



NSLP 102

Alex Dobbs, Lazette Wells, Ahn Ei Sweeney

Professional Standard: #3000 - Administration

3 Training Hours

Agenda

- Health & Safety Guidance
- Alternative Breakfast Serving Models
- Meal Pattern Requirements
- Taking Proper Point of Sale (POS)
- Production Records
- Menu Documentation

Objectives

School Food Authorities (SFAs) will:

- Understand current Health and Safety Guidance
- Understand alternative breakfast serving models and how to serve meals in the classroom
- Understand the components of a reimbursable meal under Offer vs Serve (OVS) and Serve models
- Ensure reimbursable meals are being sold and claimed properly.
- Be able to fill out a production record
- Understand the importance of menu documentation

Revisit of Next Steps from 101

- ▼ Determine/hire Food Service Director role (*slides 11-12*)
 - ▼ Ensure professional standards for food service directors are met (*slide 42*)
- ▼ Identify the type of service model that will be used (*slides 14-17*)
- ▼ Download the Master Responsibility Spreadsheet tool and customize to meet your program (*slide 22*)
 - ▼ Utilize the calendar of deliverables (*slides 48-49*)
- ▼ Procure food/food service(s) (*slides 23-26*)
- ▼ Determine student eligibility (*slides 28-32*)
- ▼ Prepare the NSLP/SSO application (*slides 35-40*)
 - ▼ Application approval is contingent on OSSE site visit



Health & Safety Guidance

Serving Meals in the Classroom

- All schools should serve meals following the physical (social) distancing and hygiene guidance.
 - Students should wash hands before and after eating and should not share utensils, cups, or plates.
 - Staff should wash hands before and after helping students to eat.
 - Tables and chairs should be cleaned and sanitized before and after each meal.
 - Schools should routinely clean and disinfect surfaces and objects that are frequently touched, such as kitchen countertops, cafeteria and service tables, door handles, carts, and trays.

Meal Distribution

- To the extent feasible, schools should allow students to eat lunch and breakfast in their classrooms rather than mixing in the cafeteria.
- Schools should prepackage meals, including silverware, napkins, and seasonings, or serve meals individually plated, while ensuring the safety of students with food allergies.
- To the extent feasible, if schools are providing grab-and-go meals to families, school should implement a plan for curbside pickup of meals or contactless delivery service to minimize contacts with students and their families.

Health & Safety Resources

- Health & Safety guidance for schools can be found
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/school-nutrition-professionals.html>
 - <https://osse.dc.gov/page/guidance-and-resources-covid-19-related-closures-and-recovery>



Breakfast

Alternative Breakfast Serving Models

- **Alternative Breakfast Serving Model:** An alternative breakfast serving model is a model of serving breakfast, such as breakfast in the classroom (BIC) or breakfast on grab-and-go carts, in which breakfast is offered in one or more locations with high student traffic other than the cafeteria.
- **Breakfast Serving Models:** If more than 40% of the students at a school qualify for free or reduced-price meals and breakfast participation is under 75%:
 - Elementary schools must offer breakfast in the classroom each day
 - Middle and high schools must offer alternative breakfast serving models each day.

Breakfast Resources

- [Breakfast Resource Guide](#)
 - Located in the [Breakfast Resource Folder](#)
 - Took Kits and best practices for alternative breakfast serving models
- Changes in meal service due to COVID -19
 - Traditional school day will look different
 - Breakfast alternative serving models can be used for lunch as well

Alternative Breakfast Serving Models

- **BIC Waiver:** The Office of the State Superintendent of Education may grant a waiver to an elementary school required to serve breakfast in the classroom for one school year if the School Food Authority submits a written action plan to the Office of the State Superintendent of Education showing a strategy to utilize an alternative breakfast serving model that will enable the school to reach the 75% breakfast participation rate. Schools that do not demonstrate incremental progress toward meeting the 75% participation rate upon completion of a waiver period shall implement breakfast in the classroom at the start of the next school year.

Serving Meals in the Classroom

- Come up with a plan
- Ensure that your serving model is worked into your new school schedule
- Get buy in from school leaders

Discussion

- Has anyone decided on a service model for either breakfast or lunch for next school year yet?



Questions?



Meal Pattern Requirements

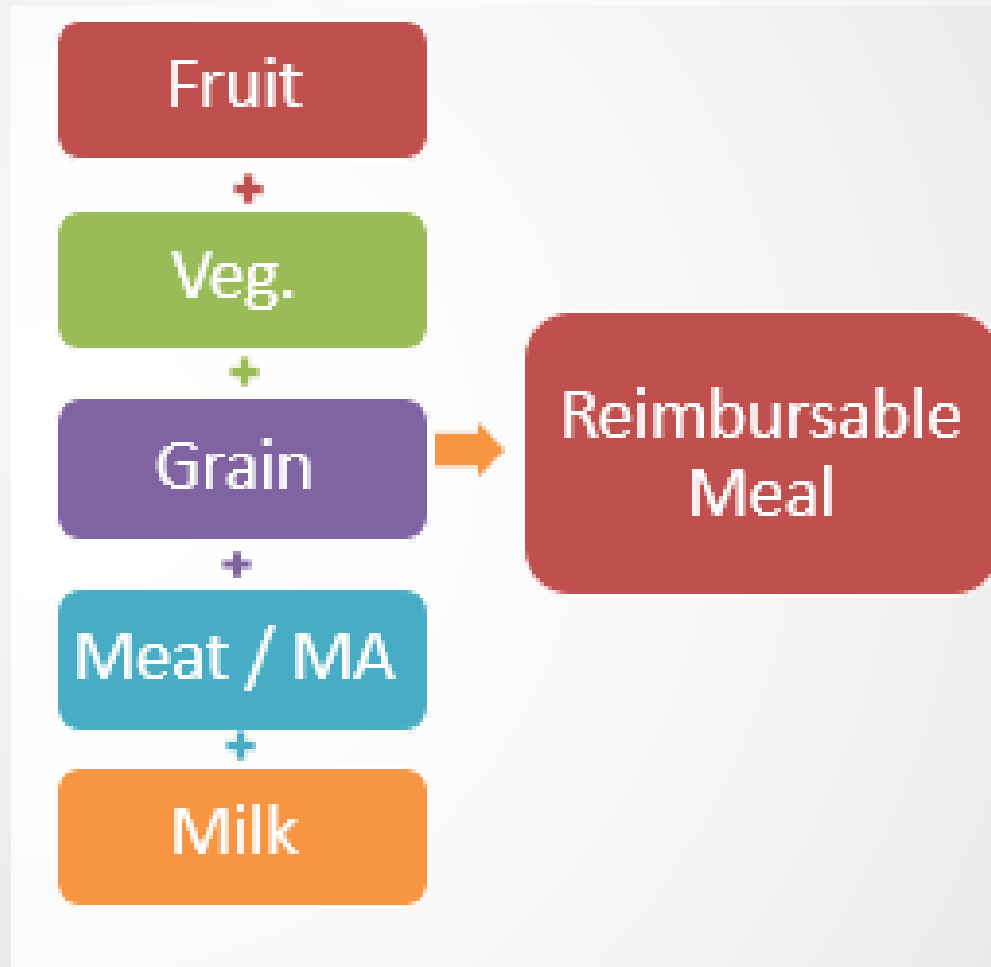
Professional Standards:

