

A background image showing a group of children in a school cafeteria. They are standing around a food service counter, looking at various food items. The image is overlaid with a semi-transparent blue filter.

MAINE DEPARTMENT  
OF EDUCATION  
Child Nutrition Programs

# Additional Requirements For School Nutrition Programs

**Presented by:** David Hartley, Child Nutrition



# Timing of Meals

- Lunch must be offered between the hours of 10 a.m. and 2 p.m.
- Students need “adequate” time to eat

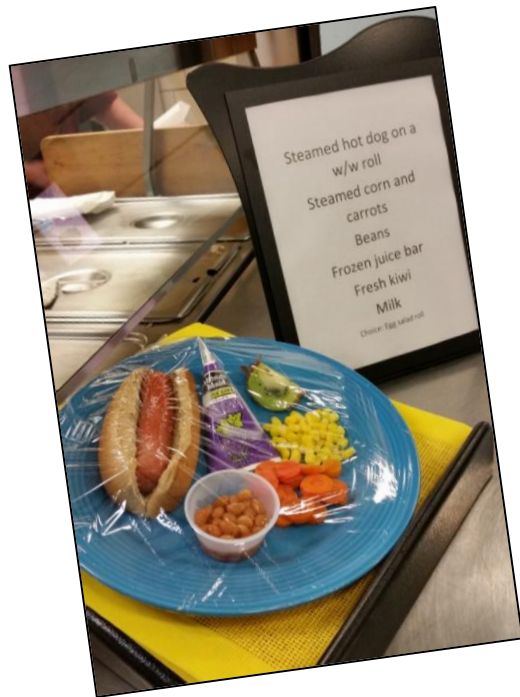


# Water

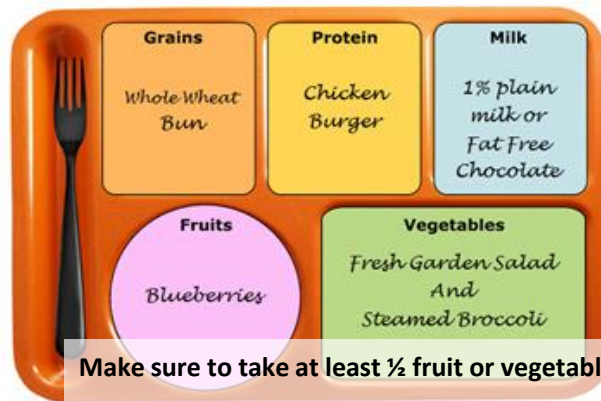


- Free, potable water must be available during meal service (breakfast & lunch)
  - ✓ Water fountain
  - ✓ Cambro with water & paper cups
  - ✗ Bottled water-unallowable cost
- Cannot promote water as an alternative to milk

# Meal Signage



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



Make sure to take at least ½ fruit or vegetable!

# An Act To Address Student Hunger with a "Breakfast after the Bell" Program

- Public schools where at least 50% of students qualified for a free or reduced-price lunch during the previous school year must operate an alternative breakfast delivery service that provides breakfast after the start of the school day.
- Schools with only grades 9-12 are **exempt**.
- Schools with 70% or greater participation of free/reduced students in the breakfast program are **exempt**.
- Schools under 70% participation must demonstrate at least an annual 10% increase in their school breakfast participation. If an increase in participation has not occurred a plan to increase participation must be submitted to the state

# Breakfast after the Bell

- A school administrative unit may opt out of the alternative breakfast delivery service if the governing board of the school administrative unit holds a public hearing.
- The opt-out must be reviewed by the board and documented to the state every 2 years.

# Alternative Breakfast Models

Some schools use alternative methods to offer breakfast to increase participation

- Grab and go carts in the hallway
- Delivered to the classroom
- 2<sup>nd</sup> chance breakfast
  - One breakfast per student per day



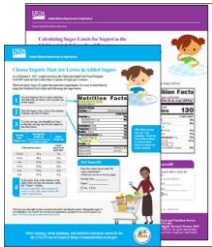
# Breakfast After the Bell

- Maine Child Nutrition website:
  - Breakfast After the Bell Required Schools
  - Breakfast After the Bell Legislation
  - Breakfast After the Bell Tool-kit
  - Breakfast After the Bell Q & A
  - Breakfast After the Bell Opt Out Form
  
- <https://www.maine.gov/doe/schools/nutrition/programs/breakfast>



# Pre-K Meal Pattern

- When served separately from K-12 students, CACFP Pre-K Meal Pattern must be followed.
- Key differences:
  - White milk only (1% or fat-free only)
  - 100% juice only once a day
  - No “grain-based desserts” (breakfast bars, granola bars, cereal bars, toaster pastries, cinnamon rolls & common dessert items)
  - Sugar requirements for Yogurt (>15g/4 oz) & cereal (>6g/ 1oz)



