

Module 1: Welcome

Welcome to the Child Nutrition Programs' School Food Authority Training. This year, the Utah State Office of Education (USOE) is pleased to provide this training for all National School Lunch and School Breakfast Program (NSLP/SBP) sponsors. This distance education format gives schools more flexibility, while also allowing sponsors to include additional staff members in the training since no travel is required.

Module 1: Key Points

After completing this module, you will:

- ⇒ Understand the mission of Child Nutrition Programs.
- ⇒ Understand the history and importance of the USDA Child Nutrition Programs.
- ⇒ Know the funding mechanism for the NSLP and SBP.
- ⇒ Be knowledgeable about the ways your school can participate in the NSLP and SBP.

Module 1: Tasks

You should complete the following tasks in Module 1:

- ⇒ Read the lesson
- ⇒ Read the lesson Summary
- ⇒ Do the Activity
- ⇒ Take the Self-Quiz
- ⇒ Review the Web sites and resources related to Module 1

Module 1: Target Audience

The child nutrition director or designee should view this module.

Module 1: Estimated Time Required

1 hour

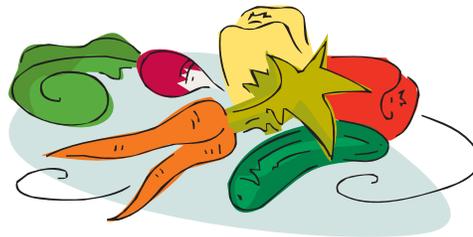


Mission and Role

The mission of the USOE Child Nutrition Programs is “to promote the nutritional well-being of the Utah public, with a focus on children, so they may reach their full potential.”

The Child Nutrition Programs provide leadership, technical assistance and practical advice for schools wishing to receive both cash reimbursement for eligible meals served and USDA donated foods.

The National School Lunch Program (NSLP) and the School Breakfast Program (SBP) are under the umbrella of the USOE’s Child Nutrition Programs.



The current facts on children and nutrition:

- ⇒ Research shows children who are well nourished learn better.
- ⇒ Only two percent of children actually meet the My Pyramid food guidelines.
- ⇒ Less than 15 percent of children eat the recommended servings of fruit.
- ⇒ Only 30 percent of children consume the recommended milk group servings.
- ⇒ Nearly 40 percent of kids’ calories come from added fat and sugar.

Schools can make a difference by:

- ⇒ Making a commitment to nutrition and physical activity.
- ⇒ Serving quality school meals.
- ⇒ Offering other healthy food options.
- ⇒ Providing pleasant eating experiences.
- ⇒ Incorporating nutrition education into classroom learning.
- ⇒ Marketing healthy school meals.



IT’S A WIN/WIN SITUATION!

A school’s commitment to nutrition and physical activity results in:

- Better behavior in class.
- Improved test scores.
- Reduced tardiness and absenteeism.
- Healthier, happier children.

The USOE's Child Nutrition Programs are authorized under the National School Lunch Act of 1946, the Child Nutrition Act of 1966, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. The programs must act in accordance with U.S. Department of Agriculture (USDA) regulations. A combination of federal, state, and local funding supports the Child Nutrition Programs.

National School Lunch Program

Since 1946, the National School Lunch Program (NSLP) has made it possible for schools throughout the nation to serve wholesome lunches to children to help meet their nutritional needs. These lunches make a vital contribution to children's mental and physical development.

All lunches must meet the nutritional requirements outlined in the Dietary Guidelines for Americans (DGA), published jointly by the USDA and the U.S. Department of Health and Human Services, and must provide one-third of the children's nutritional requirements for the day (specific nutrients as well as calorie needs).

Free and reduced-price lunches are available for children who meet certain simple criteria.

Information about nutritional requirements, meal planning options, and eligibility and verification for free and reduced-priced lunch are discussed in detail in other modules.

National School Lunch Program Funding

The goal of every school should be to have a financially sound School Meals Program. To achieve this goal, it is important to ensure the income from all meals served covers the cost of producing these meals.