2220 – Offer vs. Serve



Lunch

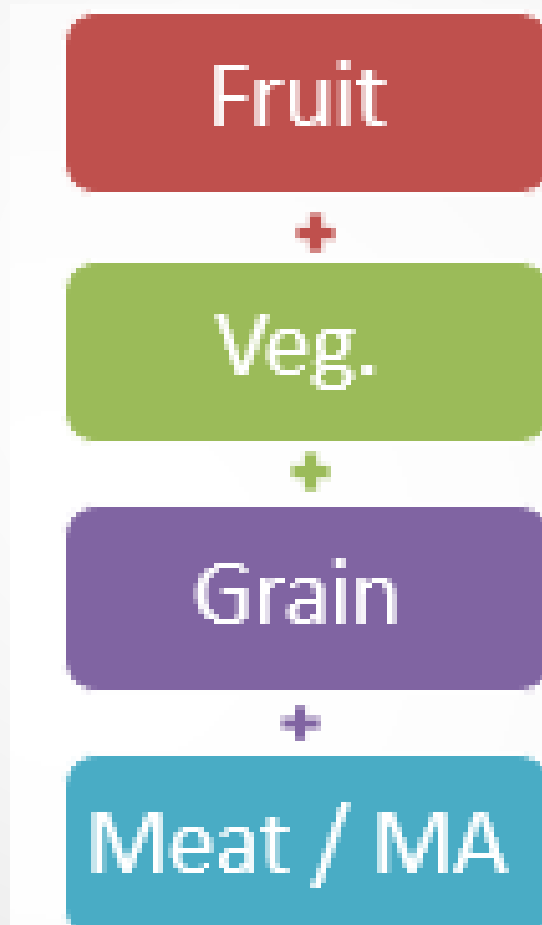
National School Lunch Program (NSLP)



NSLP Meal Pattern At a Glance

	Preschool	Grades K-5	Grades 6-8	Grades 9-12
Food Components	Amount of Food per Week (minimum per day)			
Fruits (cups)	1¼ (¼)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups)	1¼ (¼)	3¾ (¾)	3¾ (¾)	5 (1)
Dark Green	N/A	½	½	½
Red/Orange		¾	¾	1¼
Beans and Peas (Legumes)		½	½	½
Starchy		½	½	½
Other		½	½	¾
Additional Vegetables to Reach Total		1	1	1½
Grains (ounce equivalents (oz. eq.), unless otherwise indicated)	1 ¼ slices/servings (½ slice/serving) or 1¼ cup (¼ cup)	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz. eq.)	7½ (1½)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid Milk (cups)	3¾ (¾)	5 (1)	5 (1)	5 (1)

Fruit, Veg, Grain and M/MA Components



Milk Component

Milk

- Milk must be offered as the beverage at breakfast and lunch.
 - Two types of milk must be available
 - Starting in school year 2020-21 flavored milk is no long allowed under the Healthy Schools Act (H.S.A)
- Juice cannot replace milk (it is considered a fruit).
- Water cannot replace milk
 - However, potable water must be made available during meal service (breakfast, lunch, after-school snack, supper).

Service Options: OVS and Serve

- Both ensure students are served a compliant meal
 - Healthy bodies and minds are the foundation of academic success
 - Only compliant meals are eligible for reimbursement

OVS and Serve

OVS Lunch	Serve Lunch
Must offer <u>all five</u> food components	Must offer <u>all five</u> food components
Must select <u>at least three</u> food components	Must select <u>all five</u> food components
Must take <u>at least ½ cup</u> fruit or vegetable	Must select <u>all five</u> food components

OVS Requirements

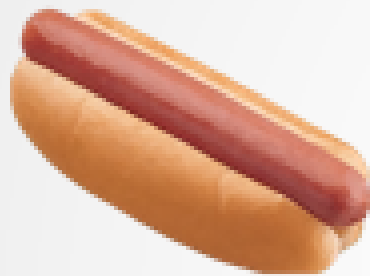
- The SFA may elect to participate in OVS for some or all of their grades/schools
 - Optional for **grades K – 8** lunch
 - Optional for **grades k-12** breakfast
 - Mandatory for **grades 9 – 12** lunch
 - Not permitted for preschool lunch or breakfast

Benefits of OVS

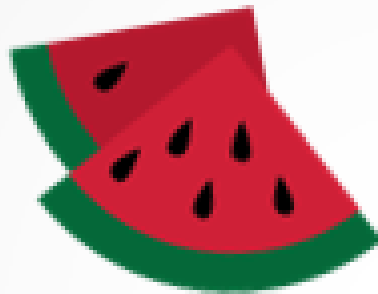
- Allows students to decline some of the food offered in a reimbursable breakfast or lunch
- Reduces food waste
 - Increases student satisfaction due to not having to take a full meal
 - Reduces total food cost (for self-prep)

OVS: Lunch Example

On the Menu:



Hot Dog



Watermelon

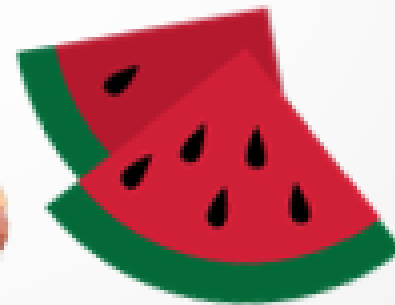
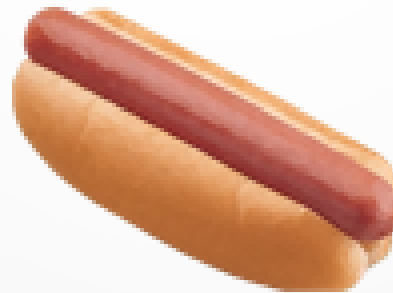


