

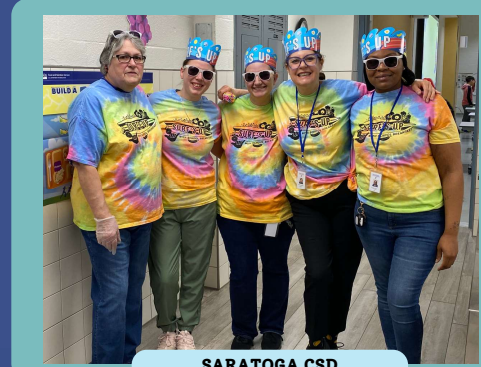
Agenda

NEED MORE HELP?

Email:

CN@nysed.gov

- **Child Nutrition Program Operations & Eligibility**
- **Reimbursement**
- **Universal Free Meals**
- **Meal Pattern & Nutritional Quality**
- **Administrative Requirements**
- **Financial Management**
- **New SFA Application**
- **Live Q&A**



SARATOGA CSD



School Meals Programs

National School Lunch Program (NSLP)

School Breakfast Program (SBP)

Afterschool Snack Program (ASP)

Extended Day Snack Program

Fresh Fruit & Vegetable Program (FFVP)

Special Milk Program (SMP)



EAST ROCHESTER UFSD



CAMBRIDGE CSD



Program Operations



BUFFALO CITY SD

As an SFA:

- Program responsibilities fall on the SFA for all approved Recipient Agencies (RAs).

As an RA under an SFA:

- SFA must apply on behalf of the RA.
- SFA maintains full program responsibility.

Eligibility Requirements

Federal Regulation 7CFR 210.2

Must be non-for-profit

- Public
- Non-Public
- Charter
- Residential Child Care Institute (RCCI)

Must have:

- An active Unique Entity Identifier (UEI)
- An active Basic Educational Data System (BEDS) code



WATERFORD HALFMOON CSD

NYS Universal Free Meal Program

**Beginning School Year 25-26
ALL students in a NSLP/SBP
participating school receive
meals at no charge!**

All meals reimbursed at a rate equivalent
to the federal and state free rate



WATERFORD HALFMOON UFSD

NYS Universal Free Meals

**The Universal Free School Meals Program requires SFAs
to maximize federal reimbursement by operating in the
Community Eligibility Provision (CEP), if eligible, or
Provision 2**

Community Eligibility Provision (CEP)



<https://www.cn.nysed.gov/content/CEP>

Provision 2, if not eligible for CEP



<https://www.cn.nysed.gov/content/provision2>

Community Eligibility Provision (CEP)

**Breakfast & Lunch to all
students at no cost**

**Eligibility based on the Identified
Student Percentage (ISP)**

ISP Calculation:

Identified Students

X 100 =

**Identified Student
Percentage (ISP)**

Enrolled Students



**Must have an ISP of
25% to be CEP Eligible**

Provision 2

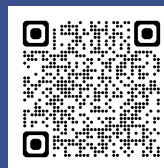
Year 1: Establish Base Year

- Process Free/Reduced Income Applications
- Count and Claim by Free, Reduced, and Paid Category
- Free, Reduced, and Paid claiming percentages are established for each month based on submitted meal claims

Years 2-4: Non-Base Years

- Monthly funding levels established in the base year are used in the subsequent three years

<https://www.cn.nysed.gov/content/provision2>



Meal Sourcing



NYC Department of Education Cook Ambassador Food Service Staff

- Self Prep
- Vended
- Food Service Management Company (FSMC), Contracted

Meal Counting System



MARGARETVILLE CSD

- Ensures all meals are counted, recorded, and claimed correctly.
- Count meals at the Point of Service
- Maintain Meal Count Records to support claim for reimbursement
- Edit Check System

