



MAINE DEPARTMENT
OF EDUCATION
Child Nutrition Programs

Additional Meal Service Requirements

Timing of Meals



Lunch must be offered between the hours of 10 a.m. and 2 p.m.



Students need “adequate” time to eat

Water



Free, potable water must be available during meal service (breakfast & lunch)

Water fountain

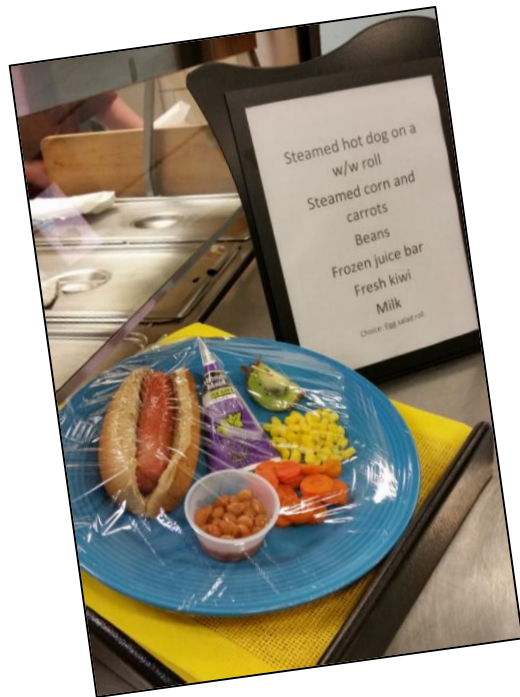
Cambro with water & paper cups

Bottled water-unallowable cost

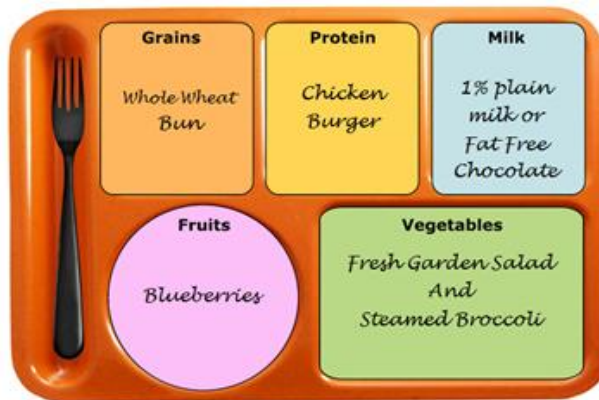


Cannot promote water as an alternative to milk

Meal Signage



Identify all foods that are part of a reimbursable meal before the serving line (breakfast & lunch)



Breakfast after the Bell *LD 359*

- Public schools with **$\geq 50\%$ free/reduced-price eligible students** in the previous school year must provide an **alternative breakfast service after the start of the school day**.
- **Grades 9–12 are exempt.**
- Schools with **$\geq 70\%$ breakfast participation among free/reduced-price eligible students** are exempt.
- Schools with **$< 70\%$ breakfast participation** must:
 - Demonstrate a **10% annual increase in breakfast participation**, or
 - Submit a **plan to the State to increase participation**.

Breakfast after the Bell



A school administrative unit (SAU) may opt-out if the governing board of the SAU holds a public hearing.



The opt-out must be reviewed by the board and documented to the State every 2 years.

Alternative Breakfast Models



Goal: increase student breakfast participation

Examples:

- Grab and go carts in the hallway
- Meals delivered to the classroom
- Second chance breakfast
- Accountability methods must ensure One breakfast per-student per-day

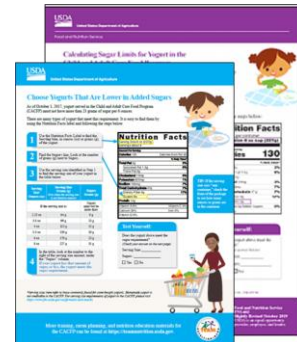
Breakfast After the Bell

- Maine Child Nutrition website:
 - SY 2027 Breakfast After the Bell Required Schools
 - Opt-out guidance
- <https://www.maine.gov/doe/schools/nutrition/programs/breakfast>
- Compliance information collected in the CNPweb site applications