Broccoli



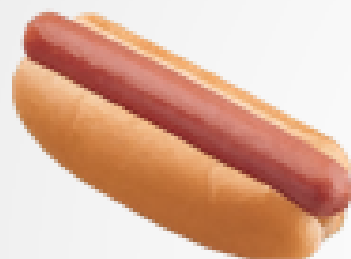
Two Types of Milk

On the Tray:

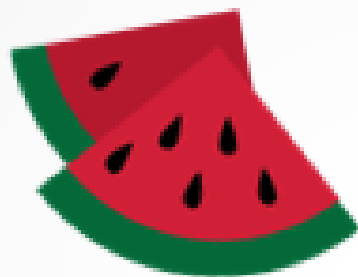


OVS: Lunch Example

On the Menu:



Hot Dog



Watermelon

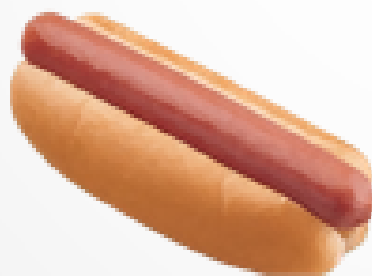


Broccoli



Two Types of Milk

On the Tray:

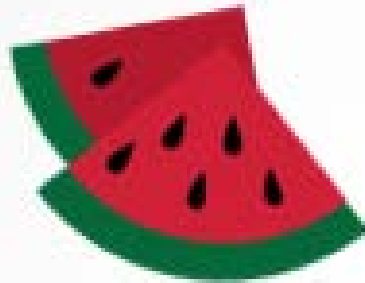


OVS: Lunch Example

On the Menu:



Hot Dog



Watermelon

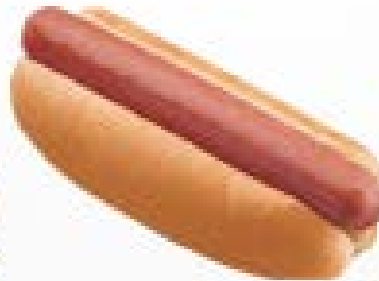


Broccoli



Two Types of Milk

On the Tray:

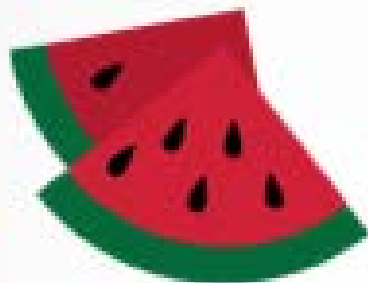


OVS: Lunch Example

On the Menu:



Hot Dog



Watermelon

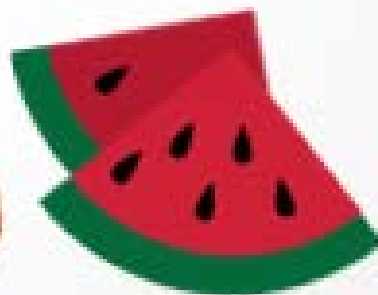


Broccoli



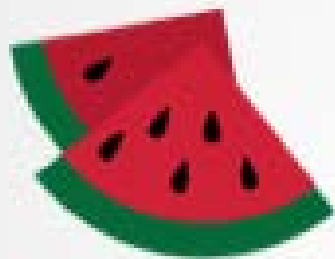
Only Skim Milk

On the Tray:



OVS: Lunch Example

On the Menu:



Watermelon



Chicken Drumstick



Corn

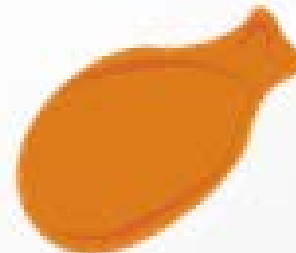


Two Types of Milk



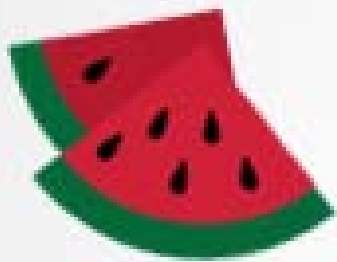
Rice

On the Tray:

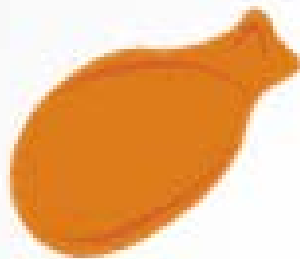


OVS: Lunch Example

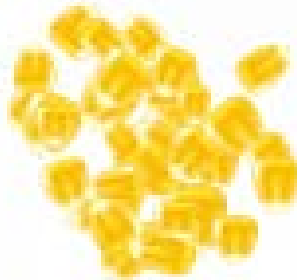
On the Menu:



Watermelon



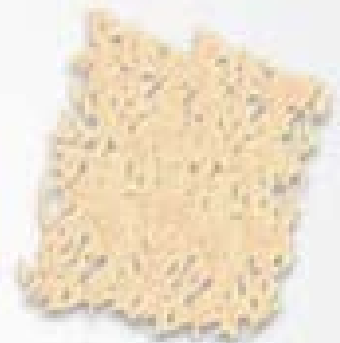
Chicken Drumstick



Corn

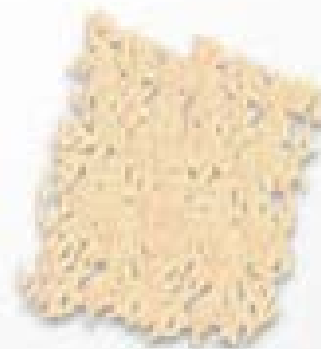
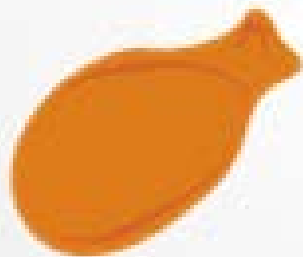


Two Types of Milk



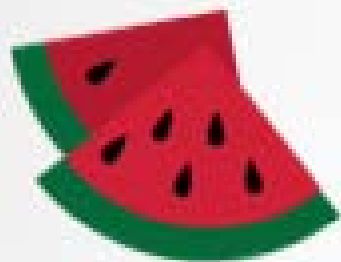
Rice

On the Tray:

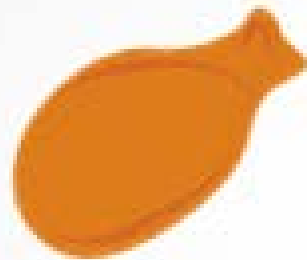


OVS: Lunch Example

On the Menu:



Watermelon



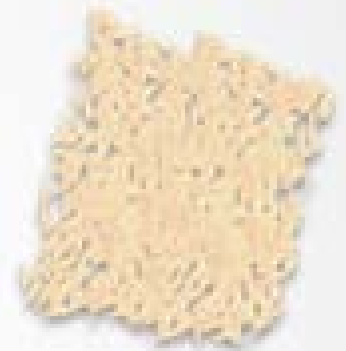
Chicken Drumstick



Corn

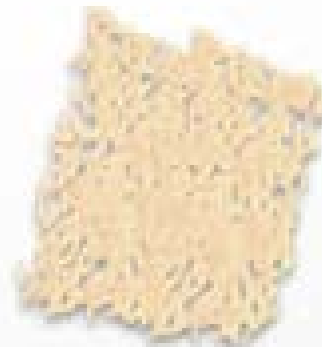
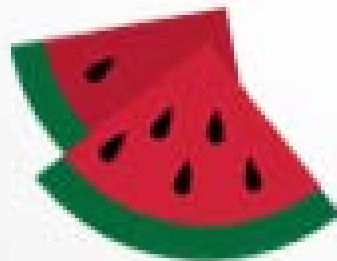


Two Types of Milk



Rice

On the Tray:





Questions?

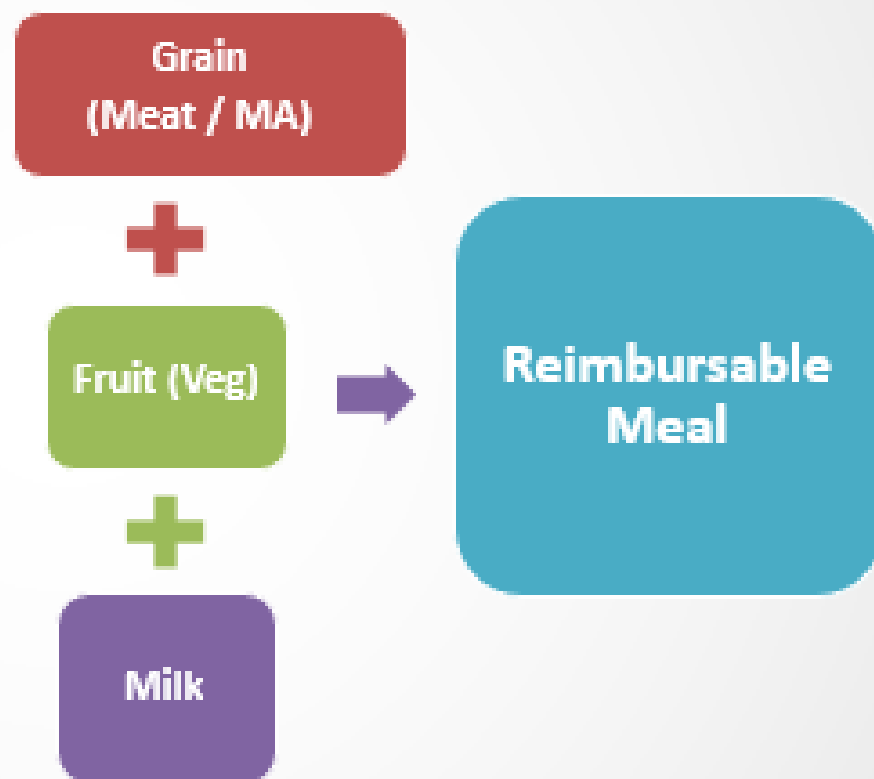


Breakfast

School Breakfast Program (SBP)

A reimbursable breakfast must:

- Offer 4 food items from 3 components



SBP Meal Pattern At a Glance

	Preschool	Grades K-5	Grades 6-8	Grades 9-12
Food Components	Amount of Food per Week (minimum per day)			
Fruits (cups)	2½ (½)	5 (1)	5 (1)	5 (1)
Vegetables (cups)	May count toward Fruits requirement.	May credit toward Fruits requirement. ¹		
Grains (oz. eq. unless otherwise indicated)	1 ¼ slices/servings (½ slice/serving) or 1¼ cup (¼ cup)	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz. eq.)	May substitute for Grains up to 3 times per week.	May credit toward Grains requirement if at least 1 oz. eq. of Grains is offered.		
Fluid milk (cups)	3 ¾ (¾)	5 (1)	5 (1)	5 (1)

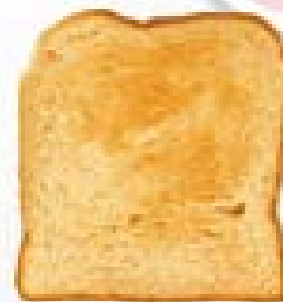
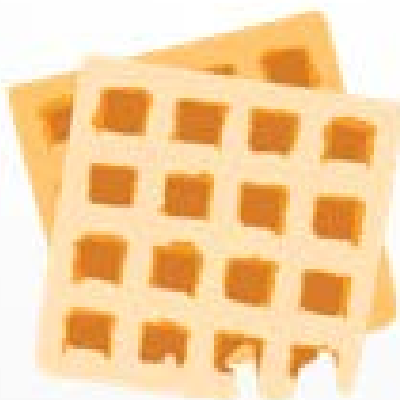
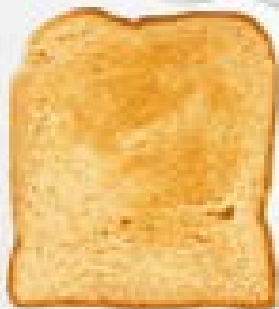
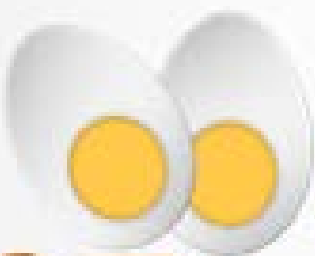
Grains & (Meat/Meat Alternates (MA))

Grain (Meat / MA)

- At breakfast an "item" is a 1 oz grain (or meat/meat alternate) equivalent
- All students must be offered a minimum of 1 oz grain equivalent daily, and additional amounts to meet the weekly minimum requirements.
- 1 oz of meat or meat alternate can replace the second 1 oz grain equivalent.
- At breakfast the grain component can look a few different ways.

