

Additional Resources

Idaho School Nutrition Reference Guide



Table of Contents

ADMINISTRATIVE REVIEW	2
AFTERSCHOOL SNACK PROGRAM	2
BENEFIT ISSUANCE	2
BREAKFAST MEAL PATTERN	2
CIVIL RIGHTS	2
DIRECT CERTIFICATION	2
DISASTER PLANNING	2
FARM TO SCHOOL	2
FINANCIAL REQUIREMENTS AND RESOURCE MANAGEMENT	3
FOOD SAFETY	3
FRESH FRUIT AND VEGETABLE PROGRAM	3
LUNCH MEAL PATTERN	3
MARKETING	4
MENU PLANNING	4
OFFER VERSUS SERVE	4
POINT OF SERVICE AND MEAL COUNTING	4
PROCUREMENT	4
PRODUCTION RECORDS	5
PROFESSIONAL STANDARDS	5
RESIDENTIAL CHILD CARE INSTITUTIONS (RCCI)	5
SMART SNACKS ("ALL FOODS SOLD IN SCHOOLS")	5
SPECIAL DIETARY NEEDS	5
SPECIAL MILK PROGRAM	6
SPECIAL PROVISION OPTIONS (PROVISION 2 AND CEP)	6
SUMMER FOOD SERVICE PROGRAM	6
USDA FOODS	6
VERIFICATION	7
WELLNESS	7

ADMINISTRATIVE REVIEW

- Current Administrative Review Manual found in MyldahoCNP under Download Forms Section 17

AFTERSCHOOL SNACK PROGRAM

- [USDA Afterschool Snack Programs Webpage](#)
- [USDA Afterschool Snack Program Fact Sheet](#)
- [USDA Afterschool Snack Program Frequently Asked Questions](#)
- Information found in MyldahoCNP under Download Forms Section 15

BENEFIT ISSUANCE

- Current Eligibility Manual for School Meals found in MyldahoCNP under Download Forms Section 7
- Verification Detail Report found in MyldahoCNP under Download Forms Section 7
- Information found in MyldahoCNP under Download Forms Section 6

BREAKFAST MEAL PATTERN

- [Certification of Compliance](#) also known as 6-cents Certification and Meal Compliance Worksheets
- [USDA Food Buying Guide](#)
- [Food Research & Action Center Website](#)
- [USDA Guidance and Resources](#)
- [USDA School Breakfast Program Webpage](#)
- [USDA Nutrition Standards for School Meals](#)
- [USDA School Breakfast Program Fact Sheet](#)
- [All About Vegetables - Subgroups](#)
- [USDA Whole Grain Resource](#)
- USDA Memo SP 40-2019, CACFP 17-2019, SFSP 17-2019 [Smoothies Offered in the Child Nutrition Programs | USDA-FNS](#)

CIVIL RIGHTS

- [USDA Civil Rights Website](#)
- USDA Civil Rights in Nutrition Programs [Frequently Asked Questions](#)
- Information found in MyldahoCNP under Download Forms Section 2.

DIRECT CERTIFICATION

- Current Eligibility Manual for School Meals found in MyldahoCNP under Download Forms Section 5

DISASTER PLANNING

- [USDA Foods Disaster Manual](#)

FARM TO SCHOOL

- [USDA Community Food Systems](#)

- [USDA Farm to School Grant Program](#)
- [Procuring Local Foods Child Nutrition Program Guide](#)
- [National Farm to School Network Homepage](#)
- [Idaho Preferred Homepage](#)
- [Idaho Agriculture in the Classroom Homepage](#)
- [USDA Farm to School Fact Sheet](#)

