

# School Nutrition Programs

## Child Nutrition for the Business Manager Overview

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## ***School Meals Make A Difference!***

School meals provide the fuel required for student learning & achievement.

A quality food service program is one that is both financially sustainable and nutritionally sound

A quality food service program provides your district a competitive advantage over districts that do not.

# National School Lunch Program: “A Measure of National Security”

## 1946 Child Nutrition Act (CNA):

- *Safeguard the health and well-being of the Nation’s children.*
- *Encourage the consumption of agricultural commodities.*
- *Align with Dietary Guidelines for Healthy Americans.*

## 2010 Healthy Hunger Free Kids Act (HHFKA)

HHFKA: 84 Pages, 72 Sections

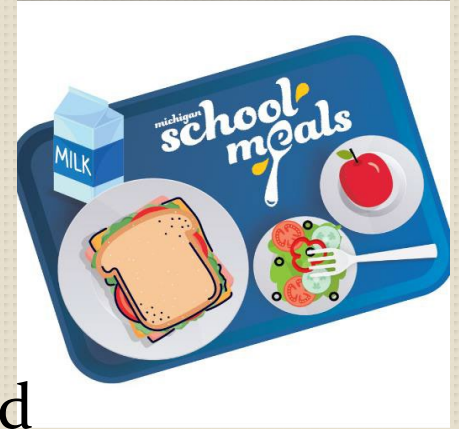
2 Main Purposes:

1. To increase access to healthy foods for kids & families
2. To address the complex issues of childhood obesity & hunger

# Michigan Mandate for School Meal Programs

- In 1977 K-12 public school districts are mandated to operate the **National School Lunch Program**
- In 1994 K-12 public school districts are mandated to operate the **National School Breakfast Program** in any school building having 20% or more of its enrollment eligible for free/reduced priced meals
- Meal programs are Governed by USDA
- Funded and legislated by Congress
- Meals designed around Nutrient Standards that are reflective of the USDA Dietary Guidelines for Americans

# Michigan School Meals



FY 2026 State Aid Budget included Section 30d  
– Universal School Meals

- The 2025-26 School Year is the 3<sup>rd</sup> year of  
the program

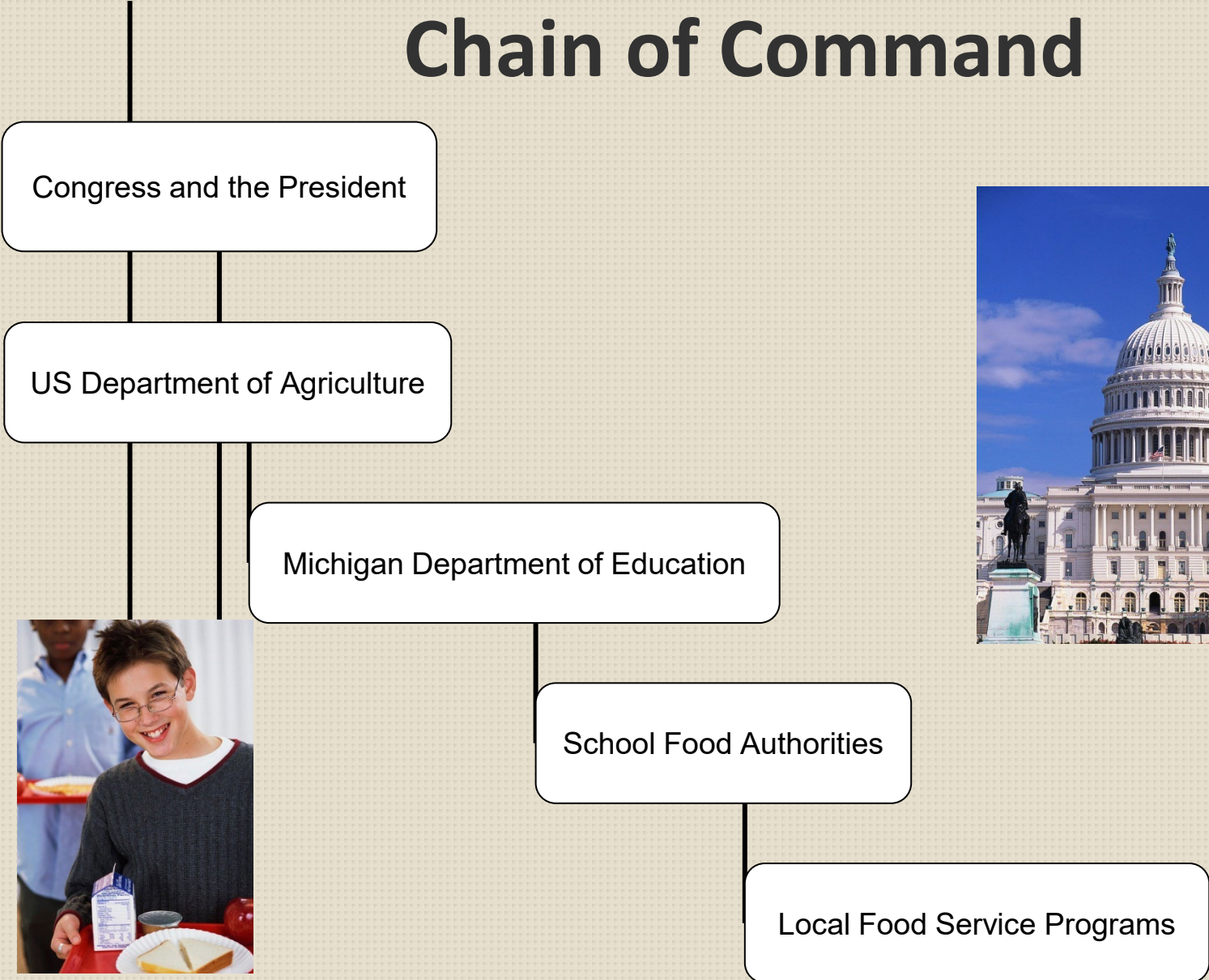
State-Funded Reimbursement Program –  
State pays the reimbursement difference