Pre-K Students & Meal Pattern

- When serving Pre-K students **separately** from K-12 students, CACFP Pre-K Meal Pattern must be followed.
- Key differences:
 - Unflavored milk only
 - 100% juice offered only once a day
 - No “grain-based desserts” (breakfast bars, granola bars, cereal bars, toaster pastries, cinnamon rolls & common dessert items)
 - Must serve at least one whole grain-rich food per day
 - Offer Versus Serve is not allowed

<https://www.fna.usda.gov/tn/serving-school-meals-preschoolers>



Pre-K Meal Pattern



Grain-Based Desserts in the Child and Adult Care Food Program

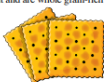
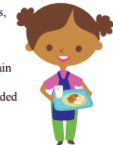
Kids need the vitamins, minerals, and other nutrients in foods such as fruits, vegetables, whole grains, low-fat dairy, and lean protein foods. Too often, kids are filling up on foods high in added sugars and low in nutrients.

As of October 1, 2017, grain-based desserts no longer count toward the grain component of meals and snacks offered through the Child and Adult Care Food Program (CACFP). This small change helps reduce the amount of added sugars kids eat in child care.

What Are Grain-Based Desserts?

The chart below lists some common grain-based desserts:

Grain-Based Desserts (Not Reimbursable in the CACFP):	Not Grain-Based Desserts (Reimbursable in the CACFP):
- Brownies - Cakes, including coffee cake and cupcakes - Cereal bars, breakfast bars, and granola bars - Cookies, including vanilla wafers - Doughnuts, any kind - Fig rolls/bars/cookies and other fruit-filled rolls/bars/cookies - Gingerbread - Ice cream cones - Marshmallow cereal treats - Pie crusts of dessert pies, cobbblers, and fruit turnovers - Sweet bread puddings - Sweet biscuits, such as those made with fruits, chocolate, icing, etc. - Sweet croissants, such as chocolate-filled - Sweet pita chips, such as cinnamon-sugar flavored - Sweet rice puddings - Sweet scones, such as those made with fruits, icing, etc. - Sweet rolls, such as cinnamon rolls - Toaster pastries	- Banana bread, zucchini bread, and other quick breads - Cereals that meet the sugar limit and are whole grain-rich, enriched, and/or fortified - Cornbread - Crackers, all types - French Toast - Muffins - Pancakes - Pie crusts of savory pies, such as vegetable pot pie and quiche - Plain croissants - Plain or savory pita chips - Savory biscuits, such as those made with cheese, vegetables, herbs, etc. - Savory bread puddings, such as those made with cheese, vegetables, herbs, etc. - Savory rice puddings, such as those made with cheese, vegetables, etc. - Savory scones, such as those made with cheese, vegetables, herbs, etc. - Teething biscuits - Tortillas and - Waffles



Whole grain-rich and homemade grain-based desserts

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teammntr>



Serving School Meals to Preschoolers

Preschool meals served through the U.S. Department of Agriculture's National School Lunch Program and School Breakfast Program (NSLP and SBP) are designed to meet the nutritional needs of young children. Children receive meals that follow the preschool meal pattern if they are a student in the preschool grade level. There are two age groups under the preschool meal pattern: children 1 through 2 years old (1-2 years), and children 3 through 5 years old (3-5 years). Types of milk and minimum serving sizes for some food components are different for the two age groups. By following the preschool meal pattern, your school can help young children eat the types and amounts of foods that best support their growth and development.

Preschool Meal Pattern

	Breakfast		Lunch	
	1-2 years	3-5 years	1-2 years	3-5 years
Milk	½ cup (4 oz.)	¾ cup (6 oz.)	½ cup (4 oz.)	¾ cup (6 oz.)
Fruits	¼ cup	¼ cup	¼ cup	¼ cup
Vegetables			¼ cup	¼ cup
Grains	½ oz. eq.	½ oz. eq.	½ oz. eq.	½ oz. eq.
Meats/Meat Alternates	Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast. Minimum serving size for both age groups is ½ oz. eq.		1 oz. eq.	1½ oz. eq.



Smart Snacks

- Snacks sold to students must meet **USDA Smart Snacks standards**.
- Requirements vary by **grade group** and include limits for **calories, sodium, and fat**.
- Use the [Smart Snacks Calculator](https://foodplanner.healthiergeneration.org/calculator/) to determine if an item is compliant.
- **Save or print the calculator results** for each approved item as documentation.

