# August
# On the Menu:

## Back to School

COLORADO
Department of Education

# Learning Objectives

Identify the key elements to ensure a smooth start to the 2023-24 school year

Describe how to properly claim meal reimbursement

Discern how to find resources to support child nutrition operations
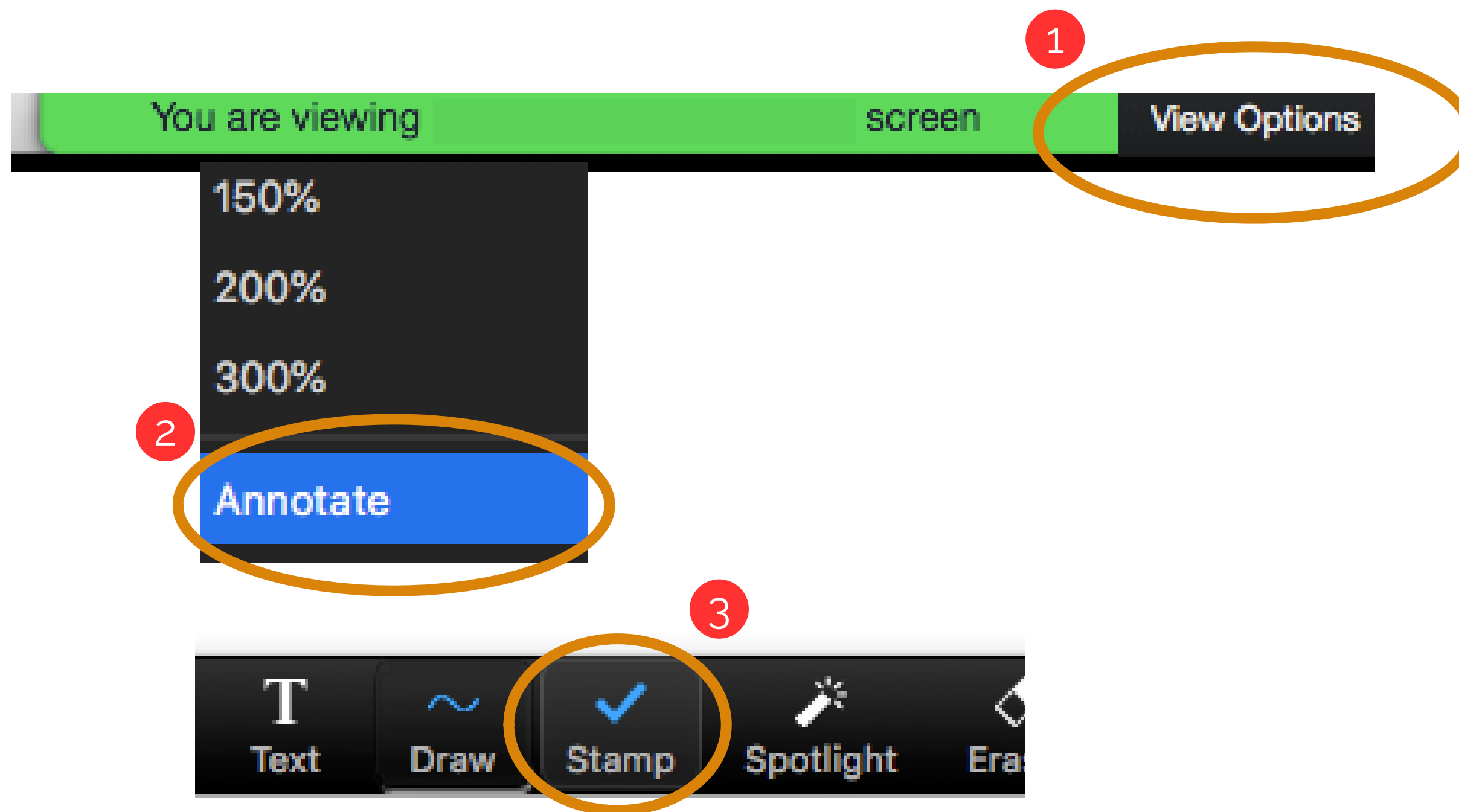
# Agenda

Back to School Checklist
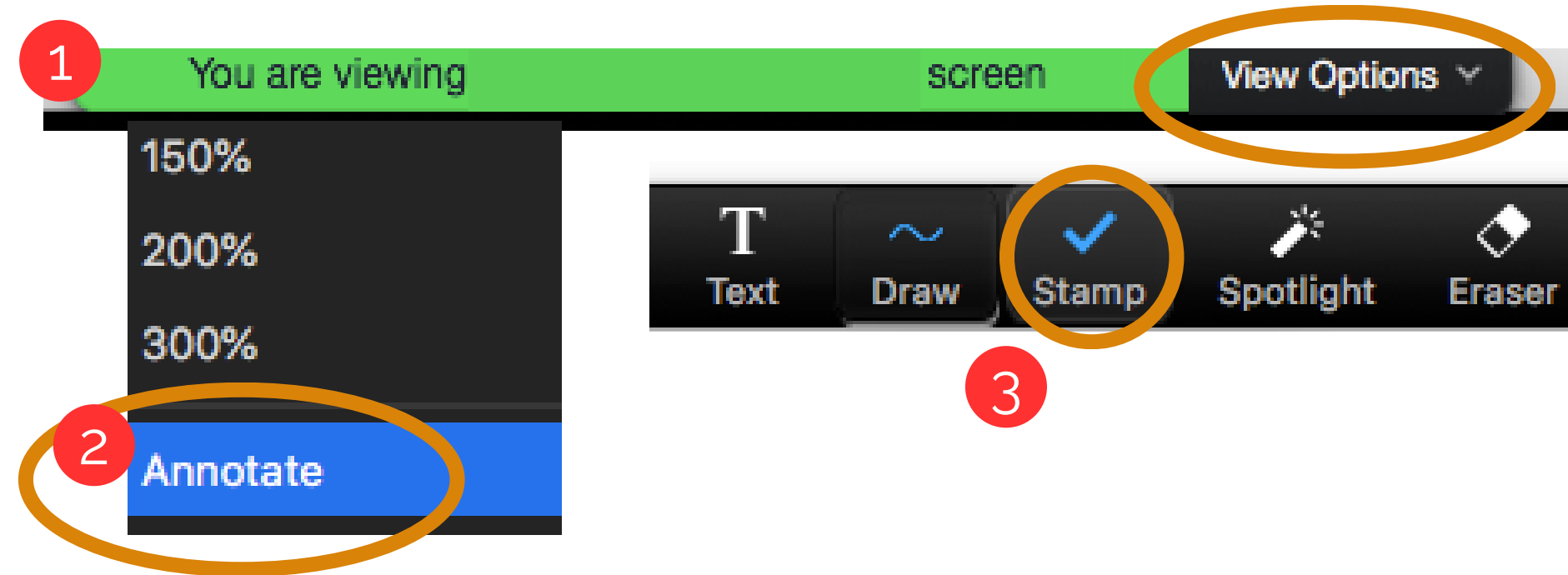
- Spotlight: Meal Counting & Claiming

Questions

You are viewing                                    screen          View Options

150%

200%

300%

Annotate

| T | ～ | ✓ | 🪄 | |
|---|----|---|----|---|
| Text | Draw | Stamp | Spotlight | Era |

Use the Annotate Tool to add a stamp to the photo that BEST finishes this sentence:

For School Year 2023-24,

I'm feeling...

# Back to School Checklist

## Back to School Checklist

Ensure a smooth start to the 2023-24 School Year

This checklist outlines key activities and tools to help sponsors prepare for a successful year. To start:
- Visit the Events and Program Deadlines webpage for additional deadlines.
- Subscribe to the Dish, School Nutrition's Newsletter, for the latest program updates, reminders and resources.