<https://www.maine.gov/doe/schools/nutrition/cacfp/resources>

# 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

# Food Safety: HACCP Plan

<https://theicn.org/icn-resources-a-z/standard-operating-procedures>

The screenshot shows the website for the Institute of Child Nutrition (ICN). At the top left is the ICN logo with the text "INSTITUTE OF child nutrition" and "RESOURCES • TRAINING • RESEARCH". To the right is a blue "iLearn" button with the text "...ANYTIME, ANYWHERE". Below this is a green navigation bar with links for Home, Child Nutrition Resources, Training, ICN Sites, ICN Consultants, i-Bites News, and Contact ICN, along with a search icon. The main content area is titled "Standard Operating Procedures" and features a "Download all" button with a checkmark. Below this is a section titled "FOOD SAFETY STANDARD OPERATING PROCEDURES" which contains a table of resources.

Title	Date added	Download	
 Assembling a Body Fluid Cleanup Kit	March 06, 2018	<a href="#">Download</a> 	
 Cleaning and Disinfecting Body Fluid Spills	March 06, 2018	<a href="#">Download</a> 	
 Cleaning and Sanitizing Food Contact Surfaces	March 06, 2018	<a href="#">Download</a> 	
 Communicating During a Foodborne Illness Outbreak	March 06, 2018	<a href="#">Download</a> 	

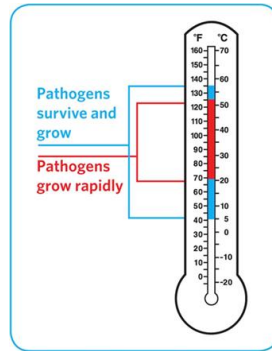
# Food Safety Inspections

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



# Food Safety: Temperature Logs

- Documented food temperatures
- Documented equipment temperatures
- Maintain documentation for at least 6 months



# 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
- Supervisory and managerial position
- Obtained through:
  - ServSafe certification
  - The Always Food Safe Company LLC
  - Other listed on DHHS Health Inspection website – “CFPM Courses (PDF)”



# Food Safety: Ghost Trays

- Sampling of the food & milk offered at meal service
- Including salad bar
- Including milk
- Date and keep for 48 hours



# Administrative Reviews & Procurement Reviews

- SFAs that participate in the NSLP will receive an Administrative Review and Procurement Review at least once every 5 years
  - Ensure Compliance with program regulation
  - Meal Pattern
  - Claims for Reimbursement
  - General Areas
  - Procurement Regulations

# Administrative Reviews & Procurement Reviews

- Districts are notified in July/August
- Assigned a reviewer
- Administrative Reviews completed in CNPweb
- Conducted On-site/Off-site
- Review Training: September 26, 2024 - Augusta

# Sponsor Onsite Monitoring Reviews

- Purpose: to assess the accuracy of meal counting system
  - NSLP - Review each site
  - SBP - Review 50% sites
  - NSLP After School Snack –
    - Review within the first 4 weeks of program start
    - Review again in the second half of the year
  - FFVP – Review each site
- Sample Review Forms on our webpage
- Completed prior to February 1 of each year.
- Maintain documentation – DO NOT SEND TO US!!!

# Recordkeeping

- Records must be kept for three years plus the current (or longer if audit findings)
  - Eligibility Documentation
  - Verification
  - Meal Counts used for the Claim
  - Sponsor Monitoring Forms
  - Menus & Production Records
  - Health Inspection
  - Financial Records
  - Special Provision (CEP, SP2) – duration of cycle plus 3 years



# Charging Policy

- Federal Requirement:
  - must have a policy for student's ineligible for free meals and do not have money to cover the cost of the meal at the time of service.
- State Requirement:
  - Public schools cannot-
    - deny a reimbursable meal to an eligible student who requests it;
    - require a student to throw away their meal after it has been served;
    - require a student to perform work as a means of paying for meals or as punishment for not paying;
    - refuse a meal as a form of or as part of a disciplinary action; or
    - openly identify or stigmatize a student who cannot pay for a meal or has payments due for a meal.

# Local Wellness Policy

- Written plan that helps establish a school environment that promotes students' health, well-being, and ability to learn.
- Includes:
  - Specific goals nutrition promotion, education, physical activity, and other school-based activities
  - Standards and nutrition guidelines for all foods and beverages sold
  - Standards for all foods and beverages provided, but not sold, to students
  - Policies for food and beverage marketing
  - Description of public involvement, public updates, policy leadership, and evaluation plan

# Local Wellness Policy

- Triennial Assessment: every three years the wellness team must assess the wellness policy for compliance
  - Triennial Assessment form on our website  
<https://www.maine.gov/doe/schools/nutrition/programs/nslp>





# Questions

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