Link to calculator

<https://foodplanner.healthiergeneration.org/calculator/>

If allowable, print and save the screen showing this.



✔ Your product is compliant!

Your whole grain product meets all nutrient standards for entrees or snack foods.

Brand

belviat

Serving Size

28.00 g

Product

Snack Pack

First Ingredient

WG

The person or group responsible for the point of sale to students on campus should verify a product's compliance and print their own Calculator results for documentation intended for compliance purposes. Results from this calculator have been determined by the USDA to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools provided the information is not misrepresented when entered into the Calculator.

START OVER

NEXT STEP

Posting Calories – A la Carte

The number of calories in items that are being sold as a la carte must be posted at “point of decision”

- Vending machines
- Coolers
- Carts



Food Safety & Storage Requirements



Food Safety: HACCP Plan

- HACCP-based food safety standard operating procedures (SOPs) at each site/kitchen
 - Written practices and procedures that reflect each site
 - Reviewed annually
 - Revised as needed

Standard Operating Procedures

Download all ✓

FOOD SAFETY STANDARD OPERATING PROCEDURES

Title	Date added	Download	
 Assembling a Body Fluid Cleanup Kit	March 06, 2018	Download 	
 Cleaning and Disinfecting Body Fluid Spills	March 06, 2018	Download 	
 Cleaning and Sanitizing Food Contact Surfaces	March 06, 2018	Download 	
 Communicating During a Foodborne Illness Outbreak	March 06, 2018	Download 	
 Communicating Norovirus Prevention Methods	March 06, 2018	Download 	
 Controlling Time and Temperature During Preparation	March 06, 2018	Download 	
 Cooking Time Temperature Control for Safe Foods	March 06, 2018	Download 	



Health Inspections

- USDA requires schools to receive at least two health inspections/year
- State of Maine only does one (State letter)
- Most recent health inspection must be posted and available for public view

☐ IHH **State of Maine Health Inspection Report**

As Authorized by 22 M.R.S.A. § 2496

Critical Violations	4
Non-Critical Violations	9
Certified Food Protection Manager	Y

HOUSE

Address	4 MECHANIC ST	City	FREEPORT	Zip Code	04032-1527
Owner Name	ABNAKI LLC	Purpose of Inspection	Regular	License Posted	

EATS

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

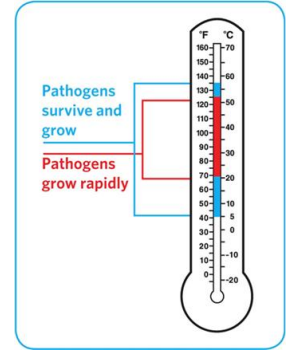
Compliance status (IN, OUT, N/O, N/A) for each numbered item. Mark "X" in appropriate box for COS and COS-corrected on-site during inspection.

not in compliance N/O-not observed N/A-not applicable

Supervision	Compliance Status	Potentially Hazardous Food Time/Temperature
16. Supervision: not, demonstrates knowledge, and duties	IN	Proper cooking time & temperature
17. Employee Health: not awareness, policy present	IN	Proper reheating procedures for hot foods
18. Good Hygienic Practices: not wearing, restriction & exclusion	IN	Proper cooling time & temperature
19. Good Hygienic Practices: not wearing, restriction & exclusion	IN	Proper hot holding temperatures
20. Good Hygienic Practices: not wearing, restriction & exclusion	IN	Proper cold holding temperatures
21. Good Hygienic Practices: not wearing, restriction & exclusion	OUT	Proper date marking & disposition
22. Good Hygienic Practices: not wearing, restriction & exclusion	IN	Time as a public health control: pre
23. Preventing Contamination by Hands: not wearing, restriction & exclusion	IN	Consumer Advisory: Consumer advisory provided for raw undercooked foods
24. Approved Source: not wearing, restriction & exclusion	IN	Highly Susceptible Populations: Pasteurized foods used; prohibited offered

Food Safety: Temperature Logs

- Take **and record** food temperatures
- Take **and record** equipment temperatures
- Maintain documentation for at least 6 months



- Record temperatures of all refrigerators and freezers every day.