HB 784 & 785

# Dietary Guidelines for Americans 2025-30



# Chain of Command



# Child Nutrition Programs

## *More than just School Lunch!*

- Breakfast (SBP)
- Lunch (NSLP)
- Special Milk
- After School Snack
- Supper (CACFP)
- Summer Feeding (SFSP)
- Pre-K (GSRP, Head Start)
- Senior Feeding
- Emergency Feeding
- Fresh Fruit & Veg Grant

# National School Meals

- One of the largest segments of the food service industry
- Annually
  - \$100+ Billion Industry



**Federal Reimbursement Dollars  
Paid to MI School Food Authorities**

**FY 2025**

**836,997,362**



# State & Federal Funding for School Meal Programs

- Federal Meal Reimbursements
- State Supplemental Funds
  - 31d and 31f
  - 31a – districts shall provide up to \$10 to breakfast
  - 30d – Michigan school meals
- USDA Foods Entitlement
  - Based on SY total number of qualifying student lunches
  - Rate per meal changes annually
  - Current rate is \$.305 per meal at the federal level

# NSLP & NSBP Breakfast & Lunch Reimbursement Rates SY 2025- 2026

	Breakfast Non-Severe Need	Breakfast Severe Need	Lunch Non-Severe Need	<b>Lunch Severe need</b>	After School Snacks	
<b>Paid</b>	\$0.40	<b>\$0.40</b>	\$0.53	<b>\$0.55</b>	\$0.11	
<b>Reduced Price</b>	\$2.16	<b>\$2.64</b>	\$4.29	<b>\$4.31</b>	\$.63	
<b>Free</b>	\$2.46	<b>\$2.94</b>	\$4.69	<b>\$4.71</b>	\$1.26	

# Regulations and Requirements



# Meal Patterns and Nutrition Standards

1. Fruits & Vegetables: portion & variety requirements for breakfast & lunch. Must take ½ cup fruit at breakfast, must take ½ cup fruit or vegetable at lunch.
1. Whole Grains: “whole grain rich” standards on all grain items for breakfast & lunch.
1. Lean Proteins: Meat, Poultry, Eggs, Cheese, Lentils & Seeds.
1. Low Fat Milk: Flavored & Unflavored Fat Free/ 1% varieties.
1. Limits on Calories, Sodium & Product Based Added Sugar and Saturated Fat by age/grade group (k-5, 6-8 and 9-12)

# Offer Versus Serve

A strategy that:

- Allows students flexibility in food component and food item selection
- Reduces food waste
- Is mandatory for HS NSLP
- Is optional in SBP, all levels



# Top 3 Challenges for School Meal Programs

- Increased costs (food, labor, equipment – everything!)
- Staff Shortages
- Student acceptability of foods that still taste good and are acceptable to students.
- *What would you say is your top challenge out of these three currently?*

# Accommodating Special Dietary Needs

- Documented disability
  - **Must** make the substitutions as listed by the physician.
  - Intolerances & special sensitivities are also considered a disability.
- Without a documented disability
  - **May** make the substitutions listed on the medical statement form signed by a recognized medical authority

# Special Diet Statement

## Special Diet Statement

### Why am I being asked to fill out this form?

Institutions or organizations who sponsor and operate a federally funded Child Nutrition Program must make reasonable substitutions to meals and/or snacks on a case-by-case basis for participants who are considered to have a disability that restricts their diet.\* According to the ADA Amendments Act, most physical and mental impairments that substantially limit or affect one or more major life activities or bodily functions will constitute a disability.

