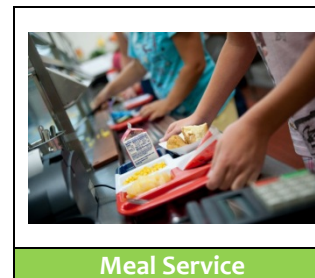
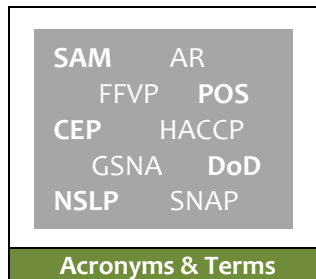


FLIP-n-FIND

The go-to resource for School Nutrition Program information



These topics and more!

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Access Instructions

- Georgia Department of Education (GaDOE)
School Nutrition Program (SNP) Web Page
www.gasnp.org
- Program Resources

Save File to Desktop

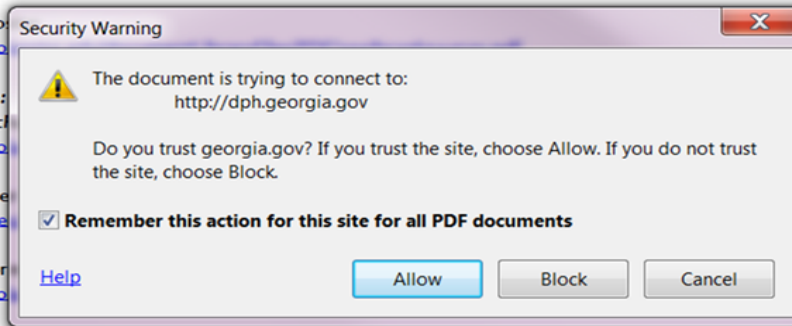
- Open Flip-n-Find from link on the GaDOE SNP web page
- In toolbar at the bottom of the screen, click on computer disk icon
- "Save a Copy" window will open
- In the "Save in" drop down box, select Desktop
- "File name" drop down box will automatically populate with "Flip-n-Find"
- Click Save

Navigation Tips

- 1) To move forward or backward through Flip-n-Find:
 - Use arrows at bottom of screen or
 - Use directional arrow keys (up or down) on keyboard
- 2) Table of Contents categories are listed alphabetically
- 3) Instruction pages are typed in [blue](#)
- 4) All categories are hyperlinked to their respective pages
 - Place cursor over any category title
 - Click left mouse button once & selected category page will appear
- 5) Each page is formatted by
 - Resources-Forms: web sites of electronic resources, School Nutrition Online links, & forms
 - Task(s) & Deadline(s): any that pertain to the resource, School Nutrition Online link, or form
- 6) Some categories have more than one page of resources which is indicated by "Continued on next page" in bottom left corner of page
- 7) Resource web addresses are hyperlinked to Internet; click left mouse button once & selected site will open
- 8) To return to Table of Contents, click on hyperlink in bottom right corner of page

Warning Message

Food Safety		Task(s)	Deadline(s)
Resources-Forms			
A Biosecurity Checklist for School Foodservice Programs http://foodbiosecurity.nfsmi.org/		N/A	N/A
Developing a School Food Safety Program http://www.nfsmi.org/ResourceOverview.aspx?ID=57		N/A	N/A
Disposable Gloves Mini-Poster http://nfsmi-website.nfsmi.org/			N/A
Emergency Readiness Plan: Guide and Forms for the School http://nfsmi-website.nfsmi.org/			N/A
First Aid for Choking Poster http://dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Food/Education/Handwashing.pdf			N/A
Food Safety in Schools (for Schools) http://nfsmi-website.nfsmi.org/			N/A
Food Safety for Summer Food Service Programs http://nfsmi-website.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=73		N/A	N/A
Food Safety Mini-Posters http://nfsmi-website.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=74		N/A	N/A
Handwashing Poster http://dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Food/Education/Handwashing.pdf		N/A	N/A
Hand Washing in Georgia's Public Schools A Community Needs Assessment & Intervention Study http://www.geha-online.org/Attachments/Publications/Hand%20Washing%20in%20GA.pdf		N/A	N/A



(Continued on next page)

Georgia Department of Education
July 22, 2015
"USDA is an equal opportunity provider and employer."

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If this warning message appears, click "Allow" and proceed.

Acronyms & Terms

A

AASBO	American Association of School Business Officials
AC	Area Consultant. Member of Review and Technical Assistance Unit staff, School Nutrition Division, Georgia Department of Education.
ACDA	American Commodity Distribution Association. Professional association of local and state personnel, government and industry with interest in the United States Department of Agriculture (USDA) Foods Program.
ADA	Americans with Disabilities Act. Formerly, American Dietetic Association (now Academy of Nutrition and Dietetics).
ADA	Average daily attendance. The figure representing a school's or school system's attendance per day averaged over a period of time.
ADM	Administrative Unit. The unit within the School Nutrition Division of the Georgia Department of Education that provides operational support to the state and local School Nutrition Programs in Georgia. This includes the administration and disbursement of important school nutrition documentation, contacts, and associations.
ADP	Average daily participation. Average daily number of students served school lunch (or breakfast); may also be expressed as a percentage of students in attendance.
AFHK	Action for Healthy Kids
AMS	Agricultural Marketing Service of USDA. Agency responsible for purchasing surplus removal commodities such as meat, poultry, fruits and vegetables.
AND	Academy of Nutrition and Dietetics
AR	Administrative Review. A federally-prescribed review system used by the State Agency to monitor School Food Authority programs.

Acronyms & Terms

A

ARRA	American Recovery and Reinvestment Act of 2009. An equipment assistance grants program created to shore up infrastructures and to stimulate the economy. Georgia received over \$4.4 million, the fifth largest grantee in the nation.
ASCP	Afterschool Care Program. The National School Lunch Program offers cash reimbursement to help schools serve snacks to children in afterschool activities aimed at promoting the health and well-being of children and youth in our communities. A school must provide children with regularly scheduled activities in an organized, structured and supervised environment; include educational or enrichment activities (e.g. mentoring or tutoring programs).
Attendance Factor	Attendance as a percentage of enrollment at either the school or School Food Authority (SFA) level. In the absence of a local attendance factor, the SFA can use the state factor.
Audit, single	Compliance audit that meets federal audit requirements of the federal OMB Circular A-133.

B

BMI	Body mass index
Bonus Commodity	A food item not charged against Planned Assistance Level.
Breakout	That part of lunch, either all or part of one or more food or menu items, that is broken out from the lunch meal and served as a snack at another time during the day for younger children.
Bright from the Start	Georgia's Department of Early Care and Learning

C

CACFP	Child and Adult Care Food Program. Administered by the Georgia Department of Early Care and Learning and provides reimbursement for meals and/or snacks to children in child care centers, including pre- kindergarten programs, family daycare homes and after-school programs.
CAP	Corrective action plan. Plan developed by SFA to address federal/state review findings.
Cash in lieu	Monies issued for purchase of specified foods instead of donated commodities.

Acronyms & Terms

C

Catered meals	Meals prepared and/or served by the School Nutrition Program through contract to a group, organization, etc., including another school.
CCSSO	Council of Chief State School Officers
CDC	Centers for Disease Control and Prevention
CEP	Community Eligibility Provision. An alternative provided in The Healthy, Hunger Free Kids Act of 2010 to collecting applications for free and reduced meals in high poverty areas. With CEP, reimbursement is based on claiming percentages derived from "identified student percentages". Identified student percentages refer to the percent of enrolled students who are approved free without an application, including students who are directly certified, homeless, migrant, or foster approved from a listing. A formula is applied to the percentage of identified eligibles to determine the percentage of free meals that can be claimed.
CFR (Title 7)	Title 7 of the Code of Federal Regulations. A codification of the general and permanent rules published in the Federal Register by USDA. The following parts directly relate to School Nutrition:
Part 210	National School Lunch Program
Part 215	Special Milk Program for Children
Part 220	School Breakfast Program
Part 225	Summer Food Service Program
Part 226	Child and Adult Care Food Program
Part 227	Nutrition Education and Training Program
Part 240	Cash in lieu of Commodities
Part 245	Determining Eligibility for Free/Reduced Price Meals and Free Milk in Schools
Part 250	Food Distribution Program

Acronyms & Terms

C

CHIPS	Children Health Insurance Program for States; PeachCare in Georgia
Civil Rights	Assurances that program beneficiaries or employees (equal employment opportunity) are not discriminated against or denied benefits on the basis of race, color, national origin, gender, religion, age, disability, sexual orientation, marital or family status, political beliefs, parental status, protected genetic information, or because all or part of an individual's income is derived from any public assistance program.
Claim	Request submitted monthly online via the School Nutrition Online (SNO) database to the School Nutrition Claims Unit of the Georgia Department of Education Accounting Division for reimbursement of program meals served.
CMSA	Consolidated Metropolitan Statistical Area
CNA	Child Nutrition Act of 1966
CN Label	Child Nutrition Label. A special label developed as part of a voluntary federal labeling program for food manufacturers and administered by the USDA. The CN label indicates a product's component and quantity contributions to program meals. Not required in Georgia for processed items.
CNP	Child Nutrition Program. Programs administered and funded by USDA, including Child and Adult Care Food Program, National School Lunch Program, School Breakfast Program, Special Milk Program, and Summer Food Service Program.
Competitive Foods	Those foods restricted by federal and state rules from sale at school; see 7 CFR Part 210.11 and Georgia Rule, Code EE, 160-5-6-.01, Statewide School Nutrition Program.
Component	One of the five food groups that comprise reimbursable lunches. These are meats/meat alternates, grains, fruits, vegetables and fluid milk. Schools must always offer all five food components in at least the minimum required amounts.

