Quick Resource Guide for SNP

The National School Lunch Program (NSLP) and School Breakfast Program (SBP) are federally assisted meal programs operating in public and nonprofit private schools and residential childcare institutions. They provide nutritionally balanced, low-cost, or no-cost lunches to students each school day.

Schools receive a small, scaled meal reimbursement for each breakfast and lunch meal served to an eligible student. For school year 2023-24 reimbursement rates were: $4.25 for free lunch, $3.85 for reduced lunch, $0.40 for paid lunch, $2.28 for free breakfast, $1.98 for reduced breakfast and, $0.38 for paid breakfast. Reimbursement rates are updated annually by the federal government based on a Consumer Price Index.

There is a higher reimbursement rate at breakfast and lunch for high need schools or districts that meet specific thresholds. There is an additional per meal "performance-based reimbursement" for certified lunches.

Most districts report that the federal reimbursement does not cover the true cost of the full meal or to operate the program. Historically, many districts subsidize their school nutrition program by charging some staff time to general funds or adding additional sources of funding.

The USDA provides a small amount of federal administrative funding to State agencies to administer the program. The USDA requires a small maintenance of effort to operate the NSLP and a state revenue match to operate USDA Foods in Schools. USDA Foods in Schools provides federal support to districts in the form of domestically grown and processed food that schools can receive.

Basic requirements for the NSLP and SBP include meal requirements (food groups and nutrition standards) and various methods to certify students for free or reduced-price meals. With public law 111-296, commonly called Healthy Hunger Free Kids Act of 2010 (HHFKA), several more requirements were added. Additions include the strengthening of compliance reviews and the addition of a federal procurement review.

Work for the School Nutrition Program (SNP) spans beyond the kitchen and cafeteria. Districts are required to have a local wellness policy, limit the types of food sold on campus during the school day (for example in vending machines or food fundraisers for clubs), and setting minimum hiring and annual training requirements for staff with assignments within the SNP.

Regulations require schools to follow federal formulas to set minimum adult meal prices, minimum paid student lunch prices, and prices for a la cart foods. Requirements beyond the lunchroom result in many schools seeing a greater involvement from school business officials, Principals, and Superintendents to make sure the requirements outside of the nutrition program are monitored and compliant with USDA regulations.

In South Dakota, the Department of Education, division of Child and Adult Nutrition Services administers the SNP. Below is a very high-level list of requirements set by USDA for the School Nutrition Programs and a list of common guidance manuals or resources to help schools navigate the complex program rules.

Summary List of Program Requirements

1. **Annual agreement and renewals**
   a. Districts operate under a signed permanent agreement and free and reduced policy statement with annual renewals through the iCAN system
   b. **Resources:** *DOE CANS SNP website, Application and Claim Information section*
      - iCAN Application and Claim System: https://ican.sd.gov/iCAN/common/SingleSignOnLanding.aspx
      - iCAN Application Manual: https://doe.sd.gov/cans/documents/23-iCAN-manual.pdf
      - iCAN Claim Manual: https://doe.sd.gov/cans/documents/iC-ClaimM.pdf
      - DOE CANS website: https://doe.sd.gov/cans/index.aspx
      - DOE CANS Memos: https://doe.sd.gov/cans/memos.aspx
      - Training (DOE Professional Development system): https://sded.sd.gov/

2. **Meal access and reimbursement**
   a. Direct certification for free meals using the iMATCH system
   b. Free and reduced household applications
   c. Certifying and issuing proper free or reduced meal benefits
   d. Verification of a small percentage of free and reduced applications for school meals
   e. Counting and claiming only meals that meet meal requirements based on correct student eligibility determinations
   f. Complete internal controls and edit checks prior to the submission of a claim
   g. Program simplifications for high need districts with preapproval: Community Eligibility Provision or Special Provision 2
   h. **Resources:**
      - iMATCH Direct Certification and Menu and Production Record System: https://imatch.sd.gov/login.aspx
      - Eligibility Manual for Determining and Verifying Free and Reduce Meal Eligibility: https://doe.sd.gov/cans/documents/17-USDAEg.pdf
      - Claim Guidance: https://doe.sd.gov/cans/documents/6090Guidance.pdf
      - Community Eligibility Provision (CEP) Manual: https://doe.sd.gov/cans/documents/24-CEPPln.pdf
      - Provision 2 and 3 Guidance Manual: https://doe.sd.gov/cans/documents/Provision-Guidance.pdf

3. **Meal pattern and nutritional quality**
   a. Meal components (food groups) and food quantities based on appropriate age/grade groups.
   b. Offer versus serve (allowing students the choice to decline one or two food groups)
   c. Meal dietary specifications and nutrient analysis: calories, sodium, saturated fat, trans fat
   d. Creating food production records and standardized recipes, and retaining component crediting documentation (i.e., USDA Child Nutrition (CN) label or product formulation statement), nutrition, and ingredient labels for all foods served.
   e. **Resources:**
      - UDSA Menu Planner: https://www.fns.usda.gov/tn/menu-planner-school-meals
      - Free to SD Schools Menu Planning and Production Software: https://primeroedge.com/south-dakota/
      - NSLP/SBP Meal Pattern Requirements: https://doe.sd.gov/cans/documents/SNP-MlPttrn-TrnsNtnStnd-0722.pdf
      - Whole Grain Resource: https://fns-prod.azureedge.us/sites/default/files/resource-files/WholeGrainReport.pdf
      - Offer Versus Serve Manual: https://doe.sd.gov/cans/documents/OVS-Manual.pdf

