

From: Bushong, Linda (MDE) **On Behalf Of** Leikert, Howard J (MDE)
Sent: Wednesday, September 12, 2012 8:58 AM
To: MDE-SchoolNutrition
Subject: Weekly News from MDE 091212

Middle of September all ready. Looks like the days of 90 degree temperatures are over! That's ok with me as long as we have 70s from now until May!! I will stop dreaming and send you some news:

- 1) MEGS+ School Nutrition Programs – The application formerly called CNAP is live within the MEGS+ platform. It is due this Friday, September 14, at close of business. Here is the link to MEGS+ <https://mdoe.state.mi.us/megsplus/>.
- 2) Food Safety - September is National Food Safety Month! This annual food safety campaign builds awareness of the foodservice industry's commitment to excellence in food safety education and training. Make plans today to participate in National Food Safety Month and showcase your school's commitment to food safety education and training. Here are some great ways to celebrate National Food Safety Month:
 - Conduct a food safety training class for all employees.
 - Ask each head cook/manager to review the weekly activities with staff through contests or games and offer prizes to encourage participation.
 - Promote food safety in your school.
 - Promote National Food Safety Month, and your involvement in this national campaign, on your website, blog, or social media channels.
 - Post food safety information on your menus or within your cafeteria.

The Center of Excellence has recently posted food safety posters to their website that are free and easy to print. You can find those at <http://cnsafefood.k-state.edu/resources/food-safety-messaging/>. You can also find weekly activities to do with your staff at <http://www.foodsafetymonth.com/Activities>.

- 3) 6 Cent Certification Nutrient Analysis Software Clarification – The link I sent out in the 082812 Weekly News took you to a page that listed two companies that were approved for nutrient analysis. These are not the only companies that have software approved to do nutrient analysis. These two companies have added in the 6 cent certification part of the process. The software that was approved in the past for nutrient analysis will still be acceptable for nutrient analysis for Option 1 and the calories and saturated fat for Option 2.
- 4) Blended Parfaits – It came to our attention that some schools were preparing to use "blended parfaits" as a meat/meat alternate option for their students. Following is the response I received from USDA when I asked for clarification. "We concur that the product in the attached literature is a beverage, regardless of whether you call it a smoothie or a "blended parfait."

Information in SP 36-2012 should be communicated/reiterated to your SFAs if there is any confusion. In the examples listed in the attached literature, the pureed fruit would credit as 100% juice and the milk (in the second recipe) would credit as the milk component. However, the yogurt and the blended vegetables would **not** credit as M/MA or vegetable, respectively." I have attached the literature they were talking about and the memo SP 36-2012.

- 5) Community Eligibility Option (CEO) – MDE would like to welcome the 42 new LEAs representing 118 buildings in the State Of Michigan participating in the Community Eligibility Option (CEO) for School Year 2012-2013. You have joined the fight to end childhood hunger by 2015. Providing free meals to your students is a key element to breaking down the barriers to food access without the stigma of economic status. One of the most important parts of providing meals to students through CEO and remaining in compliance with the National School Lunch Program regulations is maintaining an accurate Point Of Service (POS). If you are using electronic POS systems, we encourage you to continue to do so. This will allow you to continue to collect information on a la carte purchases as well as ensuring that children are not coming through service line more than once. If your current meal service lines do not allow you the ability to utilize electronic POS systems, I would like to encourage you to use the attached Daily Meal Counting Form. Like the Summer Food Service Program, this similar form is used to take an accurate, end of the line meal count. Should you have any questions about meal counting and/or claiming, please contact Bryan Van Dorn at 517-373-0107.
- 6) Frozen Fruit with Sugar – The attached memo, SP-20 2012-REVISED, supersedes the February 24, 2012, version of this policy memo. New regulations allow for a water (unsweetened) or juice-only frozen fruit pack. However, to provide state agencies and school food authorities with time to use existing inventories, and to recognize the time needed for industry to reformulate and to pack new frozen fruit products, this memorandum allows schools to continue to serve frozen fruit with added sugar in the National School Lunch Program for School Year 2012-13 and School Year 2013-2014.
- 7) 6 Cent Certification - School Nutrition Program staff from the Michigan Department of Education will be holding two drop in sessions regarding the 6 Cents Certification Process in the Lansing area. These sessions are to provide assistance with the 6 Cents Certification process. Attendees can bring their materials to get help in completing the worksheets or the MEGs+ application. Computers will be available for use. Questions regarding menus and the meal pattern can also be answered at these sessions.

Both sessions are listed below with the date, location, and times. If you would be interested in attending one of these sessions, please email grootuism@michigan.gov with the preferred date and location of the

session. A confirmation email will be sent back confirming the date and location.

