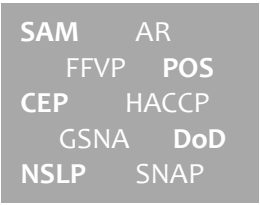


# FLIP-n-FIND

The go-to resource for School Nutrition Program information



SAM AR  
FFVP POS  
CEP HACCP  
GSNA DoD  
NSLP SNAP

Acronyms & Terms



Free and Reduced Price School Meals

Free & Reduced



Facilities & Equipment



Farm to School




Food Production



Choose MyPlate.gov

Healthy Meal Pattern



Meal Service




BID

Procurement



School Nutrition Online



Training



USDA FOODS  
HEALTHY CHOICES • AMERICAN GROWN

USDA Foods



code of federal regulations

USDA Regulations

These topics and more!

## Table of Contents

<a href="#">Access Instructions</a>	Farm to School	Menu Planning	Team Nutrition
<a href="#">Save File to Desktop</a>	Food Production	Nutrition Education <b>New</b>	Training
<a href="#">Navigation Tips</a>	Food Safety	Organizations	Training-in-Depth
<a href="#">Warning Message</a>	Free & Reduced	Procurement	USDA Foods
Acronyms & Terms	Fresh Fruits & Vegetable Program	Provision 2	USDA Regulations
Administrative Reviews	Hazard Analysis & Critical Control Points	Recordkeeping	Verification
Afterschool Care Program	HealthierUS School Challenge	School Approval Module	WEBSupply
Civil Rights	Healthy Meal Pattern	School Nutrition Online	Wellness Policy
Community Eligibility Provision	Keys to Excellence	Seamless Summer Option	<a href="#">Troubleshooting</a>
Facilities & Equipment	Manager Classification Reporting System	Smart Snacks	
Facts & Figures	Meal Service	Special Milk Program	

## Access Instructions

- Georgia Department of Education (GaDOE)  
School Nutrition Program (SNP) Web Page  
[www.gasnp.org](http://www.gasnp.org)

- Resources

- Flip-n-Find

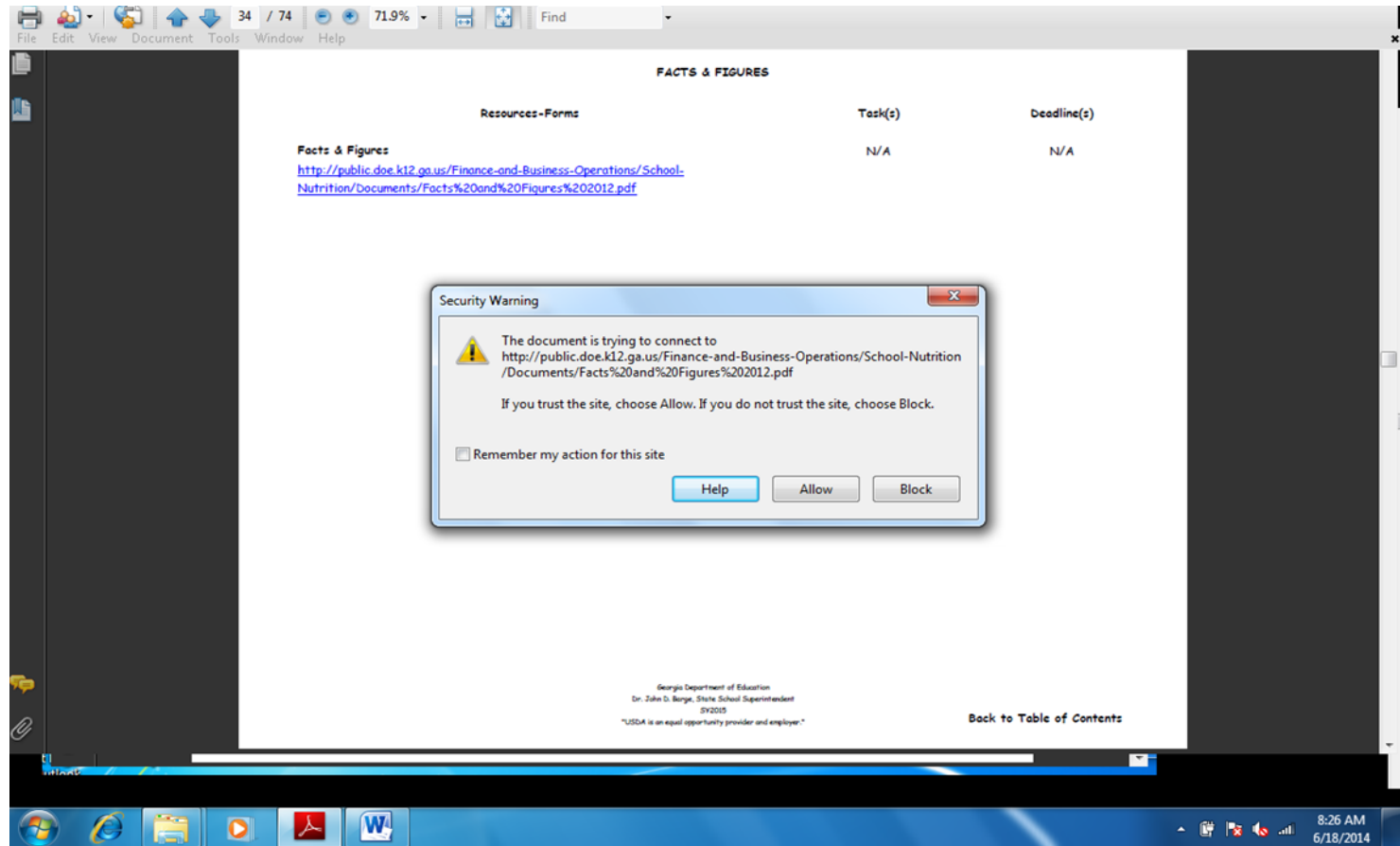
## Save File to Desktop

- Open Flip-n-Find from link on GaDOE SNP web page
- In toolbar at the bottom of the screen, click on computer disk icon to save this file to your computer
- "Save a Copy" window will open
- In "Save in" drop down box, select Desktop
- "File name" field 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 includes alphabetic listing of categories
- 3) Items typed in [blue](#) are instruction pages
- 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, SNO links, & forms
  - Task(s) & Deadline(s): any that pertain to the resource, SNO link, or form
- 6) Some categories have more than one page of resources 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 appear
- 8) To return to Table of Contents, click on hyperlink in bottom right corner of page

# Warning Message



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

## Acronyms & Terms

### A

<b>AASBO</b>	American Association of School Business Officials
<b>AC</b>	Area Consultant. Member of Review and Technical Assistance Unit staff, School Nutrition Division, Georgia Department of Education.
<b>ACDA</b>	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.
<b>ADA</b>	Americans with Disabilities Act. Formerly, American Dietetic Association (now Academy of Nutrition and Dietetics).
<b>ADP</b>	Average daily participation. Average daily number of students served school lunch (or breakfast); may also be expressed as a percentage of students in attendance.
<b>AFHK</b>	Action for Healthy Kids
<b>AMS</b>	Agricultural Marketing Service of USDA. Agency responsible for purchasing surplus removal commodities such as meat, poultry, fruits and vegetables.
<b>AND</b>	Academy of Nutrition and Dietetics
<b>AR</b>	Administrative Review. A federally-prescribed review system used by the State Agency (SA) to monitor School Food Authority (SFA) programs.
<b>ARRA</b>	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.

## Acronyms & Terms

### A

<b>ASCP</b>	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).
<b>Attendance Factor</b>	Attendance as a percentage of enrollment at either the school or SFA level. In the absence of a local attendance factor, the SFA can use the state factor.
<b>Audit, single</b>	Compliance audit that meets federal audit requirements of the federal OMB Circular A-133.

### B

<b>BMI</b>	Body mass index
<b>Bonus Commodity</b>	A food item not charged against Planned Assistance Level (PAL).
<b>Breakout</b>	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.
<b>Bright from the Start</b>	Georgia's Department of Early Care and Learning

### C

<b>CACFP</b>	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.
<b>CAP</b>	Corrective action plan. Plan developed by SFA to address federal/state review findings.



