School Nutrition Programs Checklist

FALL 2021
Complete these tasks August-October 2021

Important Dates

- Oct. - National Farm to School Month
- Oct. 1 - If collecting meal applications, determine the verification sample size
- Oct. 6 - CBEDS Census Day for LCFF (CA only)
- Oct. 11-15 - National School Lunch Week
- Oct. 29 - Last day to certify students as F/R for LCFF (CA only)

Waiver Reminders

Schools are eligible to apply for the following waivers during SY 21-22.

- Waiver #74: SSO meal pattern (expires Sep. 30)
- Waiver #85: Allows SSO for SY 21-22
- Waiver #86: Higher SFSP reimbursement rates for SSO meals
- Waiver #87: Non-congregate meals
- Waiver #88: Meal service times
- Waiver #89: Parent/guardian meal pick up
- Waiver #90: SSO meal pattern (begins Oct. 1)
- Waiver #91: CACFP meal pattern
- Waiver #92: OVS flexibility
- Waiver #93: Snack & Supper area eligibility
- Waiver #94: SSO site monitoring
- Waiver #96: CACFP site monitoring

Tip: Want more details? Review the No Kid Hungry Waiver Summary!
Waiver Reminders, continued

☐ Check with your state agency on how to apply for the waivers above. In CA, schools may apply by completing the following surveys:

1. SY 20-21 Meal Pattern Waiver: valid until Sep. 30 - [cheat sheet]
2. SY 21-22 Meal Service Waiver #1: Jul. - Dec. - [cheat sheet]

Program Updates

☐ Submit updated application(s) to the State agency for each program you will operate during SY 21-22 (in CA, do this via CNIPS).

Seamless Summer Option (SSO): for school breakfast and lunch (schools must serve breakfast & lunch under SSO to receive the higher SFSP reimbursement rates)

- **SY 20-21 Application**: adjust Aug. & Sep. program dates, edit meal service times, omit weekend & holiday meals, add new service sites, change open/closed site status, etc.
- **SY 21-22 Application**: submit a new application for Oct. ’21 - Jun. ’22

School Nutrition Program: for NSLP After School Snacks only

- **SY 21-22 Application**: submit a new application for Aug. ’21 - Jun. ’22
- Only complete the section for snacks as breakfast and lunch will be served under SSO.

Child & Adult Care Food Program: for At-Risk Afterschool Supper/Snacks

- **SY 20-21 Application**: adjust Aug. & Sep. program dates, edit meal service times, add new service sites, change open/closed site status, etc.
- **SY 21-22 Application**: submit a new application for Oct. ’21 - Jun. ’22
  
  Tip: Weekend & Holiday meals are still allowed under CACFP At-Risk during SY 21-22.

 Indicates additional resources are available for LunchAssist PRO Members on The Collective.
Meal Counting

View Meal Counting & Claiming resources on The Collective

- Review and update the following policies and procedures for SY 21-22:
  - Meal Counting & Collection Procedures
    - Meal Counting & Collection Procedures Template
  - COVID-19 Program Integrity Plan
    - COVID-19 Program Integrity Plan Template

Tip: Stay in compliance with meal counting by utilizing one of the following strategies:
- Use an electronic POS to collect PINs or scan IDs.
- Use student rosters by name.
- Use tally sheets or “clickers” but if using these methods, be sure to prevent duplicate meals and alert staff to which students need special diets.
  - Daily Meal Count Form, Tally
  - Daily Meal Count Form, Clicker

Meal Service

- Be sure to post the following signage:
  - Health Permit
  - Copy of most recent Health Inspection
  - “And Justice for All” Poster everywhere meals are served (except classrooms)
    - “And Justice for All” Poster
  - Offer versus Serve signage
    - Offer Versus Serve Breakfast & Lunch Posters
  - Copy of the Local School Wellness Policy
    - Local School Wellness Policy Examples

- If adult meals are sold, update pricing to align with the SY 21-22 Adult Meal Pricing Tool.
  - Adult Meal Pricing Tool