Federal Funding

The USDA reimbursement provided for a free, reduced-price, or paid lunch, along with the value of commodities (donated foods), is determined annually. Rates for the current academic year can be found on the USOE's Child Nutrition Programs website: www.schools.utah.gov/cnp/.



State Funding

The State Liquor Tax Funds are distributed on a per-lunch basis to public schools only. The rate varies from month to month depending on state liquor store sales. Average state reimbursement rates can be found on the USOE's Child Nutrition Programs website: www.schools.utah.gov/cnp/.

How much should you charge students for a school lunch?

Students who are eligible for a free lunch are charged nothing. Students who are eligible for a reduced-price lunch can be charged a maximum of \$0.40. The following method can be used to determine how much to charge paying students:



- 1) Calculate the actual cost for a lunch at your school. Total expenses are divided by the meal count, including the total number of students and adults served. Let's say that you calculated an amount of \$2.43 as the expense for food, supplies, indirect costs, and labor per lunch.
- 2) Next, subtract the USDA reimbursement for a paid lunch from the actual cost for a lunch at your school. Let's say the reimbursement rate for a paid lunch is \$0.23 and the value of the commodities received is \$0.19.
- 3) Thus, the price for a paid lunch is: $\$2.43 - (\$0.23 + \$0.19) = \2.01 . (The value of commodities is added as a food cost and subtracted as a reimbursement — it is food that, if you didn't receive it, would cost you money).
- 4) If your school receives the state liquor tax reimbursement, you can also subtract this rate from the price you calculated for a paid lunch. Let's say the average reimbursement rate from the state liquor tax is \$0.35. Thus, the price for a paid lunch would be:
 $\$2.43 - (\$0.35 + \$0.23 + \$0.19) = \$1.66$

Can schools set meal prices too high?

Meal prices should not be set so high that full-price-paying students do not participate. School lunch contributes significantly to academic achievement for all students.

Meal prices set too high can cause schools to violate USDA regulations. Schools are required to demonstrate a nonprofit food service operation by limiting net cash resources to an amount that does not exceed three months' operating costs for the food service program. The program should pay for itself ("break even") and not cause a profit or loss to the school.

How much should you charge adults for a school lunch?

USDA requires schools to ensure that reimbursement, student payments, and the value of commodities (donated foods) are not used to subsidize meals served to adults. The price of an adult meal should be calculated by adding the USDA reimbursement rate for a free lunch to the donated food value. Let's say the reimbursement rate for a free meal is \$2.40 and the donated food value is \$0.1875; then the adult meal price would be $\$2.40 + \$0.1875 = \$2.59$ (rounded to the nearest \$0.05). For this example, the school should not charge less than \$2.59 for an adult meal.

Monthly Lunch Funding Example

Federal funding per month

200	Paying Students	200 x 21 days* x \$0.23	=	\$966
50	Free Students	50 x 21 days x \$2.24	=	2352
20	Reduced-Price Students	20 x 21 days x \$1.84	=	772

State funding per month	270 x 21 days x \$0.35	=	1984
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Student funding for the month (\$1.66, \$0.40)

200	Paying Students	200 x 21 days x \$1.66	=	6972
20	Reduced-Price Students	20 x 21 days x \$0.40	=	168

Adult funding per month

10	Paying Adults	10 x 21 days x \$2.59	=	544
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Commodity food value	270 x 21 days x \$0.1875	=	1063
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GRAND TOTAL \$14821



* Number of days (per month being calculated) that school lunch will be served.

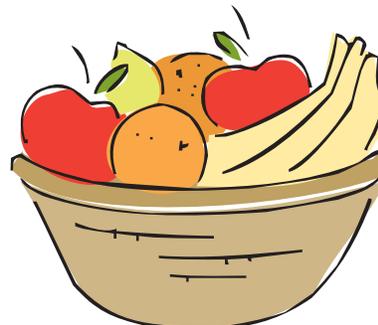
School Breakfast Program

The School Breakfast Program (SBP) began as a pilot project in 1966 and was made permanent in 1975. The SBP is similar in importance to the NSLP; studies have shown that children both learn and behave better after eating a good breakfast.