Acronyms & Terms

C

Consignee	Any location that physically accepts delivery of USDA foods directly from USDA’s vendors on behalf of Georgia Recipient Agencies (RAs). Georgia utilizes two types of consignees—commercial entities (which are referred to as “commercial distributors”) under contract to receive, store and deliver USDA foods to RAs and “direct ship” entities which are RAs that receive all or part of their USDA foods directly from USDA’s assigned vendors into their own system’s warehouse or a warehouse with which the RA directly contracts.
CSV	Comma Separated Value. A method that allows School Food Authorities to extract data from School Nutrition Online reports and utilize it in spreadsheet applications to develop customized reports.
Culinary Institute I & II	Annual training by a state college or university for the purpose of enhancing personal wellness and nutrition culinary skills.

D

DA	Distributing Agency. A state, federal or private agency distributing USDA foods (referred to as “donated commodities” in CFR Title 7).
DECAL	Department of Early Care and Learning; also known as Bright from the Start
DE Forms	Georgia Department of Education developed forms for use in the SNP for recordkeeping and/or reporting.
Delivery Order Number	A unique number assigned to each shipment of USDA foods specifying the commodity code, state, USDA’s letter code for the school year and specific truckload number. Example: A210113H001
DGA	Dietary Guidelines for Americans
DoD	Department of Defense Fresh Fruit and Vegetable Program
DOE	Georgia Department of Education; now known as GaDOE

Acronyms & Terms

D

Donated Foods Agricultural food items made available by USDA to Child Nutrition Program participants as "price support" or "surplus removal". In Georgia, we use the term "USDA Foods" in lieu of using the word "donated".

E

Edit Checks Monthly review of meal counts against attendance and number of eligible students for the purpose of detecting errors.

EOM End of message or end of month

F

F & RP Policy Free and Reduced-Price Meal Policy Statement

FBG Food Buying Guide

FBU Finance and Budget Unit. The unit within the School Nutrition Division of the Georgia Department of Education that serves as a point of reference for the School Nutrition Online application, Fresh Fruit and Vegetable Program, and financial management.

FDA Food and Drug Administration

FDP Food Distribution Program

FDU Food Distribution Unit. The unit within the School Nutrition Division of the Georgia Department of Education that oversees USDA Foods, state processing, procurement and Department of Defense.

FFVP Fresh Fruit and Vegetable Program. Provides all children in participating schools with a variety of free fresh fruit and vegetable snacks offered outside the meal period. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. Funds are awarded based on a competitive grants application process to elementary schools with at least 50% of their enrollment eligible for free or reduced price meals.

Acronyms & Terms

F

Federal Register	Document that provides a uniform system for making available to the public regulations (proposed, interim and final) and legal notices issued by federal agencies.
Fee for Service	A method by which the School Food Authority pays the food processor to convert USDA foods into more usable end product forms. The price charged is by pound or by case representing a processor's costs of ingredients (other than the USDA food), labor, packaging, overhead and other costs incurred in converting USDA foods into the end product.
Final federal rules	See Regulations.
Financial	Report submitted monthly online via the School Nutrition Online database documenting School Food Authority School Nutrition Program revenues, expenditures, and inventory.
FLSA	Fair Labor Standards Act; administered in Georgia by the Department of Labor.
FMNV	Food of minimal nutritional value
FNS	Food and Nutrition Service. A unit within the USDA that administers the Child Nutrition, Supplemental Nutrition Assistance, Women, Infants and Children and Food Distribution Programs.
FNS SERO	USDA's Food and Nutrition Service Southeast Regional Office. One of six regional offices in the United States located in Atlanta. Provides technical and regulatory assistance to State Agencies (SAs) (as opposed to local agencies) and monitors SAs.
Food Item	A specific food offered within the five food components.
FRAC	Food Research and Action Committee
FSA	Farm Service Agency of USDA. Agency responsible for the acquisition, procurement, storage, and distribution of USDA foods.
Free Meals	Child Nutrition Program meals served at no cost to children from households eligible for such benefits under 7 CFR Part 245; currently, incomes under 130% of poverty.

Acronyms & Terms

F

FSEA	Food Service Equipment Assistance. Federal matching funds previously available to SNP participants for purchase of large equipment.
FSIS	Food Safety and Inspection Service. USDA agency responsible for inspecting wholesomeness of meat and poultry products.
FSMC	Food Service Management Company. A commercial enterprise of non-profit organization that contracts with school boards to manage any aspect of the school food service.
FTE	Full time equivalent. A unit used for determining school attendance/enrollment/membership for education funding purposes; for the purpose of calculating state school lunch funds earned, an entity that produces 85 lunches in an eight-hour period.
FY	Fiscal Year
FYI	For your information

G

GaDOE	Georgia Department of Education
GAE	Georgia Association of Educators
GAND	Georgia Academy of Nutrition and Dietetics. Formerly Georgia Dietetic Association.
GAEL	Georgia Association of Educational Leaders
GAO	Government Accountability Office
GASBO	Georgia Association of School Business Officials
GASN	Georgia Association of School Nurses
GDA	Georgia Dietetic Association. Now Georgia Academy of Nutrition and Dietetics.

Acronyms & Terms

G

GED	General Educational Development. Passing the GED test gives those who did not complete high school the opportunity to earn their high school equivalency credential.
Georgia Milestones	The Georgia Milestones Assessment System is a comprehensive summative assessment program spanning grades 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. Students in grades 3 through 8 will take an end-of-grade assessment in each content area, while high school students will take an end-of-course assessment for each of the eight courses designated by the State Board of Education.
GLC	Georgia Learning Connection. An on-line resource for classroom teachers. Replaced by Georgia Standards.Org.
Group A	Fruits, vegetables, meat, poultry, and fish products provided under USDA's Food Distribution Program.
Group B	Peanut, grain, dairy, and oil products provided under USDA's Food Distribution Program.
GSBA	Georgia School Boards Association
GSNA	Georgia School Nutrition Association. Professional association of Georgia school nutrition personnel.
Guidance	Authority governing program issued by USDA.

H

HACCP	Hazard Analysis and Critical Control Points. HACCP is a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution, and consumption of the finished product.
HHFKA	Healthy, Hunger-Free Kids Act of 2010. The law was passed to help reduce America's childhood obesity epidemic and reduce health risks for America's children by helping schools across the country produce balanced meals so children have access to healthy foods during the school day.

Acronyms & Terms

I

ICN	Institute of Child Nutrition; formerly National Food Service Management Institute
Identified Students	Students certified for free meals through means other than individual household applications; this primarily includes students who are directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families, and the Food Distribution Program on Indian Reservations. It also includes homeless, runaway, Head Start, Even Start, and migrant youth. It does not include students who are categorically eligible based on submission of a free and reduced price application.
IEGs	Income Eligibility Guidelines. Income ranges, based on household size, within which students qualify for free, reduced-price, or paid meals.
IEP	Individualized Education Plan
Indirect Costs	Those costs that are an indirect expense of operating the program, but that may or may not be charged to the program.
Instruction, Federal	Authority governing program issued by USDA.
Interim Federal Regulations	Rule or regulation that has the effect of a final rule or regulation until the comment period is ended and the final rule or regulation is published.
IOM	Institute of Medicine
ISP	Identified Student Percentage. The percentage determined by dividing the number of “identified students” as of a specified period of time by the number of “enrolled students” as of the same period of time and multiplying the quotient by 100.

L

LAC	Legislative Action Conference
LBOE	Local Board of Education
LEA	Local Education Authority

Acronyms & Terms

L

LUA Local Unit of Administration. Includes local school districts and Regional Educational Service Agencies.

LWP Local Wellness Policy. Local wellness policies are an important tool for parents, local educational agencies and school districts in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards.

M

MCRS Manager Classification Reporting System. School Nutrition Online database used to track classification of persons completing Training-in-Depth courses to meet the requirements of State Board of Education Rule EE 160-5-6-.01.

Meal Pattern Required components of the reimbursable breakfast or lunch.

MPO Meal planning option. Provided by federal regulations for planning school meals.

MSA Metropolitan Statistical Area

N

NAC Nutrition Advisory Council. Sponsored by the School Nutrition Association and its state affiliates.

NAP National Average Payment

NASBE National Association of State Boards of Education

Needs Assessment Systematic process for determining the scope, extent, reach, and success of a project or activity. Used in the planning process.

NET Nutrition Education and Training Program. Federally authorized program currently without federal appropriations; replaced by Team Nutrition and the National Food Service Management Institute.

NFSMI National Food Service Management Institute. Now known as Institute of Child Nutrition.