## Acronyms & Terms

### C

<b>Cash in lieu</b>	Monies issued for purchase of specified foods instead of donated commodities.
<b>Catered meals</b>	Meals prepared and/or served by the School Nutrition Program (SNP) through contract to a group, organization, etc., including another school.
<b>CCSSO</b>	Council of Chief State School Officers
<b>CDC</b>	Centers for Disease Control and Prevention
<b>CEP</b>	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.
<b>CFR (Title 7)</b>	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:
<b>Part 210</b>	National School Lunch Program
<b>Part 215</b>	Special Milk Program for Children
<b>Part 220</b>	School Breakfast Program
<b>Part 225</b>	Summer Food Service Program
<b>Part 226</b>	Child and Adult Care Food Program

## Acronyms & Terms

### C

<b>Part 227</b>	Nutrition Education and Training Program
<b>Part 240</b>	Cash in lieu of Commodities
<b>Part 245</b>	Determining Eligibility for Free/Reduced Price Meals and Free Milk in Schools
<b>Part 250</b>	Food Distribution Program
<b>CHIPS</b>	Children Health Insurance Program for States; PeachCare in Georgia
<b>Civil Rights</b>	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.
<b>Claim</b>	Request submitted monthly online via the School Nutrition Online (SNO) database to the School Nutrition Claims Unit of the GaDOE Accounting Division for reimbursement of program meals served.
<b>CMSA</b>	Consolidated Metropolitan Statistical Area
<b>CNA</b>	Child Nutrition Act of 1966
<b>CN Label</b>	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.
<b>CNP</b>	Child Nutrition Program. Programs administered and funded by USDA, including Child and Adult Care Food Program (CACFP), National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP) and Summer Food Service Program (SFSP).

## Acronyms & Terms

### C

<b>Competitive Foods</b>	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.
<b>Component</b>	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.
<b>Consignee</b>	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.
<b>CSV</b>	Comma Separated Value. A method that allows SFAs to extract data from SNO reports and utilize it in spreadsheet applications to develop customized reports.
<b>Culinary Institute I &amp; II</b>	Annual training by a state college or university for the purpose of enhancing personal wellness and nutrition culinary skills.

### D

<b>DA</b>	Distributing Agency. A state, federal or private agency distributing USDA foods (referred to as “donated commodities” in CFR Title 7).
<b>DECAL</b>	Department of Early Care and Learning; also known as Bright from the Start.
<b>DE Forms</b>	GaDOE-developed forms for use in the SNP for recordkeeping and/or reporting.
<b>Delivery Order Number</b>	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

## Acronyms & Terms

### D

<b>DGA</b>	Dietary Guidelines for Americans
<b>DoD</b>	Department of Defense Fresh Fruit and Vegetable Program
<b>DOE</b>	Georgia Department of Education (now known as GaDOE)
<b>Donated Foods</b>	Agricultural food items made available by USDA to CNP participants as "price support" or "surplus removal". In Georgia, we use the term "USDA Foods" in lieu of using the word "donated".

### E

<b>Edit Checks</b>	Monthly review of meal counts against attendance and number of eligible students for the purpose of detecting errors.
<b>EOM</b>	End of message

### F

<b>F &amp; RP Policy</b>	Free and Reduced-Price Meal Policy Statement
<b>FBG</b>	Food Buying Guide
<b>FDA</b>	Food and Drug Administration
<b>FDP</b>	Food Distribution Program
<b>FDU</b>	Food Distribution Unit. The unit within the School Nutrition Division of GaDOE that oversees USDA Foods, state processing, procurement and DoD.

## Acronyms & Terms

### F

<b>FFVP</b>	Fresh Fruits 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 to schools based on a competitive grants application process.
<b>Federal Register</b>	Document that provides a uniform system for making available to the public regulations (proposed, interim and final) and legal notices issued by federal agencies.
<b>Fee for Service</b>	A method by which the SFA 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.
<b>Final federal rules</b>	See Regulations.
<b>Financial</b>	Report submitted monthly online to GaDOE via SNO documenting SFA SNP revenues, expenditures and inventory.
<b>FLSA</b>	Fair Labor Standards Act; administered in Georgia by the Department of Labor.
<b>FMNV</b>	Food of minimal nutritional value
<b>FNS</b>	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.
<b>FNS SERO</b>	USDA's FNS Southeast Regional Office. One of six regional offices in the United States located in Atlanta. Provides technical and regulatory assistance to SAs (as opposed to local agencies) and monitors SAs.
<b>Food Item</b>	A specific food offered within the five food components.

## Acronyms & Terms

### F

<b>FRAC</b>	Food Research and Action Committee
<b>FSA</b>	Farm Service Agency of USDA. Agency responsible for the acquisition, procurement, storage and distribution of USDA foods.
<b>Free Meals</b>	CNP meals served at no cost to children from households eligible for such benefits under 7 CFR Part 245; currently, incomes under 130% of poverty.
<b>FSEA</b>	Food Service Equipment Assistance. Federal matching funds previously available to SNP participants for purchase of large equipment.
<b>FSIS</b>	Food Safety and Inspection Service. USDA agency responsible for inspecting wholesomeness of meat and poultry products.
<b>FSMC</b>	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.
<b>FTE</b>	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.
<b>FY</b>	Fiscal Year
<b>FYI</b>	For your information

### G

<b>GaDOE</b>	Georgia Department of Education
<b>GAE</b>	Georgia Association of Educators

## Acronyms & Terms

### G

<b>GAND</b>	Georgia Academy of Nutrition and Dietetics. Formerly Georgia Dietetic Association.
<b>GAEL</b>	Georgia Association of Educational Leaders
<b>GAO</b>	Government Accountability Office
<b>GASBO</b>	Georgia Association of School Business Officials
<b>GASN</b>	Georgia Association of School Nurses
<b>GDA</b>	Georgia Dietetic Association. Now Georgia Academy of Nutrition and Dietetics.
<b>GED</b>	General Educational Development. Passing the GED test gives those who did not complete high school the opportunity to earn their high school equivalency credential.
<b>Georgia Milestones</b>	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.
<b>GLC</b>	Georgia Learning Connection. An on-line resource for classroom teachers. Replaced by Georgia Standards.Org.
<b>Group A</b>	Fruits, vegetables, meat, poultry and fish products provided under USDA's Food Distribution Program.
<b>Group B</b>	Peanut, grain, dairy and oil products provided under USDA's Food Distribution Program.
<b>GSBA</b>	Georgia School Boards Association

## Acronyms & Terms

### G

<b>GSNA</b>	Georgia School Nutrition Association. Professional association of Georgia school nutrition personnel.
<b>Guidance</b>	Authority governing program issued by USDA.

### H

<b>HACCP</b>	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.
<b>HHFKA</b>	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.

### I

<b>Identified Students</b>	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 (SNAP), Temporary Assistance for Needy Families (TANF), and the Food Distribution Program on Indian Reservations (FDPIR). 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.
<b>IEG</b>	Income Eligibility Guidelines. Income ranges, based on household size, within which students qualify for free, reduced-price or paid meals.
<b>IEP</b>	Individualized Education Plan
<b>Indirect Costs</b>	Those costs that are an indirect expense of operating the program, but that may or may not be charged to the program.



## Acronyms & Terms

### I

<b>Instruction, Federal</b>	Authority governing program issued by USDA.
<b>Interim Federal Regulations</b>	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.
<b>IOM</b>	Institute of Medicine
<b>ISP</b>	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

<b>LAC</b>	Legislative Action Conference
<b>LBOE</b>	Local Board of Education
<b>LEA</b>	Local Education Authority
<b>LUA</b>	Local Unit of Administration. Includes local school districts and Regional Educational Service Agencies (RESA).
<b>LWP</b>	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

### M

<b>MCRS</b>	Manager Classification Reporting System. SNO database used to track classification of persons completing TID courses to meet the requirements of State Board of Education Rule EE 160-5-6-.01.
<b>Meal Pattern</b>	Required components of the reimbursable breakfast or lunch.

## Acronyms & Terms

### M

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

**MSA** Metropolitan Statistical Area

### N

**NAC** Nutrition Advisory Council. Sponsored by the SNA 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 (TN) and the National Food Service Management Institute (NFSMI).