All breakfasts must meet certain DGA standards and must provide one-fourth of the children’s nutritional requirements for the day (specific nutrients as well as calorie needs).

Students who qualify for free or reduced-price school lunch are eligible for the same benefits in the breakfast program.

Information about nutritional requirements, meal planning options, eligibility, and verification for free and reduced-price breakfasts are discussed in detail in other modules.



School Breakfast Program Funding

Federal Funding

Like the NSLP, schools participating in the School Breakfast Program receive federal reimbursement for each meal served that meets USDA meal pattern requirements. A higher reimbursement is provided for students eligible for free and reduced-price breakfasts. Reimbursement rates are set each year. Rates for the current academic year can be found on the USOE's Child Nutrition Program website: <http://www.schools.utah.gov/cnp/>.

Although commodity value is based on lunch participation (breakfast meals do not increase the school's commodity value), commodities may be used in the preparation of breakfast.



State Funding

There is no state funding for the breakfast program.

How much should you charge students and adults for a school breakfast?

Students who are eligible for a free breakfast are charged nothing. Students who are eligible for a reduced-price breakfast can be charged a maximum of \$0.30. The same method used to determine how much to charge a paying student for lunch can be used for determining breakfast prices.

As in the NSLP, in no case should the funds available to pay the cost of an adult breakfast be less than the actual cost of providing the meal. At the very least, charge adults the same amount as the USDA reimbursement for a free breakfast.

Ways to Participate in the Child Nutrition Program

You have two options for participation: (1) you can set up an agreement with the Utah State Office of Education, which gives you full program responsibility, or (2) you can become a site sponsored by another School Food Authority, which gives you shared program responsibility.

If you decide to set up an agreement with the USOE Child Nutrition Program, you must then decide whether your school wishes to (1) self-prepare school meals, (2) contract school meals with another school or use commercially available meals, or (3) use a food service management company (this requires a separate contract, is governed by special federal rules, and takes additional time to implement).



To decide what the best option is, talk to other schools participating in the program, evaluate your school's facilities, and talk to us, the USOE Child Nutrition Programs (phone: 801-538-7680; web: www.schools.utah.gov/cnp/).

Summary

- ⇒ The Utah State Office of Education Child Nutrition Programs helps schools wishing to receive both cash reimbursements for eligible meals served and USDA-donated foods.
- ⇒ The National School Lunch Program (NSLP) and the School Breakfast Program (SBP) are under the umbrella of the USOE's Child Nutrition Programs.
- ⇒ All lunches must meet the nutritional requirements outlined in the Dietary Guidelines for Americans and must provide 1/3 of the children's nutritional requirements (both specific nutrients and calories) for the day.
- ⇒ USDA reimbursement for free, reduced-price and paid lunches, USDA-donated foods, and state liquor tax funds all help to support Utah's School Meals Program.
- ⇒ Students who are eligible for a free lunch are charged nothing. Students who are eligible for a reduced-price lunch can be charged a maximum of \$0.40. You, as a School Food Authority (SFA), determine how much to charge a full-price, paying student. However, meal prices set too high can violate USDA regulations which require SFAs to operate a not-for-profit food service.
- ⇒ All breakfasts must meet the nutritional requirements outlined in the Dietary Guidelines for Americans and must provide 1/4 of the children's nutritional requirements (both specific nutrients and calories) for the day.
- ⇒ Students eligible for a free breakfast are charged nothing. Students eligible for a reduced-price breakfast can be charged a maximum of \$0.30. SFAs determine how much to charge a full-price, paying student for breakfast, but the price should be set so as to maintain the not-for-profit status.
- ⇒ The price of an adult lunch should be no less than the USDA reimbursement rate for a free lunch plus the donated food value. The price for an adult breakfast should be no less than the reimbursement rate for a free breakfast.
- ⇒ You have two options for participation in the Child Nutrition Program:
 - (1) you can set up an agreement with the USOE, which gives you full program responsibility
 - or (2) you can become a site sponsored by another SFA, which gives you shared responsibility.



