**Certification Updates for the Thursday Update**

**Q&As**

**Super Important!**

* How do I report a meal that has two different items that total the meat/meat alternate or bread/grain for the day?
  + In situation one: If there is pasta offered with a breadstick and the school requires that the student must take both, then you need to write it on the certification documents only once; again, this is only if the SFA decides that the student must take both items in all circumstances.
  + In situation two: The pasta is offered with the breadstick, and the student does not have to take the breadstick if they don’t want to. Then you must enter the information on the certification tool on two different rows: pasta with breadstick and pasta without bread stick.
* I want to submit a menu for the last week of October, which also includes November. When would I receive the additional 6 cents?
  + Once the certification tool is approved, the additional 6 cents would go into effect as of 1 October.

**Handouts from CSNA Conference Certification Workshop are posted on our website at** [**http://www.cde.state.co.us/cdenutritran/nutriCertification.htm**](http://www.cde.state.co.us/cdenutritran/nutriCertification.htm)**.**

* Certification Fact Sheet
* Certification Submission Checklist
* Completed Sample Worksheets

**Labeling files on the completed Certification flash drive**

Label each worksheet by re-naming the file so we can identify the correct menus to approve once the flash drive is received at our office. For example, if you are completing the K-5 Lunch Worksheet for a 5 –day week, you could rename the file “Elementary Menu for [District Name]”

**Simplified Nutrient Assessment vs. Nutrient Analysis**

It’s your choice! You must complete one or the other, but you do not need to do both. Ensure, if you are using a USDA approved software for your nutrient analysis, that your recipes and serving sizes are entered correctly so the nutrient information provided is accurate.

**Where to find the Simplified Nutrient Assessment results**

There is a box providing the calorie and saturated fat results on the Simplified Nutrient Assessment page. Above the “Other items: Sides, Desserts and Condiments” table, there is a “Go to Results” link in dark blue.  If you click on this link, it will take you to a chart providing the calorie and saturated fat results.  If these boxes are green, you have met the nutrient requirements for the week for that age group.  If the boxes are red, you will need to adjust your menus – do not submit with red boxes or it will be returned to you for correction.

**Don’t forget your breakfast menus if you are serving breakfast meals**

Please complete the breakfast menus as well as the lunch menus.  Be sure to enter a complete reimbursable breakfast on each row in the All Meals tab.

**What to submit on your Certification flash drive:**

Please see the attached Certification Submission Checklist.

**What NOT to submit with your certification documents**

* Production Records
* Recipes
* Nutrition facts, CN Labels, product specs