



# **Additional Requirements for School Nutrition Programs**

Maine Department of Education  
Child Nutrition Programs



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

- A public school in which 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.
- 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.

# 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





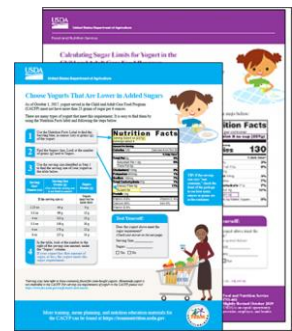
# Breakfast After the Bell

- Maine Child Nutrition web site:
  - 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>





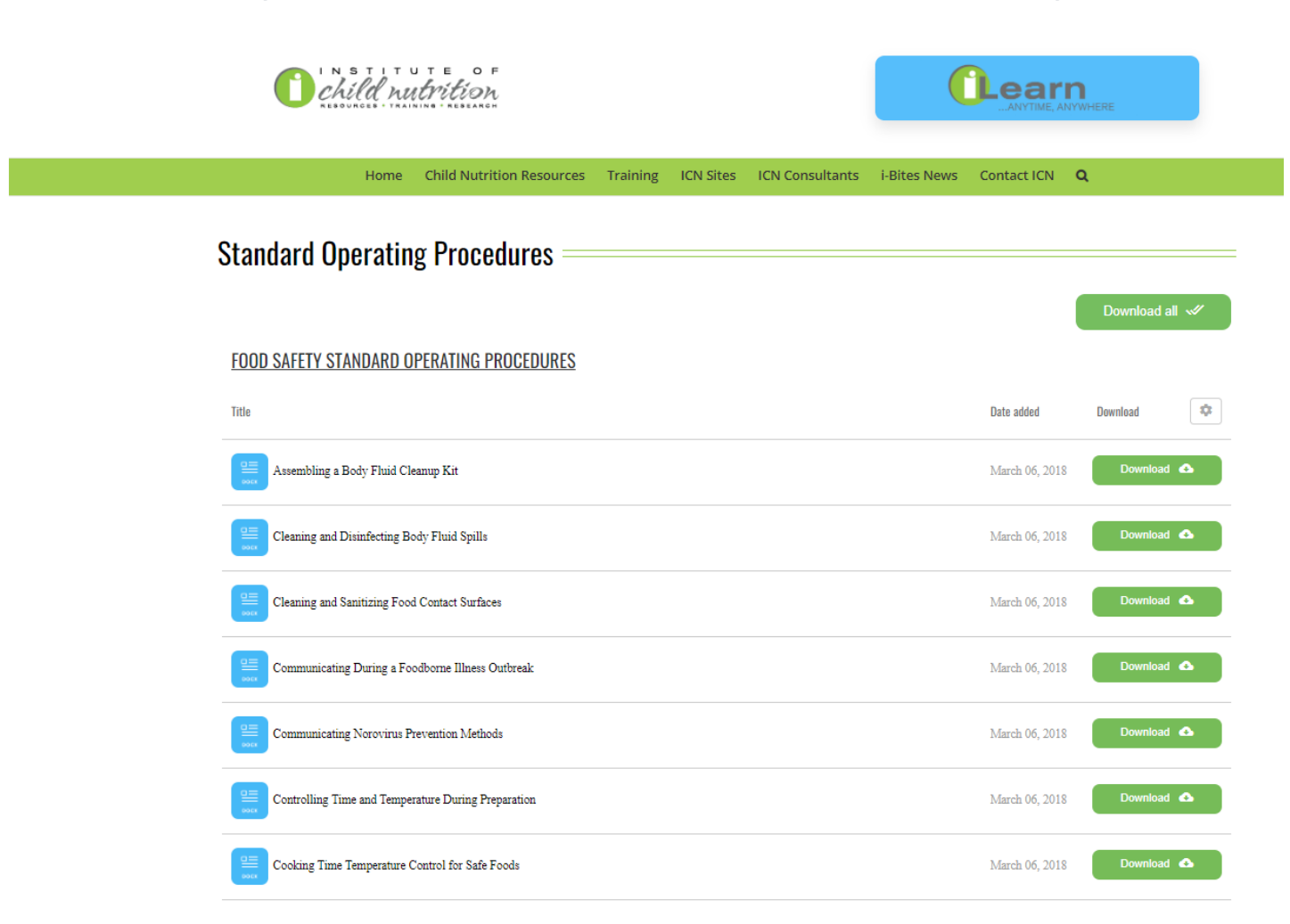


# Food Safety: HACCP Plan
















- HACCP-based food safety standard operating procedures (SOP) at each site
  - written practices and procedures that reflect each site
  - Reviewed annually and 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. At the top, there is a logo for the Institute of Child Nutrition (Resources • Training • Research) and an iLearn button with the tagline "...ANYTIME, ANYWHERE". Below the logo 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 icon. Below this is a section titled "FOOD SAFETY STANDARD OPERATING PROCEDURES" which contains a table of procedures. Each row in the table includes a search icon, the title of the procedure, the date added (all are March 06, 2018), a download button with a cloud icon, and a settings gear icon.

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		
 Communicating Norovirus Prevention Methods	March 06, 2018		
 Controlling Time and Temperature During Preparation	March 06, 2018		
 Cooking Time Temperature Control for Safe Foods	March 06, 2018		





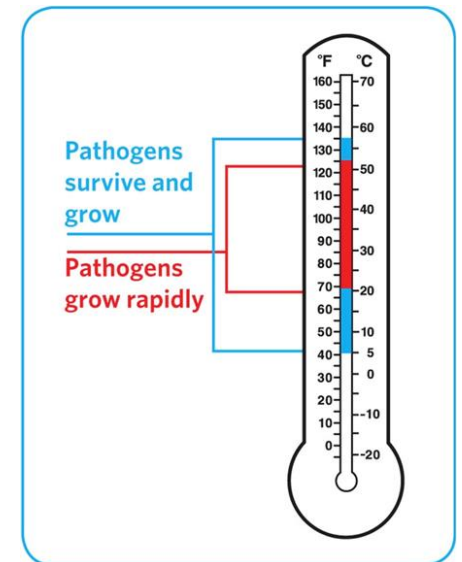
# Food Safety Inspections

- 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





# 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: Sample/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 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: **09-12-2023 - Augusta**

# 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



# 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

# Questions?

