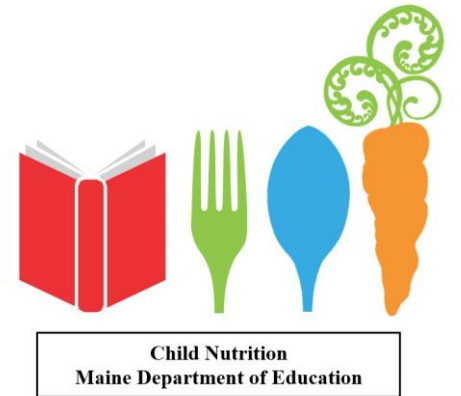


# Additional SNP Requirements

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# Pre-K Meal Pattern

When Pre-K students are served separately from K-12 students, you must follow the CACFP Pre-K Meal Pattern.

Key differences to be aware of:

- White milk only (1% or fat-free only)
- 100% juice allowed only once a day
- No grain-based desserts (includes breakfast bars, granola bars, cereal bars, toaster pastries, cinnamon rolls & common dessert items)
- Sugar requirements for Yogurt ( $\geq 15\text{g}/4\text{ oz}$ ) & cereal ( $\geq 6\text{g}/1\text{oz}$ )
- Head Start requirements
  - Teacher Meals non-reimbursable

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

**Calculating Sugar Limits for Yogurt in the Child and Adult Care Food Program (CACFP)**

**Choose Yogurts That Are Lower in Added Sugars**

As of October 1, 2017, yogurt served in the Child and Adult Care Food Program (CACFP) must not have more than 23 grams of sugar per 6 ounces.

There are many types of yogurt that meet this requirement. It is easy to find them by using the Nutrition Facts label and following the steps below:

1. Use the Nutrition Facts label to find the serving size in ounces (oz) or grams (g) of the yogurt.
2. Find the Sugars line. Look at the number of grams (g) next to Sugars.
3. Use the serving size identified in Step 1 to find the serving size of your yogurt in the table below.
4. In the table, look at the number in the right of the serving size amount, under the "Sugars" column. If your yogurt has that amount of grams or less, the yogurt meets the sugar requirement.

Serving Size	Sugars (grams)
2.25 oz	84 g
3.5 oz	88 g
4 oz	115 g
5.3 oz	130 g
6 oz	175 g
8 oz	227 g

**Test Yourself:**

Does the yogurt above meet the sugar requirement? (Check your answer on the next page.)

Serving Size: \_\_\_\_\_

Sugars:  Yes  No

# Program Reviews

- SFAs that participate in the NSLP are reviewed at least once every 5 years
- Ensure Compliance with program regulations
- Districts are notified in July/August
- Assigned a reviewer
- Review Training: **September 13, 2022**

<https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar>

# Administrative Review

- Ensure Compliance with program regulations:
  - Meal Pattern
  - Claims for Reimbursement
  - General Areas (food safety, civil rights, training, ...)
- CNPWeb E-Reviews
- Conducted both off-site & on-site

<https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar>

# Procurement Reviews

- Review the SNPs procurement Practices
- Ensure compliance with Procurement Regulations
  - Code of Conduct Policy
  - Procurement Procedures
  - Procurement Practices (review invoices, documentation)
- Conducted primarily off-site

<https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar>

# Sponsor Onsite Monitoring Reviews

- Purpose: to assess the accuracy of meal counting and claiming system at each site
  - 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
- Maintain documentation of the review



# 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



# SBP & SFSP Outreach

SFAs must inform families of the availability of breakfasts offered under the SBP and meals offered through the Summer Food Service Program (SFSP).

- SBP – at the beginning and throughout the school year
- SFSP – at the end of the school year



# Policies

- Charging Policy
- Local Wellness Policy
- Ensure Access to School Meals
- Procurement Policies (Code of Conduct & Procurement Procedures)

# Charging Policy

- Federal Requirement:

- SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but do not have money cover the cost of the meal at the time of service.

- State Requirement:

- Public schools cannot-

- deny a reimbursable meal to an otherwise eligible student who requests it;
- require a student to throw away their meal after it has been served to them;
- require a student to perform chores or work as a means of paying for one or more meals or as punishment for not paying for one or more meals;
- refuse a meal as a form of or as part of a disciplinary action; or
- openly identify or otherwise stigmatizing 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

# LWP Triennial Assessment


Districts must assess each schools' compliance with the LWP at least once every 3 years


The first triennial assessment was originally due June 30, 2020

**USDA has extended the deadline for the first triennial assessment to be completed by June 30, 2023**


Assessment tool available of our website

# CNPWeb

Welcome to 



Maine  
Department of  
Education



**Child Nutrition**  
Maine Department of Education

Sign In

Enter User Id:

Enter Password:

[Forgot User ID?](#)  
Contact Maine DOE at (207)624-6842 or (207)624-6843  
[Forgot Password?](#)

# Resources

- Back to Basics handbook
  - <https://www.maine.gov/doe/schools/nutrition/training>
- Institute for Child Nutrition (ICN)
  - <https://theicn.org/>
- School Nutrition Association/Maine SNA
  - <https://schoolnutrition.org/>
  - <https://maineschoolnutrition.org/>

# Upcoming Trainings

- Administrative Review & Procurement Review Training
  - September 13, 2022
- Verification Training
  - September 13, 2022
- Fall Info Meeting
  - October 18. 2022
- New Director Monthly Check-Ins
  - 1<sup>st</sup> Friday of the Month at 1:00

# Questions

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