you know they have had breakfast and it could be a real sickness.”

— Newport nurse

93–94 vs. 95–96 Percentage of Morning Nurse Visits for Minor Illness



Test Scores

In comparing test scores of third graders before the universal school breakfast program with their scores as fifth graders after experiencing the program for two years, **there is a general increase in composite math and reading percentile scores.** With so many variables involved in testing, caution needs to be taken when interpreting achievement results. Nonetheless, the universal school breakfast program appears to play a role in improving student achievement.

Change in Percentile Ranks for Same Class Math and Reading Test Scores

	Math	Reading
Andersen*	+10%	-2%
Cold Spring	+4%	+7%
Dawson/Boyd	-4%	+4%
Hendricks/Ivanhoe	+10%	+10%
Newport	+3%	+3%
Oak Grove*	+16%	+1%

* Reflects changes between grades 3 and 4. All others reflect changes between grades 3 and 5.

“For my children, they have an idea of how important breakfast is and it reinforces what I teach at home. They enjoy the social interaction.”

— Newport Elementary parent

“...it is little to spend on long term results... It gives me time to visit with them [my students]. It is a nice way to start the day nutritionally, socially, and emotionally.”

— Dawson/Boyd 1st grade teacher

Parent Reactions

In a survey of parents, a majority agree or strongly agree that the pilot program results in a positive experience and that nutritious foods are offered. Many note that their children are not hungry early in the morning, but are ready to eat when they arrive at school. Mornings are a very busy time for many families with parents getting ready for work and kids getting ready for school. Many parents feel less stressed because they don't need to worry about preparing breakfast when everyone is rushed. Many parents note that their child's learning and concentration has increased because of the universal school breakfast program.

Social Benefits

The pilot sites note several indirect social benefits from school breakfast. It creates a new opportunity for interaction between students, teachers, parents, and community members. In many schools, siblings eat breakfast together and there is a healthy interaction among students of different grade levels. One administrator notes that children who are frequently isolated during lunch and other breaks are fitting in well with all students. Many classes utilize breakfast as an opportunity for less structured interaction among students. Teachers' assessment of the social benefits of the breakfast program is characterized by the following quotes.

“We eat in our room—it's a team decision—it's like a family time together. The kids have a chance to talk. We have to feed the kids if we want them to learn. We have an early start, for working parents often kids are responsible for themselves in the morning and are lucky to get to school on time much less make themselves a breakfast.”

— Andersen Open School 5th/6th grade teacher

“It provides a nice socialization time. We see a lot of multi-age mixing of the children and children in the same family eating together.”

— Cold Spring educational assistant

“Kids are excited about it. It builds a family or community feeling.”