**NFSMI** National Food Service Management Institute

**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 CNPs, 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.

## Acronyms & Terms

### N

<b>Nonprofit Program</b>	SNP 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.
<b>NSBW</b>	National School Breakfast Week. Held the first week of March.
<b>NSLA</b>	Richard B. Russell National School Lunch Act, as amended
<b>NSLP</b>	National School Lunch Program
<b>NSLW</b>	National School Lunch Week. Held the week beginning the second Sunday in October.
<b>Nutrient Analysis</b>	Method of manually or electronically calculating the nutrient content of school meals.
<b>Nutrient Standard</b>	Specific nutrient requirements and guidelines for targeted dietary elements that are required of lunch and breakfast.
<b>Nutrition ID</b>	Number assigned to each manager profile by the MCRS.

### O

<b>OIG</b>	Office of Inspector General
<b>OMB</b>	Office of Management and Budget of the Executive Branch of Federal Government
<b>On-site Preparation</b>	Food prepared in the school kitchen where it is to be served.
<b>Operating Days</b>	Days when school meals are served.
<b>OSHA</b>	Occupational Safety Health Administration

## Acronyms & Terms

### O

**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 OVS 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** CNP 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

**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 OVS.

**PLE** Paid Lunch Equity

## Acronyms & Terms

### P

<b>PLU</b>	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 PSC every five years.
<b>PO</b>	Purchase Order
<b>Policy, Federal</b>	Authority governing program issued by USDA.
<b>POS</b>	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.
<b>Processing Contract</b>	Agreement entered into by a SA or SFA to turn USDA foods into more usable forms or end products, e.g. ground beef into cooked hamburger patties.
<b>Procurement Standards</b>	Guidelines for the procurement of supplies, equipment and services by federal assistance programs.
<b>Proposed Regulations</b>	Federal regulations written for public comment; are not enforceable until published in interim or final form.
<b>Proposed Rules</b>	See Proposed Regulations.
<b>PSC</b>	Professional Standards Commission
<b>PSERS</b>	Public School Employees Retirement System
<b>PTA/PTO</b>	Parent Teacher Association/Organization

### Q

<b>QBE</b>	Quality Basic Education
<b>QCC</b>	Quality Core Curriculum. Curriculum upon which nutrition education activities must be based.

## Acronyms & Terms

### Q

**Quality Measures for Georgia's School Nutrition Program** A reference document containing performance standards for Georgia's SNP (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 SFA 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.

**Reduced-price Meals** CNP 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

## Acronyms & Terms

### R

<b>Review</b>	Process whereby SA staff monitor compliance according to federally prescribed procedures known as the AR; also, a Quality Measures Review that is of a non-regulatory nature.
<b>RFP</b>	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.
<b>RTAU</b>	Review and Technical Assistance Unit. The unit within the School Nutrition Division of the GaDOE responsible for regulatory and other compliance of programs, including approval, training in regulatory areas, monitoring and financial management.
<b>Rules, State</b>	Georgia Board of Education policy governing public education; also a reference to federal regulations.

### S

<b>SA</b>	State Agency. That agency in the state that has jurisdiction over CNPs, i.e. the GaDOE. (Sometimes referred to as the SDA or State Distributing Agency when referring to FDP.)
<b>SACS</b>	Southern Association of Colleges and Schools. A credentialing organization that certifies voluntary compliance with education standards.
<b>SAE Funds</b>	State Administrative Expense funds. Federal funds paid to the SA, according to an established formula, for administration of CNPs.
<b>SAI</b>	School Application Information. A section within the SNO School Approval Module (SAM) that is required annually by GaDOE.
<b>SAM</b>	School Approval Module. Required annually by the GaDOE.
<b>Satellite Food Service</b>	A food delivery system where food is transported and served at a different site than where it is prepared.

## Acronyms & Terms

### S

<b>SBP</b>	School Breakfast Program
<b>SC</b>	Substitute course in the MCRS.
<b>School</b>	(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. 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.
<b>SDOE</b>	State Department of Education
<b>Section 4 Funds</b>	Federal funds appropriated for all lunches; usually called general assistance funds.
<b>Section 11 Funds</b>	Federal funds appropriated for free and reduced-price meals; usually called special assistance funds.
<b>SERO</b>	Southeast Regional Office of FNS, USDA; located in Atlanta.
<b>Severe Need</b>	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.



## Acronyms & Terms

### S

<b>SFA</b>	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.
<b>SFSP</b>	Summer Food Service Program. Administered by the Georgia Department of Early Care and Learning.
<b>Shipping Period</b>	A specified timeframe for USDA vendors to ship USDA foods.
<b>SLP</b>	School Lunch Program (National School Lunch Program)
<b>SMI</b>	School Meals Initiative. Eliminated July 1, 2013, when the Final Meal Pattern Rule was implemented.
<b>SMP</b>	Special Milk Program
<b>SNA</b>	School Nutrition Association. Professional association of school nutrition personnel.
<b>SNAP</b>	Supplemental Nutrition Assistance Program. Formerly Food Stamp Program.
<b>SNDAC</b>	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.
<b>SNO</b>	School Nutrition Online database
<b>SNP</b>	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 GaDOE.
<b>SOP</b>	Standard Operating Procedure
<b>Special Assistance and Reimbursement Alternatives</b>	A federal paperwork reduction program under which schools serve meals to all students at no cost to the student.

## Acronyms & Terms

### S

<b>SSO</b>	Seamless Summer Option. Is designed to encourage more SFAs to provide meals during summer and other school vacation periods. This option combines features of the NSLP, SBP and SFSP. It reduces paperwork and makes it easier for SFAs to feed children in low income areas.
<b>Standard of Identity</b>	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 FDA.
<b>State Advisory Council for Food Distribution</b>	Council composed of representatives from RAs in the state that participate in the NSLP; the purpose of which is to advise the SA as to the manner of selection and distribution of USDA foods; informal in Georgia.
<b>State Director</b>	Person who has been assigned the responsibility of administering CNPs in the SA.
<b>State Plan of Operation</b>	SA's written plan (generally annual) for SNP administration and for the receipt of SAE funds.
<b>Student</b>	(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.
<b>SY</b>	School Year. July 1 through June 30.

### T

<b>TANF</b>	Temporary Assistance for Needy Families
<b>TN</b>	Team Nutrition. Team Nutrition is an initiative of the USDA FNS to support the CNPs 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.

## Acronyms & Terms

### U

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

### V

<b>Vended Meals</b>	Meals purchased for service in the meal program. Requires an agreement.
---------------------	---

### W

<b>WBSCM</b>	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 (SAP) commercial software and an Oracle platform. WBSCM supports domestic and international food and nutrition programs administered by four USDA agencies (FNS, FSA, AMS and Foreign Agricultural Service [FAS] and United States Agency for International Development [USAID]).
<b>WEBSupply</b>	Web-based Supply Chain Management
<b>WIC</b>	Women, Infants and Children Supplement Food Program

## Administrative Reviews

Resources-Forms	Task(s)	Deadline(s)
<p><b>Administrative Reviews (AR)</b>            Title 7: Agriculture            Part 210 - National School Lunch Program            Subpart D - Requirements for State Agency Participation            § 210.18 Administrative Reviews</p> <p><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=e25cb7d50b95002e3fd3850330c73805&amp;rgn=div8&amp;view=text&amp;node=7:4.1.1.1.4.1.2&amp;idno=7">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=e25cb7d50b95002e3fd3850330c73805&amp;rgn=div8&amp;view=text&amp;node=7:4.1.1.1.4.1.2&amp;idno=7</a></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><b>Administrative Review Manual - USDA</b>  <a href="http://www.fns.usda.gov/nslp/administrative-review-manual">http://www.fns.usda.gov/nslp/administrative-review-manual</a></p>	N/A	N/A
<p><b>Eligibility Manual for School Meals - USDA</b>  <a href="http://www.fns.usda.gov/sites/default/files/EliMan.pdf">http://www.fns.usda.gov/sites/default/files/EliMan.pdf</a></p>	N/A	N/A
<p><b>Free &amp; Reduced Price Meal Policy - GaDOE</b>  <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx</a></p>	N/A	N/A