Grains (Meat/Meat Alternates (MA))

Grain
(Meat / MA)



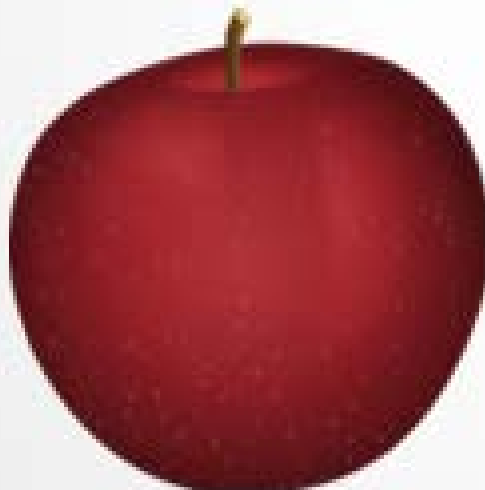
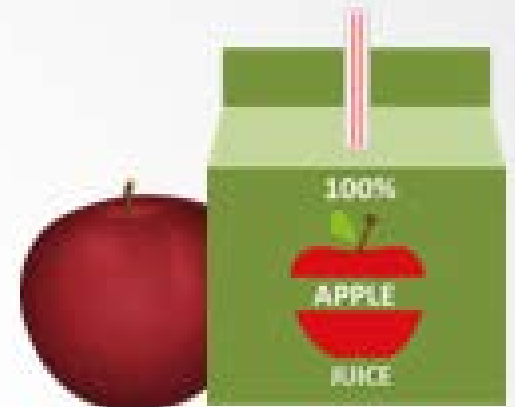
Fruit (Veg)

Fruit

- At breakfast, an “item” can be:
 - 1 cup of fruit (1 item)
 - Two ½ cups of fruit (2 items)
- Irregardless of service model, all students must be offered a full cup of fruit at breakfast.
- Vegetables may be substituted for fruits but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups.
- A full cup of fruit can look a few different ways

Fruit

Fruit (Veg)

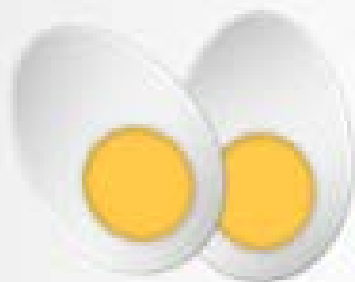


OVS and Serve

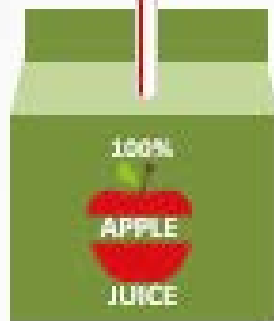
OVS Breakfast	Serve Breakfast
Must offer <u>4 food items</u> from <u>3 components</u>	Must offer <u>4 food items</u> from <u>3 components</u>
Must select <u>at least three</u> food items	Must select <u>all four</u> food items
Must take <u>at least ½ cup</u> fruit or vegetable	Must select <u>all four</u> food items

OVS: Breakfast Example

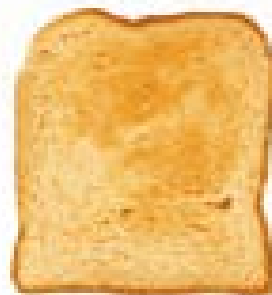
On the Menu:



Egg



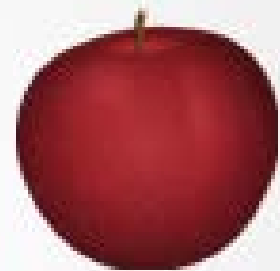
$\frac{1}{2}$ Cup Apple Juice



Toast

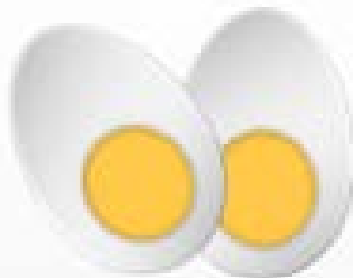
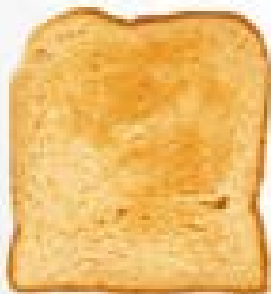


Two Types of Milk



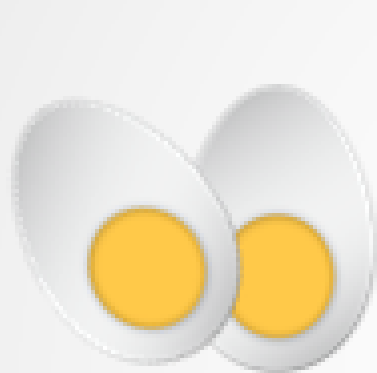
$\frac{1}{2}$ Cup Apple

On the Tray:

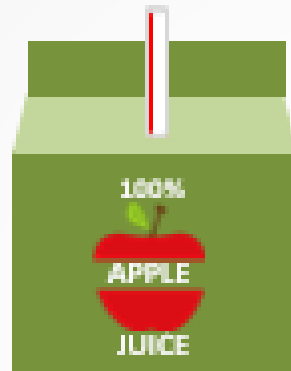


OVS: Breakfast Example

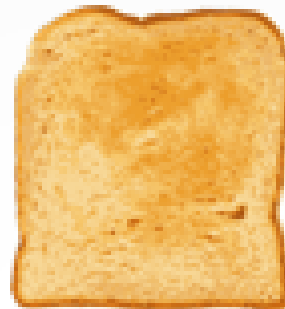
On the Menu:



Egg



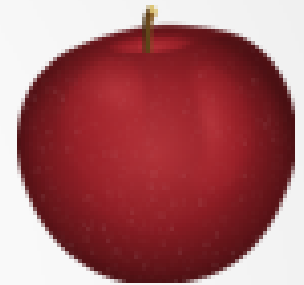
$\frac{1}{2}$ Cup Apple Juice



Toast

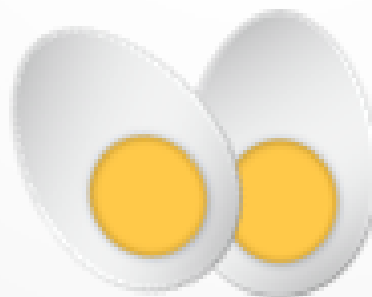
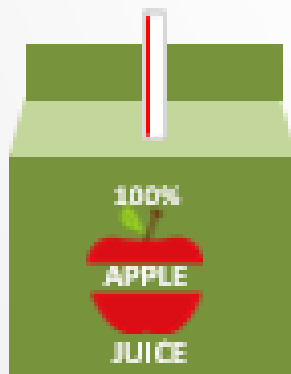