This is so you can see if the temperatures are changing and the appliance might need to be checked

Food Safety: Temperatures

- Appliances with an outside thermometer must also have a thermometer inside.
- Where do you place a thermometer in your freezer/cooler?

Check your dish machine temperature. If the dial reads 180 and does not move, machine needs service.

Food Storage

- Food stored 6 inches off the floor
- Facility is clean & neat
- Canned goods free from bulges, leaks, and dents
- Chemicals labeled & stored away from food and food-related supplies
- Open bags of food are stored in food grade containers with fitted lids
- FIFO method of inventory
- Keep a written inventory, makes ordering easier.



Certified Food Protection Manager

- Required at each site meals are prepared
- Recommended for anyone in a supervisory and managerial position
- Obtained through:
 - SERV Safe certification
 - The Always Food Safe Company LLC
 - Other listed on DHHS Health Inspection website :
 - Training
 - Certified Food Protection Manager Courses



Food Safety: Ghost Trays

- ***Sampling*** of the food & milk offered at meal service
- Including salad bar
- Including milk
- Date and keep for 48 hours
- Any foods/milk still usable may be put back in usage



Meal Modifications in School Nutrition Programs



Why Meal Modifications Matter

- Ensure equal access to school meals
- Support student health and safety
- Required under federal laws
- Required for students with a disability which affects their diet



Regulatory Framework

- USDA School Meals Regulations
- Section 504 of the Rehabilitation Act
- Americans with Disabilities Act
- Individuals with Disabilities Education Act (IDEA)



Meal Modifications

Modifications to a meal for a student for a specific reason.

Medical Disability

Modifications are made for a student with a documented medical disability

No Disability

Modifications are made for a student due do a preference request (religious beliefs or family preference)

Students With A Disability

- Schools are **required** to provide meal accommodations for students with a **medically documented disability**
- Cost of making the accommodation is allowable to the school nutrition program
- Modifications may deviate from meal pattern only with specific **medical documentation** – required!

Students Without a Documented Disability

- Optional, schools are **not required** to provide meal accommodations for students without a disability (**dietary preferences**)
 - Religious beliefs
 - Lifestyle choices
 - Taste preferences
 - Non-medical preference
- If an accommodation is provided, the **meal pattern must be followed**

What Defines a Disability?

- A physical or mental impairment that affects a major life activity or bodily function
- Does not need to be life threatening to be considered a disability
Ex. A child whose digestion is impaired by lactose intolerance
- Most physical & mental impairments meet the definition of a disability

Major Life Activities Include...

- Caring for self
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Sleeping
- Standing
- Lifting
- Bending
- Reading
- Concentrating
- Thinking
- Communicating
- Eating
- Breathing

Major Bodily Functions Include...

- Immune system
- Digestive
- Bowel
- Bladder
- Neurological
- Circulatory
- Endocrine
- Reproductive
- Respiratory

Medical Documentation: Medical Statement Form

- When the request for a diet modification is due to a disability and deviates from the meal pattern, a medical statement form is required.
- Must include:
 - Description of major life activity or bodily function affected
 - An explanation and instruction how to make the accommodation.
 - Food(s) to be omitted & food to be substituted
- Must be signed by the child's licensed healthcare professional
 - Medical Doctor (MD), Doctor of Osteopathy (DO), Nurse Practitioner, Physician's Assistant, Registered Dietitian

Medical Statement

(Print on Letterhead)

Dear Parent or Guardian,

The (insert name of school/district) School Nutrition Program for students with a disabling medical condition that affects licensed medical provider (Physician, Physician's Assistant, Dentist) complete and sign the *Medical Statement for Special Dietary Needs* form includes:

- Information about the child's physical or mental condition
- An explanation of what must be done to accommodate the condition
- The food(s) to be omitted and recommended substitutions

For milk substitutions, our district provides lactose-free milk, and nutritionally equivalent non-dairy beverage standards. To request a milk substitution, the *MEH Substitution* and signed by your child's licensed medical provider or by the parent/guardian.

To ensure that our program has the necessary foods available to accommodate the accommodations, please allow (insert name of school/district) to complete the form for the necessary accommodations to the *Medical Statement for Special Dietary Needs* that is on file. Please your child's dietary needs change.