September 14, 2012

1:30 pm – 3:30 pm
Eaton ISD
1790 Packard Hwy
Charlotte, MI 48813
Phone: 517-543-5500
24 computers will be available

October 9, 2012

2:00 pm – 4:00 pm
Ingham ISD
2630 W. Howell Rd
Mason, MI 48854
Phone: 517-676-1051
20 computers will be available

- 8) Afterschool Snack Programs – A quick reminder to those participating in the Afterschool Snack Program that they need to do an on-site review during the first 4 weeks the program is in operation. Refer to MDE Administrative Policy #3, SY 2012-2013. It is attached.

Hope you are off to a good start this new school year. If you have some problems that you think are universal in scope, let me know. Thanks.

Howard Leikert, MBA, SNS
Supervisor
School Nutrition Programs
Michigan Department of Education
517-373-3892
517-373-4022 Fax

Supporting achievement for EVERY student through a Proficiency-Based system of education.

[ENTER SCHOOL DISTRICT NAME HERE]

DAILY MEAL COUNT FORM FOR USE IN CEO SCHOOLS

Site Name: _____ Meal Type (circle) B L SN SU

Supervisor's Name: _____ Date: _____

First Meals Served to Children (cross off number as each child receives a meal)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165
166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
256	257	258	259	260	261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280	281	282	283	284	285
286	287	288	289	290	291	292	293	294	295	296	297	298	299	300

TOTAL FIRST MEALS SERVED (from front and back) =

Second meals served to children

1 2 3 4 5 6 7 8 9 10 Total Second Meals =

Meals served to paying adults

1 2 3 4 5 6 7 8 9 10 Total Adult Meals =

By signing below, I certify that the above information is true and accurate:

SIGNATURE

DATE

CONTINUATION PAGE FOR DAILY MEAL COUNT FORM

Site Name:

Date:

First Meals Served to Children (cross off number as each child receives a meal)

301	302	303	304	305	306	307	308	309	310	311	312	313	314	315
316	317	318	319	320	321	322	323	324	325	326	327	328	329	330
331	332	333	334	335	336	337	338	339	340	341	342	343	344	345
346	347	348	349	350	351	352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369	370	371	372	373	374	375
376	377	378	379	380	381	382	383	384	385	386	387	388	389	390
391	392	393	394	395	396	397	398	399	400	401	402	403	404	405
406	407	408	409	410	411	412	413	414	415	416	417	418	419	420
421	422	423	424	425	426	427	428	429	430	431	432	433	434	435
436	437	438	439	440	441	442	443	444	445	446	447	448	449	450
451	452	453	454	455	456	457	458	459	460	461	462	463	464	465
466	467	468	469	470	471	472	473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488	489	490	491	492	493	494	495
496	497	498	499	500	501	502	503	504	505	506	507	508	509	510
511	512	513	514	515	516	517	518	519	520	521	522	523	524	525
526	527	528	529	530	531	532	533	534	535	536	537	538	539	540
541	542	543	544	545	546	547	548	549	550	551	552	553	554	555
556	557	558	559	560	561	562	563	564	565	566	567	568	569	570
571	572	573	574	575	576	577	578	579	580	581	582	583	584	585
586	587	588	589	590	591	592	593	594	595	596	597	598	599	600
601	602	603	604	605	606	607	608	609	610	611	612	613	614	615
616	617	618	619	620	621	622	623	624	625	626	627	628	629	630
631	632	633	634	635	636	637	638	639	640	641	642	643	644	645
646	647	648	649	650	651	652	653	654	655	656	657	658	659	660
661	662	663	664	665	666	667	668	669	670	671	672	673	674	675
676	677	678	679	680	681	682	683	684	685	686	687	688	689	690
691	692	693	694	695	696	697	698	699	700	701	702	703	704	705
706	707	708	709	710	711	712	713	714	715	716	717	718	719	720
721	722	723	724	725	726	727	728	729	730	731	732	733	734	735
736	737	738	739	740	741	742	743	744	745	746	747	748	749	750

Daily Meal Count Form Instructions

Each day, each site must take a point of service meal count. This form is used for this daily meal count. Cross out each number, as each child receives a meal. On the first side, the form has enough space to count off 300 children as they pass through the meal service line and receive a meal. If more than 300 children are served at the site or other counts are higher than space allows on the first side, use the optional second page. For sites needing the second page, it is recommended that page 1 and 2 be printed back to back.

The form also should be used to count second meals served to children and paying adult meals. It is very important that documentation of meal counts contain all the items listed in the form in order for the sponsor to track and control food service at each site.

The form should be signed by the site supervisor.