FINANCIAL REQUIREMENTS AND RESOURCE MANAGEMENT

- Reimbursement rates in MyIdahoCNP under Claims, Reimbursement Rates
- Allowable and Not-allowable Cost Guidance Manual in MyIdahoCNP under Download Forms Section 9
- [Institute of Child Nutrition: Financial Management Course for School Managers with Resources and Manual](#)
- [Idaho State Department of Education, Child Nutrition Programs - Resource Center](#)
 - Statistics and Finance
 - [Idaho Financial Accounting Reporting Management System \(IFARMS\) Manual Resource for accounting codes for the Child Nutrition Fund 290](#)

FOOD SAFETY

- [Food Safety: ICN Hazard Analysis Critical Control Point HACCP](#)
- [Center of Excellence for Food Safety Research in Child Nutrition Programs](#)
- [Food Safety Posters](#) from the Center of Excellence for Food Safety Research, Kansas State University
- USDA Hazard Analysis and Critical Control Points (HACCP)-Based Standard Operating Procedures in MyIdahoCNP under Download Forms Section 19
- [Institute of Child Nutrition, Food Safety Courses and Other Resources](#)
- [USDA Food Safety](#)
- Information found in MyIdahoCNP under Download Forms Section 19

FRESH FRUIT AND VEGETABLE PROGRAM

- [Fresh Fruit and Vegetable Program: A Handbook for Schools](#)
- [Fresh Fruit & Vegetable Program: Idaho Child Nutrition Programs](#)
- [USDA Fresh Fruit and Vegetable Program](#)
- [USDA Fresh Fruit and Vegetable Program Fact Sheet](#)
- Information found in MyIdahoCNP under Download Forms Section 24

LUNCH MEAL PATTERN

- [USDA Certification of Compliance](#) also known as 6-cents Certification and Meal Compliance Worksheets
- [USDA School Meal Program Food Buying Guide](#)
- [Food Research & Action Center](#)
- USDA National School Lunch Program [Fact Sheet](#)
- [Idaho Child Nutrition Programs: School Meal Programs](#)

- [Idaho CNP Training Portal](#) Select the Resource Center tab
- USDA Memo SP 40-2019, CACFP 17-2019, SFSP 17-2019 [Smoothies Offered in the Child Nutrition Programs | USDA-FNS](#)
- [USDA National School Lunch Program](#)
- [USDA Nutrition Standards for School Meals](#)
- [USDA Whole Grain Resource for the National School Lunch and School Breakfast Programs](#)

MARKETING

- [Marketing for School Nutrition Programs - Institute of Child Nutrition](#)
- [USDA Guidance and Resources](#)

MENU PLANNING

- [Buy American Provision SP 38-2017](#)
- [USDA Certification of Compliance](#) also known as 6-cents Certification and Meal Compliance Worksheets
- [Fact Sheet: Calories in School Meals](#)
- [Food Buying Guide](#)
- [Tools for Schools: Offering Fruits and Vegetables](#)
- [Tools for Schools: Reducing Sodium](#)
- [Tools for Schools: Serving Whole Grain-Rich](#)
- [Idaho Preferred](#)
- [USDA Nutrition Standards for School Meals](#)
- [USDA Foods in Schools Product Information](#)
- [Salad Bars in the National School Lunch Program- USDA Policy Memo SP 31-2013](#)
- [USDA Quantity Recipes for Schools Meals](#)
- Nutrient Analysis Protocols 2014 guide and information found in MyIdahoCNP under Download Forms Section 12

OFFER VERSUS SERVE

- [Offer Versus Serve Manual](#)
- [SP 41-2015: Over versus Serve Guidance for NSLP and SBP](#)
- [Offer Versus Serve Tip Sheet- School Breakfast Program](#)

POINT OF SERVICE AND MEAL COUNTING

- [USDA Eligibility Manual for School Meals](#)
- Manual also found in Download Forms Section 7

PROCUREMENT

- Information found in MyIdahoCNP under Download Forms Section 18
- Procurement for Private Non-Profit Entities found in Download Forms on MyIdahoCNP
- [2 CFR 200](#) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
- [7 CFR 210.21 Procurement](#) found at 7 CFR Part 210.21 (d)(2)
- [Buy American Provision SP 38-2017](#)