Claims for Reimbursement



Submit monthly



CNMS Claiming System



60-Day Deadlines



One-Time Exception

**Claim
Deadlines**



NSLP & SBP Meal Pattern Chart

Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs									
Meal Pattern	Breakfast Meal Pattern					Lunch Meal Pattern			
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8	Grades K-12	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8
Amount of Food Per Week ^a (Minimum Per Day)									
Fruits (cups) ^{b,c}	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	2½ (½)	2½ (½)	5 (1)	2 ½ (½)
Vegetables (cups) ^{b,c}	0	0	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)	3 ¾ (¾)
Dark green ^d	0	0	0	0	0	½	½	½	½
Red/Orange ^d	0	0	0	0	0	¾	¾	1¼	¾
Beans/Peas (Legumes) ^d	0	0	0	0	0	½	½	½	½
Starchy ^d	0	0	0	0	0	½	½	½	½
Other ^{d,e}	0	0	0	0	0	½	½	¾	½
Additional Veg to Reach Total ^f	0	0	0	0	0	1	1	1½	1
Grains (oz eq) ^g Minimums	7 (1)	8 (1)	9 (1)	8 (1)	9 (1)	8 (1)	8 (1)	10 (2)	8 (1)
Meats/Meat Alternates (oz eq) ^h Minimums	0 ^h	0 ^h	0 ^h	0 ^h	0 ^h	8 (1)	9 (1)	10 (2)	9 (1)
Fluid milk (cups) ⁱ	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week									
Min-max calories (kcal) ^{j,k}	350-500	400-550	450-600	400-500	450-500	550-650	600-700	750-850	600-650
Saturated fat (% of total calories) ^k	< 10	< 10	< 10	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^k	≤ 540	≤ 600	≤ 640	≤ 540	≤ 540	≤ 1230	≤ 1360	≤ 1420	≤ 1230
Trans fat ^k	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.								

Offer vs Serve

Allows students to decline some food offerings



Goal is to reduce food waste

Breakfast Component Requirements

Must Offer 3 Components

Fruit/Vegetable

Fluid Milk

Grains



Daily & weekly minimum required portion sizes per age/grade group

Wells CSD

Lunch Component Requirements

Must Offer 5 Components



Fruit



Vegetable



Grains



Meat/Meat Alternates



Fluid Milk



Daily & weekly
minimum
required portion
sizes per
age/grade group

BROOME-TIOGA BOCES

Vegetable Sub-Group Requirement

Dark Green (leafy, green and cooked)	Red/Orange (cooked and uncooked)	Other (leafy, green and cooked)	Starchy (fresh, frozen and cooked)	Beans and Peas (Legumes) (cooked, frozen or canned from dry)
<ul style="list-style-type: none"> Asparagus Broccoli Brussels sprouts Cauliflower Celery Corn Cucumbers Eggplant Kale Kidney beans Lentils Peas Pinto beans Spinach Sweet potatoes Tomatoes Turnips White beans 	<ul style="list-style-type: none"> Asparagus Broccoli Brussels sprouts Cauliflower Celery Corn Cucumbers Eggplant Kale Kidney beans Lentils Peas Pinto beans Spinach Sweet potatoes Tomatoes Turnips White beans 	<ul style="list-style-type: none"> Asparagus Broccoli Brussels sprouts Cauliflower Celery Corn Cucumbers Eggplant Kale Kidney beans Lentils Peas Pinto beans Spinach Sweet potatoes Tomatoes Turnips White beans 	<ul style="list-style-type: none"> Asparagus Broccoli Brussels sprouts Cauliflower Celery Corn Cucumbers Eggplant Kale Kidney beans Lentils Peas Pinto beans Spinach Sweet potatoes Tomatoes Turnips White beans 	<ul style="list-style-type: none"> Asparagus Broccoli Brussels sprouts Cauliflower Celery Corn Cucumbers Eggplant Kale Kidney beans Lentils Peas Pinto beans Spinach Sweet potatoes Tomatoes Turnips White beans

Red/ Orange

Tomato,
Red Pepper,
Carrots



Other

Celery,
Cucumbers,
Green Beans



Starchy

Potatoes,
Corn,
Green Peas



Beans & Peas (Legumes)

Garbanzo,
Black, &
Pinto Beans



Dark Green

Broccoli,
Spinach,
Romaine
Lettuce



Examples given, list is not comprehensive

Afterschool Snack Program

Must serve two of the five components for a reimbursable snack



Fruit



Vegetable



Grains



Meat/Meat Alternates



Fluid Milk

Snacks comprised of two beverages, or two fruit/vegetables are not eligible for reimbursement.