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 3
SCHOOL YEAR 2012-2013**

SUBJECT: On-Site Review for National School Lunch Program, School Breakfast Program, and Afterschool Snack Program

DATE: August 1, 2012

On-site reviews are a self-monitoring tool for School Food Authorities (SFAs) to ensure their programs are in compliance with National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program regulations.

NSLP regulations 7 CFR 210.8(a)(1) require that an SFA with more than one building, including Residential Child Care Institutions (RCCIs) with day programs, must conduct an annual on-site review in each building before February 1. Each Afterschool Snack Program must be reviewed by the SFA two times per year (7 CFR 210.9(c)(7)). The first review must be during the first four weeks that the snack program is in operation. The second review must be conducted during the second half of the school year.

NSLP and SBP On-Site Review must assess:

- *Application Approval/Direct Certification/Master Roster* – Local Educational Agencies (LEAs) must review all free, reduced price, and denied applications to ensure they have been accurately certified and students are receiving the correct benefits in compliance with the *Eligibility Manual for School Meals*.
- *Meal Count Systems* – Monthly claims for reimbursement must be supported by an accurate counting system for free, reduced price, and paid meals in each building. Systems that are not allowable include tray counts, attendance counts, and “back out” counts (i.e., dividing cash box total by lunch price to arrive at paid count, and subtracting that number from daily total of meals served to arrive at the free count). Overt identification of students is not permitted. An actual count of meals served at the point of service is acceptable.
- *Edit Checks* – Daily count of free, reduced price, and paid meals for each school are checked against: (1) the number of children in school currently eligible for free, reduced price, and paid meals, and (2) the number of attendance adjusted eligibles.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
NANCY DANHOF – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER
RICHARD ZEILE – NASBE DELEGATE • KATHLEEN N. STRAUS
DANIEL VARNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

The annual on-site review must include a review of the claim forms for one month.
The claims for the review month must be checked for the following:

- ▶ Meals claimed by category (free, reduced price, and paid) that exceed the number of approved free, reduced price, and paid eligible students.
 - ▶ Any day during the review month that the number of meals claimed by category (free, reduced price, and paid) exceeds the number of attendance adjusted eligible.
 - ▶ Evaluation, explanation, and documentation of any days during the review period that exceed attendance adjusted eligible or total number of eligible students (free, reduced price, and paid).
 - ▶ A record of accurately totaled daily meal counts.
 - ▶ Internal controls are established for monitoring and edit checks that ensure claims for reimbursement are based on accurate daily meal count consolidation for all schools.
- *Meal Planning/Food Production* – Menus and meals served must be checked at each site for availability of all meal components, offer versus serve, and required portion sizes. For more information, *A Menu Planner for Healthy School Meals* (USDA, Food and Nutrition Service – FNS#303–1998) can be viewed at the following website:
<http://www.fns.usda.gov/cnd/menu/menu.planning.NSLP.htm>.

Afterschool Snack Program On-Site Reviews must assess:

- *Area Eligibility Meal Count System* – A site is “area eligible” if it is located at a school or in the attendance area of a school where at least 50% of enrolled children are eligible for free or reduced price meals. The site must record and report total number of snacks served each day.
- *Non-Area Eligibility Meal Count System* - Monthly claim for reimbursement must be supported by an accurate counting system that provides an accurate count of free, reduced price, and paid snacks.
- *General Operations* - Eligible programs must include education or enrichment activities in organized, structured, and supervised environments. Program must operate at the end of the normal school day.
- *Meal Patterns/Food Production* - Menus and meals served must be checked at each site for availability of all meal components and required portion sizes.

Review findings discovered on either NSLP/SBP On-Site Review or Afterschool Snack Program On-Site Review must be discussed with the person overseeing meal service at the school building. A corrective action plan must be developed and implemented for the school building by the SFA.

In any building with a corrective action plan, a follow-up review must be conducted within 45 calendar days of initial review. This follow-up review must be conducted and documented by the SFA and identify that the finding(s) has/have been corrected.

Administrative Policy No. 3
Page 3
August 1, 2012

All On-Site Review forms must be maintained by the SFA. Forms will be reviewed during an Administrative Review. NSLP regulations require all records be retained for three years plus current year or until a pending audit is closed.

Food Service Management Company (FSMC) personnel *may not* perform on-site reviews. Only employees of the SFA may perform on-site reviews.

Questions regarding this Administrative Policy should be directed to the School Nutrition Programs Unit by e-mail to MDE-SchoolNutrition@michigan.gov.

NATIONAL SCHOOL LUNCH PROGRAM/SCHOOL BREAKFAST PROGRAM ON-SITE REVIEW

<i>School Name</i>	<i>Agreement #</i>
<i>School Food Authority & Title</i>	<i>Review Date</i>

One review per building MUST be completed by FEBRUARY 1.