Sponsors are not required to accommodate special dietary requests that are not a disability. This includes requests related to religious or moral convictions or personal preference. **If these requests are accommodated, sponsors must ensure that all USDA meal pattern and nutrient requirements are met.**

This form must be completed by a licensed physician, physician assistant, or an advanced practice registered nurse, such as a certified nurse practitioner. **Updates to this form are required only when a participant's needs change.**

Note to Districts/Schools: Parents/Guardians may provide a written request for lactose-free milk without a physician's signature. Lactose-free milk served must meet meal pattern requirements for the program.

Submit this completed special diet statement to: \_\_\_\_\_

### Participant Information:

Participant's Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of School/Center/Site Attended: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

### Required Information: Dietary Accommodation

- List the food to be avoided:  
\_\_\_\_\_
- Briefly explain how exposure to this food affects the participant:  
\_\_\_\_\_
- List foods to be omitted and substituted. Attach a sheet with additional instructions as needed.

Foods to be Omitted	Foods to be Substituted

### Additional Information

Texture Modification:  Pureed  Ground  Bite-Sized Pieces  Other: \_\_\_\_\_

Tube Feeding Formula Name: \_\_\_\_\_

Administering Instructions: \_\_\_\_\_

Oral Feeding:  No  Yes If yes, specify foods: \_\_\_\_\_

Other Dietary Modification or Additional Instructions (Describe): \_\_\_\_\_

### Required Signature

This form must be signed by a licensed physician, physician assistant, or advanced practice registered nurse such as a certified nurse practitioner. The medical person signing it should keep a copy of this document in his/her records.

Prescribing Authority Credentials (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Clinic/Hospital: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Voluntary Authorization

**Note to Parent(s)/Guardian(s)/Participant: You may allow the director of the school/center/site to talk with the medical person about this Special Diet Statement by signing the Voluntary Authorization section:**

In accordance with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act I hereby authorize \_\_\_\_\_ (physician/medical authority name) to release such protected health information as is necessary for the specific purpose of Special Diet information to \_\_\_\_\_ (program name) and I consent to allow the physician/medical authority to freely exchange the information listed on this form and in their records concerning me, with the program as necessary. I understand that I may refuse to sign this authorization without impact on the eligibility of my request for a special diet for me. I understand that permission to release this information may be rescinded at any time except when the information has already been released. **Optional:** My permission to release this information will expire on \_\_\_\_\_ (date). This information is to be released for the specific purpose of Special Diet information. The undersigned certifies that he/she is the parent, guardian, or authorized representative of the participant listed on this document and has the legal authority to sign on behalf of that participant.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

OR Participant's Signature (Adult Day Care ONLY): \_\_\_\_\_

### Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.ocio.usda.gov/sites/default/files/docs/2012/complain_combined_6_8_12.pdf) ([https://www.ocio.usda.gov/sites/default/files/docs/2012/complain\\_combined\\_6\\_8\\_12.pdf](https://www.ocio.usda.gov/sites/default/files/docs/2012/complain_combined_6_8_12.pdf)), (AD-3027) found online at: [How to File a Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint) (<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

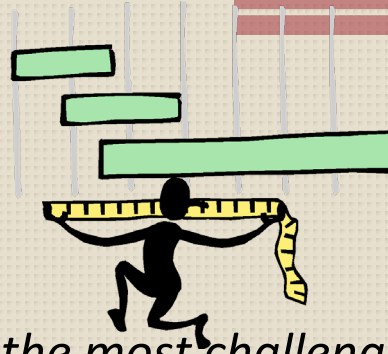
- mail: U.S. Department of Agriculture  
Office of the Assistant Secretary of Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- fax: (202) 690-7442; or
- email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

# Important Regulatory Sections for CN Programs

- Smart Snacks Final Rule
- Local Wellness Policy Final Rule
- Professional Standards Final Rule
- Administrative Review Process

# Poll the Audience



*Which of these standards has been the most challenging to accomplish in your district?*

- a) **Smart Snacks Regulations** both within and outside your program: which has been the most challenging to implement?
- a) **Establishing & Implementing annual goals for your district Local Wellness Policy:**  
What has been the biggest challenge?
- a) **Availability of quality & cost effective professional development training:**  
What barriers have you encountered?