### Renewal Applications
- Submit your applications for the National School Lunch Program, School Breakfast Program, and Afterschool Snack Program in the Child Nutrition Portal no later than September 15, 2023. Find detailed application instructions on the How to Apply webpage.
  - Afterschool Snack Program applications may be submitted anytime during the school year.

### School Meal Eligibility and Household Income Forms
- Distribute, collect, and process household income applications to determine student eligibility:
  - Sponsors with no eligible Community Eligibility Provision sites: Use the standard free and reduced-price application.
  - Sponsors with some CEP sites: Use the combination form to streamline information collection between all sites.
  - Sponsors with district-wide CEP: Use the FEDS form for household income collection. (optional)
- Complete the first Direct Certification match in the Child Nutrition Portal prior to the first day of school.

### Meal Counting & Claiming
- Ensure the Point Of Sale system is set up to claim meals by student eligibility (not required for sites operating CEP)
  - If participating in Healthy School Meals for All: ensure the POS is set up so no students will be charged for a meal. Sites not operating CEP must still count students by eligibility.
- Establish internal controls (edit checks) to ensure daily meal counts do not exceed the number of students eligible or in attendance. This will ensure an accurate claim for reimbursement is submitted. Follow unpaid meal charges protocols utilizing the Unpaid Meal Charges Flyer and Debt and Donation Guidance resources.
- Review the updated meal claiming instructions to ensure you will be prepared to enter claims prior to the deadline.

### Serving Preschool Students
- Confirm program eligibility for any preschool students you plan to serve.

### Civil Rights
- Utilize the Civil Rights Requirements Self-Check to review and document compliance.

### Professional Standards
- Track all completed trainings on a training tracker with key area and learning objective codes.

### Food Safety
- Contact your local public health agency to request two food safety inspections for the school year.

### Resource Management
- Complete the Paid Lunch Equity Tool to ensure the paid meals price meets federal requirements.
  - Waived for sponsors participating in Healthy School Meals for All and/or CEP
- Complete the Non-program Revenue Tool to ensure pricing for non-program foods meets federal requirements.

### Administrative Reviews and Technical Assistance Visits
- Check the AR and TA cycle to see if you will receive a review or a TA visit this year.

### Healthy School Meals for All (HSMA)
- Sponsors participating in HSMA can use the outreach toolkit to share more information with your school community. This toolkit includes talking points on the importance of families providing household income information.
- Sponsors will opt in or out of the program via the renewal application. Applications must be submitted by September 15.
- For more information on HSMA, visit the webpage and frequently asked questions document.

### CDE School Nutrition Contacts
- Review the Point of Contact list to determine who your CDE point person is for the upcoming school year. Your point person is your go-to person for answers to program questions and support with applications, reviews and technical assistance needs.

**Spotlight: On the Menu**

On The Menu Calls are held the fourth Thursday of each month from 2-3 p.m. unless otherwise noted. Topics reflect current happenings and required annual training and provide opportunities for networking with peers.

Upcoming On the Menu trainings (click on the link to register):
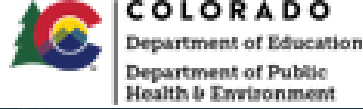
- Aug 24: Back to School Checklist
  - Cover all your bases for School Year 2023-24 operations, including an emphasis on claiming federal and state reimbursements
- Sept 28: Verification
- Oct 26: Strategies to Address Hiring Challenges: Sponsor Panel
  - Learn what's worked from other Colorado sponsors!
- Nov 16: Healthy School Meals for All: Lessons Learned

COLORADO
Department of Education
School Nutrition

This institution is an equal opportunity provider.

# Renewal Applications

- Due September 15
  - HSMA opt-in

- <u>Renewal Application Instructions</u>

# School Meal Eligibility: Household Applications

**No CEP Sites**

↓

**Standard Free & Reduced Price Application**

**Some CEP Sites**

↓

**Combo form for ALL sites**

**District-Wide CEP**

↓

**FEDS Form**
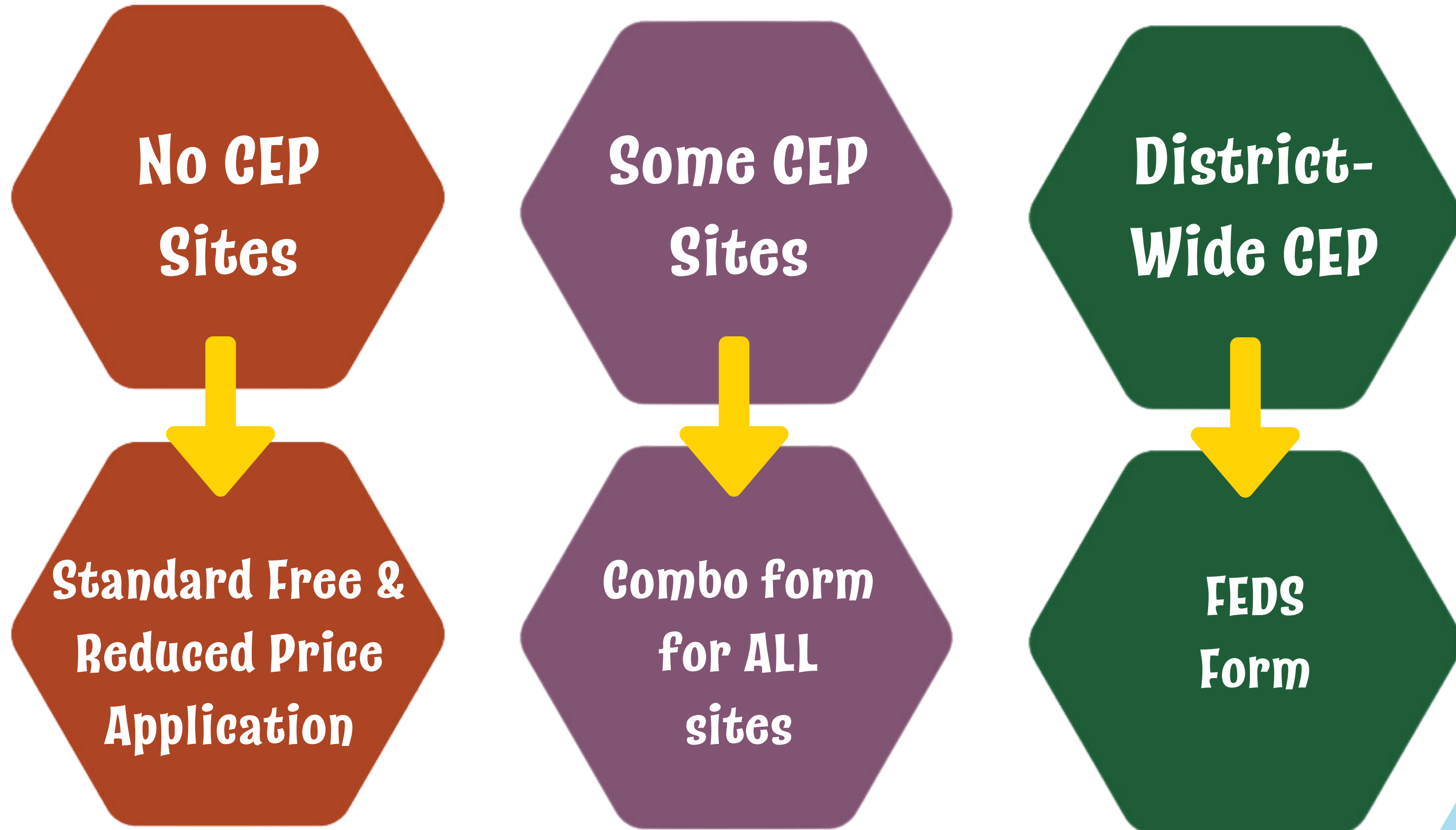
# Program Eligibility Activities

| | NSLP/SBP without HSMA | NSLP/SBP with HSMA (no CEP schools) | NSLP/SBP with HSMA (some CEP schools) | NSLP/SBP with HSMA (all CEP schools) |
|---|---|---|---|---|
| Must collect and process applications as part of normal operations | X | X | X (only for non-CEP schools) | |
| Must follow disclosure requirements | X | X | X | X |
| Must complete direct certification | X | X | X | X |
| Must complete verification | X | X | X (only for non-CEP schools) | |
| May collect a combo form at all sites | | | X | X |
| May use a student's eligibility status from prior year for 1st 30 days of new school year (carryover) | X | X | X | |