## Afterschool Care Program

Resources-Forms	Task(s)	Deadline(s)
<b>Afterschool Care Program (ASCP) - USDA</b> <a href="http://www.fns.usda.gov/school-meals/afterschool-snacks">http://www.fns.usda.gov/school-meals/afterschool-snacks</a>	N/A	N/A
<b>Afterschool Care Program - NSLP Snack Service Best Practices</b> <a href="http://www.nfsmi.org/ResourceOverview.aspx?ID=123">http://www.nfsmi.org/ResourceOverview.aspx?ID=123</a>	N/A	N/A
<b>Afterschool Care Program Production Record, DE Form 0113</b> Contact assigned Area Consultant or Program Associate for most current form	Must be completed to document all purchased & USDA foods used at snacks	Daily
<b>Free &amp; Reduced Price Meal Policy - GaDOE</b> <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx</a> <b>Attachment V, Meal Supplement for Afterschool Care Program</b>	Must be completed & signed prior to approval of SAM each SY	June 30
<b>Afterschool Care Program Meal Supplement Site Review Form</b>	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

## Civil Rights

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

## Community Eligibility Provision

Resources-Forms	Task(s)	Deadline(s)
<b>Community Eligibility Provision (CEP) - USDA</b> <a href="http://www.fns.usda.gov/school-meals/community-eligibility-provision">http://www.fns.usda.gov/school-meals/community-eligibility-provision</a>	N/A	N/A
<b>Community Eligibility Provision Tools/Resources - GaDOE <span style="color: red;">New</span></b> <a href="http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Pages/CEP.aspx">http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Pages/CEP.aspx</a>	N/A	N/A
<b>Free and Reduced Price Meal Policy - GaDOE</b> <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx</a> <b>Attachment G, Special Assistance Provision 2 Assurances with CEP</b>	Must be completed & signed, if participating, prior to approval of SAM each SY	June 30

## Facilities & Equipment

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



## Facts & Figures

Resources-Forms	Task(s)	Deadline(s)
<b>Facts &amp; Figures - GaDOE</b> <a href="http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Facts%20and%20Figures%20SY2014.pdf">http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Facts%20and%20Figures%20SY2014.pdf</a>	N/A	N/A

## Farm to School

Resources-Forms	Task(s)	Deadline(s)
<b><i>An Introduction to Farm to School</i></b> <a href="http://www.nfsmi.org/documentlibraryfiles/PDF/20130521110458.pdf">http://www.nfsmi.org/documentlibraryfiles/PDF/20130521110458.pdf</a>	N/A	N/A
<b>Farm to School Resources - USDA <span style="color: red;">New</span></b> <a href="http://www.fns.usda.gov/farmentoschool/farm-school-resources">http://www.fns.usda.gov/farmentoschool/farm-school-resources</a> <ul style="list-style-type: none"><li>• Building Your Farm to School Team</li><li>• Establishing a Vision &amp; Goals</li><li>• Defining Local &amp; Finding Local Foods</li><li>• Buying Local Foods</li><li>• Menu Planning</li><li>• Food Safety</li><li>• Promoting Your Program</li><li>• School Gardening</li><li>• Education &amp; Curriculum Integration</li><li>• Evaluating Your Efforts</li><li>• Sustaining Your Program</li></ul>	N/A	N/A
<b><i>Farm to School - Shortening the Distance</i> Implementation Handbook - GaDOE</b> <a href="http://issuu.com/gadoenutrition/docs/farm_to_school_handbook?e=7062294/11507">http://issuu.com/gadoenutrition/docs/farm_to_school_handbook?e=7062294/11507</a>	N/A	N/A

## Food Production

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

## Food Safety

Resources-Forms	Task(s)	Deadline(s)
<b>A Biosecurity Checklist for School Foodservice Programs</b> <a href="http://foodbiosecurity.nfsmi.org/">http://foodbiosecurity.nfsmi.org/</a>	N/A	N/A
<b>Developing a School Food Safety Program</b> <a href="http://www.nfsmi.org/ResourceOverview.aspx?ID=57">http://www.nfsmi.org/ResourceOverview.aspx?ID=57</a>	N/A	N/A
<b>Disposable Gloves Mini-Poster</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080206044501.pdf">http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080206044501.pdf</a>	N/A	N/A
<b>Emergency Readiness Plan: Guide and Forms for the School Foodservice Operation</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080207044955.pdf">http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080207044955.pdf</a>	N/A	N/A
<b>First Aid for Choking Poster</b> <a href="http://dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Food/Education/ChokingPoster.pdf">http://dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Food/Education/ChokingPoster.pdf</a>	N/A	N/A
<b>Food Safety in Schools (formerly <i>Serving It Safe</i> , 4th Edition) Updated</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=327">http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=327</a>	N/A	N/A
<b>Food Safety for Summer Food Service Programs</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=73">http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=73</a>	N/A	N/A
<b>Food Safety Mini-Posters</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=74">http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=74</a>	N/A	N/A
<b>Handwashing Poster</b> <a href="http://dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Food/Education/Handwashing.pdf">http://dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Food/Education/Handwashing.pdf</a>	N/A	N/A
<b>Hand Washing in Georgia's Public Schools A Community Needs Assessment &amp; Intervention Study</b> <a href="http://www.geha-online.org/Attachments/Publications/Hand%20Washing%20in%20GA.pdf">http://www.geha-online.org/Attachments/Publications/Hand%20Washing%20in%20GA.pdf</a>	N/A	N/A

(Continued on next page)

## Food Safety

Resources-Forms	Task(s)	Deadline(s)
<b>Inventory Management &amp; Tracking</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/20121114100354.pdf">http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/20121114100354.pdf</a>	N/A	N/A
<b>Responding to a Food Recall</b> <a href="http://www.nfsmi.org/ResourceOverview.aspx?ID=444">http://www.nfsmi.org/ResourceOverview.aspx?ID=444</a>	N/A	N/A
<b>Rules of Department of Human Resources - Public Health Chapter 290-5-14, Food Service</b> <a href="http://dph.georgia.gov/food-rules-and-regulations">http://dph.georgia.gov/food-rules-and-regulations</a>	N/A	N/A
<b>ServSafe Food Safety Training</b> <a href="http://www.servsafe.com/">http://www.servsafe.com/</a>	N/A	N/A
<b>Temperature Mini-Poster</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=112">http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=112</a>	N/A	N/A
<b>Thermometer Information Resource</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=113">http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=113</a>	N/A	N/A
<b>USDA Food Safety Questions &amp; Answers</b> <a href="http://www.fns.usda.gov/sites/default/files/FoodSafety.pdf">http://www.fns.usda.gov/sites/default/files/FoodSafety.pdf</a>	N/A	N/A
<b>Washing Your Hands: Educating the School Community</b> <a href="http://www.nfsmi.org/ResourceOverview.aspx?ID=118">http://www.nfsmi.org/ResourceOverview.aspx?ID=118</a>	N/A	N/A

## Free & Reduced

Resources-Forms	Task(s)	Deadline(s)
<b>Direct Certification Student Statewide Lookup</b> MyGaDOE > Login > School Nutrition > Direct Certification > Direct Certification Lookup	N/A	N/A
<b>Eligibility Manual for School Meals - USDA</b> <a href="http://www.fns.usda.gov/sites/default/files/EliMan.pdf">http://www.fns.usda.gov/sites/default/files/EliMan.pdf</a>	N/A	N/A
<b>Free and Reduced Price Meal Policy - GaDOE</b> <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx</a>		
<b>Attachment G: Special Assistance Provision 2 Assurances with CEP</b>	Must be completed & signed, if participating, prior to approval of SAM each SY	June 30
<b>Attachment K: State Prototype Meal Accountability Procedures</b> Criteria for Other than End-of-Serving Line Meal Count in Cafeteria	Must be completed & signed, if participating, prior to approval of SAM each SY	June 30
<b>Attachment V: Meal Supplement for Afterschool Care Program Assurances</b>	Must be completed & signed, if participating, prior to approval of SAM each SY	June 30
<b>F/R Price Lunch Eligibility - GaDOE</b> <a href="https://app3.doe.k12.ga.us/ows-bin/owa/fte_pack_frl001_public.entry_form">https://app3.doe.k12.ga.us/ows-bin/owa/fte_pack_frl001_public.entry_form</a>	Submit number of students eligible to receive free or reduced price meals for reporting purposes	October 31
<b>Free and Reduced Price School Meals Application Materials - Translations - USDA</b> <a href="http://www.fns.usda.gov/cnd/Application/familyfriendlyapps.html">http://www.fns.usda.gov/cnd/Application/familyfriendlyapps.html</a>	N/A	N/A