— Dawson/Boyd 1st grade teacher

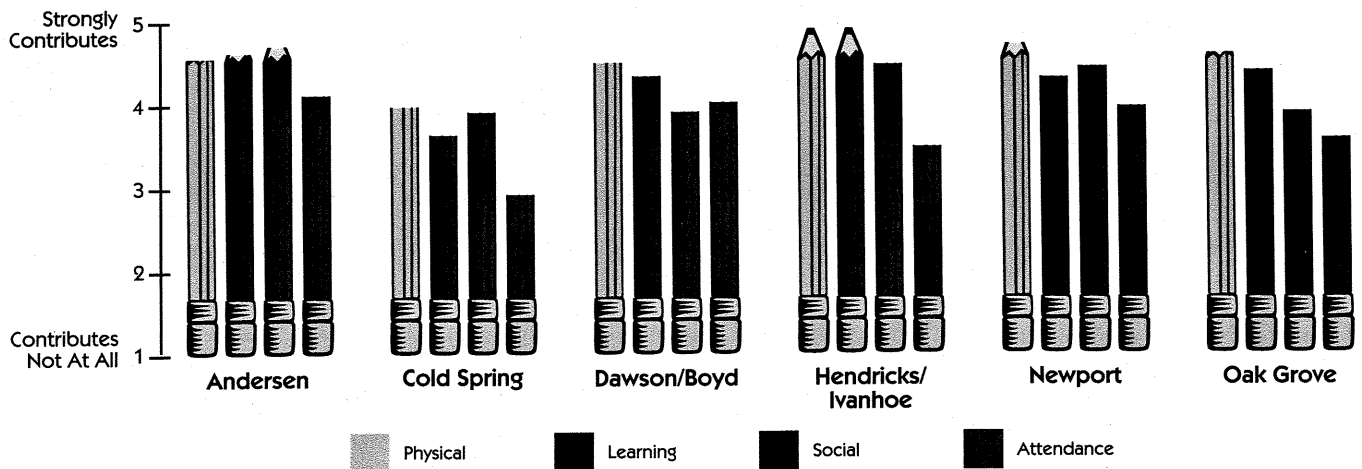
Conclusion

Overall, the response to the pilot program has been extremely positive. Teachers like the behavior and learning improvements, parents appreciate the program and the safety net it provides for them, students need the nutrition and enjoy the social aspects, and administrators find it easy to integrate into the daily educational routine. For these pilot schools, their universal breakfast program is no longer an experiment. It is an important, desired, energizing and effective element of the educational day.

"I hope it can continue. I think it's the best thing since sliced bread."

— Cold Spring teacher

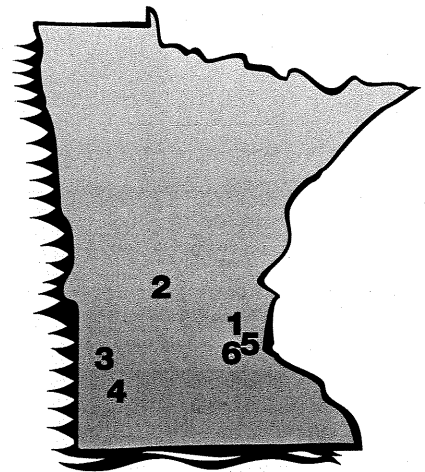
Teachers' Feelings About the Effect Breakfast has on Students' Behavior and Performance in Year 2



The Sites

The six sites participating in the Universal School Breakfast Pilot Program are: Andersen Open School in Minneapolis (1), Cold Spring Elementary (2), Dawson/Boyd Elementary (3), Hendricks/Ivanhoe Elementary (4), Newport Elementary (5), and Oak Grove Elementary in Bloomington (6). They represent a cross-section of Minnesota communities, demographics and school systems.

The actual breakfast programs vary from school to school. Serving times range from 7:30 A.M. to past 9 A.M. Some schools serve students in the cafeteria directly after getting off the bus and others start classroom activities before eating. Several classes choose to eat in their rooms while reading, watching educational programming or doing class work. Menus vary but the food served contains more nutrition than the average breakfast.





Energizing the Classroom is based on a two year evaluation of the Universal School Breakfast Pilot Program and was conducted by the Center for Applied Research and Educational Improvement (CAREI), 265-2 Peik Hall, 159 Pillsbury Drive SE, Minneapolis, Minnesota 55455-0208.

Copies of this summary and the complete CAREI report are available from the Minnesota Department of Children, Families & Learning, Food and Nutrition Service at 550 Cedar Street, St. Paul, Minnesota 55101-2273, or by calling (800) 366-8922 or (612) 296-6986.

Child Nutrition Programs of the U.S. Department of Agriculture are available to all individuals regardless of race, creed, color, national origin, religion, age, sex or sexual orientation, marital status, political opinions, affiliations, disability or handicap. Persons who believe that they have been denied equal opportunity may write to the Secretary of Agriculture, Washington, DC 20250.

**Upon request, this information can be made available in alternative formats.
TTY (612) 297-2094**

QAT: SET UP MEETING WITH
LEG. COUNCIL ATTY.

FIND OUT BACKGROUND
ON SCHOOL LUNCH
PROGRAM

WE WOULD LIKE TO
DRAFT A BILL THAT

THAT WOULD REQUIRE
CITIES WITH A POPULATION
LEAVE ABOVE ?? 870-1090
(I THINK MAY. TOWN'S WAS
1170)

CITY OF 25,000 OR MORE
CELEBRATE MILWAUKEE IF
THEY DON'T HAVE SUCH A
PROGRAM)

BREAKFAST PROGRAM

OPT OUT - MUST DO YOUR
SURVEY TO FIND OUT IF
KIDS ARE WANTING A BALANCE
BREAKFAST