Meal Pattern Documentation



Planned Menu

Standardized Recipes

Production Records

Crediting Documents



CHARLOTTE VALLEY CSD

Recipe Name:

Recipe No:

Food Based Standardized Recipe Form

Ingredients	50 Servings		Servings		Directions
	Weight	Measure	Weight	Measure	
					<div style="border: 1px solid black; height: 150px; width: 100%;"></div>

Provides:

Yield: 50 servings



Professional Cooking Training 2024

Standardized Recipes

- Required by Regulation
- Consistent Food Quality
- Predictable Yield
- Customer Satisfaction
- Facilitates Control Over:
 - Food Cost
 - Labor Cost
 - Inventory

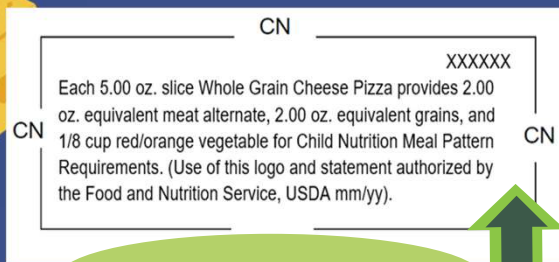
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Production Records

- Required by regulations
- Verifies compliance with meal pattern requirements
- Complete daily for all buildings
- Reflect age/grade groups
- Planning & forecasting tool
- Written history of the food planned, prepared & served

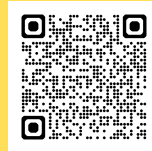
Crediting Documentation

- **Child Nutrition (CN) Labels**
- **Product Formulation Statements**
- **Nutrition Fact Labels**

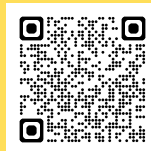


Example of CN Label

Exhibit A



Food Buying Guide



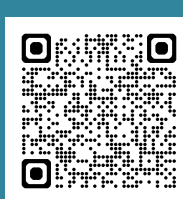
Smart Snacks

Nutrition standards for food sold in schools including the Cafeteria, Vending Machines, School Stores, and Fundraisers.

USDA Q&A



Smart Snack Calculator



Food Safety Plan

- Hazard Analysis Critical Control Points System
- Maintained at each RA
- Temperatures must be monitored and recorded.
- Must have an active Food Service Permit
- Health inspections

USDA Food Safety
Guidance



Professional Standards

Annual training hours for each staff must be tracked

Annual hours required:

- Program directors – 12 hours
- Program managers – 10 hours
- Program staff – 6 hours
- Part time staff (<20 hours) – 4 hours



**New Food Service
Director Hiring
Standards**

- Minimum education standards based on SFA enrollment
- **Required** 8 hours of Food Safety Training

Civil Rights

- Civil Rights training required annually
- Non-discrimination statement is required on all program materials
- Post And Justice For All Posters



NORTH WARREN CSD



Order And
Justice For All
Posters from the
CN website for
free!



Record Retention Requirements

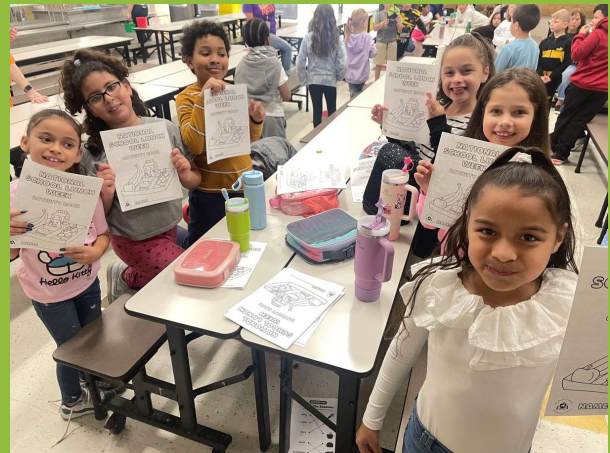
Maintain all program related records for
3-years plus the current year

Make available to State and federal agencies
upon request



Local Wellness Policy

- Goals
- Nutrition Standards
- Public Involvement
- Triennial assessment
- Publicly available
- Marketing Guidelines



AMSTERDAM CITY SD

Meal Modification Process

Required for students whose disability restricts their diet



MARGARETVILLE CSD



Required Promotion

Summer Food Service Program

- Promotion demonstrates meal locations within your community
- Website
- A best practice is so add this information to the SFA's June menu.