(Continued on next page)

## Free & Reduced

Resources-Forms	Task(s)	Deadline(s)
<b>GO Screen - RACF User ID Application</b> <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Documents/Application%20for%20RACF%20USERID.pdf">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Documents/Application%20for%20RACF%20USERID.pdf</a>	N/A	N/A
<b>School Approval Module (SAM) - GaDOE</b>	See SAM page	June 30
<b>Web-Based Applications Criteria &amp; Procedure - GaDOE</b> <a href="http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Web-based%20Application%20Annual%20Checklist.pdf">http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Web-based%20Application%20Annual%20Checklist.pdf</a>	Guidance for LEAs who want to make the application & supporting materials benefit from the efficiencies that technology can provide	Annually

## Fresh Fruit & Vegetable Program

Resources-Forms	Task(s)	Deadline(s)
<p><b>Department of Defense (DoD) Fresh Fruit &amp; Vegetable Program <span style="color: red;">New</span></b>  <a href="http://www.fns.usda.gov/fdd/dod-fresh-fruit-and-vegetable-program">http://www.fns.usda.gov/fdd/dod-fresh-fruit-and-vegetable-program</a></p>	N/A	N/A
<p><b>Fresh Fruits &amp; Vegetable Program Resources - GaDOE</b>  <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Finance-and-Budget.aspx">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Finance-and-Budget.aspx</a></p> <ul style="list-style-type: none"> <li>• USDA FFVP Website</li> <li>• FFVP Handbook</li> <li>• FFVP Serving Safely &amp; Attractively 2010</li> <li>• FFVP Application Letter 2014</li> <li>• SY14 FFVP Grant Application</li> <li>• Timesheet Prototype</li> <li>• FFVP Equipment Pre-Approval Form</li> <li>• FFVP Production Record</li> <li>• FFVP Training PowerPoint</li> </ul>	N/A	N/A
<p><b>Fruits &amp; Veggies - More Matters</b>  <a href="http://www.fruitsandveggiesmorematters.org/">http://www.fruitsandveggiesmorematters.org/</a></p>	N/A	N/A
<p><b>Increasing Fruit &amp; Vegetable Consumption through the USDA Nutrition Assistance Programs</b>  <a href="http://www.fns.usda.gov/sites/default/files/fruit_veggie_report_o.pdf">http://www.fns.usda.gov/sites/default/files/fruit_veggie_report_o.pdf</a></p>	N/A	N/A



## Hazard Analysis & Critical Control Points

Resources-Forms	Task(s)	Deadline(s)
<b>Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles</b> <a href="http://www.fns.usda.gov/sites/default/files/Food_Safety_HACCPGuidance.pdf">http://www.fns.usda.gov/sites/default/files/Food_Safety_HACCPGuidance.pdf</a>	N/A	N/A
<b>Hazard Analysis &amp; Critical Control Points (HACCP) Guidance &amp; Regulation</b> <a href="http://www.fda.gov/Food/GuidanceRegulation/HACCP/default.htm">http://www.fda.gov/Food/GuidanceRegulation/HACCP/default.htm</a>	N/A	N/A
<b>HACCP-Based Standard Operating Procedures (SOPs)</b> <a href="http://sop.nfsmi.org/HACCPBasedSOPs.php">http://sop.nfsmi.org/HACCPBasedSOPs.php</a>	N/A	N/A
<b>HACCP Implementation in K-12 Schools</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080221033931.pdf">http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080221033931.pdf</a>	N/A	N/A
<b>HACCP Regulatory Compliance</b> <a href="http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/haccp">http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/haccp</a>	N/A	N/A
<b>NFSMI Insight - HACCP Initiatives at NFSMI: Building a Nationwide Network Dedicated to Food Safety</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080313042114.pdf">http://nfsmi-web01.nfsmi.olemiss.edu/documentLibraryFiles/PDF/20080313042114.pdf</a>	N/A	N/A

## HealthierUS School Challenge

### Resources-Forms

### Task(s)

### Deadline(s)

#### HealthierUS School Challenge

<http://www.fns.usda.gov/tn/HealthierUS/index.html>

N/A

N/A

## Healthy Meal Pattern

Resources-Forms	Task(s)	Deadline(s)
<p><b>Certification of Compliance - USDA</b>  <a href="http://www.fns.usda.gov/healthierschoolday/6-cent-certification-tools">http://www.fns.usda.gov/healthierschoolday/6-cent-certification-tools</a></p> <ul style="list-style-type: none"> <li>• Regulation</li> <li>• Policy Memos</li> <li>• Technical Assistance &amp; Guidance Materials</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Funding became available to school districts starting October 1, 2012.</li> </ul>	<p>Ongoing</p>
<p><b>Flexibility for Whole Grain-Rich Pasta in School Years 2014-15 and 2015-16</b>  <a href="http://www.fns.usda.gov/sites/default/files/SP47-2014v2os.pdf">http://www.fns.usda.gov/sites/default/files/SP47-2014v2os.pdf</a></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 and identified and while the SFA can demonstrate a continued negative impact</p>
<p><b>Healthy Meal Pattern Resources - GaDOE</b>  <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Healthy-Meal-Pattern.aspx">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Healthy-Meal-Pattern.aspx</a></p> <ul style="list-style-type: none"> <li>• Promotions</li> <li>• Training for Directors</li> <li>• Training for Managers</li> </ul>	<p>N/A</p>	<p>N/A</p>

(Continued on next page)

## Healthy Meal Pattern

Resources-Forms	Task(s)	Deadline(s)
<b>Nutrient Analysis Protocols (Pre-Publication Copy)</b> <b>How to Analyze Menus for USDA's School Meals Programs</b> <a href="http://healthymeals.nal.usda.gov/hsmrs/Software/For%20Web/NAPManual.pdf">http://healthymeals.nal.usda.gov/hsmrs/Software/For%20Web/NAPManual.pdf</a>	N/A	N/A
<b>Nutrition Standards for School Meals - USDA</b> <a href="http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm">http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm</a> <ul style="list-style-type: none"><li>• Regulation</li><li>• Policy Memos</li><li>• Technical Assistance &amp; Guidance Materials</li></ul>	N/A	N/A
<b>USDA National Nutrient Database for Standard Reference</b> <a href="http://www.nal.usda.gov/fnic/foodcomp/search/">http://www.nal.usda.gov/fnic/foodcomp/search/</a>	N/A	N/A
<b>Whole Grain Resource for the National School Lunch &amp; Breakfast Programs</b> <a href="http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf">http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf</a>	N/A	N/A

## Keys to Excellence

### Resources-Forms

#### Keys to Excellence Program

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

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

### 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><b>Manager Classification Reporting System (MCRS) - GaDOE</b> MyGaDOE &gt; Login &gt; School Nutrition &gt; Manager Classification</p>	<p>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</p>	<p>Update SFA manager profiles as often as needed for training data to remain current</p>
<p><b>MCRS Manager Profile</b> MyGaDOE &gt; Login &gt; School Nutrition &gt; Manager Classification &gt; Manager Profile</p>	N/A	N/A
<p><b>MCRS School Nutrition Reports</b> MyGaDOE &gt; Login &gt; School Nutrition &gt; Manager Classification &gt; School Nutrition Reports</p> <ul style="list-style-type: none"> <li>• Manager Transcript Report</li> <li>• Courses Needed Report</li> <li>• Annual Course Completion Report</li> <li>• Annual Exception Report</li> </ul>	N/A	N/A
<p><b>School Nutrition MCRS User Manual</b> MyGaDOE &gt; Login &gt; School Nutrition &gt; Manager Classification &gt; View User Manual</p>	N/A	N/A
<p><b>Training-In-Depth for Classified School Nutrition Managers</b> MyGaDOE &gt; Login &gt; School Nutrition &gt; Manager Classification &gt; View Criteria &amp; Procedure</p>	<p>Course completion authorized by state law and state board rule for classified School Nutrition Managers</p>	<ul style="list-style-type: none"> <li>• Core courses (150 hours) must be completed within the first five years of employment as a manager</li> <li>• One 30 credit hour Advanced course must be completed every three years after completion of the Core</li> </ul>