# Check-in

You are viewing      screen      View Options ⌄

1

150%

200%

300%

2

Annotate

T    ~    ✓    🪄    ◇
Text   Draw   Stamp   Spotlight   Eraser

3
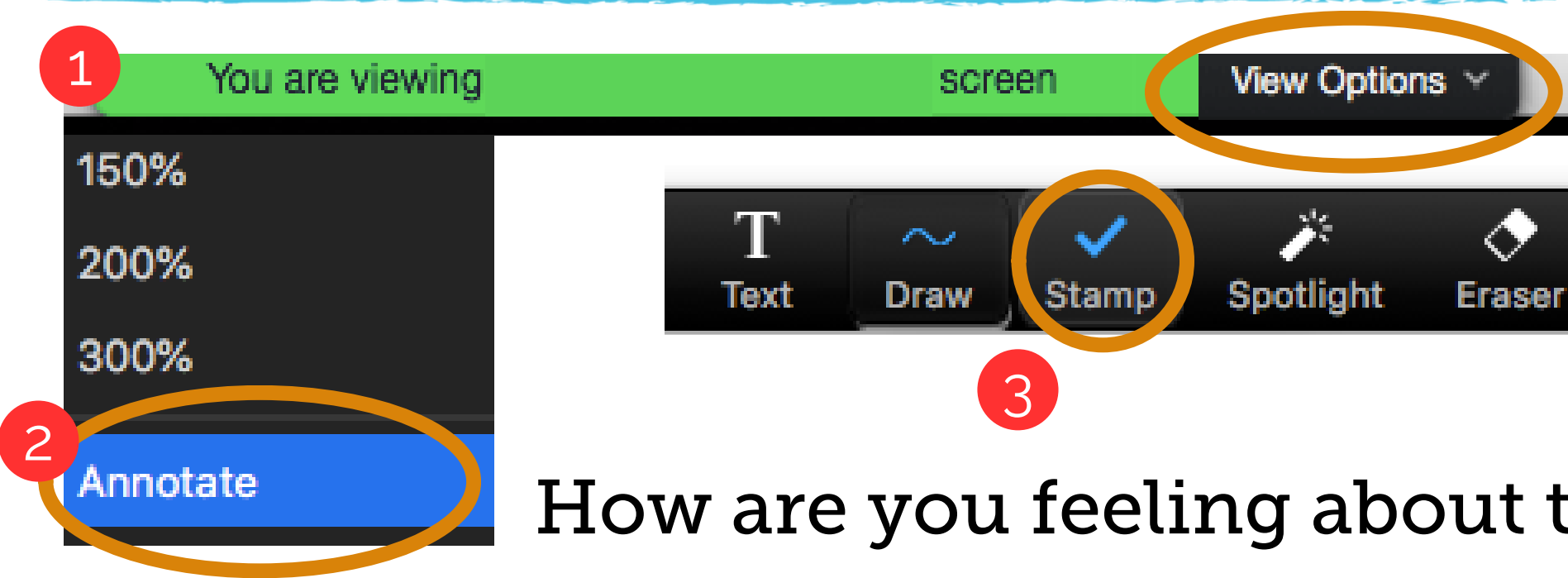
How are you feeling about the household income form to use and the related program eligibility activities?

# Meal Counting & Claiming

## Application

### Section A - National School Lunch Program (NSLP)

A1. Months of Operation: (Check all that apply)

All: ☐   Jul: ☐   Aug: ☑   Sep: ☑   Oct: ☑   Nov: ☑   Dec: ☑

Jan: ☑   Feb: ☑   Mar: ☑   Apr: ☑   May: ☑   Jun: ☐

Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐   Mon: ☑   Tue: ☑   Wed: ☑   Thu: ☑   Fri: ☐   Sat: ☐   Sun: ☐

A2. Meal Service Times          Begin Time: 10:00 AM          End Time: 1:00 PM

A3. Provisional Option request:                Not Participating

### Section B - School Breakfast Program (SBP)

B1. Months of Operation: (Check all that apply)

All: ☐   Jul: ☐   Aug: ☑   Sep: ☑   Oct: ☑   Nov: ☑   Dec: ☑

Jan: ☑   Feb: ☑   Mar: ☑   Apr: ☑   May: ☑   Jun: ☐

Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐   Mon: ☑   Tue: ☑   Wed: ☑   Thu: ☑   Fri: ☐   Sat: ☐   Sun: ☐

# Meal Counting & Claiming

## Application

## Section A - National School Lunch Program (NSLP)

A1. Months of Operation: (Check all that apply)

All: ☐  Jul: ☐  Aug: ✔  Sep: ✔  Oct: ✔  Nov: ✔  Dec: ✔

Jan: ✔  Feb: ✔  Mar: ✔  Apr: ✔  May: ✔  Jun: ☐

Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐  Mon: ✔  Tue: ✔  Wed: ✔  Thu: ✔  Fri: ☐  Sat: ☐  Sun: ☐

A2. Meal Service Times          Begin Time: 10:00 AM          End Time: 1:00 PM

A3. Provisional Option request:          Not Participating

## Section B - School Breakfast Program (SBP)

B1. Months of Operation: (Check all that apply)

All: ☐  Jul: ☐  Aug: ✔  Sep: ✔  Oct: ✔  Nov: ✔  Dec: ✔

Jan: ✔  Feb: ✔  Mar: ✔  Apr: ✔  May: ✔  Jun: ☐

Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐  Mon: ✔  Tue: ✔  Wed: ✔  Thu: ✔  Fri: ☐  Sat: ☐  Sun: ☐

# Meal Consolidation

| DAILY EDIT CHECK | DISTRICT_____ SCHOOL_____ |
| :---: | :--- |
| | MONTH_____ 20____ PREPARED BY_____ |
| | |

| Eligible Students | | | | Number of Student Breakfasts | | | | Number of Student Lunches | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Free | Reduced | Paid | Enrolled | Free | Reduced | Paid | Total | Free | Reduced | Paid | Total |
| 10/2/2023 | 10 | 5 | 16 | 31 | 11 | 5 | 16 | 32 | 9 | 4 | 15 | 28 |
| 10/3/2023 | 10 | 5 | 16 | 31 | 9 | 4 | 15 | 28 | 10 | 6 | 14 | 30 |
| 10/4/2023 | 9 | 4 | 17 | 30 | 8 | 3 | 17 | 28 | 9 | 4 | 18 | 31 |
| 10/5/2023 | 10 | 5 | 16 | 31 | 9 | 4 | 15 | 28 | 9 | 4 | 15 | 28 |
| 10/6/2023 | 10 | 5 | 16 | 31 | 9 | 4 | 15 | 28 | 9 | 4 | 15 | 28 |
| | | | 0 | | | | | 0 | | | | 0 |
| | | | 0 | | | | | 0 | | | | 0 |
| | | | 0 | | | | | 0 | | | | 0 |
| | | | 0 | | | | | 0 | | | | 0 |
| | | | 0 | | | | | 0 | | | | 0 |
| | | | 0 | | | | | 0 | | | | 0 |
| | | | 0 | | | | | 0 | | | | 0 |