Acronyms & Terms

N

NGO	Non-governmental Organization
NMPA	National Master Processing Agreements. One national agreement (one agreement per manufacturing company) entered into by USDA to turn USDA foods into more usable forms or end products, e.g. ground beef into cooked hamburger patties.
Nonpricing Program	An institution in which there is no separate identifiable charge made for meals served to participants.
Nonprofit	When applied to schools or institutions eligible for Child Nutrition Programs, means public institution or private non-profit institution exempt from income tax under section 501(c)(3) of the Internal Revenue Code of 1954, as amended and that limits net cash resources to 3 months operating expense.
Nonprofit Program	School Nutrition Program maintained by a school for the benefit of enrolled children, all income from which is used solely for the operation or improvement of the program.
NSBW	National School Breakfast Week. Held the first week of March.
NSLA	Richard B. Russell National School Lunch Act, as amended
NSLP	National School Lunch Program
NSLW	National School Lunch Week. Held the week beginning the second Sunday in October.
Nutrient Analysis	Method of manually or electronically calculating the nutrient content of school meals.
Nutrient Standard	Specific nutrient requirements and guidelines for targeted dietary elements that are required of lunch and breakfast.
Nutrition ID	Number assigned to each manager profile by the Manager Classification Reporting System.

Acronyms & Terms

O

OIG	Office of Inspector General
OMB	Office of Management and Budget of the Executive Branch of Federal Government
On-site Preparation	Food prepared in the school kitchen where it is to be served.
Operating Days	Days when school meals are served.
OSHA	Occupational Safety Health Administration
OVS	Offer versus Serve. OVS is a concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. The goals of this option are to reduce food waste and to permit students to choose the foods they want to eat.

P

PAGE	Professional Association of Georgia Educators
Paid Meals	Child Nutrition Program meals sold to children not eligible for free or reduced-price meals (incomes above 185% of poverty) and reimbursed at the federally-prescribed rate.
PAL	Planned Assistance Level. Value of USDA foods earned by a school based on reimbursable lunches served.
Participant	Student who accepts/purchases program meals.
Participation	Number of students taking part in the program, i.e., accepting or purchasing meals.
PCIMS	Processed Commodity Inventory Management System. A computerized system utilized by USDA's procurement agency in the Kansas City Commodity Office to obtain the USDA foods for USDA FDPs.
PIN	Personal Identification Number

Acronyms & Terms

P

PL	Public Law. Each Congress has a number; a numbered public law reference to a particular piece of federal legislation; in the case of school nutrition, an amendment to the Richard B. Russell National School Lunch Act and the 1966 Child Nutrition Act.
Plate Waste	Food selected by students and not eaten; reason for initial provision of Offer versus Serve.
PLE	Paid Lunch Equity
PLU	Professional Learning Unit. Credit for continuing education that is applicable toward professional certificate renewal. Ten PLUs are required to be earned and submitted to the Professional Standards Commission every five years.
PO	Purchase Order
Policy, Federal	Authority governing program issued by USDA.
POS	Point-of-Service. That point in the service of the meal where a determination can accurately be made that a reimbursable free, reduced-price or paid lunch has been served to an eligible child.
Processing Contract	Agreement entered into by a State Agency or School Food Authority to turn USDA foods into more usable forms or end products, e.g. ground beef into cooked hamburger patties.
Procurement Standards	Guidelines for the procurement of supplies, equipment and services by federal assistance programs.
Proposed Regulations	Federal regulations written for public comment; are not enforceable until published in interim or final form.
Proposed Rules	See Proposed Regulations.
PSC	Professional Standards Commission
PSERS	Public School Employees Retirement System

Acronyms & Terms

P

PSTU	Professional Standards and Training Unit. The unit within the School Nutrition Division of the Georgia Department of Education dedicated to providing training and staff development resources for local School Nutrition Directors, Managers, and other School Nutrition Program staff to assure that School Food Authorities are compliant with both the State of Georgia Board of Education Rules for Professional Standards and the USDA Professional Standards (as required by the Healthy Hunger-Free Kids Act of 2010).
PTA/PTO	Parent Teacher Association/Organization

Q

QBE	Quality Basic Education
QCC	Quality Core Curriculum. Curriculum upon which nutrition education activities must be based.
Quality Measures for Georgia's School Nutrition Program	A reference document containing performance standards for Georgia's School Nutrition Program (13 topics). Local superintendents may request program assessments of a non-regulatory nature to assess the degree of implementation of these standards locally.

R

RA	Recipient Agency. A state or local entity participating in the FDP that receives foods for its own use or for distribution to eligible recipients.
RCCI	Residential Child Care Institution
RDA	Recommended Dietary Allowances
Rebate System	Method by which the School Food Authority receives cash from the food processor to cover the value of USDA foods contained in foods they have purchased.
Record Retention	The period of time that federal and state records must be maintained; 5 years plus current year, except in case of review or audit finding when records must be kept indefinitely.

Acronyms & Terms

R

Reduced-price Meals	Child Nutrition Program meals served to students who are eligible based on income eligibility meal guidelines (incomes between 130% and 185% of poverty) and for which they do not pay the full price.
Regulations	Federally-written instructions for implementing public laws.
Reimbursable Meals	Breakfasts, lunches, and snacks that meet minimum federal nutrition requirements.
Reimbursement	Federal financial assistance for meals served that meet program requirements.
RESA	Regional Educational Service Agency
Review	Process whereby State Agency staff monitor compliance according to federally prescribed procedures known as the Administrative Review; also, a Quality Measures Review that is of a non-regulatory nature.
RFP	Request for proposal. A solicitation made, often through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.
RTAU	Review and Technical Assistance Unit. The unit within the School Nutrition Division of the Georgia Department of Education responsible for the regulation and compliance of USDA's Code of Federal Regulations as it pertains to the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Seamless Summer Option, and Special Provision. RTAU is responsible for certification approval, training in regulatory areas, and monitoring.
Rules, State	Georgia Board of Education policy governing public education; also a reference to federal regulations.

S

SA	State Agency. That agency in the state that has jurisdiction over Child Nutrition Programs, i.e. the Georgia Department of Education. (Sometimes referred to as the State Distributing Agency when referring to the Food Distribution Program.)
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Acronyms & Terms

S

SACS	Southern Association of Colleges and Schools. A credentialing organization that certifies voluntary compliance with education standards.
SAE Funds	State Administrative Expense funds. Federal funds paid to the SA, according to an established formula, for administration of Child Nutrition Programs.
SAI	School Application Information. A section within the School Nutrition Online School Approval Module that is required annually by the Georgia Department of Education.
Satellite Food Service	A food delivery system where food is transported and served at a different site than where it is prepared.
SBOE	State Board of Education
SBP	School Breakfast Program
SC	Substitute course in the Manager Classification Reporting System.
School	(a) An educational unit of high school grade or under, recognized as part of the educational system in the State and operating under public or nonprofit private ownership in a single building or complex of buildings; (b) any public or nonprofit private classes of preprimary grade when they are conducted in the aforementioned schools; (c) any public or nonprofit private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and if private, is licensed to provide residential child care services under the appropriate licensing code by the State or a subordinate level of government, except for residential summer camps which participate in the Summer Food service Program for children, Job Corps centers funded by the Department of Labor and private foster homes. (Definition continued on next page.) The term "residential child care institutions" includes, but is not limited to: homes for the mentally, emotionally or physically impaired, and unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused child and for runaway children; long-term care facilities for chronically ill children; and juvenile detention centers. A long-term care facility is a hospital, skilled nursing facility, intermediate care facility or distinct part thereof, which is intended for the care of children confined for 30 days or more.
SDOE	State Department of Education

Acronyms & Terms

S

Section 4 Funds	Federal funds appropriated for all lunches; usually called general assistance funds.
Section 11 Funds	Federal funds appropriated for free and reduced-price meals; usually called special assistance funds.
SERO	Southeast Regional Office of the Food and Nutrition Service, USDA; located in Atlanta.
Severe Need	Breakfasts served in schools that served over 40% of lunches to free and reduced-price students in the second preceding year; schools earn additional federal reimbursement. Severe need lunches are those served in schools that served more than 60% of lunches to free and reduced-price eligibles in the second preceding year.
SFA	School Food Authority. The governing body which is responsible for the administration of one or more schools and has the legal authority to operate the program therein; a local education agency.
SFSP	Summer Food Service Program. Administered by the Georgia Department of Early Care and Learning.
Shipping Period	A specified timeframe for USDA vendors to ship USDA foods.
SLP	School Lunch Program (National School Lunch Program)
SMI	School Meals Initiative. Eliminated July 1, 2013, when the Final Meal Pattern Rule was implemented.
SMP	Special Milk Program
SNA	School Nutrition Association. Professional association of school nutrition personnel.
SNAP	Supplemental Nutrition Assistance Program. Formerly Food Stamp Program.
SNDAC	School Nutrition Directors' Advisory Committee. A group of directors/coordinators who volunteer to sit on the committee for approximately 2 years and act as a think tank for and liaisons to other directors in the state of Georgia.