## Meal Service

Resources-Forms	Task(s)	Deadline(s)
<p><b>Basics at a Glance Poster</b>  <a href="http://www.nfsmi.org/documentLibraryFiles/PDF/20081006054447.pdf">http://www.nfsmi.org/documentLibraryFiles/PDF/20081006054447.pdf</a></p>	N/A	N/A
<p><b>Focus on the Customer</b>  <a href="http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=67">http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=67</a></p>	N/A	N/A
<p><b>Free and Reduced Price Meal Policy Statement - GaDOE</b>  <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx</a>  <b>Attachment K, State Prototype Meal Accountability Procedures</b>                      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><b>Orientation to School Nutrition Management</b>  <b>Customer Service, Merchandising &amp; Food Presentation Instructor's Manual</b>  <a href="http://www.nfsmi.org/documentlibraryfiles/PDF/20130521103322.pdf">http://www.nfsmi.org/documentlibraryfiles/PDF/20130521103322.pdf</a></p>	N/A	N/A
<p><b>Customer Service, Merchandising &amp; Food Presentation Participant's Manual</b>  <a href="http://www.nfsmi.org/documentlibraryfiles/PDF/20130521104005.pdf">http://www.nfsmi.org/documentlibraryfiles/PDF/20130521104005.pdf</a></p>	N/A	N/A

## Menu Planning

Resources-Forms	Task(s)	Deadline(s)
<p><b>Accommodating Children with Special Dietary Needs in the School Nutrition Programs - USDA</b>  <a href="http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf">http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf</a></p>	N/A	N/A
<p><b>Breakfast Nutrition and Menu Planning Resources - USDA</b>  <a href="http://www.fns.usda.gov/sbp/toolkit_nutrition">http://www.fns.usda.gov/sbp/toolkit_nutrition</a></p>	N/A	N/A
<p><b>Dietary Guidelines for Americans</b>  <a href="http://www.cnpp.usda.gov/DietaryGuidelines.htm">http://www.cnpp.usda.gov/DietaryGuidelines.htm</a></p>	N/A	N/A
<p><b>Food Buying Guide - USDA</b>  <a href="http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs">http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs</a></p>	N/A	N/A
<p><b>Food Buying Guide Calculator</b>  <a href="http://fbg.nfsmi.org/Default.aspx">http://fbg.nfsmi.org/Default.aspx</a></p>	N/A	N/A
<p><b>Handbook for Children with Special Food &amp; Nutrition Needs</b>  <a href="http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/20111103084132.pdf">http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/20111103084132.pdf</a></p>	N/A	N/A
<p><b>Managing Food Allergies in School Nutrition Programs <span style="color: red;">New</span></b>  <a href="http://www.nfsmi.org/ResourceOverview.aspx?ID=507">http://www.nfsmi.org/ResourceOverview.aspx?ID=507</a></p>	N/A	N/A
<p><b>Meeting Children's Special Food &amp; Nutrition Needs in Child Nutrition Programs <span style="color: red;">Under Revision</span></b>  <a href="http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=89">http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=89</a></p>	N/A	N/A
<p><b>Menu Planning Resources</b>  <a href="http://healthymeals.nal.usda.gov/menu-planning-o">http://healthymeals.nal.usda.gov/menu-planning-o</a></p>	N/A	N/A
<p><b>New School Cuisine Cookbook <span style="color: red;">New</span></b>  <a href="http://www.vtfeed.org/materials/new-school-cuisine-cookbook">http://www.vtfeed.org/materials/new-school-cuisine-cookbook</a></p>	N/A	N/A

(Continued on next page)



## Menu Planning

Resources-Forms	Task(s)	Deadline(s)
<i>Offer versus Serve</i> - USDA <b>Updated</b> Guidance for the National School Lunch Program & School Breakfast Program <a href="http://www.fns.usda.gov/sites/default/files/SP57-2014a.pdf">http://www.fns.usda.gov/sites/default/files/SP57-2014a.pdf</a>	N/A	N/A
<i>Special Needs Fact Sheets</i> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=107">http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=107</a>	N/A	N/A

## Nutrition Education

Resources-Forms	Task(s)	Deadline(s)
<b>Choose MyPlate</b> <a href="http://www.choosemyplate.gov/">http://www.choosemyplate.gov/</a>	N/A	N/A
<b>FoodMASTER Programs &amp; Resources</b> <b>Food, Math, &amp; Science Teaching Enhancement Resource</b> <a href="http://www.foodmaster.org/">http://www.foodmaster.org/</a>	N/A	N/A
<b>USDA National Agricultural Library Food and Nutrition Information Center</b> <b>Sources of Nutrition Education Materials</b> <a href="http://fnic.nal.usda.gov/professional-and-career-resources/nutrition-education/sources-nutrition-education-materials">http://fnic.nal.usda.gov/professional-and-career-resources/nutrition-education/sources-nutrition-education-materials</a>	N/A	N/A

## Organizations

Resources-Forms	Task(s)	Deadline(s)
<b>Academy of Nutrition &amp; Dietetics</b> <a href="http://www.eatright.org/">http://www.eatright.org/</a>	N/A	N/A
<b>Georgia Academy of Nutrition &amp; Dietetics</b> <a href="http://eatrightgeorgia.org/">http://eatrightgeorgia.org/</a>	N/A	N/A
<b>Georgia Nutrition Council</b> <a href="http://www.caes.uga.edu/special/gnco6/index.html">http://www.caes.uga.edu/special/gnco6/index.html</a>	N/A	N/A
<b>Georgia School Nutrition Association</b> <a href="http://www.georgiaschoolnutrition.com/default.aspx">http://www.georgiaschoolnutrition.com/default.aspx</a>	N/A	N/A
<b>School Nutrition Association</b> <a href="http://www.schoolnutrition.org/">http://www.schoolnutrition.org/</a>	N/A	N/A

## Procurement

Resources-Forms	Task(s)	Deadline(s)
<b>Agricultural Marketing Service - USDA</b> <a href="http://www.ams.usda.gov/">http://www.ams.usda.gov/</a>	N/A	N/A
<b>Applying Geographic Preferences in Procurements for the Child Nutrition Programs - Updates</b> <a href="http://www.fns.usda.gov/sites/default/files/SP_01-2010_os.pdf">http://www.fns.usda.gov/sites/default/files/SP_01-2010_os.pdf</a>	N/A	N/A
<b>Buy American Reminder Memorandum</b> <a href="http://www.fns.usda.gov/sites/default/files/SP_29-2006.pdf">http://www.fns.usda.gov/sites/default/files/SP_29-2006.pdf</a>	N/A	N/A
<b>Food Buying Guide - USDA</b> <a href="http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs">http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs</a>	N/A	N/A
<b>Food Buying Guide Calculator</b> <a href="http://fbg.nfsmi.org/Default.aspx">http://fbg.nfsmi.org/Default.aspx</a>	N/A	N/A
<b>Inventory Management &amp; Tracking</b> <a href="http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/20121114100354.pdf">http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/20121114100354.pdf</a>	N/A	N/A
<b>Procurement in the 21st Century</b> <a href="http://www.nfsmi.org/documentlibraryfiles/PDF/20130820034348.pdf">http://www.nfsmi.org/documentlibraryfiles/PDF/20130820034348.pdf</a>	N/A	N/A

## Provision 2

Resources-Forms	Task(s)	Deadline(s)
<p><b>Free &amp; Reduced Price Meal Policy Statement - GaDOE</b> <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx</a> <b>Attachment G: Special Assistance Provision 2 Assurances with CEP</b></p>	Must be completed & signed, if participating, prior to approval of SAM each SY	June 30
<p><b>Provision 2 Guidance - USDA</b> <a href="http://www.fns.usda.gov/sites/default/files/Prov2Guidance.pdf">http://www.fns.usda.gov/sites/default/files/Prov2Guidance.pdf</a></p>	N/A	N/A
<p><b>School Meals - Provisions 1, 2 &amp; 3 - USDA</b> <a href="http://www.fns.usda.gov/school-meals/provisions-1-2-and-3">http://www.fns.usda.gov/school-meals/provisions-1-2-and-3</a></p>	N/A	N/A

## Recordkeeping

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

(Continued on next page)