Edit Check Tool

# Accurate Claim Submission

- Paperwork/Reports
  - Point of Sale Meal Counts
  - Tally Sheets (Provisional Programs only)

- Rosters (if applicable)

- Pupil Count

- Best practice to compare current claims with previous ones to look for repetition or variations

- More than one person to enter and double check

Claim Import File
Layout Requirements

# Meal Counts Explained

When do I count by student eligibility:

- Not operating HSMA
- Operating HSMA with non-CEP
- Base year Provision 2

When am I NOT required to count by student eligibility:

- Not operating HSMA but have CEP or non-base year Provision 2
- Operating HSMA and have CEP schools
- Operating HSMA and have non-base year Provision 2

Resource: HSMA Comparison Chart
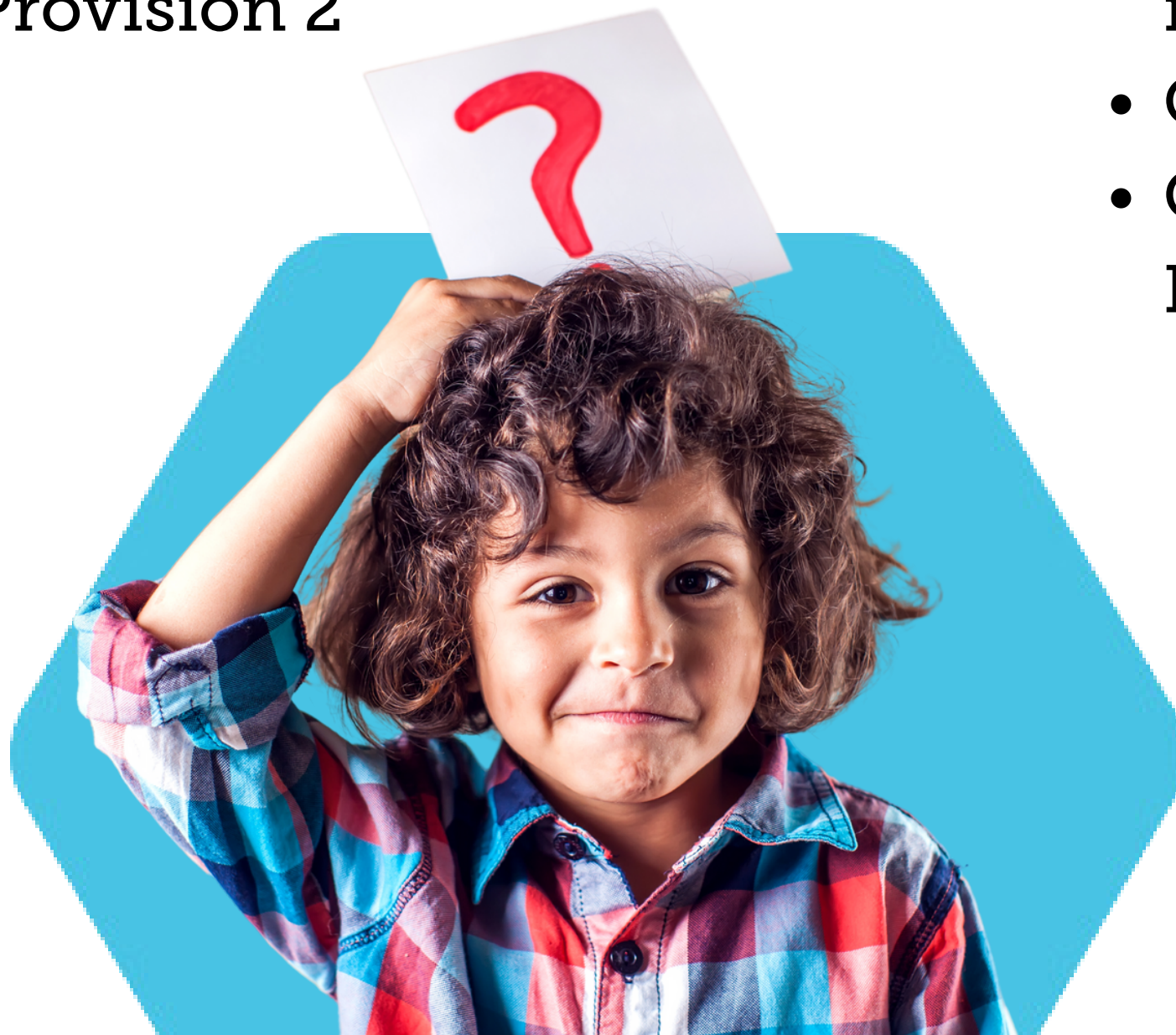
# Meal Counts Non-CEP Example

## School Nutrition Program General Information ⓘ

G1. Number of Children Approved for Free Meals: **53**

G2. Number of Children Approved for Reduced Price Meals: **10**

G3. Number of Enrolled Children: **111**

## National School Lunch Program ⓘ

L1. Number Operating Days: **8**

L2. Reimbursable Lunches Served

    a. Free Lunches Served: **256**

    b. Reduced Price Lunches Served: **44**

    c. Paid Lunches Served: **230**

    d. Total Lunches Served (a + b + c): **530**

# Meal Counts CEP Example

## School Nutrition Program General Information ℹ

G1.  Number of Children Approved for Free Meals:         426    75.660000 %

G2.  Number of Children Approved for Reduced Price Meals:   0    0.000000 %

G3.  Number of Enrolled Children:                          563

## National School Lunch Program ℹ

L1.  Number Operating Days:                                  8

L2.  Reimbursable Lunches Served                                        CEP %

    a. Free Lunches Served:                      2,643    75.660000 %

    b. Reduced Price Lunches Served:                 0     0.000000 %

    c. Paid Lunches Served:                        850    24.340000 %

    d. Total Lunches Served (a + b + c):         3,493   100.000000 %

# Submitting a Claim

| Claim Month | Adj Number | Claim Status | Date Received |
|---|---|---|---|
| Apr 2023 | 0 | Accepted | 05/09/2023 |

Resources:  Meal Counting and Claiming Training on Moodle
and Claiming Instructions

# Remember:

- Adult Meals Cannot be Claimed in the Portal
- Application Accuracy is Important (i.e. Programs, Days and Months of Operation, etc.)
- Having One Person Enter Claim and Another to Review can Prevent Common Errors

# Deadlines

## Reimbursement Claim Due Dates

### Claim submission deadlines for School Year 2023-24

The Child Nutrition reimbursement claim is subject to submission deadlines established by federal regulations. Specifically, a final claim for reimbursement, including revisions, shall be submitted to the state agency no later than 60 calendar days following the last day of the full month covered by the claim. Claims not submitted within 60 calendar days shall not be paid. {7 CFR Part 210.8(b)(1)}.

Claims must be filed on a timely basis to avoid the possibility that a claim would not be payable. It is the sponsor's responsibility to demonstrate timely submission of claims.

Reminder, **a claim must show as an "Accepted" status** in the CO Child Nutrition Portal (Online Claim System) to ensure timely submission. Claims left in a "Pending", "Incomplete", or "Error" status are not considered complete and will not be paid.

Visit the How to Claim Webpage for more information and training resources.

| Claim Month | Claim Submission Due Date |
|---|---|
| July 2023 | Friday, September 29, 2023 |
| August 2023 | Monday, October 30, 2023 |

# Reimbursement Rates

## School Year 2023-24 Reimbursement Rates

For the School Breakfast, National School Lunch, Afterschool Snack, Special Milk and State Programs.