Two Types of Milk



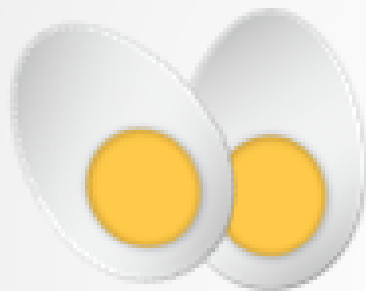
$\frac{1}{2}$ Cup Apple

On the Tray:

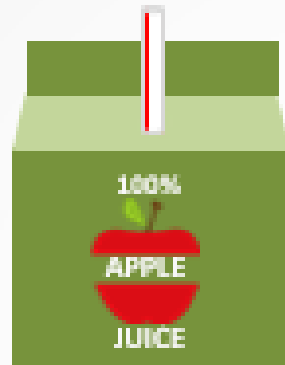


OVS: Breakfast Example

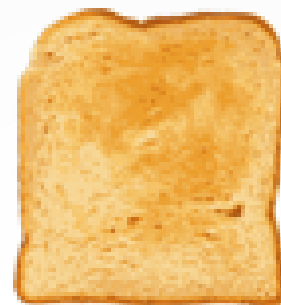
On the Menu:



Egg



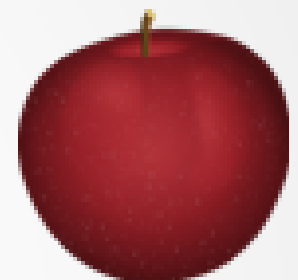
$\frac{1}{2}$ Cup Apple Juice



Toast

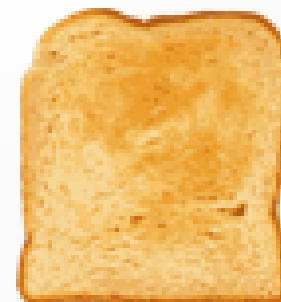
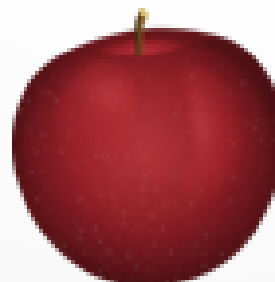
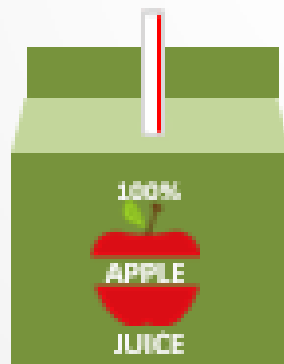


Two Types of Milk



$\frac{1}{2}$ Cup Apple

On the Tray:



OVS: Breakfast Example

On the Menu:



2 oz grain equivalent



Two Types of Milk



On the Tray:





Questions?

Afterschool Snack Program

- The National School Lunch Program offers cash reimbursement to assist schools serving healthy snacks to children participating in afterschool activities. The goal is to promote the health and well being of children and youth.
- To be eligible an SFA must provide the following:
 - A regularly scheduled activity after the school day has ended
 - Supervised and Structured environment
 - Education or Enrichment
- Examples of some eligible activities:
 - Tutoring, homework assistance, arts and crafts, drama activities, extended day programs
- Organized interscholastic programs or community-level competitive sports are *not* eligible to participate.

Afterschool Snack Program

- Snacks served through the NSLP Afterschool Snack Program must include full servings of two of any of the following four food components:
 1. Milk
 2. Meat or meat alternate
 3. Vegetable or fruit
 4. Whole grains



5 Minute Break



Point of Sale (POS)

POS

- Reimbursable meals are accounted for and documented at the POS
 - Cafeteria
 - Classroom
 - Anywhere meals are served (field trips, grab and go station, etc.)
- POS must be taken immediately after students have taken a reimbursable meal
- Must not identify the eligibility status of students (free, reduced, paid)
- Methods:
 - Paper (rosters, meal count sheets when applicable)
 - Electronic (bar codes, pin pads, scanners)

Accountability Methods:

Roster

- Rosters must be used in non-CEP schools

Classroom: 100						
Week: 5/25-5/29						
Last Name	First Name	M	Tu	W	Th	F
DiCamillo	Elysia	✓	✓			
Dobbs	Alex		✓	✓		
Hanna	Elizabeth	✓				
Henley	Nigel			✓		
Leach	Elizabeth	✓	✓	✓		
Muralles	Dario	✓	✓			
Sweeney	Ahn Ei		✓	✓		
Thompson	Kimberly	✓		✓		
Ullery	Sam	✓		✓		

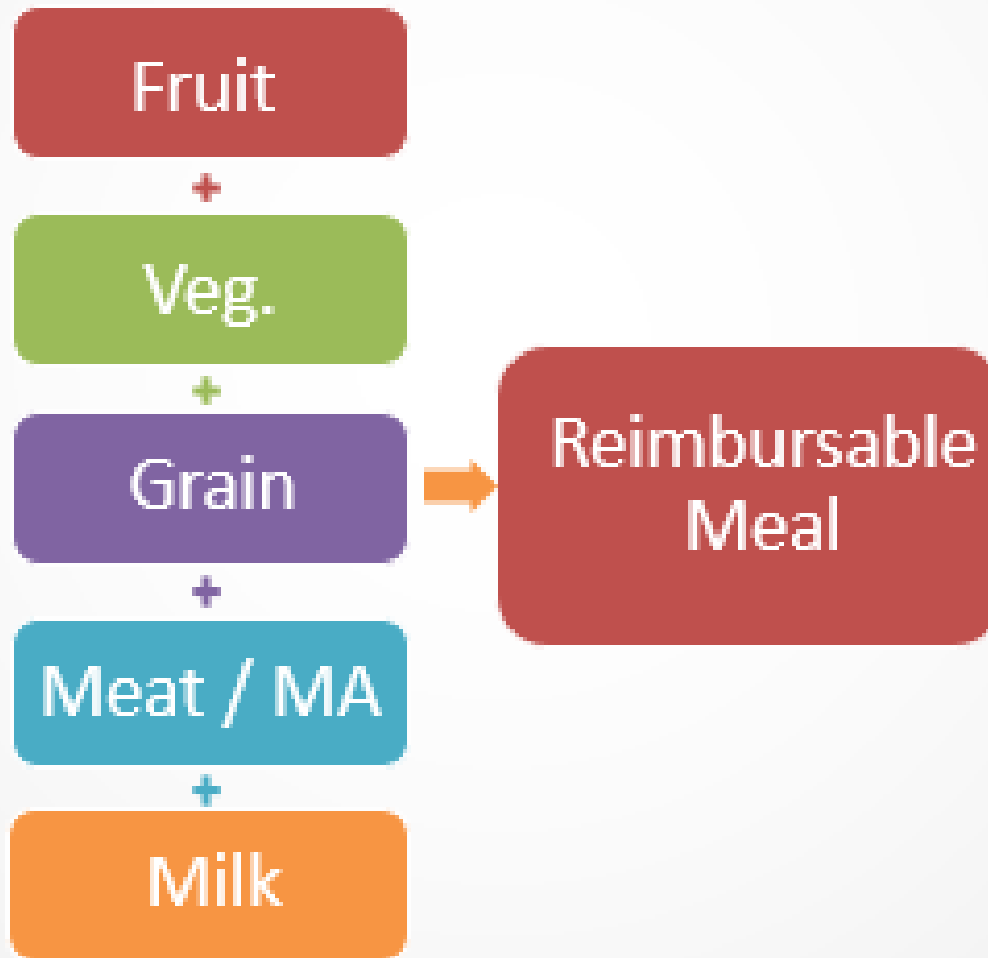
Accountability Methods: Meal Count Sheet