## Recordkeeping

Resources-Forms	Task(s)	Deadline(s)
<b>Number of Breakfasts Served Daily, DE Form 0112</b> Contact assigned Area Consultant or Program Associate for most current form	Must be completed to document number of breakfasts served daily	Daily
<b>Number of Lunches Served Daily, DE Form 0118</b> Contact assigned Area Consultant or Program Associate for most current form	Must be completed to document number of breakfasts served daily	Daily
<b>OMB Circular A-87</b> <a href="http://www.whitehouse.gov/omb/circulars_a087_2004/#main-content">http://www.whitehouse.gov/omb/circulars_a087_2004/#main-content</a>	N/A	N/A
<b>Production Record for Non-Reimbursable Foods, DE Form 0120</b> 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
<b>Reimbursement Rates</b> <a href="http://www.fns.usda.gov/cnd/governance/notices/naps/NAPs.htm">http://www.fns.usda.gov/cnd/governance/notices/naps/NAPs.htm</a>	N/A	N/A

## School Approval Module

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



## School Nutrition Online

Resources-Forms	Task(s)	Deadline(s)
<b>School Nutrition Online Application (SNO) - GaDOE</b> MyGaDOE > Login > School Nutrition		
<ul style="list-style-type: none"> <li>• SAM (School Approval Module)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete for all claiming schools for next SY &amp; have been approved by Area Consultant</li> <li>• Modify/amend SAM as necessary throughout the current SY</li> </ul>	<ul style="list-style-type: none"> <li>June 30</li> <li>As needed</li> </ul>
<ul style="list-style-type: none"> <li>• Depreciable Equipment (DE0804) (Access through School Year Setup module)</li> </ul>	<ul style="list-style-type: none"> <li>• Submit for SY ending June 30</li> <li>• Resubmit to obtain access to School Nutrition modules</li> </ul>	<ul style="list-style-type: none"> <li>June 30</li> <li>July 1</li> </ul>
<ul style="list-style-type: none"> <li>• Claims (DE0106 &amp; 0107)</li> </ul>	Submit school & SFA meal counts to claim reimbursement	20th of following month
<ul style="list-style-type: none"> <li>• Financial (DE0106)</li> </ul>	Submit school financial data	30th of following month
<ul style="list-style-type: none"> <li>• Manager Classification</li> </ul>	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"> <li>• Direct Certification</li> </ul>	SFAs will be notified via e-mail when data is available	July
<ul style="list-style-type: none"> <li>• Reports</li> </ul>	Review &/or print all school & SFA level reports	Monthly
<ul style="list-style-type: none"> <li>• Verification</li> </ul>	Report results of verification to State Agency	February 1

**(Continued on next page)**

## School Nutrition Online

Resources-Forms	Task(s)	Deadline(s)
<b>School Nutrition Online (SNO) Manual</b> MyGaDOE > Login > View Documents > Browse by Category > FBO-School Nutrition > Training > SNO Manual PDF	N/A	N/A

## Seamless Summer Option

Resources-Forms	Task(s)	Deadline(s)
<b>2014 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option - USDA <b>New</b></b> <a href="http://www.fns.usda.gov/sites/default/files/SP39-2014os.pdf">http://www.fns.usda.gov/sites/default/files/SP39-2014os.pdf</a>	N/A	N/A
<b>Seamless Summer Option Participation Approval</b> In May and June, when SAM is open for the upcoming SY, SSO data forms are rolled forward	Submit site application forms & certification for approval by Area Consultant	2 weeks prior to serving meals
<b>Seamless Summer Option Promotional Materials - GaDOE</b> <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Seamless-Summer-Option-Promotional-Materials.aspx">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Seamless-Summer-Option-Promotional-Materials.aspx</a>	N/A	N/A
<b>Summer Food Service Program - USDA</b> <a href="http://www.fns.usda.gov/summer-food-service-program-sfsp">http://www.fns.usda.gov/summer-food-service-program-sfsp</a>	N/A	N/A
<b>Summer Food Service Program Handbooks</b> <a href="http://www.fns.usda.gov/cnd/summer/library/handbooks.html">http://www.fns.usda.gov/cnd/summer/library/handbooks.html</a>	N/A	N/A

## Smart Snacks

### Resources-Forms

### Task(s)

### Deadline(s)

#### Smart Snacks in Schools - USDA

<http://www.fns.usda.gov/school-meals/smart-snacks-school>

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

Effective July 1, 2014

## Special Milk Program

### Resources-Forms

### Task(s)

### Deadline(s)

#### Special Milk Program

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

N/A

N/A

## Team Nutrition

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

## Training

Resources-Forms	Task(s)	Deadline(s)
<b>Georgia Professional Standards Commission</b> <a href="http://www.gapsc.com/">http://www.gapsc.com/</a>	Renew certificate for certified positions positions	Certificate valid for 5 years
<b>Georgia School Nutrition Training <span style="color: red;">New</span></b> <a href="http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Pages/GaSNPTraining.aspx">http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Pages/GaSNPTraining.aspx</a> <ul style="list-style-type: none"> <li>• Managers Training</li> <li>• Criteria &amp; Procedure Documents</li> <li>• Training Calendar</li> <li>• Preview Conference</li> <li>• Summer Training Videos</li> <li>• Nutrition Wellness</li> <li>• Professional Learning/Training</li> </ul>	GaDOE SNP web clearinghouse for training resources	N/A
<b>National Food Service Management Institute</b> <a href="http://www.nfsmi.org/Default.aspx">http://www.nfsmi.org/Default.aspx</a> <ul style="list-style-type: none"> <li>• Resource Center</li> <li>• Online Courses</li> <li>• Child Nutrition Archives</li> <li>• School Nutrition Programs</li> <li>• Child and Adult Care Food Program</li> <li>• Center for Trainers</li> <li>• Training Opportunities</li> <li>• Research</li> </ul>	N/A	N/A
<b>Orientation for New Employees (ONE) Training</b> MyGaDOE > Login > View Documents > Browse by Category > Public > Office of Finance and Business Operations > School Nutrition > Training > ONE (5-2013) <ul style="list-style-type: none"> <li>• ONE Individual Lessons</li> <li>• Complete ONE Manual</li> </ul>	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

**(Continued on next page)**

## Training

Resources-Forms	Task(s)	Deadline(s)
<b>ONE E-Test</b> CD is included in the Managers in Training (MIT) resource materials	<ul style="list-style-type: none"><li>• Can be used as a qualifying or pre-test for MIT</li><li>• Is designed to be self-administered with the student receiving a certificate upon completion to submit to their supervisor</li></ul>	N/A
<b>Professional Learning Units</b> A PLU is a unit of credit based on 10 contact hours of formal instruction or its equivalent (preparation phase) and on verification that the intent of the formal instruction has been implemented on the job (on-the-job performance phase) or on mastery verification conducted during the preparation phase.	<ul style="list-style-type: none"><li>• For PLUs offered by the GaDOE SNP, complete &amp; submit the Follow-Up Activity Form with brief written description of activity</li><li>• Contact Angela Williams Georgia Department of Education School Nutrition Program 1662 Twin Towers East Atlanta, Georgia 30334 (404) 463-4515 <a href="mailto:awilliams@doe.k12.ga.us">awilliams@doe.k12.ga.us</a></li></ul>	Within 1 year of attending conference/ training & completing follow-up activity



## Training-in-Depth

Resources-Forms	Task(s)	Deadline(s)
<p><b>State Board of Education Rule EE 160-5-6-.01</b> <a href="http://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-5-6-.01.pdf">http://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-5-6-.01.pdf</a></p>	N/A	N/A
<p><b>Training-In-Depth for Classified School Nutrition Managers Criteria &amp; Procedure - GaDOE</b> MyGaDOE &gt; Login &gt; School Nutrition &gt; Manager Classification &gt; View Criteria &amp; Procedure</p>	Course completion authorized by state law and state board rule for classified School Nutrition Managers	<ul style="list-style-type: none"><li>• Core courses (150 credit hours) must be completed within the first five years of employment as a manager</li><li>• One 30 credit hour Advanced course must be completed every three years after completion of the Core</li></ul>