### School Breakfast Program

| | Regular |
|---|---|
| Paid | $0.38 |
| Reduced-Price | $1.98 |
| Free | $2.28 |

| | Severe Need* |
|---|---|
| Paid | $0.38 |
| Reduced-Price | $2.43 |
| Free | $2.73 |

*Severe need breakfast rates are available only to those schools that served 40 percent or more free and reduced-price lunches during the 2022-2023 school year (July – last completed claim month). SP 02-2023*

### National School Lunch Program

| | Regular |
|---|---|
| Paid | $0.48 |
| Reduced-Price | $3.93 |
| Free | $4.33 |

| | Severe Need* |
|---|---|
| Paid | $0.50 |
| Reduced-Price | $3.95 |
| Free | $4.35 |

*Severe need lunch rates are only for those school food authorities that served, on a district-wide basis, 60 percent or more free and reduced-price lunches during the 2022-2023 school year (July – last completed claim month). SP 02-2023*

### Afterschool Snack Program

| | |
|---|---|
| Paid | $0.10 |
| Reduced-Price | $0.58 |
| Free | $1.17 |

### Special Milk Program

| | |
|---|---|
| Paid | $0.2625 |
| Free Milk | Average cost per ½ pint |

### State Programs - Breakfast

**Start Smart**

| | |
|---|---|
| Reduced-Price | $0.30 |

**Healthy School Meals for All (HSMA)***

| | |
|---|---|
| Paid | $1.90 |

*Will only apply to qualifying sponsors that opt-in to HSMA.*

### State Programs - Lunch

**Lunch Protection**

| | |
|---|---|
| Reduced-Price | $0.40 |

**Healthy School Meals for All (HSMA)***

| | |
|---|---|
| Paid | $3.85 |

*Will only apply to qualifying sponsors that opt-in to HSMA.*

## Notes

The lunch reimbursement rates include the additional performance-based **$0.08** reimbursement (7 CFR parts 210 and 220). All Sponsors in Colorado receive the additional $0.08, except for any new Sponsors not yet certified for the new meal patterns.

## Where to Learn More

How to Claim webpage
USDA Rates of Reimbursement website
State Programs Reimbursement fact sheet

COLORADO Department of Education School Nutrition

# Additional Federal Rates: SY 2023-24

| | | | |
|---|---|---|---|
| Severe Need Breakfast | Schools that served 40 percent or more free and reduced-price lunches during the second preceding school year. | Site level determination | Reduced-price and Free receive an extra $0.45 |
| Two-Cent Differential Lunch | School food authorities/ sponsors that served, on a district-wide basis, 60 percent or more free and reduced-price lunches during the second preceding school year. | Sponsor level determination | Lunch is easier, it's $0.02 extra for Paid, Reduced-price and Free |
| Performance Rate | All Sponsors in Colorado receive except for any new Sponsors not yet certified for the new meal patterns. | Certified Meal Pattern | Additional $0.08 at Lunch |

# Additional State Rates

Resource: State Funding for Reduced-Price and Paid Meals

| | | |
|---|---|---|
| Start Smart | Reduced-Price Breakfast for Grades PK-12 | $0.30 |
| Lunch Protection | Reduced-Price Lunch for PK-12 | $0.40 |
| Healthy School Meals for All | *New* this School Year for Public Schools under CDE | Paid Meals Breakfast $1.90 and Paid  Meals Lunch $3.85 equivalent to Federal Free Rate |

# Activity #1

Question 1:

Any concerns with meal counts?

Question 2:

How many reimbursable meals on Oct. 13 in each category:
- Free
- Reduced-Price
- Paid

| Date Range: | 10/2/2023 - 10/31/2023 | | | |
|---|---|---|---|---|
| Site code: | 3421 | | Site Name: | |

| | Service: | Lunch | Operating Days: | 22 |
|---|---|---|---|---|
| Severe Need and/or High Need: | | Y | Site Enrollment: | 210 |
| Attendance Factor: | | 96% | Free | 70 |
| Highest Number of Students: | | 215 | Reduced-Price | 20 |
| Average Daily Attendance (ADA): | | 206 | Paid | 120 |

| | Reimbursable Meals | | | |
|---|---|---|---|---|
| Date | Free | Reduced - Price | Paid | Total |
| 10/2/2023 | 63 | 19 | 121 | 203 |
| 10/3/2023 | 65 | 20 | 115 | 200 |
| 10/4/2023 | 62 | 18 | 121 | 201 |
| 10/5/2023 | 64 | 17 | 123 | 204 |
| 10/6/2023 | 63 | 18 | 120 | 201 |
| 10/9/2023 | 63 | 18 | 120 | 201 |
| 10/10/2023 | 64 | 19 | 120 | 203 |
| 10/11/2023 | 64 | 17 | 122 | 203 |
| 10/12/2023 | 65 | 18 | 120 | 203 |
| **10/13/2023** | 62 | 18 | 124 | 204 |
| 10/16/2023 | 65 | 19 | 117 | 201 |
| 10/17/2023 | 63 | 20 | 118 | 201 |
| 10/18/2023 | 64 | 16 | 121 | 201 |
| 10/19/2023 | 61 | 18 | 126 | 205 |
| 10/20/2023 | 61 | 18 | 126 | 205 |
| 10/23/2023 | 62 | 19 | 124 | 205 |
| 10/24/2023 | 88 | 27 | 140 | 255 |
| 10/25/2023 | 65 | 16 | 124 | 205 |
| 10/26/2023 | 63 | 19 | 123 | 205 |
| 10/27/2023 | 62 | 15 | 128 | 205 |
| 10/30/2023 | 62 | 15 | 127 | 204 |

# Activity #1 - Concerns?

**Question 1:**

Any concerns with meal counts?

| Date Range: | 10/2/2023 - 10/31/2023 | | |
|---|---|---|---|
| Site code: | 3421 | | Site Name: |

| Service: | Lunch | Operating Days: | 22 |
|---|---|---|---|
| Severe Need and/or High Need: | Y | Site Enrollment: | 210 |
| Attendance Factor: | 96% | Free | 70 |
| Highest Number of Students: | 215 | Reduced-Price | 20 |
| Average Daily Attendance (ADA): | 206 | Paid | 120 |

| | Reimbursable Meals | | | |
|---|---|---|---|---|
| **Date** | **Free** | **Reduced - Price** | **Paid** | **Total** |
| 10/2/2023 | 63 | 19 | 121 | 203 |
| 10/3/2023 | 65 | 20 | 115 | 200 |
| 10/4/2023 | 62 | 18 | 121 | 201 |
| 10/5/2023 | 64 | 17 | 123 | 204 |
| 10/6/2023 | 63 | 18 | 120 | 201 |
| 10/9/2023 | 63 | 18 | 120 | 201 |
| 10/10/2023 | 64 | 19 | 120 | 203 |
| 10/11/2023 | 64 | 17 | 122 | 203 |
| 10/12/2023 | 65 | 18 | 120 | 203 |
| **10/13/2023** | 62 | 18 | 124 | 204 |
| 10/16/2023 | 65 | 19 | 117 | 201 |
| 10/17/2023 | 63 | 20 | 118 | 201 |
| 10/18/2023 | 64 | 16 | 121 | 201 |
| 10/19/2023 | 61 | 18 | 126 | 205 |
| 10/20/2023 | 61 | 18 | 126 | 205 |
| 10/23/2023 | 62 | 19 | 124 | 205 |
| 10/24/2023 | 88 | 27 | 140 | 255 |
| 10/25/2023 | 65 | 16 | 124 | 205 |
| 10/26/2023 | 63 | 19 | 123 | 205 |
| 10/27/2023 | 62 | 15 | 128 | 205 |
| 10/30/2023 | 62 | 15 | 127 | 204 |