Acronyms & Terms

S

SNO	School Nutrition Online database
SNP	School Nutrition Program. Division where National School Lunch, Breakfast, Special Milk, Seamless Summer Option, Afterschool Care, USDA Foods and nutrition education and food service management training are administered within the Georgia Department of Education.
SOP	Standard Operating Procedure
Special Assistance and Reimbursement Alternatives	A federal paperwork reduction program under which schools serve meals to all students at no cost to the student.
SSO	Seamless Summer Option. Is designed to encourage more School Food Authorities (SFAs) to provide meals during summer and other school vacation periods. This option combines features of the National School Lunch Program, School Breakfast Program and Summer Food Service Program. It reduces paperwork and makes it easier for SFAs to feed children in low income areas.
Standard of Identity	Government standard for content, preparation, and labeling of a food. Standards of Identity dictate specific (and optional) ingredients a food must contain when a product is to be labeled or identified by a common product name. Standards for meat products are developed by the USDA and for other food products by the Food and Drug Administration.
State Advisory Council for Food Distribution	Council composed of representatives from Recipient Agencies in the state that participate in the National School Lunch Program; the purpose of which is to advise the State Agency as to the manner of selection and distribution of USDA foods; informal in Georgia.
State Director	Person who has been assigned the responsibility of administering Child Nutrition Programs in the State Agency.
State Plan of Operation	State Agency's written plan (generally annual) for School Nutrition Program administration and for the receipt of State Administrative Expense funds.

Acronyms & Terms

S

Student	(a) a student of high school grade or under as determined by the State Educational Agency, who is enrolled in an eligible educational unit of high school grade or under including students who are mentally or physically handicapped as defined by the State, and who are participating in a school program established for the mentally or physically handicapped; or (b) a person under 21 chronological years of age who is enrolled in an eligible institution or center.
SY	School Year. July 1 through June 30.

T

TANF	Temporary Assistance for Needy Families
TN	Team Nutrition. Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

U

Universal SNP	A program in which all students receive meals on an equal basis, regardless of their ability to pay.
USDA	United States Department of Agriculture
USDA Foods	Agricultural food items made available by USDA to Child Nutrition Programs. Formerly referred to as "donated foods" or "USDA commodities".
USDHHS	United States Department of Health and Human Services

Acronyms & Terms

W

WBSCM

The Web Based Supply Chain Management system is an integrated, internet-based commodity acquisition, distribution, and tracking system built on Systems, Applications and Products in Data Processing commercial software and an Oracle platform. WBSCM supports domestic and international food and nutrition programs administered by four USDA agencies (Food and Nutrition Service, Farm Service Agency, Agricultural Marketing Service, Foreign Agricultural Service and United States Agency for International Development).

WEBSupply

Web-based Supply Chain Management

WIC

Women, Infants and Children Supplement Food Program

Administrative Reviews

Resources-Forms	Task(s)	Deadline(s)
<p>Administrative Reviews (AR) Title 7: Agriculture Part 210 - National School Lunch Program Subpart D - Requirements for State Agency Participation § 210.18 Administrative Reviews http://www.ecfr.gov/cgi-bin/text-idx?SID=c960180708e94f1dd1e7b24499ee612e&mc=true&node=se7.4.210_118&rgn=div8</p>	<p>Administrative review means the initial comprehensive on-site evaluation of all School Food Authorities participating in the Program in accordance with the provisions of this section. The term "administrative review" is used to reflect a review of both critical and general areas in accordance with paragraphs (g) and (h) of this section, and includes other areas of Program operations determined by the State Agency to be important to Program performance.</p>	<p>Three (3) year cycle beginning SY14</p>
<p>Administrative Review Manual - USDA http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Admin%20Review%20Documents/AR_Resource_Manual_SY1516.pdf</p>	N/A	N/A
<p>Eligibility Manual for School Meals - USDA http://www.fns.usda.gov/sites/default/files/cn/SP40_CACFP18_SFSP20-2015a1.pdf</p>	N/A	N/A
<p>Free & Reduced Price Meal Policy - GaDOE http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx</p>	N/A	N/A

Afterschool Care Program

Resources-Forms	Task(s)	Deadline(s)
Afterschool Care Program (ASCP) - USDA http://www.fns.usda.gov/school-meals/afterschool-snacks	N/A	N/A
Afterschool Care Program Assurances - GaDOE MyGaDOE > Login > School Nutrition > School Approval Module (SAM)	If participating, must be read and signed in the School Nutrition Online (SNO) database prior to approval of SAM each SY	June 30
Afterschool Care Program - NSLP Snack Service Best Practices http://www.nfsmi.org/ResourceOverview.aspx?ID=123	N/A	N/A
Afterschool Care Program Production Record, DE Form 0113 Contact assigned Area Consultant or Program Associate for most current form	Must be completed to document all purchased & USDA foods used at snacks	Daily
Afterschool Care Program Meal Supplement Site Review Form http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Free%20and%20Reduced%20Price%20Policy/FORMS/Afterschool%20Care%20Program%20Meal%20Supplement%20Site%20Review%20Form.pdf	Must be completed to document site is compliant with federal regulations	Two times per year/ completed during first four weeks that the site is in operation
At-Risk Afterschool Meals - USDA <i>(Primary audience is sponsors of CACFP, but contains helpful information for ASCP participants as well)</i> http://www.fns.usda.gov/sites/default/files/atriskhandbook.pdf	N/A	N/A
USDA Memo SP 04-2011, CACFP 01-2011-Revised Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP) http://www.fns.usda.gov/sites/default/files/SP04_CACFP01-2011osr.pdf	N/A	N/A

Civil Rights

Resources-Forms	Task(s)	Deadline(s)
<p>"And Justice for All" Posters http://www.fns.usda.gov/cr/justice.htm</p>	<ul style="list-style-type: none"> • Posters (11" x 17") must be displayed at all NSLP, SBP, ASCP & SSO feeding sites • Contact assigned Area Consultant or Program Associate to request posters 	Daily
<p>Civil Rights Training - GaDOE https://www.youtube.com/watch?v=UB528XSmxBA&feature=youtu.be&list=UU1XN82lXrzJSkhtBWWpyEGA</p>	<p>Mandatory training required for people involved in all levels of the administration of programs that receive Federal financial assistance</p>	Annually
<p>Civil Rights - USDA http://www.fns.usda.gov/cr/default.htm</p>	N/A	N/A
<p>Free & Reduced Price Meal Policy - Forms - GaDOE http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx Civil Rights Complaint Form Civil Rights Compliance Requirements and Procedures</p>	N/A	N/A
<p>How to File a Complaint - USDA http://www.ascr.usda.gov/complaint_filing_cust.html</p>	<p>Follow instructions on web site</p>	As needed
<p>USDA Nondiscrimination Statement http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/USDA-Non-Discrimination-Statement.aspx</p>	<p>Statement must be displayed on all program materials</p>	Daily

Community Eligibility Provision

Resources-Forms	Task(s)	Deadline(s)
Community Eligibility Provision (CEP) Assurances - GaDOE MyGaDOE > Login > School Nutrition > School Approval Module (SAM)	If participating, must be read and signed in the School Nutrition Online (SNO) database prior to approval of SAM each SY	June 30
Community Eligibility Provision - USDA http://www.fns.usda.gov/school-meals/community-eligibility-provision	N/A	N/A
Community Eligibility Provision Planning and Implementation Guidance - USDA New http://www.fns.usda.gov/sites/default/files/cn/SP22-2016a.pdf	N/A	N/A
Community Eligibility Provision Tools/Resources - GaDOE http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Pages/CEP.aspx	N/A	N/A

Facilities & Equipment

Resources-Forms	Task(s)	Deadline(s)
Guide to Centralized Foodservice Systems http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=81	N/A	N/A
Equipment Purchasing and Facility Design for School Nutrition Programs http://www.nfsmi.org/documentlibraryfiles/PDF/20090312115009.pdf	N/A	N/A
School Nutrition Professionals' Involvement in the Equipment Purchasing & Facility Design Process http://www.nfsmi.org/documentlibraryfiles/PDF/20090709115733.pdf	N/A	N/A
Using Equipment Safely & Efficiently http://www.nfsmi.org/ResourceOverview.aspx?ID=116	N/A	N/A

Facts & Figures

Resources-Forms

Task(s)

Deadline(s)

Facts & Figures - GaDOE

http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Administration/Facts_and_Figures_for_SY2015_Final.pdf

N/A

N/A

Farm to School

Resources-Forms	Task(s)	Deadline(s)
<p>An Introduction to Farm to School http://www.nfsmi.org/documentlibraryfiles/PDF/20130521110458.pdf</p>	N/A	N/A
<p>Community Food Systems - USDA New www.fns.usda.gov/farmentoschool/farm-school</p>	N/A	N/A
<p>Farm to School Resources - USDA http://www.fns.usda.gov/farmentoschool/farm-school-resources</p> <ul style="list-style-type: none"> • Building Your Farm to School Team • Establishing a Vision & Goals • Defining Local & Finding Local Foods • Buying Local Foods • Menu Planning • Food Safety • Promoting Your Program • School Gardening • Education & Curriculum Integration • Evaluating Your Efforts • Sustaining Your Program 	N/A	N/A
<p>Georgia Farm to School Toolkit - GaDOE New http://www.gafarmentoschool.org/</p>	N/A	N/A
<p>Know Your Farmer, Know Your Food Compass Map - USDA New http://www.usda.gov/wps/portal/usda/usdamedia?navid=kyf-compass-map</p>	N/A	N/A
<p>National Farm to School Network New www.farmentoschool.org</p>	N/A	N/A