## USDA Foods

Resources-Forms	Task(s)	Deadline(s)
<b>ACDA Recipient Agency Commodity Processing Handbook</b> <a href="http://archives.gadoe.org/DMGetDocument.aspx/RA%20Commodity%20Processing%20Handbook%202009.pdf?p=6CC6799F8C1371F660D52088631075A6E80FE9BDC5765DCF4617782CA8D420BA&amp;Type=D">http://archives.gadoe.org/DMGetDocument.aspx/RA%20Commodity%20Processing%20Handbook%202009.pdf?p=6CC6799F8C1371F660D52088631075A6E80FE9BDC5765DCF4617782CA8D420BA&amp;Type=D</a>	N/A	N/A
<b>Food Assistance for Disaster Relief - USDA</b> <a href="http://www.fns.usda.gov/disaster-assistance">http://www.fns.usda.gov/disaster-assistance</a>	N/A	N/A
<b>Food Distribution Programs - USDA</b> <a href="http://www.fns.usda.gov/fdd/">http://www.fns.usda.gov/fdd/</a>	N/A	N/A
<b>Inventory - USDA Foods, DE Form 0116</b> Contact assigned Food Distribution Administrative Specialist for current form	Perform inventory of all USDA foods	End of the month
<b>NSLP USDA Foods Fact Sheets</b> <a href="http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets">http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets</a>	N/A	N/A
<b>Schools/CN Commodity Programs - Eligibility and How to Apply</b> <a href="http://www.fns.usda.gov/fdd/programs/schcnp/schcnp_eligibility.htm">http://www.fns.usda.gov/fdd/programs/schcnp/schcnp_eligibility.htm</a>	N/A	N/A
<b>USDA Food Facts - School Nutrition Professionals</b> <a href="http://www.fns.usda.gov/fdd/foods/healthy/Professional.htm">http://www.fns.usda.gov/fdd/foods/healthy/Professional.htm</a>	N/A	N/A
<b>USDA Foods Available for School Year 2015</b> <a href="http://www.fns.usda.gov/sites/default/files/SY15_Foods_Available_List_5_14_14.pdf">http://www.fns.usda.gov/sites/default/files/SY15_Foods_Available_List_5_14_14.pdf</a>	N/A	N/A
<b>USDA Foods Processing</b> <a href="http://www.fns.usda.gov/fdd/usda-foods-processing-home">http://www.fns.usda.gov/fdd/usda-foods-processing-home</a>	N/A	N/A

## USDA Regulations

Resources-Forms	Task(s)	Deadline(s)
<b>Code of Federal Regulations</b> 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 <a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=16afb46bf1fef5a83f84e506072bede3&amp;c=ecfr&amp;tpl=/ecfrbrowse/Title07/7cfrv4_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?SID=16afb46bf1fef5a83f84e506072bede3&amp;c=ecfr&amp;tpl=/ecfrbrowse/Title07/7cfrv4_02.tpl</a>	N/A	N/A
<b>Food &amp; Nutrition Service (FNS)</b> <a href="http://www.fns.usda.gov/fns/">http://www.fns.usda.gov/fns/</a>	N/A	N/A
<b>School Meals - Policy</b> <a href="http://www.fns.usda.gov/school-meals/policy">http://www.fns.usda.gov/school-meals/policy</a>	N/A	N/A
<b>School Meals - Regulations</b> <a href="http://www.fns.usda.gov/school-meals/regulations">http://www.fns.usda.gov/school-meals/regulations</a>	N/A	N/A

## Verification

Resources-Forms	Task(s)	Deadline(s)
<b>Eligibility Manual for School Meals - USDA</b> <a href="http://www.fns.usda.gov/sites/default/files/EliMan.pdf">http://www.fns.usda.gov/sites/default/files/EliMan.pdf</a>	<ul style="list-style-type: none"><li>• Select sample</li><li>• Complete verification activity</li></ul>	October 1 November 15
<b>Free and Reduced Price Meal Policy - Forms - GaDOE</b> <a href="http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx">http://public.doe.k12.ga.us/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx</a> <ul style="list-style-type: none"><li>• Verification Collection Report, SFA FNS-742</li><li>• Verification Letters</li><li>• Verification Record of Action</li><li>• Verification Worksheet for School Use Form</li></ul>	<ul style="list-style-type: none"><li>• Select sample</li><li>• Complete verification activity</li></ul>	October 1 November 15
<b>SNO Verification Reporting</b> MyGaDOE > Login > School Nutrition > Verification > Manage Verification	Report results of verification to State Agency	February 1

## WEBSupply

Resources-Forms	Task(s)	Deadline(s)
<b>Web Based Supply Chain Management (WBSCM) - USDA</b> <a href="http://usda.gov/wbscm">http://usda.gov/wbscm</a>	<ul style="list-style-type: none"><li>• To receive a login password, contact your assigned Food Distribution Administrative Specialist to send e-authentication e-mail for access</li><li>• Staff contact information is located in the Georgia School Nutrition Program Directory at <a href="http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Administration/STAFF%20DIR%20oSY15%20FINAL%20%28SNP%20Staff%20Only%29.pdf">http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Administration/STAFF%20DIR%20oSY15%20FINAL%20%28SNP%20Staff%20Only%29.pdf</a></li><li>• For password issues contact WBSCM Helpdesk at (877) 927-2648 or <a href="mailto:wbscmhelp@ams.usda.gov">wbscmhelp@ams.usda.gov</a></li></ul>	Refer to e-mails sent by Food Distribution

## Wellness Policy

Resources-Forms	Task(s)	Deadline(s)
<p><b>Action for Healthy Kids Wellness Policy Tool <span style="color: red;">New</span></b>  <a href="http://www.actionforhealthykids.org/tools-for-schools/revise-district-policy/wellness-policy-tool">http://www.actionforhealthykids.org/tools-for-schools/revise-district-policy/wellness-policy-tool</a></p>	N/A	N/A
<p><b>eBOARD Solutions</b>            Board governance and association management web site  <a href="https://eboard.eboardsolutions.com/index.aspx?S=1262">https://eboard.eboardsolutions.com/index.aspx?S=1262</a></p>	N/A	N/A
<p><b>Local School Wellness Policy</b>            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  <a href="http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html">http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html</a></p>	<ul style="list-style-type: none"> <li>• Establish a local school wellness policy</li> <li>• Review &amp; begin implementing the new requirements</li> </ul>	<p style="text-align: center;">July 1, 2006</p> <p style="text-align: center;">July 1, 2011</p>
<p><b>Promoting Health Through Local School Wellness Policies <span style="color: red;">New</span></b>  <a href="http://www.cdc.gov/healthyouth/npao/wellness.htm">http://www.cdc.gov/healthyouth/npao/wellness.htm</a></p>	N/A	N/A
<p><b>Resource to Sustain &amp; Strengthen Local Wellness Initiatives</b>  <a href="http://www.nfsmi.org/documentlibraryfiles/PDF/20130228111227.pdf">http://www.nfsmi.org/documentlibraryfiles/PDF/20130228111227.pdf</a></p>	N/A	N/A
<p><b>SuperTracker Worksite Wellness Tool <span style="color: red;">New</span></b>  <a href="http://www.choosemyplate.gov/downloads/SuperTrackerWorksiteWellnessToolkit.pdf">http://www.choosemyplate.gov/downloads/SuperTrackerWorksiteWellnessToolkit.pdf</a></p>	N/A	N/A
<p><b>Wellness School Assessment Tool (WellSAT) <span style="color: red;">New</span></b>  <a href="http://www.wellsat.org/">http://www.wellsat.org/</a></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/STAFF%20DIR%20SY15%](http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Documents/Administration/STAFF%20DIR%20SY15%20)

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 Finance & Budget Unit Vanessa Haigler @ (404) 657-7184 or Christina Cowart (404) 657-7207

#### SAM Questions

Contact assigned Area Consultant, Program Associate, or SNO Grants Program Consultant

#### 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



Richard Woods, Georgia's School Superintendent  
*"Educating Georgia's Future"*



In accordance with State and Federal Law, the Georgia Department of Education prohibits discrimination on the basis of race, color, religion, national origin, sex, disability, or age in its educational and employment activities. Inquiries regarding the application of these practices may be addressed to the General Counsel of the Georgia Department of Education, 2052 Twin Towers East, Atlanta, Georgia, 30334, (404) 656-2800.

“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.”