Time to pass on some timely information. Here it is:

**Community Eligibility Provision (CEP) and Direct Certification with Medicaid**

We received a response to our inquiry about allowing SFAs to reopen their CEP application to add students that were certified free through the use of Medicaid. We have been told that this is not allowed. Also, new schools wishing to join CEP cannot use Medicaid numbers until April of 2018. Next spring when it is time to fill out the CEP application, you will be able to use the Medicaid numbers for the 2018-2019 school year.

**Team Nutrition**

FYI - Michigan food service professionals highlighted in the October 2017 [Smarter Lunchroom Newsletter](#).

**Self-Monitoring Reviews**

For information on School Food Authority self-monitoring for the National School Lunch Program, School Breakfast Program, and Afterschool Snack Program, please see [Food Service Administrative Memo No. 7 - School Year 2017-2018](#).

**Professional Standards**

MDE has a Professional Standards webpage that shows the most [frequently requested training](#) by our Michigan school nutrition professionals and where to find training in each of these areas. USDA has just published a new [Professional Standards Tracking Tool](#) that can be used to track staff training. You will need to create an account to access the tool. Any questions about Professional Standards can be directed to Linda Stull at stulll@michigan.gov or 517-241-3884.

**Monthly Training Topic**

We have two monthly training topics this month. The first is for production records (see attached). Production Records are frequently a problem when performing Administrative Reviews at our schools. This information provides requirements and best practices that should be very helpful for you in keeping accurate and up-to-date production records.

**Monthly Training Topic No. 2**

Grain products in the updated meal pattern requirements for infant and Pre-K programs are an important topic when claiming meals under the School Breakfast and National School Lunch Programs. Attached you will find information that provides relevant guidance.

**Attendance Factor**

The USDA requires the State Agency to report annually the number of districts who submit claims for reimbursement which exceed the attendance factor set by regulation. For School Year 2018, the attendance factor threshold is 93.8%. We receive many calls with concerns about this error – this is a soft error – and easily removed by submitting a form within your claim. Please see the attached instructions for handling the error.
i https://us9.campaign-archive.com/?u=bfe1ae5eb5c101df1c3076059&id=0b556c229e
ii http://www.michigan.gov/documents/mde/Administrative_Memo_No_7_Self-Monitoring_for_the_NSSLP_SBP_and_Afterschool_V3_601639_7.pdf
iii http://www.michigan.gov/mde/0,4615,7-140-66254_50144_76830-386580--,00.html
iv https://pstrainingtracker.fns.usda.gov/
The food production record is a written document that all School Food Authorities (SFAs) participating in school meals programs’ must use. These documents are completed daily to record details of the meals produced at breakfast, lunch and afterschool snack. Production records contain information on how each school meal and snack contributes to meeting appropriate age/grade nutrient standards and meal components. Production records also support the claim for reimbursable meals and snacks, are used for menu planning, and identify information required for nutrient analysis (as needed).

**Requirements**

Production records must contain all these required elements: Menu Items, Meal Component Contribution, Age/Grade Group, Recipe # or Code, Amount of food to use (LB. OR QTY), Serving Portion Size, Servings (Planned, Offered, Actual # Served - Student Servings, Ala Carte Servings, Adult Servings) and Leftover Servings.

Production records should document how each meal service line meets the meal pattern components including all vegetable subgroups.

Production records should include information regarding standardized recipes numbers, product descriptions, and the crediting information from the Food Buying Guide.

**Best Practices**

Production records may include Hazard Analysis and Critical Control Points (HACCP) process approach, temperatures and times. These must be recorded daily, but are not required to be on the production record.

Review previous records to forecast future food ordering and preparations when the same or a similar menu is planned. Using production records for forecasting allows you to adjust menu choices, remove unpopular menu items, increase or decrease the quantity of a menu item to be produced.

Fill out the planning section of production records at least one week in advance and share with production staff. Food items can then be ordered or pulled from the freezer to produce the respective menu.

Use the MDE Production Record Template. The Excel workbook contains six complete production records and one supplemental production record for fruit/vegetable bars. There is also an instruction tab.

Make production record documentation a two-part process. The menu planning section should be completed by the food service director or menu planner in advance and to reflects the foods PLANNED to offer. The service section should be completed by site staff at each site on the day of service and to reflect foods ACTUALLY served.
Monitoring

During an Administrative Review, at a minimum, 1 week’s production records for each meal and site observed will be reviewed. Reviewers will ensure all required elements are present and the record is completed fully. Reviewers will compare the amount of food documented on production records to the meal counts for the week. Additional records may be requested for review and records must be retained for 3 years plus the current year.

Resources for Food Production Records:

1. MDE Production Record Website
2. USDA Child Nutrition Programs
3. ICN Production Record Lesson

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1. http://www.michigan.gov/mde/0,4615,7-140-66254_50144-410661--00.html
Determining if a Grain Product is Creditable in the Updated Infant and Pre-K Meal Pattern

The updated Pre-K/Child and Adult Care Food Program meal pattern applies to Pre-K programs claimed under both the School Breakfast Program (SBP) and the National School Lunch Program (NSLP).

**Whole-Grain Rich Requirement**
The updated Pre-K meal pattern requires *at least one* whole grain rich (WGR) item to be served each day to children age one year and older. The WGR does not apply to infants. WGR foods contain 100% whole grains or at least 50% whole grains and the remaining grains are enriched. Some examples of creditable whole grains in the Pre-K meal pattern include (not inclusive): whole wheat, whole grain corn, whole oatmeal, oatmeal, bulgur, brown or wild rice, bran, germ, and quinoa.

