

A background image showing a group of diverse school children in a cafeteria. In the foreground, a boy in a red jacket is looking down at a food tray. Behind him, several girls are smiling and looking towards the camera. 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

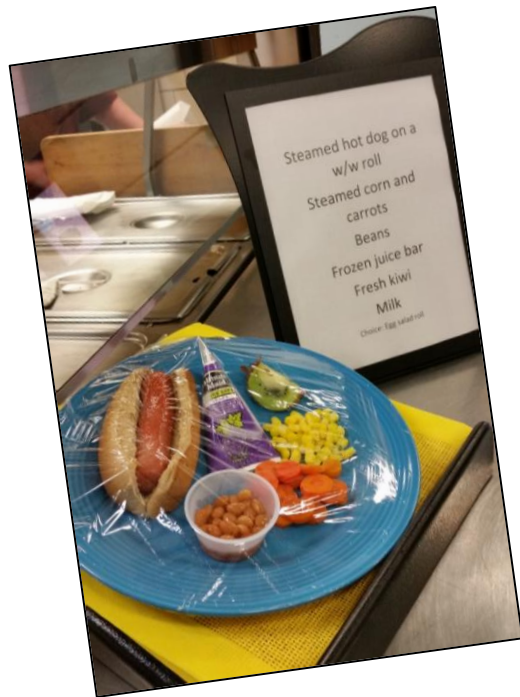


# Water

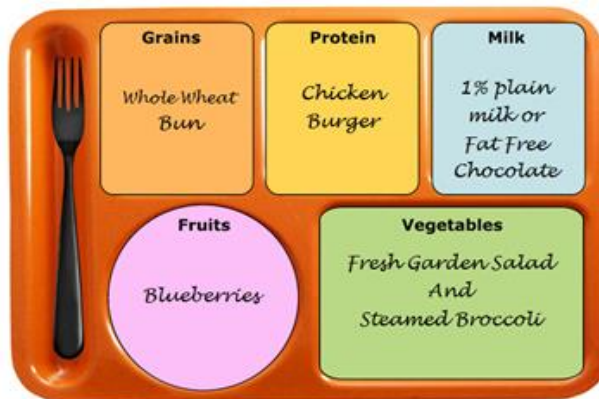


- Free, potable water must be available during meal service (breakfast & lunch)
  - ✓ Water fountain
  - ✓ Cambro with water & paper cups
  - ✗ Bottled water-unallowable cost
- Cannot promote water as an alternative to milk

# Meal Signage



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



# An Act To Address Student Hunger with "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



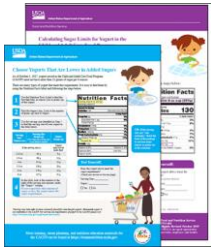
# Breakfast After the Bell

- Maine Child Nutrition website:
  - SY 2026 Breakfast After the Bell Required Schools
  - Breakfast After the Bell Legislation
  - Breakfast After the Bell Tool-kit
  - Breakfast After the Bell Q & A
- <https://www.maine.gov/doe/schools/nutrition/programs/breakfast>
- Currently SY 2025. After October survey will be updated.



# 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>











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## Standard Operating Procedures

Download all

### FOOD SAFETY STANDARD OPERATING PROCEDURES

Title	Date added	Download	
 Assembling a Body Fluid Cleanup Kit	March 06, 2018		
 Cleaning and Disinfecting Body Fluid Spills	March 06, 2018		
 Cleaning and Sanitizing Food Contact Surfaces	March 06, 2018		
 Communicating During a Foodborne Illness Outbreak	March 06, 2018		

# Food Safety: HACCP Plan

If you use the sample SOP's from the Institute of Child Nutrition web site, review and adjust.

I can guarantee you; you do not follow what they say completely

Your SOP can be more restrictive than the Maine 2013 Food Code, however it cannot be less restrictive.

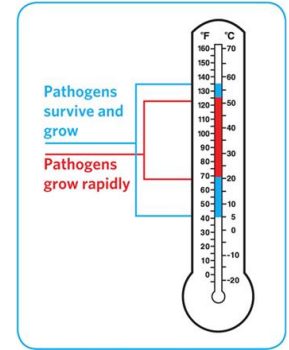
# Food Safety Inspections

- 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 posted and available for public view



# Food Safety: Temperature Logs

- Documented food temperatures
- Documented 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: Temperature

- 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. 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
- Supervisory and managerial position
- Obtained through:
  - ServSafe 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



# 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
  - Meal Claiming
  - Claims for Reimbursement
  - General Areas-storage, cleaning...
  - Procurement Regulations

# Administrative Reviews & Procurement Reviews

- Districts are notified in July/August
- Assigned a reviewer
- Administrative Reviews completed in CNPweb
- Conducted Off-site/On-site
- Review Training: September 11, 2025 – Augusta – live only.
- Procurement reviews completed off-site

# Sponsor Onsite Monitoring Reviews

Required for any district with two or more sites:

- Purpose: to access the accuracy of meal counting system
  - NSLP - Review each site
  - SBP - Review 50% sites
  - FFVP – Review each site
    - Completed prior to February 1 of each year.
  - NSLP After School Snack –
    - Review within the first 4 weeks of program start
    - Review again in the second half of the year
- Sample Review Forms on our webpage
- 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
  - Normally keep for 3 years plus the current
  - Special Provision (CEP, SP2) – duration of cycle plus 3 years (7 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.



# Charging Policy

- The previous screen information only applies to reimbursable meals
- Does not apply to:
  - A la carte
  - ADULTS
- Refusing a la carte and adults a meal is allowed with no money on account or cash in hand.

# 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

- 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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