The (insert name of school/district) School Nutrition Program for Special Dietary Needs that is on file. Please your child's dietary needs change.

We look forward to working with you and your child.

Sincerely,
INSERT NAME
 School Nutrition Director

Medical Statement to Request Diet Modification
(Insert Name of School Nutrition Program)

Federal Child Nutrition Programs must make reasonable modifications to accommodate children with disabilities as defined by federal law. Submit completed form to: *(Insert Name of School Nutrition Program Contact Information)*. Incomplete forms will be returned to the parent/guardian. Any changes require the submission of a new form.

Section I. To be completed by Parent/Guardian

Student Name:	DOB:	School:
Parent/Guardian Name:	Parent/Guardian Phone:	

Section II. To be completed by the student's licensed medical provider authorized to write medical prescriptions (M.D., D.O., PA, Nurse Practitioner). Incomplete responses may delay the ability to provide the requested accommodation. All questions must be answered completely.

1. Describe the major life activity or major bodily function affected by the student's physical or mental impairment that restricts the diet:

2. Explain in detail what needs to be done to accommodate the disability that affects the student's diet:

3. List any foods/ingredients to be omitted:

4. List any foods to be substituted:

I certify that the student named above needs modified school meals as described because of a disabling medical condition that affects their diet.

Signature of Licensed Medical Provider: (Medical Doctor, Osteopathic Doctor, Nurse Practitioner, or Physician's Assistant) _____ Date: _____

Printed Name: _____ Clinic/Hospital: _____ Phone: _____

Parent/Legal Guardian Permission
 I give permission for the (insert name of school/district) to follow the specified dietary instructions on this form and agree to allow the school district to share this information with school nutrition program staff and the school nurse. I agree to allow the provider listed on this form and school/district personnel to discuss the information listed on this form.

Parent/Legal Guardian Signature & Date: _____

Must be completed by the child's licensed medical provider.

Does not need to be completed each year, only when there are changes.



Seeking Clarification

- Medical Statement must provide sufficient information, so it is clear how to make the accommodation
- May need to request clarification
- Provide the accommodation to the best of your ability while waiting for clarification
- Medical Statement does not need to be updated annually as long as it still accurately reflects the student's needs

A Medical Statement is NOT:

- A note that does not include the required information
- A note from someone who is not the child's licensed medical provider
- Information gathered from "Back to School" forms



Meal Modifications Due to a Disability

- The modification provided does not have to
 - Mirror the menu
 - Meet the brand name requested
- Follow the meal pattern, to the extent possible
 - Can't use OVS to accommodate
- Cannot charge extra
- Be as inclusive as possible while balancing safety

Nondairy Milk Substitute Requests

Optional to offer:

- To ALL students, or
- Only to students whose parent/guardian requested

Nondairy milk substitute **MUST** be nutritionally equivalent to cow's milk

Required to offer:

- Completed medical statement due to a child's disability
- Signed by licensed healthcare professional, registered dietitian, or parent/guardian

Provide the nondairy milk substitute requested

Non-dairy Milk Substitutes – Must Be Nutritionally Equivalent

Nutrient	Requirement per Cup (8 fl oz)
Protein	8 gm
Calcium	276 mg
Vitamin A	500 IU or 150 mcg
Vitamin D	100 IU or 2.5 mcg
Magnesium	24mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	0.44 mg
Vitamin B12	1.1 mcg

Allowable?

Nutrient	Requirement per Cup (8 fl oz)
Protein	8 gm
Calcium	276 mg
Vitamin A	500 IU or 150 mcg
Vitamin D	100 IU or 2.5 mcg
Magnesium	24mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	0.44 mg
Vitamin B12	1.1 mcg