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## Meal Service, continued

- Provide free water when breakfast is served in the cafeteria & everywhere lunch is served.
- Complete daily menu production records for each meal served.
  - [Menu Production Record Template](#)
  - [Professional Development Lesson on Menu Production Records](#)
- Review & update staff on how Offer versus Serve will work this year.
  - [Professional Development Lesson on Offer vs. Serve](#)
- Review and update staff on how Special Diets will work this year.
  - **Tips:** Consider the following:
    - If multiple points of service, designate 1 place for special diet meals.
    - If not using an electronic POS, determine how you will alert staff to which students need special diets.
  - [Professional Development Lesson on Special Diets](#)
  - [Special Diets Policy and Procedure Template](#)

## Eligibility

- Conduct Direct Certification (DC) matching and plan to do this at least 3x this school year.
  - **Tip:** All schools must continue to do DC matching even if operating SSO.
- Notify households who are Directly Certified for meal benefits *(email is okay).*
  - [Notification Letter Template for Direct Certification under SSO](#)
- Determine if a meal application or an alternative income form will be offered.
  - **Tip:** School Nutrition Programs **must** make meal applications *(or equivalent alternatives)* available during SY 21-22, so that families can qualify for P-EBT.
  - [Applications vs. Alternative Income Forms: Pros & Cons](#)
  - [3 Reasons to Provide Income Information](#) [Flyer]

*Indicates additional resources are available for LunchAssist PRO Members on The Collective.*
Eligibility, continued

If collecting meal applications:

☐ Update the meal application and letter to households for SY 21-22.
  Meal Application Template

☐ Make determinations within 10 operating days.
  SY 21-22 Income Eligibility Guidelines

☐ Send notification letters to families within 10-days *(email is okay)*.
  Notification Letter Template for NSLP

☐ On Oct. 1, determine the Verification sample size.

If collecting alternative income forms *(CA only)*:

☐ Update the Alternative Income Form for SY 21-22.
  Sample Alternative Income Forms

☐ If forms are processed by School Nutrition Program staff, complete Personnel Activity Reports (PARs) so that time & effort is billed to the general fund.
  PAR Template

Food Safety

☐ View Food Safety resources on The Collective

☐ Ensure at least 1 person at each school location is a Certified Food Safety Manager.

☐ Ensure all food handlers have a valid Food Handlers Card or obtain one within 30 days *(varies by state, required in CA)*.

☐ Request 2 health inspections during SY 21-22 from the local health department.
  Tip: Send the request via email and save a copy for your records.

☐ Ensure Food, Refrigeration, & Freezer Temperature Logs are taken and recorded daily.
  Temperature Log Templates
  Professional Development Lesson on Food Production & Service

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Food Safety, continued

☐ Ensure Sanitizer Logs are maintained correctly and posted in the kitchen.
  - Sanitizer Log Template
  - Professional Development Lesson on Cleaning & Storage

☐ Review and update your HACCP Food Safety Procedure.
  - HACCP Food Safety Plan
  - COVID-19 HACCP Food Safety Plan Addendum

Outreach & Promotion

☐ Distribute information about availability of free meals, including breakfast.
  - Tip: Send an email to families with your breakfast & lunch menus.

☐ Send the Public Media Release to the local newspaper & post office.
  - Tip: Schools are not required to pay to publish the media release.
  - Public Media Release for SSO Template

Professional Standards

☐ View Professional Standards resources on The Collective

☐ Complete Back-to-School training for all staff members.
  - Professional Development Lessons (updated for SY 21-22!)

☐ Track progress towards SY 21-22 Professional Standards. Each year, staff must receive:
  - Directors: 12 hrs of training
  - Managers: 8 hrs of training
  - Staff > 20 hours per week: 6 hrs of training
  - Part-time Staff: 4 hrs of training
  - Everyone: Civil Rights training is required for all staff & volunteers
    - Tip: Use the FREE LunchAssist Civil Rights lessons, available in Eng. & Span.
  - Professional Standards Tracking Tool Template

☐ Register for the LunchAssist Community Calls to earn an extra 1 hr of training each month.

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