Application Approval/Direct Certification/Master Roster

	Yes	No	N/A
1. Are all free and reduced price applications on file correctly approved or denied?			
2. Is correct direct certification documentation maintained?			
3. Do names listed on Master Roster match approved applications on file and names on direct certification list?			

Meal Count Systems

4. Is the method used for counting reimbursable meals in compliance with the approved Point of Service requirement? (Meal counts <i>must</i> be taken at the location where complete meals are served to children.)			
5. Is the Point of Service meal count used to determine the school's claim for reimbursement?			
6. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?			
7. Are only meals that meet meal pattern requirements counted and claimed for reimbursement?			
8. Does the meal count system prevent overt identification?			
9. Does the school have a backup counting system in case of mechanical failure of an automated system?			
10. Is the school correctly implementing policies for handling the following (as applicable):			
a. A la carte?			
b. Adult and non-student meals (and identifying program vs. non-program)?			
c. Charged and/or prepaid meals?			
d. Field trips?			
e. Incomplete meals?			
f. Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?			
g. Offer vs. Serve?			
h. Second meals?			
i. Student worker meals?			
j. Visiting student meals?			
11. Is there a method of identifying non-reimbursable meals (i.e., not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?			

ON-SITE REVIEW (cont.)

Edit Checks		Yes	No	N/A
12.	For any day during review month, does number of meals claimed by category (free, reduced price, and paid) exceed number of approved free, reduced price, and paid eligible students?			
13.	For any day during review month, does number of meals claimed by category (free, reduced price, and paid) exceed number of attendance adjusted eligibles?			
14.	If number of meals claimed by category (free, reduced price, and paid) any day during review period exceeds attendance adjusted eligibles or total number of eligible students, is it evaluated and documented?			
15.	Are daily counts correctly totaled and recorded?			
16.	Are the claims for all schools consolidated and are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.			

Meal Planning/Food Production

17.	Does the menu for the review month meet meal planning system requirements?			
18.	Does the menu on the day of review meet meal planning system requirements?			
19.	Are production records completed daily for all school meals programs, including breakfast, lunch, and afterschool snack?			
20.	Do production records document that enough food is prepared to meet the requirements for reimbursable meals for number of meals claimed?			

Review Results

21.	If a Corrective Action Plan is required, what is the Corrective Action Plan Due Date? _____
<i>Required Corrective Action Plan as discussed with school representative:</i>	
22.	If a Follow Up Review is required, what is the Follow Up Due Date? _____ <i>(within 45 days of original review)</i>
<i>Comments, Notes, and Observations:</i>	
X	X

SFA Reviewer Signature and Title

School Site Representative Signature and Title

AFTERSCHOOL SNACK PROGRAM ON-SITE REVIEW

<i>School Name</i>	<i>Agreement #</i>
<i>School Food Authority & Title</i>	<i>Review Date</i>

One review per building MUST be completed TWO TIMES per school year.

Area Eligible Meal Count System	Yes	No	N/A
1. Is the site area eligible?			
2. Are children receiving snacks at no charge?			
3. Are snacks served to children being counted and claimed as free?			
4. Are snacks served to children being counted at Point of Service?			

Non-Area Eligible Meal Count System	Yes	No	N/A
5. Is the site non-area eligible?			
6. Does the meal count system produce an accurate count of reimbursable snacks by category (free, reduced price, and paid) served to eligible children at Point of Service?			
7. Are snacks that meet meal pattern requirements counted and claimed for reimbursement?			
8. Does meal count system prevent overt identification?			

General Operations	Yes	No	N/A
9. Time(s) of operation for the snack program: _____ p.m.			
10. Is the program operated after the end of the normal school day?			
11. Is there a sign-in sheet or roster of students who participate in the Afterschool Snack Program?			
12. Does program provide care for children?			
13. Is there an educational and/or enrichment element in program?			
14. Are care and activities supervised?			

Meal Pattern/Food Production	Yes	No	N/A
15. Does menu for review month meet snack meal pattern requirements?			
16. Does menu on day of review meet snack meal pattern requirements?			
17. Are production records completed daily for Afterschool Snack Program?			
18. Do production records document that enough food is prepared to meet the requirements for reimbursable snacks for the number of snacks claimed?			

19. If a Corrective Action Plan is required, what is the Corrective Action Plan Due Date? _____ <i>Required Corrective Action Plan as discussed with school representative:</i>

20. If a Follow Up Review is required, what is the Follow Up Review Due Date? _____ <i>(within 45 days of original review)</i>

<i>Comments, Notes, and Observations:</i>

X	X
---	---

SFA Reviewer Signature and Title

School Site Representative Signature & Title