Tips



- ⇒ Remember that USDA reimbursements for free, reduced-price and full-price lunches change annually (along with monthly average state reimbursements). Make sure to visit the USOE Child Nutrition Programs website after July 1st for the posting of upcoming school year rates.
- ⇒ There are many different ways to participate in the School Meals Program. Speaking with a USOE Child Nutrition Programs specialist will be of great help in deciding on the best option for your school.

Activity (Answers on page 13)

Using federal reimbursement rates of \$0.23 for a paid lunch, \$2.07 for a reduced-price lunch, and \$2.47 for a free lunch, along with a commodity food value of \$0.1875/lunch and average state reimbursement rate of \$0.35/lunch, calculate the following:



- 1) Let's say that the daily cost of food, supplies and labor to run your school lunch program is \$820. On average, you serve 303 students and 20 adults a school lunch each day.
 - a) Calculate how much you should charge a full-price, paying student for lunch, given that you receive both the federal and state reimbursements.
 - b) Calculate how much you should charge an adult for school lunch.
- 2) Let's say that, of the 303 students at your school, you have 212 who pay full price for lunch, 27 who pay a reduced price for lunch, and 64 who receive their lunch for free. You serve 20 adults each school day. For this exercise, assume that on average you serve lunch 21 days per month.
 - a) What is your federal and state student funding per month?
 - b) What is your adult funding per month?
 - c) What is your commodity food value per month?
 - d) What is the total monthly funding you will receive to operate your school lunch program?

Self-Quiz (Answers on page 14)

- 1) The Child Nutrition Programs provide leadership, technical assistance and practical advice for schools wishing to receive both _____ for eligible meals served and USDA-_____.
- 2) Nearly _____ percent of kids' calories come from added fat and sugar.
- 3) All school lunches must provide _____ of the children's nutritional requirements for the day (specific nutrients as well as calorie needs).
- 4) The USDA reimbursement provided for free, reduced-price, and full-price lunch is determined _____ and can be found _____.
- 5) Schools are required to demonstrate a _____ food service operation by limiting net cash resources to an amount that does not exceed _____ months' operating cost for the food service program.
- 6) All school breakfasts must provide _____ of a student's nutritional requirements for the day (specific nutrients as well as calorie needs).
- 7) Students who are eligible for a reduced-price lunch can be charged a maximum of _____, and children who are eligible for a reduced-price breakfast can be charged a maximum of _____.
- 8) If you decide to set up an agreement with the USOE Child Nutrition Programs, you must decide whether your school wishes to (1) _____ school meals, (2) _____ school meals, or (3) use a _____.

Specific Resources

Contact Agency

State Office of Education, Child Nutrition Programs,
School Programs at 801-538-7680 or www.schools.utah.gov/cnp

Manuals

Child Nutrition Programs Administrative and Regulations,
Supplementary Materials, and Policy Materials Manuals



Comprehensive List of Website Resources



Federal

Centers for Disease Control and Prevention
Dept. of Health and Human Services
Food and Drug Administration
Nutrition

www.cdc.gov
www.hhs.gov
www.fda.gov
www.nutrition.gov
www.healthierus.gov/dietaryguidelines/
www.healthfinder.gov
www.mypyramid.gov

Government Dietary Guidelines
Health Finder
MyPyramid

USDA

USDA Child Nutrition Programs
Food Database
Food Distribution Program
Food and Nutrition Services
Food Safety and Inspection Service
Healthy School Meals Resource System
One-Stop Commodity Food Network
Team Nutrition

www.fns.usda.gov/cnd/
www.nal.usda.gov/fnic/foodcomp/search/
www.fns.usda.gov/fdd/programs/
www.fns.usda.gov/fns
www.fsis.usda.gov
<http://healthymeals.nal.usda.gov>
www.commodityfoods.usda.gov
www.fns.usda.gov/tn