- Meal count sheet can be used in:
 - CEP sites for breakfast and lunch
 - Afterschool Snack Area Eligible sites

Government of the District of Columbia Office of the State Superintendent of Education Division of Health and Wellness DAILY MEAL COUNT FORM																			
Meal Program <i>(Breakfast / Lunch / Snack)</i> :															Date:				
Center Name:																			
Teacher Name & Classroom:																			
Reimbursable Meals Served to Children <i>(cross off each number as each child receives a meal)</i>																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

POS

- The person running POS must identify a reimbursable meal



Practice

- OSSE PCS
 - Elementary School in DC
 - 600 kids
 - 20 classrooms
 - 30 kids per class on average
 - All BIC

On average 22 students eat breakfast in each classroom at OSSE PCS. We are really good about collecting accountability sheets. In fact, we are able to get all 20 meal count sheets returned half of the time, other times we are missing just 1 classroom. Since it is just one classroom, and not even every day, we usually let it go.

How much money did we miss out on in reimbursements this year by missing a single classroom here and there?

\$4,237.20

$180 \text{ days} / 2 = 90 \times 22 \text{ students} = 1,980 \times \$2.14 = \$4,237.20$



plus ★★★★★

Avantco MC58-HC 58" School Milk Cooler

#178MC58HC

\$1,579.00 /Each

Free Shipping



Questions?



Production Records

Why are they important?

- To document:
 - Reimbursable meals served to students
 - Variations from planned menu
 - Including dietary accommodations
 - Meal pattern compliance
 - Correct food items and components offered
 - Accurate portion sizes
 - Amount of food prepared
 - Number of students served
 - Leftovers
 - Food Safety
 - HACCP
 - Food temperatures

Why are they important?

- To support claims for reimbursable meals:
 - Documents meal pattern compliance
 - Shows differentiation between:
 - # of meals made (self prep) or delivered (vended)
 - # of meals served
 - May include non-reimbursable meals
 - » Adult meals
 - POS documentation shows:
 - # of reimbursable meals counted at the point of service POS

[illegible]

How to Fill Out a Production Record

PRODUCTION RECORD - DISTRICT OF COLUMBIA															
VENDOR:										DATE:					
SCHOOL:										TIME:					
MENU FOR THE DAY				GRADE (circle): Pre K K-5 K-8 6-8 9-12											
MEAT/MEAT ALTERNATE:															
FRUIT:				MEAL (circle): BREAKFAST LUNCH SALAD BAR SNACK FFVP SUPPER											
VEGETABLE:															
GRAINS/BREADS:				Delivered By Signature: _____								Received By Signature: _____			
MILK:															
OTHER:															

- Name of Vendor
- Date/Time of Delivery
- SFA Name
 - ✓ Specific site information
- Menu for the Day
 - ✓ Include substitutions, if necessary
- Appropriate Grade Groups
- Meal Type
- Signatures
 - ✓ Vendor and SFA food service personnel

Production Record

					MEAL COMPONENTS										
FOOD ITEM	RECIPE OR PRODUCT #	AMOUNT OF FOOD USED (LB. OR QTY)	ESTABLISHED SERVINGS	HACCP PROCESS	MEAT/MEAT ALTERNATE (OZ)	VEGETABLE SUB-GROUPS (CUP)						FRUIT (CUP)	GRAIN/BREAD (OZ)	MILK (FL. OZ)	VENDOR TEMP OUT
						DARK GREEN	RED/ORANGE	LEGUMES	STARCHY	OTHER	ADD'L				

Food Components

All food items delivered that day should be listed separately-unless it is a combination item (Cheese & Spinach lasagna)

Estimated Serving Sizes

Determined by Vendor or Food Buying Guide, if Self-Prep

Meal Components

Verification of daily meal pattern requirements

Vendor Temp Out

To ensure food temperatures are not within the critical danger zone prior to delivery

Production Record

- ## Take temperature of food items upon arrival
- Within temperature control range (refer to chart on production record)
 - Thermometer should be calibrated weekly
 - Reject unacceptable items

Total delivered

- Accurately record what is received or prepared
- Note what was not received
 - ✓ Do substitutions still meet meal pattern requirements?