# Supervising your Food Service Director

- Technical skills and expertise
- Leadership ability
- Partnership and membership on leadership team
- Professional development opportunities
- Networking

Professional Standards



# Local Meal Charge Policy

- USDA memo SP 46-2016 July 8, 2016
- Written policy required by July 1, 2017
- Clearly communicated in writing to school administrators, school nutrition staff, families, and students.
- Key Policy Considerations:
  - Maintain financial integrity of programs
  - Provide kids with adequate nutrition to focus in school
  - Minimize stigmatization of children with meal charges

# Bad Debt Policy

- Updated definition of **bad debt** / Admin Memo #4 Uncollectable meal Charge requirements
- Bad Debt is “uncollectable meal balances for **inactive students** as of June 30<sup>th</sup> that have not been collected by December 31<sup>st</sup> of the same calendar year”.
- “Inactive Students” = students that have left the school district or graduated.
- The important take-away: at this time **student debt for active students is required to remain on a student accounts until the student becomes inactive.**

# Certifying Students for Meal Benefits

## *Free & Reduced-Price Meal Applications & Eligibility*

- Education Benefit Form (Voluntary)
- Education/ Nutrition Benefit Form (Voluntary)
- Benefit forms are accepted any time during the school year
- Eligibility Guidelines
  - Income based on household size
  - Categorical – Food Stamp, TANF, FDPIR, Homeless, Runaway, Migrant, Foster Care, Medicaid
  - Extending Categorical Eligibility to Additional Children in a Household – Admin Memo#3, 2009

# Direct Certification: Important & Required

- Direct Certification - Required (District matches SIS data base to State SNAP data base for DC match list)
- Direct Certification
  - Required a minimum of three times per (best practice Monthly!)
  - Foster care, SNAP, TANF, Medicaid Eligible
  - Summer EBT
  - First file available near the beginning of the SY
  - Refresh files are available monthly
  - Remember - DC impacts Title1 funding!

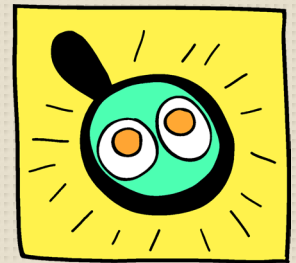
# Sharing Information For other programs

## Form

- Sharing of F/R eligibility can only be done with parent consent.
- Signed “Sharing of Information” form must be filled out annually.
- If F/R eligibility is shared with other programs without parent consent, a Civil Rights complaint can be filed by participant.

# CEP Community Eligibility Provision

- CEP eligibility of SFA is determined by Directly Certified (food stamp eligible) students.
  - 25% or higher by building is required
- \* Must participate in this program in order to participate in Michigan School Meals program.



# Advantages of CEP

## *Advantages:*

- Can be done by building or throughout district
- Maximizes federal revenue
- No F/R Applications or Verification Required

## *Important Note.....*

- MI School Meals program requires CEP for all buildings that qualify to maximize federal revenue for program – this helps the State to leverage as much federal revenue for the program as possible

# Unrestricted Indirect Cost Rate

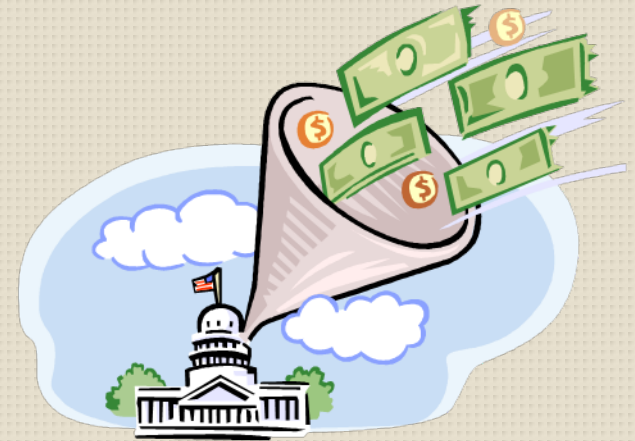
- Maximum
  - 15% Public Schools
  - 12% Non-Public Schools



Applied to all expense EXCEPT food & contracts  
“These rates can be used to reimburse the general fund for administrative and other costs that are not easily allocated to a particular program at the district.