State

NDSU Extension Service
State Cooperative Contact Search

www.ag.ndsu.nodak.edu/nutrition.htm
[http://generalservices.utah.gov/
statewidecontracts/contractsearch.aspx](http://generalservices.utah.gov/statewidecontracts/contractsearch.aspx)

Utah State Office of Education
Utah Child Nutrition Programs
Department of Workforce Services

www.schools.utah.gov
www.schools.utah.gov/cnp/
<http://jobs.utah.gov/>

Organizations

Action for Healthy Kids
America's Beef Producers
American Dietetic Association
American Heart Association
American Obesity Association
Bright Futures
Food, Research, and Action Center
National Dairy Council

www.actionforhealthykids.org
www.beefnutrition.org
www.eatright.org
www.americanheart.org
www.obesity.org
www.brightfutures.org
www.frac.org
www.nationaldairycouncil.org
www.3ADay.org

National Food Service Management Institute
Nutrition Action
School Nutrition Association
Utah Dairy Council
Utah School Nutrition Association

www.nfsmi.org
www.cspinet.org/nah
www.schoolnutrition.org
www.utahdairycouncil.com/
www.snautah.org

Purchasing

State of Utah Purchasing

<http://www.purchasing.utah.gov/>

Fruits and Vegetables

CDC-Fruits & Veggies
Dole 5 A Day
Fruits and Veggies More Matters
Harvest of the Month Tool Kit
More Matters
Produce for Better Health Foundation

www.fruitsandveggiesmatter.gov
www.dole5aday.com
www.fruitsandveggiesmorematters.org/
www.harvestofthemonth.com
www.fruitsandveggiesmorematters.org
www.pbhfoundation.org/

Nutrition

Institute of Medicine (IOM)
MS Dept of Ed. Resources
Nutrition Café
Nutrition Explorations
The Food Timeline
“Tooned-In” School Menu

www.iom.edu
www.mde.k12.ms.us/resources2.htm
<http://exhibits.pacsci.org/nutrition/>
www.nutritionexplorations.org
www.foodtimeline.org/
www.schoolmenu.com/

Special Diets & Health Organizations

American Academy of Allergy, Asthma,
and Immunology
American Cancer Society
American Diabetes Association
American Dietetic Association
American Heart Association
American Academy of Pediatrics
Celiac Disease Foundation
Muscular Dystrophy Association of America
NFSMI Fact Sheets

www.aaaai.org
www.cancer.org
www.diabetes.org
www.eatright.org
www.americanheart.org
www.aap.org
www.celiac.org
www.mda.org/
[www.nfsmi.org/documentlibraryfiles/
PDF/20091022041932.pdf](http://www.nfsmi.org/documentlibraryfiles/PDF/20091022041932.pdf)
www.foodallergy.org

The Food Allergy & Anaphylaxis Network

Health

healthfinder.gov
HealthierUS.gov
Healthy Utah
A Healthier You
National Alliance for Nutrition and Activity
National Institute of Health
Obesity in Utah
Obesity Prevention

www.healthfinder.gov
www.healthierus.gov
www.healthyutah.org
<http://health.utah.gov/ahy/>
www.cspinet.org/nutritionpolicy/nana.html
<http://health.nih.gov>
www.health.utah.gov/obesity
www.smallstep.gov

Physical Fitness

BAM.gov (adolescents)
Powerful Bones, Powerful Girls
VERB, It's What You Do (twens)
We Can!

www.BAM.gov
www.cdc.gov/powerfulbones
www.cdc.gov/youthcampaign/
[www.nhlbi.nih.gov/health/
public/heart/obesity/wecan/](http://www.nhlbi.nih.gov/health/public/heart/obesity/wecan/)