Food Production

Resources-Forms	Task(s)	Deadline(s)
Back to Basics: How to Incorporate Scratch Cooking Techniques Into Your School Kitchen http://www.nfsmi.org/ResourceOverview.aspx?ID=401	N/A	N/A
Basics at a Glance Poster http://www.nfsmi.org/documentLibraryFiles/PDF/20081006054447.pdf	N/A	N/A
Culinary Techniques for Healthy School Meals http://www.nfsmi.org/DocumentSearch.aspx?q=culinary%20techniques&searchLocation=main	N/A	N/A
Healthy Cuisine for Kids, Fourth Edition http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=84	N/A	N/A
Measuring Success with Standardized Recipes http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=88	N/A	N/A
On the Road to Professional Food Preparation, 2nd Edition http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=99	N/A	N/A
USDA Recipes for Schools http://www.fns.usda.gov/TN/Resources/usda_recipes.html	N/A	N/A

Food Safety

Resources-Forms	Task(s)	Deadline(s)
A Biosecurity Checklist for School Foodservice Programs http://foodbiosecurity.nfsmi.org/	N/A	N/A
Clean-up & Disinfection for Norovirus Poster - GDPH http://dph.georgia.gov/sites/dph.georgia.gov/files/related_files/site_page/EnvHealthFoodVomitingDiarrheaClean-upPosterUpdated.pdf	N/A	N/A
Developing a School Food Safety Program http://www.nfsmi.org/ResourceOverview.aspx?ID=57	N/A	N/A
Disposable Gloves Mini-Poster http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080206044501.pdf	N/A	N/A
Emergency Readiness Plan: Guide and Forms for the School Foodservice Operation http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080207044955.pdf	N/A	N/A
Emergency Action Plan for Retail Food Establishments (2nd Edition) New http://www.foodprotect.org/media/guide/Emergency%20Action%20Plan%20for%20Retail%20food%20Est.pdf	N/A	N/A
Employee Health and Personal Hygiene for Child Nutrition Professionals New http://www.nfsmi.org/ResourceOverview.aspx?ID=430	N/A	N/A
Employee Illness Quick Decision Guide - GDPH http://dph.georgia.gov/sites/dph.georgia.gov/files/related_files/site_page/EnvHealthFoodEmployeeIllnessQuickDecisionGuideUpdated.pdf	N/A	N/A
First Aid for Choking Poster http://dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Food/Education/ChokingPoster.pdf	N/A	N/A
Food-Safe Schools Action Guide - USDA New http://www.fns.usda.gov/sites/default/files/Food-Safe-Schools-Action-Guide.pdf	N/A	N/A

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Food Safety

Resources-Forms	Task(s)	Deadline(s)
Food Safety for Power Outages http://www.foodsafety.gov/blog/2015/05/power-outage.html	N/A	N/A
Food Safety in Schools (formerly <i>Serving It Safe</i> , 4th Edition) Updated http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=327	N/A	N/A
Food Safety for Summer Food Service Programs http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=73	N/A	N/A
Food Safety Mini-Posters http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=74	N/A	N/A
Food Safety Questions & Answers - USDA http://www.fns.usda.gov/sites/default/files/FoodSafety.pdf	N/A	N/A
Handwashing Poster http://dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Food/Education/Handwashing.pdf	N/A	N/A
Produce Safety Fact Sheets - USDA New http://www.fns.usda.gov/ofs/produce-safety-fact-sheets	N/A	N/A
Responding to a Food Recall http://www.nfsmi.org/ResourceOverview.aspx?ID=444	N/A	N/A
Rules & Regulations, Food Service, Chapter 511-6-1 - GDPH http://dph.georgia.gov/sites/dph.georgia.gov/files/related_files/site_page/EnvHealthFinalFoodRules.pdf	N/A	N/A
ServSafe Food Safety Training http://www.servsafe.com/	N/A	N/A
Temperature Mini-Poster http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=112	N/A	N/A

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Food Safety

Resources-Forms

Task(s)

Deadline(s)

Thermometer Information Resource

<http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=113>

N/A

N/A

Wash Your Hands: Educating the School Community

<http://www.nfsmi.org/ResourceOverview.aspx?ID=118>

N/A

N/A

Free & Reduced

Resources-Forms	Task(s)	Deadline(s)
Direct Certification Student Statewide Lookup MyGaDOE > Login > School Nutrition > Direct Certification > Direct Certification Lookup	N/A	N/A
Eligibility Manual for School Meals - USDA http://www.fns.usda.gov/sites/default/files/cn/SP40_CACFP18_SFSP20-2015a1.pdf	N/A	N/A
Free and Reduced Price Meal Policy - GaDOE http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx	All schools participating in the federally assisted NSLP & SBP must make benefits available to eligible children each year. GaDOE annual issues the free and reduced-price policy statement to all SFAs to assist in the correct implementation of these program requirements.	October 15
F/R Price Lunch Eligibility - GaDOE https://app3.doe.k12.ga.us/ows-bin/owa/fte_pack_frlo01_public.entry_form	Submit number of students eligible to receive free or reduced price meals for reporting purposes	October 31
Free and Reduced Price School Meals Application Materials - Translations - USDA http://www.fns.usda.gov/cnd/Application/familyfriendlyapps.html	N/A	N/A
GO Screen - RACF User ID Application http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Documents/Application%20for%20RACF%20USERID.pdf	N/A	N/A
School Approval Module (SAM) - GaDOE	See SAM page	June 30

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Free & Reduced

Resources-Forms	Task(s)	Deadline(s)
Web-Based Applications Criteria & Procedure - GaDOE http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Web-based%20Application%20Annual%20Checklist.pdf	Guidance for LEAs who want to make the application & supporting materials available electronically to benefit from the efficiencies that technology can provide	Annually

Fresh Fruit & Vegetable Program

Resources-Forms	Task(s)	Deadline(s)
<p>Department of Defense (DoD) Fresh Fruit & Vegetable Program http://www.fns.usda.gov/fdd/dod-fresh-fruit-and-vegetable-program</p>	N/A	N/A
<p>Fresh Fruit & Vegetable Program - USDA New http://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program</p>	N/A	N/A
<p>Fresh Fruit & Vegetable Program Resources - GaDOE http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Finance-and-Budget.aspx</p> <ul style="list-style-type: none"> • USDA FFVP Website • SNP Memorandum - Fresh Fruit & Vegetable Program SY 2016-17 • USDA Fresh Fruit & Vegetable Program Training 2015-2016 • FFVP Application for SY 2016-17 • FFVP Equipment Pre-Approval Form SY16 • FFVP Handbook • FFVP Production Record • Timesheet Prototype • Promoting FFVP Suggestions 	N/A	N/A
<p>Fruits & Veggies - More Matters http://www.fruitsandveggiesmorematters.org/</p>	N/A	N/A
<p><i>Increasing Fruit & Vegetable Consumption through the USDA Nutrition Assistance Programs</i> http://www.fns.usda.gov/sites/default/files/fruit_veggie_report_o.pdf</p>	N/A	N/A

Hazard Analysis & Critical Control Points

Resources-Forms	Task(s)	Deadline(s)
Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles http://www.fns.usda.gov/sites/default/files/Food_Safety_HACCPGuidance.pdf	N/A	N/A
HACCP-Based Standard Operating Procedures (SOPs) http://sop.nfsmi.org/HACCPBasedSOPs.php	N/A	N/A
NFSMI Insight - HACCP Initiatives at NFSMI: Building a Nationwide Network Dedicated to Food Safety http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080313042114.pdf	N/A	N/A

HealthierUS School Challenge

Resources-Forms

Task(s)

Deadline(s)

HealthierUS School Challenge - USDA
<http://www.fns.usda.gov/tn/HealthierUS/index.html>

N/A

N/A

Healthy Meal Pattern

Resources-Forms	Task(s)	Deadline(s)
<p>Certification of Compliance - USDA http://www.fns.usda.gov/school-meals/certification-compliance</p> <ul style="list-style-type: none"> • Regulation • Policy Memos • Technical Assistance & Guidance Materials 	<ul style="list-style-type: none"> • The Healthy Hunger-Free Kids Act provides an additional 6-cents per lunch reimbursement to school districts that certified to be in compliance with the new meal patterns. The increased reimbursement, a significant investment in improving the quality of schools meals, are provided to school districts once they meet the new meal patterns published in the final rule on January 26, 2012. • Funding became available to school districts starting October 1, 2012. 	Ongoing
<p>Healthy Meal Pattern Resources - GaDOE http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Healthy-Meal-Pattern.aspx</p> <ul style="list-style-type: none"> • Healthy Meal Pattern • Production Records • Certification Worksheets • Healthy Meal Pattern Guidance & Resources • Healthy Meal Pattern Promotions 	N/A	N/A
<p>Nutrient Analysis Protocols (Pre-Publication Copy) How to Analyze Menus for USDA's School Meals Programs http://healthymeals.nal.usda.gov/hsmrs/Software/For%20Web/NAPManual.pdf</p>	N/A	N/A