National Hunger Hotline:
 1-866-3-HUNGRY
 1-877-3-HAMBRE
 USDA Text Line
 Text "Food" to 304-304
 Visit SummerMealsNY.org

School Breakfast Program

SFAs are required to promote the availability of the SBP and this information must be sent home to parents at the beginning of the school year.



DRYDEN CSD



USDA Resource

Financial Management

Non-Profit Food Service Account:
 Generally accepted accounting principles

Financial Oversight & Regulatory Compliance

Internal Controls

Any revenue reinvested into food service program cannot carry negative fund balances from year to year

Procurement

- **Fair, Open, and Competitive Procurement**
- **Written Procurement Procedures**
- **Record-Keeping**
- **Geographic Preference**
- **Ethical Standard**
- **Buy American**



Administrative Review

First Year of Operations & Once Every 5 Years

Includes On-Site Monitoring

Financial Considerations

- **Program Costs**
- **Infrastructure Requirements**
- **Meal Volume and Feasibility**
- **Budget Impact and Sustainability**
- **Revenue Reinvestment**
- **Financial Oversight**

Student Participation & Food Appeal

- **Likelihood of Student Participation**
- **Alignment with Preferences & Dietary Needs**
- **Cultural Relevance**
- **Student Engagement in Food Selection**
- **Impact of Meal Presentation**
- **Feedback Collection**
- **Balancing Adjustments with Program Guidelines**
- **Role of Students & Staff in Promotion**

Student and Community Impact

- **Improving Access to Nutritious Meals**
- **Impact on Student Health and Academic Performance**

- **Alignment with Wellness and Nutrition Goals**
- **Encouraging Healthier Eating Habits**

Consultants in School Meal Programs

Advisory Role

- Help schools navigate compliance, budgeting, and program operations
- Not Used for Daily Management
 - Schools must oversee meal program operations directly
 - Consultants support decision-making, but do not handle daily tasks

Accountability & Oversight

- Schools must procure and establish clear contracts with consultants
- Regular reviews ensure compliance and effectiveness
- Financial oversight prevents misuse and ensures proper engagement

New SFA Application Process

Request an Application: CN@nysed.gov



Kipp Middle School

**Applications
due:
July 31, 2025**



**Applications must
be complete and
accurate in order
to be approved**

How to Complete the New School Food Authority Application

**New SFA
Application
Guide!**



New SFA Application

Information Tabs: START, Terms, Policies, Checklist Tab

Tabs to be Completed:

SFA Information
RA #1-3
Program Revenue
Labor Costs
Budget
Non-Profit Form
Professional Standards
Civil Rights
Attestation

Required Documents listed on the checklist tab also must be submitted with New SFA Excel

Thank you for requesting a **New School Food Authority (SFA) Application** from the Child Nutrition Program Office at the New York State Education Department.

To complete this application, provide information on each tab of this workbook as it applies to your program/school.

Required documentation and additional explanation can be found on the Checklist Tab.

Only complete applications will be considered for review. Incomplete applications will not be accepted. Submissions without all required documents will not be considered or processed further.

Applications submitted after the enrollment period will not be considered.

If you have any questions or need further assistance, please contact the Child Nutrition Office at CN@nysed.gov

START | SFA Checklist | Terms | Policies | SFA Information | RA #1 | RA #2 | RA #3 | Program Revenue | Labor Costs | Budget | Non-Profit Form

Checklist Tab

Indicates all required application items that must be completed and/or submitted.

Use the checkboxes to ensure application is complete!