School Wellness Policies

Healthy Fundraising

www.healthy-fundraising.org

Model School Wellness Policies

www.schoolwellnesspolicies.org

NANA

www.nanacoalition.org

School Wellness Policy Newsletter

www.pbhfoundation.org/pulse/policy/programs/

Food Safety

Fact Sheets

www.fsis.usda.gov/fact_sheets

Center for Food Safety and Applied Nutrition

www.cfsan.fda.gov

FDA Food Code

www.cfsan.fda.gov/~dms/foodcode.html

FDA Food Recalls

www.cfsan.fda.gov/~lrd/inspect.html

International Food Safety Icons

www.foodprotection.org

Food Safety.gov

www.foodsafety.gov

Is It Done Yet?

www.isitdoneyet.gov

National Coalition for Food Safe Schools

www.foodsafeschools.org/foodservice.php

Thermy

www.fsis.usda.gov/Food_Safety_Education/Thermy

USDA HACCP Guidance

www.fns.usda.gov/cnd/Guidance/

NFSMI HACCP Workbook and Tools

http://sop.nfsmi.org/sop_list.php

Other

Awesome Library

www.awesomelibrary.org

Gold Medal Schools

<http://health.utah.gov/hearthighway/gms/>

NASCO

www.enasco.com/

Online Conversion

www.onlineconversion.com

School Nutrition Association

www.schoolnutrition.org

National School Breakfast Week

www.schoolbreakfast.org

National School Lunch Week

www.schoolnutrition.org/

Nutrikids

www.nutrikids.com

Nutrient Facts

Calorie-Count

www.calorie-count.com/

Nutri-facts.com

www.nutri-facts.com/index.php

Nutrition Data

www.nutritiondata.com/

Nutrition Resource

www.nutritionresource.com/index.cfm

Calorie King

www.calorieking.com

Nutrition Education

Education World

www.education-world.com/a_curr/curr061.shtml

Nutrition Across the Curriculum

www.doe.state.la.us/lde/nutrition/1667.html

Utah Education Network

www.uen.org/Lessonplan/LPview.cgi?core=7

Activity Answers

- 1) Let's say that the daily cost of food, supplies and labor to run your school lunch program is \$820. On average, you serve 303 students and 20 adults a school lunch each day.
- a) Calculate how much you should charge a full-price, paying student for lunch, given that you receive both the federal and state reimbursements.
- First divide total daily food cost by number of meals served.

$$\$820 \div 323 = \$2.54$$
 Next, subtract the USDA reimbursement for a paid lunch from the actual cost for a lunch at your school (inclusive of commodity value).

$$\$2.54 - (\$0.23 + \$0.19) = \$2.12$$
 Lastly, subtract the average monthly state reimbursement/lunch.

$$\$2.12 - \$0.35 = \$1.77$$
- b) Calculate the minimum you should charge an adult for school lunch.
- The price of an adult meal should be calculated by adding the USDA reimbursement rate for a free lunch plus the donated food value.

$$\$2.47 + \$0.19 = \$2.66$$

- 2) Let's say that, of the 303 students at your school, you have 212 who pay full price for lunch, 27 who pay a reduced price for lunch, and 64 who receive their lunch for free. You serve 20 adults each school day. There are 21 days this month that school lunch will be served.

		a) What is your federal and state student funding for this month?			
Federal:	212	Paying Students	$212 \times 21 \text{ days} \times \0.23	=	\$1024
	64	Free Students	$64 \times 21 \text{ days} \times \2.47	=	\$3320
	27	Reduced-Price Students	$27 \times 21 \text{ days} \times \2.07	=	\$1174
State:	303	Students	$303 \times 21 \text{ days} \times \0.35	=	\$2227
			Total	=	<u>\$7745</u>

b) What is your adult funding for this month?

20	Paying Adults	$20 \times 21 \text{ days} \times \2.66	=	\$1117
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c) What is your commodity food value for this month?

303	Students	$303 \times 21 \text{ days} \times \0.1875	=	\$1193
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d) What is this month's total monthly funding you will receive to operate your school lunch program?

			Total a + b + c	=	<u>\$10055</u>
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