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Healthy Meal Pattern

Resources-Forms	Task(s)	Deadline(s)
<p>Nutrition Standards for School Meals - USDA http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm</p> <ul style="list-style-type: none"> • Regulation • Policy Memos • Technical Assistance & Guidance Materials 	N/A	N/A
<p>USDA Memo SP 47-2014 (v2) Flexibility for Whole Grain-Rich Pasta in SY14 & SY15 http://www.fns.usda.gov/sites/default/files/SP47-2014v2os.pdf</p>	<p>If acceptable products for previously offered items are not available or accepted by students, the State Agency may approve the SFA's request to continue to serve enriched pasta during SY 2014-2015 and SY 2015-2016, if needed</p>	<p>This flexibility is available only until acceptable products are available and identified and while the SFA can demonstrate a continued negative impact</p>
<p>USDA National Nutrient Database for Standard Reference http://www.nal.usda.gov/fnic/foodcomp/search/</p>	N/A	N/A
<p>Whole Grain Resource for the National School Lunch & Breakfast Programs - USDA http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf</p>	N/A	N/A

Keys to Excellence

Resources-Forms

Keys to Excellence Program

<https://schoolnutrition.org/Keys/>

- Operations
- Nutrition, Nutrition Education & Physical Activity
- Administration
- Marketing & Communications

Task(s)

A self-assessment tool that allows an SFA to assess & evaluate their program in four "key" areas

Deadline(s)

N/A

Manager Classification Reporting System

Resources-Forms	Task(s)	Deadline(s)
<p>Manager Classification Reporting System (MCRS) - GaDOE MyGaDOE > Login > School Nutrition > Manager Classification</p>	<p>Database designed to assist local systems track classification of persons completing Core TID courses to meet the requirements of SBOE Rule EE 160-5-6-.01</p>	<p>Update SFA manager profiles as often as needed for training data to remain current</p>
<p>MCRS Manager Profile MyGaDOE > Login > School Nutrition > Manager Classification > Manager</p>	<p>N/A</p>	<p>N/A</p>
<p>MCRS School Nutrition Reports MyGaDOE > Login > School Nutrition > Manager Classification > School Nutrition Reports</p> <ul style="list-style-type: none"> • Manager Transcript Report • Courses Needed Report • Annual Course Completion Report • Annual Exception Report 	<p>N/A</p>	<p>N/A</p>
<p>Training for Classified School Nutrition Managers Criteria & Procedure - GaDOE Revised http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Training/HR_07-01_Training_in_DepthFINAL.pdf</p>	<p>Course completion authorized by state law and state board rule for Classified School Nutrition Managers</p>	<p>Core courses (150 credit hours) must be completed within the first five years of employment as a manager</p>

Meal Service

Resources-Forms	Task(s)	Deadline(s)
<p>Basics at a Glance Poster http://www.nfsmi.org/documentLibraryFiles/PDF/20081006054447.pdf</p>	N/A	N/A
<p>Focus on the Customer http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=67</p>	N/A	N/A
<p>Free and Reduced Price Meal Policy Statement - GaDOE http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx Attachment K, Prototype Meal Accountability Procedures Criteria for Other than End-of-Serving Line Meal Count in Cafeteria</p>	Must be completed & signed, only as needed, prior to approval of SAM each SY	June 30
<p>Orientation to School Nutrition Management Customer Service, Merchandising & Food Presentation Instructor's Manual http://www.nfsmi.org/documentlibraryfiles/PDF/20130521103322.pdf</p>	N/A	N/A
<p>Customer Service, Merchandising & Food Presentation Participant's Manual http://www.nfsmi.org/documentlibraryfiles/PDF/20130521104005.pdf</p>	N/A	N/A

Menu Planning

Resources-Forms	Task(s)	Deadline(s)
<p>Accommodating Children with Special Dietary Needs in the School Nutrition Programs - USDA http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf</p>	N/A	N/A
<p>Breakfast Nutrition and Menu Planning Resources - USDA http://www.fns.usda.gov/sbp/toolkit_nutrition</p>	N/A	N/A
<p>Dietary Guidelines for Americans http://health.gov/dietaryguidelines/</p>	N/A	N/A
<p>Food Buying Guide - USDA http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs</p>	N/A	N/A
<p>Food Buying Guide Calculator http://fbg.nfsmi.org/Default.aspx</p>	N/A	N/A
<p>Handbook for Children with Special Food & Nutrition Needs http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/2011103084132.pdf</p>	N/A	N/A
<p>Managing Food Allergies in School Nutrition Programs http://www.nfsmi.org/ResourceOverview.aspx?ID=507</p>	N/A	N/A
<p>Meeting Children's Special Food & Nutrition Needs in Child Nutrition Programs http://professionalstandards.nal.usda.gov/content/meeting-childrens-special-food-and-nutrition-needs-child-nutrition-programs</p>	N/A	N/A
<p>Menu Planning Resources - USDA http://healthymeals.nal.usda.gov/menu-planning-o</p>	N/A	N/A
<p>New School Cuisine Cookbook http://vermontfarmtoschool.org/resources/new-school-cuisine-cookbook-nutritious-and-seasonal-recipes-school-cooks-school-cooks</p>	N/A	N/A

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Menu Planning

Resources-Forms	Task(s)	Deadline(s)
Offer versus Serve - USDA Updated Guidance for the National School Lunch Program & School Breakfast Program http://www.fns.usda.gov/sites/default/files/cn/SP41_2015a.pdf	N/A	N/A
Special Needs Fact Sheets http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=107	N/A	N/A

Nutrition Education

Resources-Forms	Task(s)	Deadline(s)
MyPlate - USDA http://www.choosemyplate.gov/	N/A	N/A
FoodMASTER Programs & Resources Food, Math, & Science Teaching Enhancement Resource http://www.foodmaster.org/	N/A	N/A
Nutrition.gov www.nutrition.gov	N/A	N/A
Team Nutrition Healthy Meals Resource System - Nutrition Education - USDA https://healthymeals.nal.usda.gov/nutrition-education-9	N/A	N/A
Team Nutrition MyPlate eBooks - USDA New http://www.fns.usda.gov/tn/myplate-ebooks	N/A	N/A
USDA National Agricultural Library Food and Nutrition Information Center Sources of Nutrition Education Materials http://fnic.nal.usda.gov/professional-and-career-resources/nutrition-education/sources-nutrition-education-materials	N/A	N/A

Organizations

Resources-Forms	Task(s)	Deadline(s)
Academy of Nutrition & Dietetics http://www.eatright.org/	N/A	N/A
Action for Healthy Kids New www.actionforhealthykids.org	N/A	N/A
Alliance for a Healthier Generation New www.healthiergeneration.org	N/A	N/A
American Society for Nutrition New www.nutrition.org	N/A	N/A
Centers for Disease Control & Prevention New www.cdc.gov	N/A	N/A
Children's Nutrition Research Center New www.bcm.edu/cnrc	N/A	N/A
Georgia Academy of Nutrition & Dietetics http://eatrightgeorgia.org/	N/A	N/A
Georgia Nutrition Council http://www.caes.uga.edu/special/gnco6/index.html	N/A	N/A
Georgia School Nutrition Association http://www.georgiaschoolnutrition.com/default.aspx	N/A	N/A
Health Finder - USHHS New www.healthfinder.gov	N/A	N/A
Let's Move New www.letsmove.gov	N/A	N/A

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Organizations

Resources-Forms	Task(s)	Deadline(s)
Partnership for a Healthier America New www.ahealthieramerica.org	N/A	N/A
President's Council on Fitness, Sports and Nutrition New www.fitness.gov	N/A	N/A
School Nutrition Association http://www.schoolnutrition.org/	N/A	N/A

Procurement

Resources-Forms	Task(s)	Deadline(s)
7 CFR Part 200 Procurement Regulations Overview - USDA http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Procurement_Flip-N-Find/2CFR_200_Procurement_Regulations_Overview.docx	N/A	N/A
Agricultural Marketing Service - USDA http://www.ams.usda.gov/	N/A	N/A
Comparison of Procurement Regulations http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Procurement_Flip-N-Find/Comparison_of_Procurement_Regulations.pdf	N/A	N/A
Inventory Management & Tracking http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/20121114100354.pdf	N/A	N/A
Micro-Purchase Threshold http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Procurement_Flip-N-Find/Micro-Purchase_Threshold.docx	N/A	N/A
USDA Memo July 2005 Procurement Questions http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Procurement_Flip-N-Find/Procurement_Questions_USDA_Memo_2005.pdf	N/A	N/A
USDA Memo SP 29-2006 Buy American Reminder http://www.fns.usda.gov/sites/default/files/SP_29-2006.pdf	N/A	N/A

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Procurement

Resources-Forms	Task(s)	Deadline(s)
<p>USDA Memo SP 01-2010, CACFP 01-2010, SFSP 01-2010 Applying Geographic Preferences in Procurements for the Child Nutrition Programs - Updates http://www.fns.usda.gov/sites/default/files/SP_01-2010_os.pdf</p>	N/A	N/A
<p>USDA Memo SP 02-2010, SFSP 02-2010, CACFP 02-2010 Procurement Questions http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Procurement_Flip-N-Find/SP_02-2010_Procurement_Questions.pdf</p>	N/A	N/A
<p>USDA Memo SP 25-2014; FD 133-2014 School Food Authorities (SFAs) Purchasing Produce from U.S. Department of Defense (DoD) Vendors Using Section 4 and 11 or Fresh Fruit and Vegetable Program (FFVP) Funds http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Procurement_Flip-N-Find/SP%2025-2014_SFAs_Purchasing_Produce_from_US_Department_of_Defense_DoD_Vendors_Using_Section_4_and_11%20or_FFVP_Funds.pdf</p>	N/A	N/A
<p>USDA Memo SP 04-2016, CACFP 04-2016, SFSP 04-2016 Local Agency Procurement Reviews: School Year 2015-2016 http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Procurement_Flip-N-Find/Local_Agency_Procurement_Reviews.pdf</p>	N/A	N/A
<p>USDA Memo SP 12-2016; CACFP 05-2016; SFSP 09-2016 Guidance on Competitive Procurement Standards for Program Operators http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Procurement_Flip-N-Find/Guidance_on_Competitive_Procurement_Standards_for_Program_Operators.pdf</p>	N/A	N/A