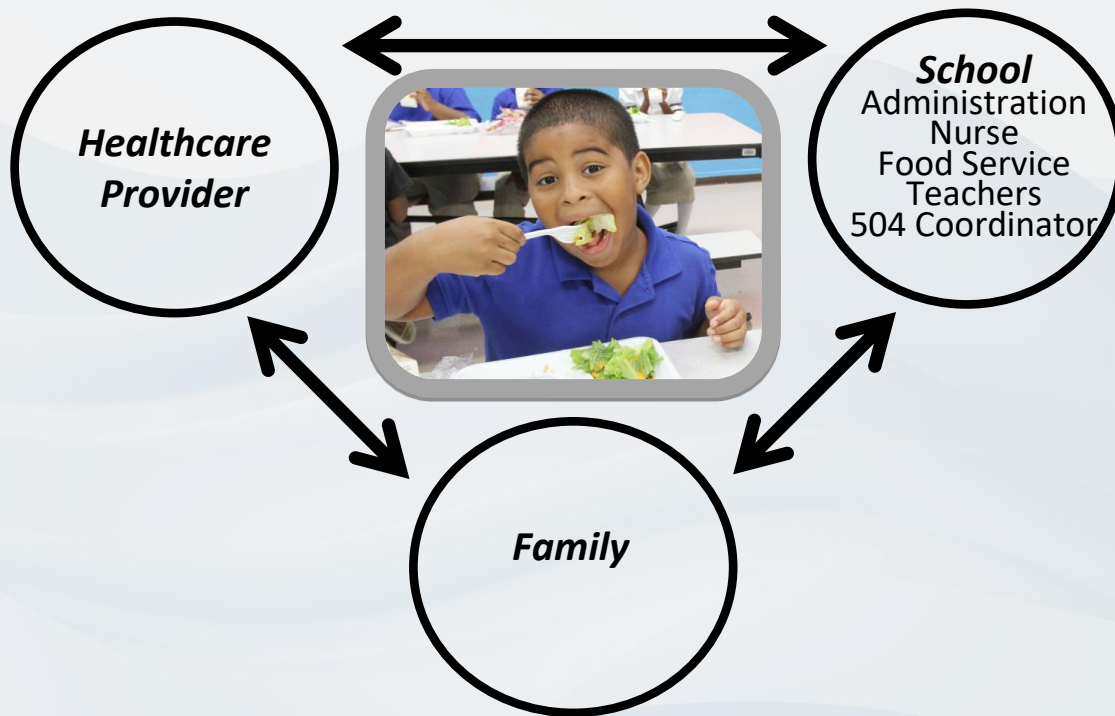
Nutrition Facts	
8 servings per container	
Serving size 1 cup (240mL)	
Amount per serving	60
Calories	
Total Fat 2.5g	3%
Saturated Fat 0g	0%
Trans Fat 0g	
Polyunsaturated Fat 0.5g	
Monounsaturated Fat 1.5g	
Cholesterol 0mg	0%
Sodium 150mg	7%
Total Carbohydrate 8g	3%
Dietary Fiber <1g	2%
Total Sugars 8g	
Includes 7g Added Sugars	14%
Protein 1g	
Vitamin D 5mcg	25%
Calcium 450mg	35%
Iron 0.7mg	4%
Potassium 170mg	4%
Vitamin A 150mcg	15%
Vitamin E 7.5mg	50%
Phosphorus 20mg	2%
Magnesium 15mg	4%

*The percent daily value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

INGREDIENTS: ALMONDMILK (FILTERED WATER, ALMONDS, CANE SUGAR, CALCIUM CARBONATE, NATURAL FLAVORS, SEA SALT, POTASSIUM CITRATE, SUNFLOWER LECITHIN, GELLAN GUM, VITAMIN A PALMITATE, VITAMIN D2, D-ALPHA-TOCOPHEROL (NATURAL VITAMIN E)).



A Team Approach



Communication

What is the process for requesting meal modifications?

- Who to contact
- When the Medical Statement is needed (provide a link)
- Timeline for processing requests
- Process for handling non-disabling modification requests
- Receiving grievances/complaints (non-discrimination statement)

Don't over promise!

Track Allergens

Top 9 allergens:

- Egg
- Fish
- Dairy
- Peanut
- Sesame
- Shellfish
- Soy
- Tree nut
- wheat

Nutrient Information										ALLERGENS	
Food Items	Serving Size	Calories	Carbohydrates (g)	Fiber (g)	Protein (g)	Sodium (mg)	Total Fat (g)	Sat. Fat (g)	Cholesterol (mg)		
										[†] (processed in facility)	F (Fish); SF (Shellfish)
										P(peanuts)	T (tree nuts)
										D(dairy)	S (soy)
										E (eggs)	W(Wheat)
Wraps & Sandwiches											
All American Hoagie	1	326	40.99	2.6	24.88	1129	7.02	2.24	62.5	D	W
Meatball Hoagie & Pretzel 1 sandwich	1	295	29	5	21	497	2.5	3.6	35	D	W,S
Pretzels - 0.70 oz IW - Rold Gold	1 bag	80	15	2	2	200	1.5	0	0	D	W
Roast Beef Hoagie	1	313	38.7	2.6	27.42	1283	7.09	3.26	57.5	D	W
Turkey Ham & Cheese on Croissant	1	290	30.19	2.6	16.28	891	12.02	5.34	43.5	D,E	W,S
Turkey Club Sandwich	1	264	31.5	2.6	18.62	771	7.09	0.91	29	D	W,S
Chicken Ranch Wrap	1	431	31.7	5.6	19.62	933	20.59	11.51	92.5	D, E	W,S [†]
Roast Beef Wrap	1	346	287	5.6	25.92	1103	15.59	11.01	67.5	D	W,S [†]
Turkey Cheese Wrap	1	327	29.5	5.6	19.6	721	14.59	0.91	54	D	W,S [†]
Entrée Salads											
Chicken Caesar Salad	1	295	38	5	17.5	588	8	1	38	D	W
Southwestern Chicken Salad	1	461	49	6.1	17.37	62	4.68	0	33	No Known	
	1	551	44.67	3.8	21.2	883	15.43	4.58	57	D	
Shaker Chef Salad											
Tukey Ham & Cheese Chef Salad w/ Pretzel	1	376	38.43	5.7	19.88	1122	15.43	7	61	D	W

Menu Options

Regular Menu

- Recommended for mild conditions
- Most items on the menu are safe
- Easily swap items

Allergen-Free Menu

- Meets need of multiple students
- Simplify the menu planning process

Specialized Menu

- Used for severe conditions
- Specialized products

Resources



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child nutrition
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Fact Sheets

SCHOOL FOOD ALLERGY FACT SHEETS			
Title	Date added	Download	
 School Food Allergy Fact Sheet - Overview of Food Allergies	December 17, 2024	Download	
 School Food Allergy Fact Sheet - Common Questions: School Nutrition Directors	December 17, 2024	Download	
 School Food Allergy Fact Sheet - Managing Food Allergies School Nutrition Staff	December 17, 2024	Download	
 School Food Allergy Fact Sheet - Egg Allergies	December 17, 2024	Download	
 School Food Allergy Fact Sheet - Fish Allergies	December 17, 2024	Download	
 School Food Allergy Fact Sheet - Milk Allergies	December 17, 2024	Download	
 School Food Allergy Fact Sheet - Peanut Allergies	December 17, 2024	Download	
 School Food Allergy Fact Sheets - Sesame Allergies	June 02, 2025	Download	
 School Food Allergy Fact Sheet - Shellfish Allergies	December 17, 2024	Download	



Training

FOOD ALLERGIES FOR SCHOOL NUTRITION				
Title	Date added	Date modified	Download	
 Food Allergies for School Nutrition Participant's Workbook	July 01, 2025	October 15, 2025	Download	
 Food Allergies for School Nutrition Instructor's Manual	July 01, 2025	October 15, 2025	Download	
 Food Allergies for School Nutrition Pre-Post-Assessment Answer	July 01, 2025	October 15, 2025	Download	
 Food Allergies for School Nutrition Pre-Assessment	July 01, 2025	October 15, 2025	Download	
 Food Allergies for School Nutrition Post-Assessment		October 15, 2025	Download	
 Food Allergies for School Nutrition Slide Deck		October 15, 2025	Download	
 Caitlin Remembered Video		September 12, 2023	Download	



What do you think?

You receive a list from the school nurse of students who have reported allergies. How do you proceed?

- Is additional documentation (medical statement) needed?
 - Can the meal pattern be met?
- Meet with the school nurse
 - Familiarize them with program's meal modification process
 - Which of these requests need support from other areas?
- Meet with parent/student
 - Review menus, labels
 - Do you need notification on days the child will be eating?



Questions



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[@MaineDOEComm](https://www.youtube.com/@MaineDOEComm)



[@mainedepted](https://www.instagram.com/mainedepted)



[@mdoenews](https://twitter.com/mdoenews)



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