# Activity #1 - Meal Counts

Question 2:

How many reimbursable meals on Oct. 13 in each category:
- Free
- Reduced-Price
- Paid

| Date Range: | 10/2/2023 - 10/31/2023 | | |
|---|---|---|---|
| Site code: | 3421 | | Site Name: |

| | Service: | Lunch | Operating Days: | 22 |
|---|---|---|---|---|
| Severe Need and/or High Need: | | Y | Site Enrollment: | 210 |
| Attendance Factor: | | 96% | Free | 70 |
| Highest Number of Students: | | 215 | Reduced-Price | 20 |
| Average Daily Attendance (ADA): | | 206 | Paid | 120 |

| | Reimbursable Meals | | | |
|---|---|---|---|---|
| Date | Free | Reduced - Price | Paid | Total |
| 10/2/2023 | 63 | 19 | 121 | 203 |
| 10/3/2023 | 65 | 20 | 115 | 200 |
| 10/4/2023 | 62 | 18 | 121 | 201 |
| 10/5/2023 | 64 | 17 | 123 | 204 |
| 10/6/2023 | 63 | 18 | 120 | 201 |
| 10/9/2023 | 63 | 18 | 120 | 201 |
| 10/10/2023 | 64 | 19 | 120 | 203 |
| 10/11/2023 | 64 | 17 | 122 | 203 |
| 10/12/2023 | 65 | 18 | 120 | 203 |
| 10/13/2023 | 62 | 18 | 124 | 204 |
| 10/16/2023 | 65 | 19 | 117 | 201 |
| 10/17/2023 | 63 | 20 | 118 | 201 |
| 10/18/2023 | 64 | 16 | 121 | 201 |
| 10/19/2023 | 61 | 18 | 126 | 205 |
| 10/20/2023 | 61 | 18 | 126 | 205 |
| 10/23/2023 | 62 | 19 | 124 | 205 |
| 10/24/2023 | 88 | 27 | 140 | 255 |
| 10/25/2023 | 65 | 16 | 124 | 205 |
| 10/26/2023 | 63 | 19 | 123 | 205 |
| 10/27/2023 | 62 | 15 | 128 | 205 |
| 10/30/2023 | 62 | 15 | 127 | 204 |

# Activity #2 - CEP Meal Counts

**Question 1:**

On Oct. 5, How many reimbursable meals

- Free
- Reduced-Price
- Paid

**Question 2:**

On Oct. 13, how many reimbursable meals

- Free
- Reduced-Price
- Paid

| Date Range: | 10/2/2023-10/31/2023 | | | HSMA (Y or N) | | Y |
|---|---|---|---|---|---|---|
| Site code: | 1234 | | Site Name: | | Radish Elementary | |

| | Service: | Lunch | Operating Days: | 22 | Provisional Program: | CEP |
|---|---|---|---|---|---|---|
| Severe Need and/or High Need: | No | | Site Enrollment: | 210 | ISP % | 52% |
| Attendance Factor: | 96% | | Free | 115 | Free Claim% | 0.832 |
| Highest Number of Students: | 215 | | Reduced-Price | 25 | Paid Claim % | 0.168 |
| Average Daily Attendance (ADA): | 206 | | Paid | 70 | | |

| Date | Reimbursable Meals | | | | Federal Reimb | State Reimb | Total Reimb |
|---|---|---|---|---|---|---|---|
| | Free | Reduced - Price | Paid | Total | | | |
| 10/2/2023 | 169 | | 34 | 203 | | | |
| 10/3/2023 | 167 | | 34 | 201 | | | |
| 10/4/2023 | 167 | | 34 | 201 | | | |
| **10/5/2023** | 166 | | 33 | **199** | | | |
| 10/6/2023 | 167 | | 34 | 201 | | | |
| 10/9/2023 | 168 | | 34 | 202 | | | |
| 10/10/2023 | 169 | | 34 | 203 | | | |
| 10/11/2023 | 169 | | 34 | 203 | | | |
| 10/12/2023 | 169 | | 34 | 203 | | | |
| **10/13/2023** | | | | **204** | | | |
| 10/16/2023 | 167 | | 34 | 201 | | | |
| 10/17/2023 | 167 | | 34 | 201 | | | |

# Activity #2 - Calculating Meal Counts

## Question 1:

On Oct. 5, How many reimbursable meals

- Free
- Reduced-Price
- Paid

Free: 199 X 0.832 = 166

Paid: 199 X 0.168 = 33

Reduced: N/A (CEP)

| Date Range: | 10/2/2023-10/31/2023 | | | HSMA (Y or N) | | Y |
|---|---|---|---|---|---|---|
| Site code: | 1234 | | Site Name: | Radish Elementary | | |

| | Service: | Lunch | Operating Days: | 22 | Provisional Program: | CEP |
|---|---|---|---|---|---|---|
| | Severe Need and/or High Need: | No | Site Enrollment: | 210 | ISP % | 52% |
| | Attendance Factor: | 96% | Free | 115 | Free Claim% | 0.832 |
| | Highest Number of Students: | 215 | Reduced-Price | 25 | Paid Claim % | 0.168 |
| | Average Daily Attendance (ADA): | 206 | Paid | 70 | | |

| | Reimbursable Meals | | | | Federal Reimb | State Reimb | Total Reimb |
|---|---|---|---|---|---|---|---|
| Date | Free | Reduced - Price | Paid | Total | | | |
| 10/2/2023 | 169 | | 34 | 203 | | | |
| 10/3/2023 | 167 | | 34 | 201 | | | |
| 10/4/2023 | 167 | | 34 | 201 | | | |
| 10/5/2023 | 166 | | 33 | 199 | | | |
| 10/6/2023 | 167 | | 34 | 201 | | | |
| 10/9/2023 | 168 | | 34 | 202 | | | |
| 10/10/2023 | 169 | | 34 | 203 | | | |
| 10/11/2023 | 169 | | 34 | 203 | | | |
| 10/12/2023 | 169 | | 34 | 203 | | | |
| 10/13/2023 | | | | 204 | | | |
| 10/16/2023 | 167 | | 34 | 201 | | | |
| 10/17/2023 | 167 | | 34 | 201 | | | |

# Activity #2 - More Calculations

Question 2:

On Oct. 13, how many reimbursable meals
- Free
- Reduced-Price
- Paid

Free: 204 X 0.832 = 170

Paid: 204 X 0.168 = 34

Reduced: N/A (CEP)

| Date Range: | 10/2/2023-10/31/2023 | | | | HSMA (Y or N) | Y |
|---|---|---|---|---|---|---|
| Site code: | 1234 | | Site Name: | Radish Elementary | | |

| | Service: | Lunch | Operating Days: | 22 | Provisional Program: | CEP |
|---|---|---|---|---|---|---|
| | Severe Need and/or High Need: | No | Site Enrollment: | 210 | ISP % | 52% |
| | Attendance Factor: | 96% | Free | 115 | Free Claim% | 0.832 |
| | Highest Number of Students: | 215 | Reduced-Price | 25 | Paid Claim % | 0.168 |
| | Average Daily Attendance (ADA): | 206 | Paid | 70 | | |

| Date | Reimbursable Meals | | | | Federal Reimb | State Reimb | Total Reimb |
|---|---|---|---|---|---|---|---|
| | Free | Reduced - Price | Paid | Total | | | |
| 10/2/2023 | 169 | | 34 | 203 | | | |
| 10/3/2023 | 167 | | 34 | 201 | | | |
| 10/4/2023 | 167 | | 34 | 201 | | | |
| **10/5/2023** | 166 | | 33 | **199** | | | |
| 10/6/2023 | 167 | | 34 | 201 | | | |
| 10/9/2023 | 168 | | 34 | 202 | | | |
| 10/10/2023 | 169 | | 34 | 203 | | | |
| 10/11/2023 | 169 | | 34 | 203 | | | |
| 10/12/2023 | 169 | | 34 | 203 | | | |
| **10/13/2023** | | | | **204** | | | |
| 10/16/2023 | 167 | | 34 | 201 | | | |
| 10/17/2023 | 167 | | 34 | 201 | | | |