Professional Standards

Resources-Forms	Task(s)	Deadline(s)
<p>Georgia Professional Standards Commission http://www.gapsc.com/</p>	<p>Renew certificate for certified positions</p>	<p>Certificate valid for 5 years</p>
<p>Guide to Professional Standards for School Nutrition Programs - USDA New http://www.fns.usda.gov/guide-professional-standards-school-nutrition-programs</p>	<p>N/A</p>	<p>N/A</p>
<p>Professional Standards for School Nutrition Professionals - USDA http://www.fns.usda.gov/school-meals/professional-standards</p> <ul style="list-style-type: none"> · 2015 Professional Standards Training Grants · Regulation · Training · Technical Assistance & Guidance Materials 	<p>USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and Breakfast Programs</p>	<p>Effective July 1, 2015</p>

Provision 2

Resources-Forms	Task(s)	Deadline(s)
Special Assistance Provision 2 (SP2) Assurances MyGaDOE > Login > School Nutrition > School Approval Module (SAM)	If participating, must be read and signed in the School Nutrition Online (SNO) database prior to approval of SAM each SY	June 30
Provision 2 Guidance - USDA http://www.fns.usda.gov/sites/default/files/Prov2Guidance.pdf	N/A	N/A
School Meals - Provisions 1, 2 & 3 - USDA http://www.fns.usda.gov/school-meals/provisions-1-2-and-3	N/A	N/A

Recordkeeping

Resources-Forms	Task(s)	Deadline(s)
<p>Financial Management: A Course for School Food Service Directors, 2nd edition http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=63</p>	N/A	N/A
<p>Financial Review Unit - GaDOE http://www.gadoe.org/Finance-and-Business-Operations/Financial-Review/Pages/default.aspx</p> <ul style="list-style-type: none"> • Budget & Financial Data Reporting • Basic Financial Statement Reporting • Indirect Costs • Miscellaneous Procedures • Information Releases 	N/A	N/A
<p>Financial SN-DE46 Comparison Report MyGaDOE > Login > School Nutrition > Reports > User Reports > School Nutrition Reports > DE46 vs. SNP Financials Report System or School Level</p>	DE0106 - last date for corrections	July 31
	DE46 - final due date	September 30
<p>GSNA School Nutrition Forms Locally developed forms other systems are using to streamline their operations http://www.georgiaschoolnutrition.com/Resources/SchoolNutritionForms/tabid/13927/Default.aspx</p>	N/A	N/A
<p>Inventory Management & Tracking http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/20121114100354.pdf</p>	N/A	N/A
<p>Meal Counting & Claiming Manual - USDA http://files.eric.ed.gov/fulltext/ED394203.pdf</p>	N/A	N/A
<p>Meal Production Record, DE Form 0121 Contact assigned Area Consultant or Program Associate for most current form</p>	Must be completed to document all purchased & USDA foods used at breakfast & lunch	Daily

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Recordkeeping

Resources-Forms	Task(s)	Deadline(s)
Number of Breakfasts Served Daily, DE Form 0112 Contact assigned Area Consultant or Program Associate for most current form	Must be completed to document number of breakfasts served daily	Daily
Number of Lunches Served Daily, DE Form 0118 Contact assigned Area Consultant or Program Associate for most current form	Must be completed to document number of breakfasts served daily	Daily
Production Record for Non-Reimbursable Foods, DE Form 0120 Contact assigned Area Consultant or Program Associate for most current form	Must be completed to document all non-reimbursable foods used at breakfast &/or lunch	Daily
Reimbursement Rates http://www.fns.usda.gov/cnd/governance/notices/naps/NAPs.htm	N/A	N/A
Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards This final guidance supersedes and streamlines requirements from OMB Circular A-87 http://www.ecfr.gov/cgi-bin/text-idx?SID=e7860ea16dbee651f215d64ec3962b78&mc=true&node=pt2.1.200&rgn=div5	N/A	N/A

School Approval Module

Resources-Forms	Task(s)	Deadline(s)
School Approval Module (SAM) - GaDOE MyGaDOE > Login > School Nutrition > SAM	<ul style="list-style-type: none">• Submit SAI forms for all claiming schools each SY• Submit SFA Sign-Off• Amend when necessary throughout the current SY• Request approval from Area Consultant prior to each SY & when amended	June 30 June 30 As needed

School Nutrition Online

Resources-Forms	Task(s)	Deadline(s)
School Nutrition Online Application (SNO) - GaDOE MyGaDOE > Login > School Nutrition		
<ul style="list-style-type: none"> • SAM (School Approval Module) 	<ul style="list-style-type: none"> • Complete for all claiming schools for next SY & have been approved by Area Consultant • Modify/amend SAM as necessary throughout the current SY 	<ul style="list-style-type: none"> June 30 As needed
<ul style="list-style-type: none"> • Depreciable Equipment (DE0804) (Access through School Year Setup module) 	<ul style="list-style-type: none"> • Submit for SY ending June 30 • Resubmit to obtain access to School Nutrition modules 	<ul style="list-style-type: none"> June 30 July 1
<ul style="list-style-type: none"> • Claims (DE0106 & 0107) 	Submit school & SFA meal counts to claim reimbursement	20th of following month
<ul style="list-style-type: none"> • Financial (DE0106) 	Submit school financial data	30th of following month
<ul style="list-style-type: none"> • Manager Classification 	Database designed to assist local systems track classification of persons completing TID courses to meet the requirements of SBOE Rule EE 160-5-6-.01	Update SFA manager profiles as often as needed for training data to remain current
<ul style="list-style-type: none"> • Direct Certification 	SFAs will be notified via e-mail when data is available	July
<ul style="list-style-type: none"> • Reports 	Review &/or print all school & SFA level reports	Monthly
<ul style="list-style-type: none"> • Verification 	Report results of verification to State Agency	February 1

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School Nutrition Online

Resources-Forms

School Nutrition Online (SNO) Manual

MyGaDOE > Login > View Documents > Browse by Category >
FBO-School Nutrition > Training > SNO Manual PDF

Task(s)

N/A

Deadline(s)

N/A

Seamless Summer Option

Resources-Forms	Task(s)	Deadline(s)
<p>A How-To Guide for Summer Food Sponsors on Purchasing High-Quality Summer Meals - FRAC New http://frac.org/wp-content/uploads/2009/09/summer_meals_vendor_guide.pdf</p>	N/A	N/A
<p>Seamless Summer Option Participation Approval In May and June, when SAM is open for the upcoming SY, SSO data forms are rolled forward</p>	Submit site application forms & certification for approval by Area Consultant	2 weeks prior to serving meals
<p>Seamless Summer Option Promotional Materials - GaDOE http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Seamless-Summer-Option-Promotional-Materials.aspx</p>	N/A	N/A
<p>Summer Food Service Program - USDA http://www.fns.usda.gov/summer-food-service-program-sfsp</p>	N/A	N/A
<p>Summer Food Service Program Guidance - USDA http://www.fns.usda.gov/cnd/summer/library/handbooks.html</p>	N/A	N/A
<p>USDA Memo SP 37-2015 2015 Edition of Questions and Answers for the National School Lunch Program’s Seamless Summer Option http://www.fns.usda.gov/sites/default/files/cn/SP37-2015os.pdf</p>	N/A	N/A

Smart Snacks

Resources-Forms	Task(s)	Deadline(s)
<p>Smart Snacks in Schools - GaDOE New http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Pages/Smart-Snacks-in-Schools.aspx</p>	N/A	N/A
<p>Tools for Schools: Focusing on Smart Snacks - USDA http://www.fns.usda.gov/school-meals/smart-snacks-school</p>	<p>The Healthy, Hunger-Free Kids Act of 2010 requires USDA to establish nutrition standards for all foods sold in schools - beyond the federally supported meals program</p>	Effective July 1, 2014

Special Milk Program

Resources-Forms

Task(s)

Deadline(s)

Special Milk Program - USDA

<http://www.fns.usda.gov/smp/special-milk-program>

N/A

N/A

Team Nutrition

Resources-Forms	Task(s)	Deadline(s)
HealthierUS School Challenge - USDA http://www.fns.usda.gov/tn/HealthierUS/index.html	N/A	N/A
Team Nutrition - USDA http://teamnutrition.usda.gov/Default.htm	N/A	N/A
Team Nutrition Popular Events Idea Booklet - USDA http://www.fns.usda.gov/tn/popular-events-booklet	N/A	N/A
Team Nutrition Resource Library - USDA http://healthymeals.nal.usda.gov/resource-library	N/A	N/A