4. Financial resource management
   a. Maintenance of the nonprofit school food service account
   b. Setting student paid lunch price rules (aka paid lunch equity)
   c. Rules to ensure revenue from nonprogram foods (like a la cart and adult meals, prices cannot be set at a loss)
   d. Indirect costs
   e. Unpaid meal charge policy requires districts to set a policy on how they will collect overdue paid student meal charges.
   f. Net-Cash Resource limit to 3-months
   g. **Resources:**
   • Indirect Cost Manual: https://doe.sd.gov/cans/documents/Indirect-Cost-Manual.pdf
   • Nonprogram Foods: https://doe.sd.gov/cans/documents/S20-16-Memo.pdf
   • Nonprogram Foods Decision Tree: https://doe.sd.gov/cans/documents/20-Nonprogram-Tree.xlsx
   • Paid Lunch Equity: *DOE CANS SNP website, School Meal Programs Requirements Section, Paid Lunch Equity*
   • Unpaid Meal Charge Policy: *DOE CANS SNP website, School Meal Programs Requirements Section, Unpaid Meal Charge Policy*

5. General program compliance
   a. Civil rights, including access to meals and special dietary requests for students with disabilities.
   b. Local school wellness policy and school meal environment (requires a school district policy and annual work on the policy)
   c. Smart snacks in school rules on nutrition (all foods and beverages sold in school, foods sold in vending machines or food-based fundraisers like bake sales)
   d. Professional standards set minimum hiring and annual training requirements.
   • "Food Service Director" defined by USDA guidance as: the individual who plans, administers, implements, monitors, and evaluates all district-wide aspects of the SNP. If responsibilities are divided into several positions, the person hired to perform the majority of the nutrition program director duties. This does not necessarily match the districts defined staff titles.
   • Hiring requirements based on district size for the "food service director." All districts must have 1 food service director. FSMC schools will have 2 – 1 from the FSMC and 1 at the district.
   • Annual training requirements for all staff involved in the nutrition program.
   e. Buy American food rules
   f. Federal procurement rules
   • Written procurement plan requirements. That define informal and formal procurement plans and recordkeeping requirements, including food service management company contracts.
   g. On-site monitoring for districts with multiple meal service sites
   h. Water availability at lunch and breakfast meal service
   i. Food safety, handling, storage, including developing a Hazard Analysis Critical Control Point (HACCP) based foods safety plan and daily logs
   j. District outreach to families for their breakfast program and local summer feeding programs
   k. Record keeping
   l. Administrative and Procurement Compliance Review.
   m. **Resources:**
   • Civil Rights Training & Required "And Justice for All" Poster: *DOE CANS website, Civil Rights section*
   • Local Wellness Policy: *DOE CANS SNP website, School Meal Programs Requirements Section, Wellness Policy*
   • Smart Snacks in Schools: *DOE CANS SNP website, School Meal Programs Requirements Section, Smart Snacks*

- Professional Standards Hiring and Annual Training Requirements: *DOE CANS SNP website, School Meal Programs Requirements Section, Professional Standards*
- Professional Standards Guide: https://doe.sd.gov/cans/documents/Standards-SNP21.pdf
- Buy American and Procurement Requirements: *DOE CANS website, Procurement section*
- Food Service Management Company Contracts, Guidance for School Food Authorities: https://fns-prod.azureedge.us/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a2.pdf
- NSLP/SBP On-site Monitoring, CANS Memo SNP 228-1: https://doe.sd.gov/cans/documents/Memo-228-2.pdf
- Food Safety Requirements: *DOE CANS SNP website, School Meal Programs Requirements Section, Food Safety*
- Food Safety HACCP SOP Plan: https://doe.sd.gov/cans/documents/18-FoodSafety2.docx
- Administrative Review Manual for School Nutrition Program, reviews conducted every 3-5 years: https://doe.sd.gov/cans/documents/18-ARmanual.pdf
  - Compliance reviews are in *iCAN SNP, Compliance section*
  - Administrative Review USDA Forms & Manual: https://www.fns.usda.gov/nslp/administrative-review-guidance-and-tools
  - Procurement Review USDA Tool: https://www.fns.usda.gov/cn/updated-local-agency-procurement-review-tool-school-food-authorities

6. **Additional programs:**
   a. Afterschool Snack Service, snacks served after the school day. Snacks are either served nonpricing: free to all students at area eligible sites (50% or higher free/reduced rate), or pricing: at paid, reduced, and free student eligibility.
   b. Seamless Summer Option, a continuation of school lunch and breakfast programs into the summer months for area eligible sties (50% or higher free/reduced rate).
   c. Fresh Fruit and Vegetable Program, a fresh fruit or vegetable snack offered to Elementary schools. If limited by federal allocation, sites may be awarded based on a higher free and reduced student population.
   d. Special Milk Program, a snack of milk option for schools or grades that do not have access to a school breakfast or lunch. Both pricing and nonpricing options are available.

7. **USDA food in schools.** The USDA provides entitlement to each SFA operating the NSLP based on the second prior school years total lunches served. This entitlement may be used to order USDA Foods, Dept. of Defense (DoD) Fresh Fruit and Vegetables (FFAVORS), and South Dakota processed foods. Schools may also choose to contract with specific processors to process bulk USDA foods.