# Activity #3

| Date Range: | 10/2/2023-10/31/2023 | | | HSMA (Y or N) | Y |
|---|---|---|---|---|---|
| Site code: | 1234 | | Site Name: | Radish Elementary | |

| | Service: | Lunch | Operating Days: | 22 | Provisional Program: | CEP |
|---|---|---|---|---|---|---|
| Severe Need and/or High Need: | No | | Site Enrollment: | 210 | ISP % | 52% |
| Attendance Factor: | 96% | | Free | 115 | Free Claim% | 0.832 |
| Highest Number of Students: | 215 | | Reduced-Price | 25 | Paid Claim % | 0.168 |
| Average Daily Attendance (ADA): | 206 | | Paid | 70 | | |

| Date | Reimbursable Meals | | | | Federal Reimb | State Reimb | Total Reimb |
|---|---|---|---|---|---|---|---|
| | Free | Reduced - Price | Paid | Total | | | |
| 10/4/2023 | 167 | | 34 | 201 | | | |
| 10/5/2023 | 166 | | 33 | 199 | | | |

## National School Lunch Program

| | Regular |
|---|---|
| Paid | $0.48 |
| Reduced-Price | $3.93 |
| Free | $4.33 |

| | Severe Need* |
|---|---|
| Paid | $0.50 |
| Reduced-Price | $3.95 |
| Free | $4.35 |

## State Programs - Lunch

| Lunch Protection Reduced-Price | $0.40 |
|---|---|

| Healthy School Meals for All (HSMA)* | |
|---|---|
| Paid | $3.85 |

*Will only apply to qualifying sponsors that opt-in to HSMA.

Notes
The lunch reimbursement rates include the additional performance-based $0.08 reimbursement (7 CFR parts 210 and 220). All Sponsors in Colorado receive the additional $0.08, except for any new Sponsors not yet certified for the new meal patterns.

Question 1: Determine Federal Reimbursement Rate

Question 2: Determine State Reimbursement Rate

Question 3: What is the Total Reimbursement

# Activity #3 - Federal Reimbursement Rate

| Date Range: | 10/2/2023-10/31/2023 | | | HSMA (Y or N) | | Y |
|---|---|---|---|---|---|---|
| Site code: | 1234 | | Site Name: | | Radish Elementary | |

| | Service: | Lunch | Operating Days: | 22 | Provisional Program: | CEP |
|---|---|---|---|---|---|---|
| Severe Need and/or High Need: | | No | Site Enrollment: | 210 | ISP % | 52% |
| Attendance Factor: | | 96% | Free | 115 | Free Claim% | 0.832 |
| Highest Number of Students: | | 215 | Reduced-Price | 25 | Paid Claim % | 0.168 |
| Average Daily Attendance (ADA): | | 206 | Paid | 70 | | |

## National School Lunch Program

| | Regular |
|---|---|
| Paid | $0.48 |
| Reduced-Price | $3.93 |
| Free | $4.33 |

| | Severe Need* |
|---|---|
| Paid | $0.50 |
| Reduced-Price | $3.95 |
| Free | $4.35 |

## State Programs - Lunch

| Lunch Protection Reduced-Price | $0.40 |
|---|---|

| Healthy School Meals for All (HSMA)* | |
|---|---|
| Paid | $3.85 |

*Will only apply to qualifying sponsors that opt-in to HSMA.*

**Notes**
The lunch reimbursement rates include the additional performance-based **$0.08** reimbursement (7 CFR parts 210 and 220). All Sponsors in Colorado receive the additional $0.08, except for any new Sponsors not yet certified for the new meal patterns.

### Reimbursable Meals

| Date | Free | Reduced-Price | Paid | Total | Federal Reimb | State Reimb | Total Reimb |
|---|---|---|---|---|---|---|---|
| | 107 | | 94 | 201 | | | |
| 10/5/2023 | 166 | | 33 | 199 | $734.62 | | |

166 Free Meals X $4.33 = $718.78
33 Paid Meals X $0.48 = $15.84

$718.78 + $15.84 = $734.62

# Activity #3 - State Reimbursement Rate

| | | | | |
|---|---|---|---|---|
| **Date Range:** | 10/2/2023-10/31/2023 | | **HSMA (Y or N)** | Y |
| **Site code:** | 1234 | **Site Name:** | Radish Elementary | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | **Service:** | Lunch | **Operating Days:** | 22 | **Provisional Program:** | CEP |
| **Severe Need and/or High Need:** | No | **Site Enrollment:** | 210 | **ISP %** | 52% |
| **Attendance Factor:** | 96% | **Free** | 115 | **Free Claim%** | 0.832 |
| **Highest Number of Students:** | 215 | **Reduced-Price** | 25 | **Paid Claim %** | 0.168 |
| **Average Daily Attendance (ADA):** | 206 | **Paid** | 70 | | |

| Date | Reimbursable Meals | | | | Federal Reimb | State Reimb | Total Reimb |
|------|------|------------------|------|-------|---------------|-------------|-------------|
| | **Free** | **Reduced - Price** | **Paid** | **Total** | | | |
| 10/5/2023 | 166 | | 33 | 199 | $734.62 | $127.05 | |

**33 Paid Meals X $3.85 = $127.05**

**HSMA Paid Rate:**

**$4.33 - $0.48 = $3.85**

## National School Lunch Program

| | Regular |
|---|---|
| Paid | $0.48 |
| Reduced-Price | $3.93 |
| Free | $4.33 |

| | Severe Need* |
|---|---|
| Paid | $0.50 |
| Reduced-Price | $3.95 |
| Free | $4.35 |

### State Programs - Lunch

| Lunch Protection Reduced-Price | $0.40 |
|---|---|

| Healthy School Meals for All (HSMA)* | |
|---|---|
| Paid | $3.85 |

*Will only apply to qualifying sponsors that opt-in to HSMA.*

Notes
The lunch reimbursement rates include the additional performance-based **$0.08** reimbursement (7 CFR parts 210 and 220). All Sponsors in Colorado receive the additional $0.08, except for any new Sponsors not yet certified for the new meal patterns.

# Activity #3 - Total Reimbursement

| Date Range: | 10/2/2023-10/31/2023 | | | HSMA (Y or N) | Y |
|---|---|---|---|---|---|
| Site code: | 1234 | Site Name: | | Radish Elementary | |

| | Service: | Lunch | Operating Days: | 22 | Provisional Program: | CEP |
|---|---|---|---|---|---|---|
| Severe Need and/or High Need: | No | Site Enrollment: | 210 | ISP % | 52% |
| Attendance Factor: | 96% | Free | 115 | Free Claim% | 0.832 |
| Highest Number of Students: | 215 | Reduced-Price | 25 | Paid Claim % | 0.168 |
| Average Daily Attendance (ADA): | 206 | Paid | 70 | | |

| Date | Reimbursable Meals | | | | Federal Reimb | State Reimb | Total Reimb |
|---|---|---|---|---|---|---|---|
| | Free | Reduced - Price | Paid | Total | | | |
| 10/5/2023 | 166 | | 33 | 199 | $734.62 | $127.05 | $861.67 |

$734.62 + $127.05 = $861.67

## National School Lunch Program

| | Regular |
|---|---|
| Paid | $0.48 |
| Reduced-Price | $3.93 |
| Free | $4.33 |

| | Severe Need* |
|---|---|
| Paid | $0.50 |
| Reduced-Price | $3.95 |
| Free | $4.35 |

## State Programs - Lunch

| Lunch Protection Reduced-Price | $0.40 |
|---|---|

| Healthy School Meals for All (HSMA)* | |
|---|---|
| Paid | $3.85 |

*Will only apply to qualifying sponsors that opt-in to HSMA.

