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PURPOSE

To establish the policy that addresses SJRC Texas's USDA standard operating procedures to include Meal Access and Reimbursement; Meal Pattern and Nutritional Quality and Food Safety and Hazard Analysis Critical Control Point Standard Operating Procedures for NSLP/SBP and Afterschool Care Snack Program.


POLICY

SJRC Texas (RCCI) participates in the NSLP/SBP and Afterschool Care Snack Program. SJRC Texas receives cash subsidies and USDA foods from the U.S. Department of Agriculture (USDA) for Breakfast, Lunch and Afterschool Care Snack Program. In return SJRC Texas must serve meals and snacks that meet Federal requirements, and they must offer free meals and snacks to eligible children per Federal requirements to all children and youth in care at SJRC Texas.

PROCEDURE

The following information must be entered promptly and maintained in the USDA Binder located in each Home and on Staff Drive at SJRC Texas's Bulverde, Texas and New Braunfels, Texas locations:


- Meal ingredients & standardized recipes
- Cycle menus
- Nutritional analysis of menus
- Food substitutions
- Meal Production Records
- Food shopping lists
- Physical inventory
- Recipe cost analysis

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- Hazard Analysis Critical Control Point Plan Standard Operating Procedures


SCHOOL MEALS PROGRAM REFERENCE WEBSITES:

1. <https://www.fns.usda.gov/nslp> (USDA Web Site)
2. [Home \(squaremeals.org\)](http://squaremeals.org)
3. **Application Agreement:** This is a permanent written contract between Contracting Entity (CE) and the individual State Department of Agriculture. When approved, it allows CE to participate in specific Child Nutrition Programs; National School Lunch Program (NSLP), School Breakfast Program (SBP) and Afterschool Snack Program. This agreement is renewed annually each school year and must be retained in at SJRC Texas always.
4. **Benefits of Participating:** The CE receives federal reimbursement for meals/snacks served each month. The CE needs to count meals and snack by category of free and submit a claim each month. Department of Agriculture processes the claim and sends the reimbursement checks to the CE (SJRC Texas). By participating in the NSLP/SBP/Afterschool Care Snack Program, the CE also is entitled to donated USDA commodities foods.
5. **Financial Management:** The CE needs to keep records of all revenue from meals, donations, and reimbursement. Food and labor cost along with other expenses need to be recorded and managed. Cash resources cannot exceed three (3) months average operating expenditures. The program must be non-profit.
6. **On-site Reviews:** The CE must conduct an on-site review of each building serving reimburse-able breakfasts, lunches and afterschool snacks. The Breakfast/Lunch on-site review must be completed of each building by February 1 of each school year. The reviews must be kept on file at the school and must be available for the reviewer if needed during the Administrative Review. The Afterschool Snack Program requires two reviews at each program site each year. The first Afterschool Snack on-site review must be completed within the first month of the school program operation. The second review must be completed some time during the second half of the school year.


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7. **Meals:** SJRC Texas utilizes the Traditional Meal Menu Planning System. The NSLP/SBP and Afterschool Snack Programs have specific meal pattern requirements that need to be followed for the CE to claim the meals/snacks for reimbursement. Offer vs. serve must be used in high school.
8. **Production Records:** The CE must keep daily production records to document the food items offered, portion sizes, amount of food used, and how many students were served. This document is required to prove that enough food was prepared, and that the meal pattern was followed.
9. **Administrative Review:** Along with the meal pattern requirements, SFA must also submit records for a Nutrition Review once every three (4) years. School lunches and breakfasts must meet nutrient standards based on age/grade groups. The Nutrition Review is conducted by Texas Department of Agriculture to assess whether the meals selected by the children are meeting these standards.
10. **Commodities:** The SFA can choose to use USDA Commodity Foods to help control food cost. The food is donated, but the SFA must pay for delivery, storage and any processing of the food. A monthly inventory of commodities must be kept and the CE should only order what they can use in a 30-day period. The CE is responsible for keeping commodities stored and used properly.
11. **Free Meal Eligibility:** TO update SP 17-2011, CACFP 08-2011, SFSP 05-2011, Categorical Eligibility of Foster Children, dated March 16, 2011. The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) authorized categorical eligibility for foster children in Section 9(b) (12) (A) of the Richard B. Russell National School Lunch Act (NSLA) and defined a foster child as “a foster child whose care and placement is the responsibility of an agency that administers a State plan under part B or E of title IV of the Social Security Act (42 U.S.C. 621 et seq.); or a foster child who a court has placed with a caretaker household.”

In addition, the HHFKA amended Section 9(b)(5) of the NSLA to allow certification of children in foster care for free meals, without application, if the local educational agency (LEA) or other institution administering a Child Nutrition Program obtains documentation from an appropriate State or local agency indicating the status of the child as a child in foster care. These provisions were effective October 1, 2010.

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12. **Point of Service:** This is the point in the food service operation where a determination can accurately be made that a reimbursable free meal has been served to an eligible child.
- The appropriate time to count a reimbursable meal is as individual child is served a reimbursable meal, checking off child's name listed on the bottom L corner of the Meal Production Record.
13. **Student Input:** The CE must acquire student input each year to help with meeting the students' needs and wants on the menu. Parent, school, and community input is also encouraged.
14. **Record Retention:** All records (applications, production records, etc.) need to be kept for three years plus the current year. If a federal audit is being conducted, records must be kept until the audit is completed. Some school districts have policies that records are kept more than three (3) years.
15. **Local Wellness Policy:** The Local Wellness Policy requirement was established by [Section 204 of the Public Law 108-265](#) of the Child Nutrition and WIC Reauthorization Act of 2004. It requires each local educational agency (LEA) or school district participating in the National School Lunch Program and/or School Breakfast Program to develop a local wellness policy that promotes the health of students and addresses the growing problem of childhood obesity.
16. **Food Safety Program:** Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act by requiring school food authorities (SFAs) to implement a food safety program. The Reauthorization Act requires that, during the preparation and service of meals, the SFA comply with a HACCP system established by the Secretary of Agriculture.
17. Youth care staff will follow USDA as outlined in this policy to include meals, snacks and documentation of meal production records, to include point-of-service counts.
18. Monthly
- Youth care staff will turn in signed/dated meal production records for all School Breakfast Program, National School Lunch Program and Afterschool

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Care Snack Program meal production records to the Contracts Administrator. Meal production records will be audited by Child Nutrition Worker and sent to Contracts Administrator for final audit.

- Contracts Administrator will enter audited meal production into monthly internal USDA edit checklist (Microsoft Excel document) by Home and file through Texas Department of Agriculture for reimbursement, making sure Claim agrees with USDA edit checklist and meal production records before submitting monthly claim.
- Contracts Administrator will send monthly USDA edit checklist and Claim Recap from Texas Department of Agriculture to SJRC Texas's Chief Financial Officer will book listed amounts by month based on agreement with disbursement request, into the USDA Ledger.

Annually

- Contracts Administrator will apply for renewal contract with Texas Department of Agriculture and Equipment Grant.
19. SJRC Texas will maintain all financial records in accordance with SJRC Texas's Records Retention Policy and Procedure, 2.8, to include supporting documentation, statistical records and all other records pertinent to grant to include current year and 3 years. Records retention is required for the purposes of federal or state examination and audit to include personnel, equipment.