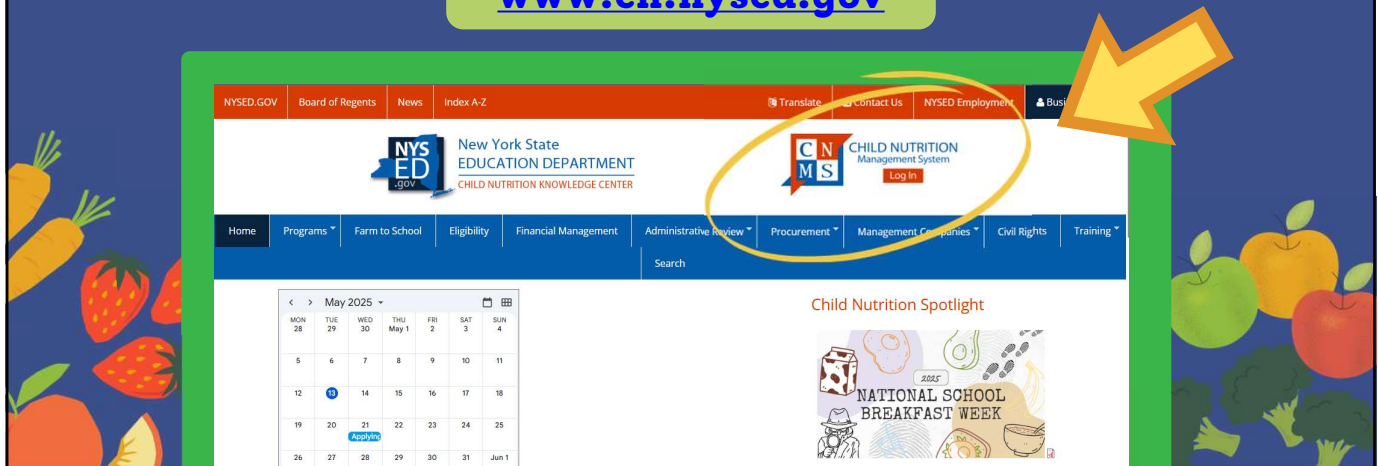
SFA Requirements/Documents Checklist	
<input type="checkbox"/> 1	Active Basic Educational Data System (BEDS) code found within State Education Department Reference File (SEDRF)
<input type="checkbox"/> 2	Non-Public and Charter Schools ONLY: 501(c)(3) Tax Exempt Documentation for the SFA and each RA
<input type="checkbox"/> 3	A Unique Entity Identifier (UEI) registration in the System for Award Management (SAM)
<input type="checkbox"/> 4	A completed School Food Authority (SFA) Application emailed to cn@nysed.gov
<input type="checkbox"/> 5	Documents verifying Professional Standards hiring and training requirements
<input type="checkbox"/> 6	Payee Information and W-9 Form
<input type="checkbox"/> 7	Child Nutrition Management System (CNMS) Administrator Password Application
<input type="checkbox"/> 8	Menus for each meal your SFA is applying for designated by age-grade group
<input type="checkbox"/> 9	Certification of Meal Pattern Requirements, for breakfast and/or lunch for each age-grade group, as applicable
<input type="checkbox"/> 10	Permit to Operate a Food Service for each RA the SFA is applying for (if applicable)

☐ All entities must have an active Basic Educational Data System (BEDS) code in the SEDREF system. If BEDS code is not yet active, the SFA must provide documentation to demonstrate approval.
☐ Not required for Public Schools.
☐ UEI Registration Information. All entities must have a UEI with active registration in SAM.
☐ SFA Information Tab has been completed
☐ RA Tabs have been completed for all RAs being added (use additional RA Tabs if needed)
☐ Program Revenue, Labor Costs, Budget tabs have been completed - Combine all RA information for multiple RAs
☐ Non-Public Schools ONLY: Non-Profit Form has been completed
☐ Professional Standards Tab completed and documents verifying Professional Standards hiring and training requirements have been submitted
☐ Operational Processes Tab completed
☐ Civil Rights Tab completed
☐ Attestation Tab has been completed and digitally signed
☐ Resumes do not count as proof of education and/or experience. See Professional Standards Tab for more information.
☐ Forms must have original signatures. Mail to the Child Nutrition Program Office: 89 Washington Ave - 275 88A, Albany, NY 12234
☐ NYS Vendor ID and FEDSW have been included
☐ If you do not have a Vendor ID, the W-9 Form must be completed
☐ Child Nutrition Management System (CNMS) Administrator Password Application
☐ If applying with a cycle menu, submit a minimum of 2 week sample. If applying without a cycle menu, submit a minimum of 1 month sample. SED will conduct a cursory review of menus to provide technical assistance. This review does not indicate full meal pattern compliance.
☐ Meal Pattern Certification and Compliance Information
☐ If not applicable, provide proof/documentation from local health department that a permit is not required. Letter from school representative stating a permit is not required is not sufficient.

Child Nutrition Website

The Child Nutrition Management System (CNMS)

www.cn.nysed.gov



Thank you...

...for your role in providing meals to NY students!

Questions?



518-473-8781
CN@nysed.gov