Notes
The lunch reimbursement rates include the additional performance-based $0.08 reimbursement (7 CFR parts 210 and 220). All Sponsors in Colorado receive the additional $0.08, except for any new Sponsors not yet certified for the new meal patterns.

# Remember:

- Meet Claiming Deadlines
- Enter Accurate Data
- Understand your Claiming Programs
- Check the Claim Summary Page in the Portal
- Make Sure the Reimbursement Looks Correct

# Back to School Checklist (cont.)

- Serving Pre-school students
  - Confirm program eligibility
- Civil Rights
  - Utilize Self-Check
- Professional Standards
  - Track completed trainings
- Food Safety
  - Request food safety inspections

# Resource Management

- Paid Lunch Equity Tool
  - Waived for sponsors participating in HSMA

- Non-program Revenue Tool

# Healthy School Meals for All

- Outreach toolkit

- Other program resources
  - FAQ
  - Comparison Chart

# Checklist (cont.)

- Administrative Reviews and Technical Assistance Visits

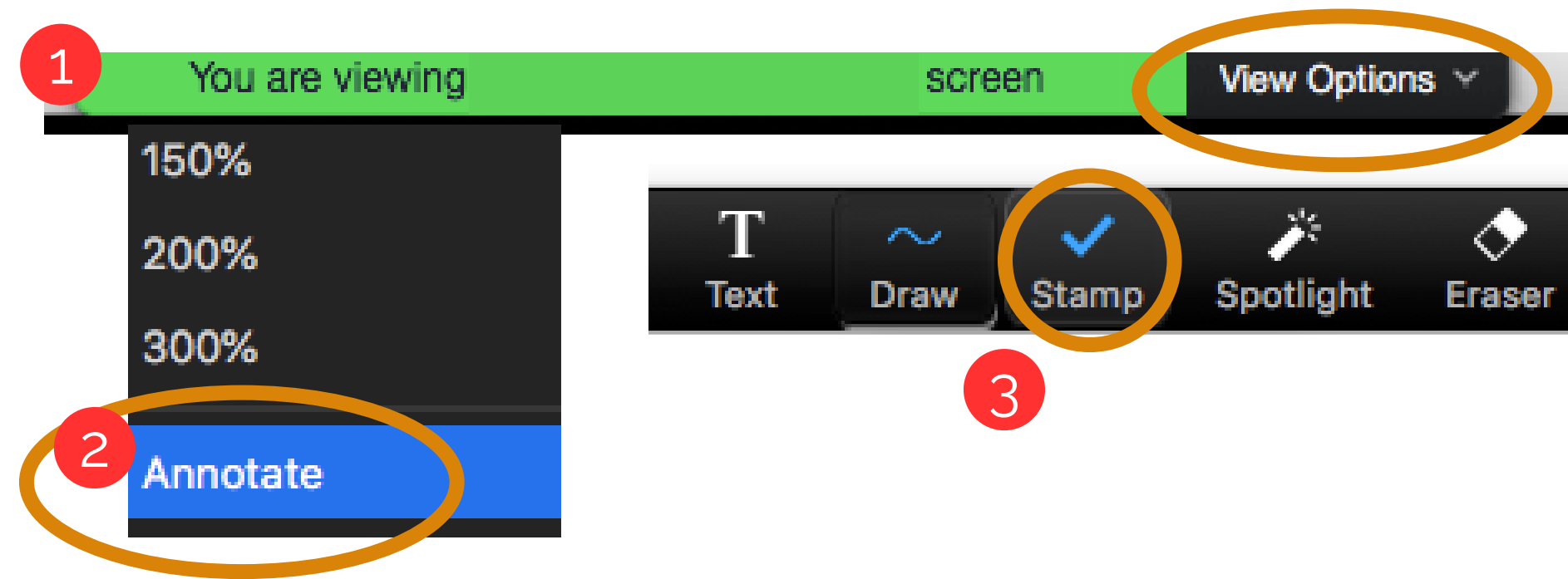- CDE School Nutrition Point of Contact

# Other Reminders

- Events & Program Deadlines webpage

- The Dish

- Future training opportunities

# Questions?

# Check-in



① You are viewing                    screen    [View Options ⌄]

- 150%
- 200%
- 300%

② Annotate

③ [T] Text   [~] Draw   [✓] Stamp   [✨] Spotlight   [◇] Eraser

Now, how are you feeling about the school year?

# Evaluation & Professional Standards

## Training Evaluation: Please tell us how we did!

Professional Standards:
3100, 3200, 3400 (1 hour)

Use the CDE Professional Standards Training Tracker to document Annual Training Requirements.

# Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:
(833) 256-1655 or (202) 690-7442; or

3. email:
program.intake@usda.gov.
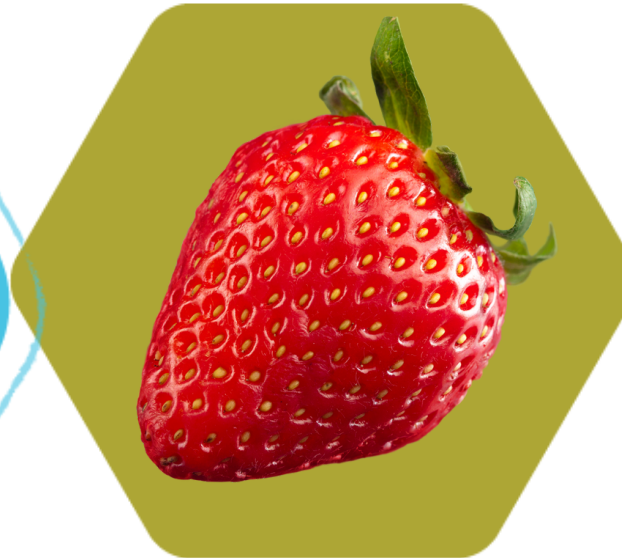
This institution is an equal opportunity provider.

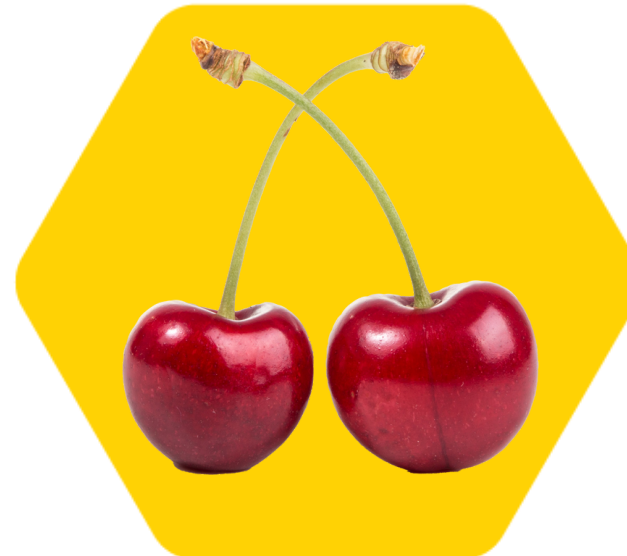# Thank you!

Jenny Herman
herman_j@cde.state.co.us
720-812-3119

Amanda Gersabeck
gersabeck_a@cde.state.co.us
720-814-6943

Visit School Nutrition Website