- Final Indirect Cost Rate Summary Report – R0418 – found at MDE website under Grants Coordination and School Support – Fiscal Reporting

# USDA Foods Distribution Program



- USDA Foods Entitlement Dollars
  - Based on the number of LUNCH meals served in the previous SY multiplied by the annual per meal. **Current Commodity Entitlement Rate: \$ .305 per lunch meal served based on the 2024-25 school year lunch meals served.**
  - Bonus Commodities : additional foods acquired through price support and surplus removal programs (not guaranteed)
- The more lunch meals served the more entitlement \$\$ you get
- USDA food entitlement = about 12% of your food budget
- Can defray the cost of a meal by up to .305 per meal.

# Consortia in Michigan

- Great Lakes Consortium (GLC)
- Macomb Oakland RESA (MOR)
- School Purchasing And Resource Consortium (SPARC)
- ***Districts must join a consortium to be eligible to receive USDA foods.***



# NexSys: Web Based Annual Permanent Agreement

- Contract between SFA & MDE for Child Nutrition Programs
- In exchange for reimbursement dollars district agrees to follow ALL USDA/MDE program regulations
- Coordinated Application completed annually in Nexsys



# Adult Meal Pricing

- Price adult meal higher than student meals
- At minimum, Adult Meals must be priced above the free reimbursement rate + USDA Foods entitlement + Sales Tax



- Adult Meals are a revenue generator and it's good customer service.

DIRECTIONS	SAMPLE	YOUR SCHOOL
Free Reimbursement Rate	\$ 4.69	
Value of USDA Foods for current year 2021-2022 SY	\$ .305	
Subtotal	\$4.995	
Sales Tax	\$ .30	
Total Minimum Price	\$5.295	

# Assessment of Participation

- What is your %ADP?
  - Tracking
    - All categories – paid, reduced, and free
    - All buildings
    - Overall district
    - Daily, monthly, annually
  - Tracking using Meal Equivalents

## Best Practices: Tools for Managing Your School Nutrition Business

- Implement Cycle Menus
- Use Mobile Phone app provided by POS software vendor for student on-line ordering, menu viewing & allergy info.
- Food Service webpage provides important Online Access of Information for parents & students:  
F/R Apps, Parent Forms, Menus, Nutrition Information, Local Wellness Policy, Meal Program Access, Meal Charge Policies, Breakfast Outreach.
- Measure Key Performance Indicators (KPI's) – Meals per Man Hour, Cost per Meal, Average Daily Participation, Food Cost analysis

# Key Performance Indicators

- Food Cost
  - Industry average 45% FC
  - Maximum utilization of USDA Foods
  - Know your menu costs
- Labor Costs
  - Meals per Labor hour – Productivity measurement by building is best practice.
- Average Daily Participation
  - # of students participating compared to enrollment.

# Formal vs. Informal for **Public Schools, Public School Academies & Intermediate School Districts**

Is your (aggregate) annual purchase valued over the small purchase threshold?

Federal = \$150,000 (Services)

Michigan = \$100,000 (Food)

Federal = \$15,000 (Micro-Purchases)

Michigan = \$31,321 (Non-Food/Supplies)\*

Local = Varies

NO

YES

You can  
conduct an  
informal  
purchase

You must  
conduct a  
formal  
purchase

# Final Thoughts

- **Role of support services in your district**
  - How are they contributing to student achievement?
- **School Meal Programming**
  - Are you maximizing all of the programs available to your district?
  - Do you have a financially/nutritionally sound program?
  - Invest in your efforts (equipment, training, program expansion)

# Additional Links

- Michigan School Business Officials: [www.msbo.org](http://www.msbo.org)
- School Nutrition Association of Michigan: [www.michigansna.org](http://www.michigansna.org)
- School Nutrition Association: [www.schoolnutrition.org](http://www.schoolnutrition.org)
- USDA School Meals (main site): [www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd)
- Action for Healthy Kids: [www.actionforhealthykids.org](http://www.actionforhealthykids.org)
- Food Allergy & Anaphylaxis Network: [www.foodallergy.org](http://www.foodallergy.org)
- Michigan Dept. of Agriculture: [www.michigan.gov/mda](http://www.michigan.gov/mda)
- Eligibility Guidance for School Meals Manual:  
<http://www.fns.usda.gov/cnd/Guidance/EliMan.pdf>

# Thank You

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