Training

Resources-Forms	Task(s)	Deadline(s)
<p>Institute of Child Nutrition Updated (formerly National Food Service Management Institute) http://www.theicn.org/Default.aspx Resources, Training and Research</p>	N/A	N/A
<p>Orientation for New Employees (ONE) Training http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Instructions%20to%20Access%20ONE.pdf</p>	Course required by SBOE Rule EE 160-5-6-.01 for all School Nutrition personnel	Must be completed within employee's first year of employment
<p>Professional Standards & Training Unit - GaDOE http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Pages/GaSNPTraining.aspx</p> <ul style="list-style-type: none">• Professional Standards Resources• Director Training• Managers Training• School Nutrition Training & Events Calendar	GaDOE SNP web clearinghouse for training resources	N/A

Training-in-Depth

Resources-Forms	Task(s)	Deadline(s)
<p>Georgia Nutrition Training Online (GNTO) Site Manager-in-Training (MIT) Online Course - TID 1a & 1b https://gasnptraining.brightspace.com/d2l/login?logout=1</p>	<p>An online/blended course that is required to be completed by all Manager Trainees, Manager Is, Manager IIs, & Manager/Supervisors</p>	<p>Core courses (two 30 credit hours) must be completed within the first five years of employment as a manager</p>
<p>Manager Classification Reporting System (MCRS) - GaDOE MyGaDOE > Login > School Nutrition > Manager Classification</p>	<p>Database designed to assist local systems track classification of persons completing Core TID courses to meet the requirements of SBOE Rule EE 160-5-6-.01</p>	<p>Update SFA manager profiles as often as needed for training data to remain current</p>
<p>State Board of Education Rule EE 160-5-6-.01 Statewide School Nutrition Program http://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-5-6-.01.pdf</p>	<p>N/A</p>	<p>N/A</p>
<p>Training for Classified School Nutrition Managers Criteria & Procedure - GaDOE Revised http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Training/HR_07-01_Training_in_DepthFINAL.pdf</p>	<p>Course completion authorized by state law and state board rule for Classified School Nutrition Managers</p>	<p>Core courses (150 credit hours) must be completed within the first five years of employment as a manager</p>

USDA Foods

Resources-Forms	Task(s)	Deadline(s)
ACDA Recipient Agency Commodity Processing Handbook http://archives.gadoe.org/DMGetDocument.aspx/RA%20Commodity%20Processing%20Handbook%202009.pdf?p=6CC6799F8C1371F660D52088631075A6E80FE9BDC5765DCF4617782CA8D420BA&Type=D	N/A	N/A
Food Assistance for Disaster Relief - USDA http://www.fns.usda.gov/disaster-assistance	N/A	N/A
Food Distribution Programs - USDA http://www.fns.usda.gov/fdd/	N/A	N/A
Inventory - USDA Foods, DE Form 0116 Contact assigned Food Distribution Administrative Specialist for current form	Perform inventory of all USDA foods, except fresh produce from DoD	End of the month
NSLP USDA Foods Fact Sheets http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets	N/A	N/A
Schools/CN Commodity Programs - Eligibility and How to Apply - USDA http://www.fns.usda.gov/fdd/programs/schcnp/schcnp_eligibility.htm	N/A	N/A
USDA Foods Toolkit for Schools http://www.fns.usda.gov/fdd/foods/healthy/Professional.htm	N/A	N/A
USDA Foods Available for School Year 2017 http://www.fns.usda.gov/sites/default/files/fdd/USDA_Foods_Available_List_SY17.pdf	N/A	N/A
USDA Foods Processing http://www.fns.usda.gov/fdd/usda-foods-processing-home	N/A	N/A

USDA Regulations

Resources-Forms	Task(s)	Deadline(s)
Code of Federal Regulations Title 7 - Agriculture Subtitle B - Regulations of the Department of Agriculture Chapter II - Food & Nutrition Service, Department of Agriculture Subchapter A - Child Nutrition Programs, Part 210 - 249 http://www.ecfr.gov/cgi-bin/text-idx?SID=16afb46bf1fef5a83f84e506072bede3&c=ecfr&tpl=/ecfrbrowse/Title07/7cfrv4_02.tpl	N/A	N/A
Food & Nutrition Service - USDA http://www.fns.usda.gov/fns/	N/A	N/A
School Meals - Policy - USDA http://www.fns.usda.gov/school-meals/policy	N/A	N/A
School Meals - Regulations - USDA http://www.fns.usda.gov/school-meals/regulations	N/A	N/A

Verification

Resources-Forms	Task(s)	Deadline(s)
Eligibility Manual for School Meals - USDA http://www.fns.usda.gov/sites/default/files/cn/SP40_CACFP18_SFSP20-2015a1.pdf	<ul style="list-style-type: none">• Select sample• Complete verification activity	October 1 November 15
Free and Reduced Price Meal Policy - Forms - GaDOE http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx <ul style="list-style-type: none">• Verification Letters• Verification Record of Action• Verification Worksheet for School Use Form	<ul style="list-style-type: none">• Select sample• Complete verification activity	October 1 November 15
SNO Verification Reporting MyGaDOE > Login > School Nutrition > Verification > Manage Verification	Report results of verification to State Agency	Mid-December

WEBSupply

Resources-Forms	Task(s)	Deadline(s)
Web Based Supply Chain Management (WBSCM) - USDA http://usda.gov/wbscm	<ul style="list-style-type: none">• To receive an e-authentication e-mail for access to set up your WBSCM login, contact Westley Roberson, Program Associate, at wroberson@doe.k12.ga.us• For other issues, please contact your assigned Food Distribution Administrative Specialist• For password issues contact WBSCM Helpdesk at (877) 927-2648 or wbscmhelp@ams.usda.gov• Staff contact information is located in the Georgia School Nutrition Program Directory at http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Administration/GaDOE%20Directory/STAFF_DIR_SY16_FINAL_%28Complete%29.pdf	Refer to e-mails sent by Food Distribution

Wellness Policy

Resources-Forms	Task(s)	Deadline(s)
<p>Action for Healthy Kids Wellness Policy Tool New http://www.actionforhealthykids.org/tools-for-schools/revise-district-policy/wellness-policy-tool</p>	N/A	N/A
<p>eBOARD Solutions Board governance and association management web site https://eboard.eboardsolutions.com/index.aspx?S=1262</p>	N/A	N/A
<p>Local School Wellness Policy Each local educational agency participating in a program authorized by the Richard B. Russell National School Lunch Act (42 U.S. C. 1751 et seq) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq) shall establish a local school wellness policy by School Year 2006 http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html</p>	<ul style="list-style-type: none"> • Establish a local school wellness policy • Review & begin implementing the new requirements 	<p style="text-align: center;">July 1, 2006</p> <p style="text-align: center;">July 1, 2011</p>
<p>Promoting Health Through Local School Wellness Policies New http://www.cdc.gov/healthyouth/npao/wellness.htm</p>	N/A	N/A
<p>Resource to Sustain & Strengthen Local Wellness Initiatives http://www.nfsmi.org/documentlibraryfiles/PDF/20130228111227.pdf</p>	N/A	N/A
<p>SuperTracker Worksite Wellness Tool New http://www.choosemyplate.gov/sites/default/files/printablematerials/SuperTrackerWorksiteWellnessToolkit.pdf</p>	N/A	N/A
<p>Wellness School Assessment Tool (WellSAT) New http://www.wellsat.org/</p>	N/A	N/A

Troubleshooting

Questions/Troubleshooting

Who/Where

First point of contact, unless otherwise specified

http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Administration/GaDOE%20Directory/STAFF_DIRECTORY_SY16_FINAL_28Complete29.pdf

Assigned Area Consultant or Program Associate; contact information is located in the Georgia School Nutrition Program Directory

Conference/Event Registration

Details pertinent to conference or event will be included in announcement letter sent via e-mail

DE0106/0107 Claim Questions

Contact assigned Area Consultant, Program Associate, or Accounting Services Betty Johnson @ (404) 656-2586 or Kimberly Benson @ (404) 656-2495

DE0106 Financial Questions

Contact assigned Area Consultant, Program Associate, or Christina Cowart, Accountant III @ (404) 657-7207

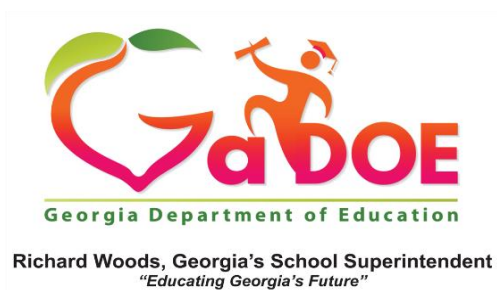
SAM Questions

Contact assigned Area Consultant, Program Associate, or Veronica Stewart, SNO Grants Program Consultant @ (404) 657-7156

School Nutrition Director or Manager/Supervisor not receiving e-mails from SNP State Director

<https://portal.doe.k12.ga.us/Login.aspx>

- MyGaDOE > Login > Locate SFA using Search Districts at top of page > Select SFA
- On right-hand side of MyGaDOE account page click SND and/or Coordinator to see if your name is listed under that role
- If not, contact local System Administrator to add your name to the correct role on your account
- Entries are used to send group e-mails from GaDOE SNP



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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

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