[illegible]

Production Record

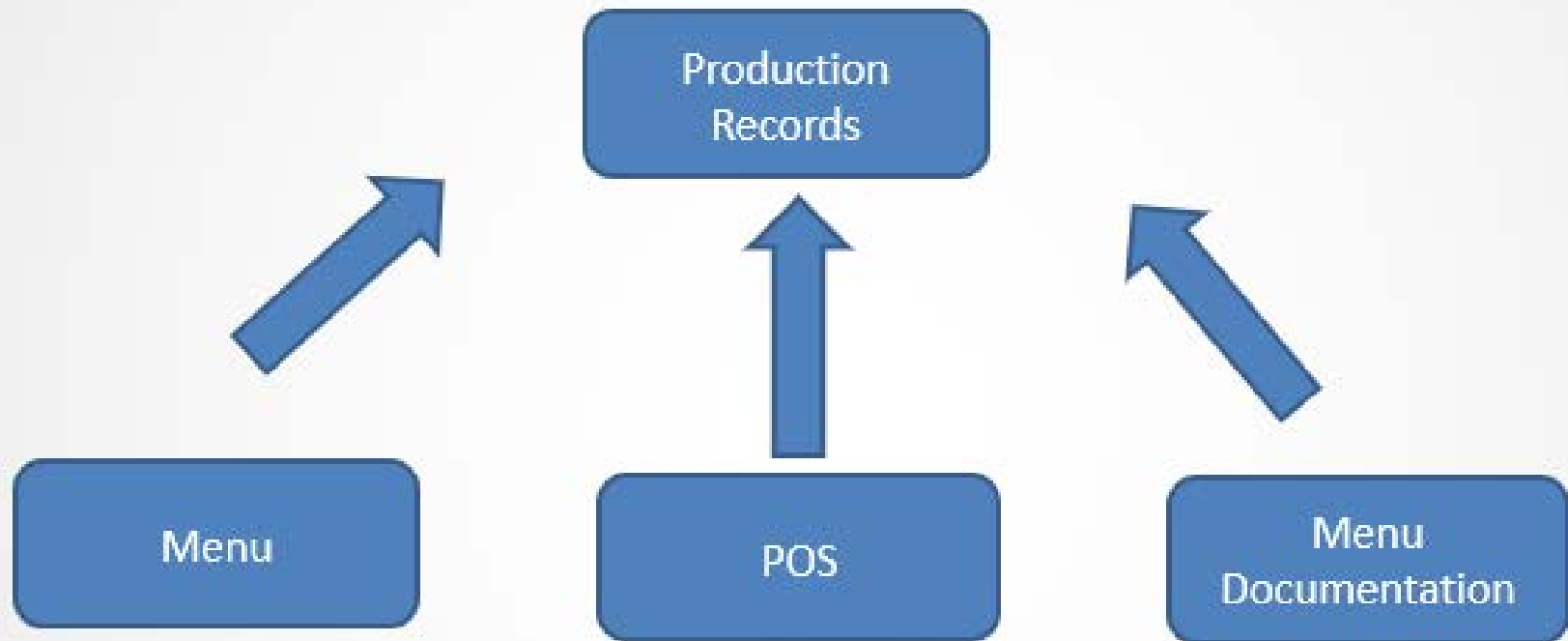
- Total served:
 - Use to identify number of reimbursable meals served
- Total leftovers to help inform:
 - Menu planning
 - Plate waste
 - Ordering

[illegible]



Questions?

How Does Everything Connect?





Meal Menu Documentation

Professional Standard: 1100 Menu
Planning

Menu Documentation

- Menu
- Nutrient analysis
- Meal component report
- Weekly certification worksheet
- Child Nutrition Label
- Whole Grain Label
- Product Formulation Statement

Chicken Stir-Fry Bowl

Ingredient Statement:

Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices.

CN

099135

CN

Each 4.5 oz. Chicken Stir-Fry Bowl provides 1.5 oz. equivalent meat, 1.0 oz eq Grains, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and ½ cup other vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 09/14).

CN

CN

Net Wt.: 18 pounds



Chicken Wok Company

1234 Kluck Street Poultry, PA 12345

OSSE - DC

Page 1

Jun 13, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
Jul - 1 Whole Grain Pancakes Syrup MILK,1% Lowfat Pear MILK,Skim	Jul - 2 Whole Grain English M Pineapple - Good MILK,Skim JELLY MILK,1% Lowfat	Jul - 3 Whole Grain Bagel CREAM CHEESE Orange - correct MILK,1% Lowfat MILK,Skim	Jul - 4 Multi-Grain Cheerios MILK,1% Lowfat Grapes HARD BOILED EGG MILK,Skim	Jul - 5 FRENCH TOAST STI Turkey Sausage Link MILK,Skim STRAWBERRIES,FRE MILK,1% Lowfat
Jul - 8 Orange - incorrect MILK,1% Lowfat Oatmeal	Jul - 9 Syrup Whole Grain Pancakes HARD BOILED EGG APPLES,Fresh MILK,1% Chocolate	Jul - 10 Sausage Whole Grain English M MILK,1% Chocolate FRUIT SALAD	Jul - 11 Whole Grain Bagel JELLY CREAM CHEESE MILK,1% Lowfat Grapes	Jul - 12 CEREAL,VARIETY MILK,1% Lowfat Blueberry Muffin ORANGE JUICE



Questions?

Next Steps from 102

- ☐ Determine feeding model for upcoming school year (*slides 5-9*)
- ☐ Identify the type of meal pattern you will use (OVS or Serve) (*slides 12-44*)
- ☐ Identify the type of POS system you will use (*slides 46-52*)
 - ☐ Ensure staff is trained properly on POS and the meal pattern (teachers etc.)
- ☐ Production Records (*slides 54-62*) :
 - ☐ Identify person responsible for filling out records
 - ☐ Ensure they have been trained
 - ☐ Identify organization system

Revisit of Next Steps from 101

- ▼ Determine/hire Food Service Director role (*slides 11-12*)
 - ▼ Ensure professional standards for food service directors are met (*slide 42*)
- ▼ Identify the type of service model that will be used (*slides 14-17*)
- ▼ Download the Master Responsibility Spreadsheet tool and customize to meet your program (*slide 22*)
 - ▼ Utilize the calendar of deliverables (*slides 48-49*)
- ▼ Procure food/food service(s) (*slides 23-26*)
- ▼ Determine student eligibility (*slides 28-32*)
- ▼ Prepare the NSLP/SSO application (*slides 35-40*)
 - ▼ Application approval is contingent on OSSE site visit



Questions?



Stay in Touch

FIND US

ADDRESS:

1050 First Street NE
Washington, DC 20002

POC:

Alex Dobbs
Program Specialist
Alex.Dobbs@dc.gov
C: (202)-322-1713

Kimberly Thompson
School Programs Manager
Kimberly.Thompson@d.gov
C: (202)417-1948

Lazette Wells
Program Specialist
Lazette.Wells@dc.gov
C: (202) 322-7317

Ahn Ei Sweeney
Program Specialist
Ahnei.Sweeney@dc.gov
C: (202)417-2680

GET SOCIAL

 facebook.com/ossedc

 twitter.com/ossedc

 youtube.com/DCEducation

 www.osse.dc.gov