There are three ways SBP/NSLP schools can determine if a food item meets the whole grain rich criteria. The food item must meet *at least one* of the following:

1. Look for the word “Whole”. Grain products labeled as “whole wheat bread” or “whole-grain corn” chips are 100% whole grain and meet the whole grain rich criteria.
2. A whole grain is listed as the first ingredient on the food’s ingredient list (or second after water) and the next two grain ingredients are creditable (whole or enriched grain, bran or germ).
3. Proper documentation (from a manufacturer or a standardized recipe) which demonstrates whole grains are the primary grain ingredient by weight.

**Enriched Grains:**
Enriched grains are grains which have had vitamins and minerals added back to them that were lost during processing (such as Iron, thiamin, riboflavin, niacin). There are two simple ways to determine if a grain is enriched. The food must meet *at least one* of the following to be creditable:

1. The food is labelled “enriched.”
2. An enriched grain is listed as the first ingredient (or second after water). There may be a list of vitamins and minerals listed after the enriched grain to show what was added back.

**Non-creditable grain ingredients** included in the product in insignificant amounts are acceptable if listed *after the first three grain ingredients, as applicable*. For example, an ingredient list may state “contains less than 2 % of wheat flour and corn starch.” Although these two ingredients are not creditable as a grain, they can be disregarded as they are present in the product in very small amounts.

**Crediting Cereals in the Updated Infant and Pre-K Meal Pattern**
Breakfast cereals include ready to eat (RTE) cereals, instant, and regular hot cereals. All cereals served to Infant and Pre-K participants must:

- Contain *no more than 6 grams of sugar per dry ounce*
- Be *whole grain-rich, enriched or fortified*

**How can you determine if a cereal meets the sugar limit?**
All WIC approved cereals meet the sugar limit in the Infant and Pre-K meal pattern. Visit [Michigan’s WIC Food List](https://www.michigan.gov/wicfoodlist).

The Team Nutrition (TN) “Choose Breakfast Cereals that are Lower in Added Sugars” worksheet includes a handy sugar limit table to assist you in determining if a cereal is creditable. Visit [CACFP Meal Pattern Training Tools](https://www.cacfp.org/training-tools).
**Grain-based Desserts (GBD)**
GBD contain added sugar and saturated fats and are not creditable in the Infant and Pre-K meal pattern for any meal or snack. While there are no established sugar or fat limit to identify a food item as a GBD, foods items with a superscript of 3 or 4 in the “Exhibit A: Grain Requirement for Child Nutrition Programs” have been classified as grain-based desserts. *(See SP 01-2018 “Updated Infant and Preschool Meal Patterns in the NSLP and SBP: Questions and Answers”)* This guidance lists the following foods as GBD: cookies, sweet pie crusts, sweet rolls, toaster pastries, cake, and brownies. Sweet crackers (graham and animal crackers) are creditable towards the grain component. As a best practice, due to their higher sugar content, sweet crackers should be served to infants and preschoolers on a limited basis.

**What is not allowed for breakfast and snack?**
- Higher sugar cereals (includes WGR or fortified)
- Cinnamon rolls, toaster pastries or strudel-like items (frosted and unfrosted)
- Breakfast Rounds, cookies (includes vanilla wafers), bars
- Granola, breakfast or cereal bars
- Doughnuts (all types)
- Brownies
- Coffee cake, cake (frosted and unfrosted)
- Sweet pie crust (includes dessert pies, cobblers, and fruit turnovers)

**What Grain-based Foods are allowed for breakfast and snack?**
Muffins, pancakes, waffles, quick breads, and French toast are creditable towards the Grain component under the updated meal pattern. Remember, however, all grain food items are to be made with WGR and/or enriched flours. Best practice would be to select items that are lower in sugar, such as a WGR banana muffin or bread verses a chocolate chip muffin. In addition, while syrup may be served with pancakes, waffles, and French toast, other options such as flavored yogurt (see below), 100% fruit spread or a berry puree would be a healthier option to serve.

**Yogurt: Sugar Limit**
Many commercial yogurts are high in added sugar. To help reduce the consumption of added sugars, yogurt is to contain 23 grams or less of sugar per 6 ounces in the updated infant, Pre-K, and CACFP meal patterns. The TN worksheet “Choose Yogurts that are Lower in Added Sugars” helps you to purchase yogurts within the sugar limit. Visit [CACFP Meal Pattern Training tools](http://www.michigan.gov/documents/mdch/Food_Guide_FINAL_English_437204_7.pdf)

**Resources:**
- [SP 01-2018 Updated Infant and Preschool Meal Patterns in the NSLP and SBP: Questions and Answers](http://www.michigan.gov/documents/mde/CACFP01-2018os_604267_7.pdf)
- [Team Nutrition Meal Pattern Tools](https://www.fns.usda.gov/tn/cacfp-meal-pattern-training-tools

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The USDA requires the State agency to report annually the number of districts who submit claims for reimbursement which exceed the attendance factor set by regulation. For SY 2018, the attendance factor threshold is 93.8%.

1. Our Claim system will produce a soft error if your meals claimed exceed this factor. An example of the error is displayed below:

   ![Error Image]

2. To clear the error, you must fill in a brief form describing your situation. Click on the blue “Exceeds Attendance Factor” button on the site listing.

3. Choose either a justification for the current month, or for the school year.
4. Choose the type of error(s) encountered
5. Write a brief description of the reason. For example; “residential institution – all students eat meals” or “excellent school attendance” or “low numbers of reduced eligible students cause high participation rates”
   a. There is no approval, we simply report the reasons – please attempt to write a brief but accurate statement.
6. Submit the form. You will now be able to certify your claim.