- [7 CFR 210.16 Procurement Standards](#)
- [Procurement Geographic Preference Q&As – Part II](#)
- [USDA - Procuring Local Foods](#)

PRODUCTION RECORDS

- Idaho Sample Production Records are available on MyIdahoCNP in Download Forms
- [Institute of Child Nutrition: Training](#)
- Nutrient Analysis Protocols 2014 guide and information found in MyIdahoCNP under Download Forms Section 13

PROFESSIONAL STANDARDS

- [USDA Professional Standards Final Rule](#)
- [Professional Standards for School Nutrition Professionals](#)
- [School Nutrition Association USDA Professional Standards Hub](#)
- [SP 05- 2020 Q & A Regarding Professional Standards for State and Local CNP Personnel](#)
- [Professional Standards Training Guidelines: School Nutrition Association](#)
- Information found in MyIdahoCNP under Download Forms Section 14

RESIDENTIAL CHILD CARE INSTITUTIONS (RCCI)

- RCCI Resources found in MyIdahoCNP under Download Forms
- SP48-2013 [Extending Flexibility for RCCIs in the NSLP](#)

SMART SNACKS ("ALL FOODS SOLD IN SCHOOLS")

- General
 - [USDA Tools for Schools: Focusing on Smart Snacks](#)
 - [Idaho Child Nutrition Programs: Smart Snack Resource Homepage](#)
 - [Alliance for a Healthier Generation: Smart Snacks in School](#)
- Nutrition Standards
 - [USDA: A Guide to Smart Snacks in School](#)
 - [USDA Beverage Options Flyer](#)
- Compliant Products
 - [Smart Food Planner: Alliance for a Healthier Generation](#)
 - [Smart Snacks Product Calculator: Alliance for a Healthier Generation](#)
- Fundraising
 - [USDA Fundraisers and Smart Snack Fact Sheet](#)
 - [Smart Snacks in School Fundraisers Flyer](#)
 - Idaho Child Nutrition Programs [Fundraiser Exemption Request Form](#)
 - [Concession Stand Makeovers: A pilot study of offering healthy foods at high school concession stands](#)
 - Smart Snack tracking form located in Download Forms Section 11

SPECIAL DIETARY NEEDS

- The Medical Statement Form is found in MyIdahoCNP under Download Forms Section 2

- [Institute of Child Nutrition: Food Allergy Fact Sheet](#)
- [USDA Food Allergy Book: What School Employees Need to Know](#)
 - [USDA Food Allergy Book - English](#)
 - [USDA Food Allergy Book - Spanish](#)
- [USDA Accommodating Children with Disabilities in the School Meal Programs](#)
- [USDA School Meals Guidance and Resources](#)
- Centers for Disease Control [Food Allergies in Schools](#)

SPECIAL MILK PROGRAM

- [USDA Special Milk Program](#)
- [USDA Special Milk Program Fact Sheet](#)
- [USDA Income Eligibility Guidelines](#)
- [USDA School Meal Rates of Reimbursement](#)
- Information found in MyIdahoCNP under Download Forms Section 20

SPECIAL PROVISION OPTIONS (PROVISION 2 AND CEP)

- Information found in MyIdahoCNP under Download Forms Section 6
- [USDA Provision 2 Guidance Manual](#)
- [Provisions 1, 2, and 3](#)
- [Community Eligibility Program Resource Center](#)
- [Community Eligibility Provision Resources on Idaho CNP Website](#)
 - Community Eligibility brochure, SNAPP presentation, USDA Community Eligibility Calculator, Idaho eligible districts, Department of Education guidance on CEP and more

SUMMER FOOD SERVICE PROGRAM

- [Area Eligibility Map](#) for the Summer Food Service Program
- [USDA Income Eligibility Guidelines](#)
- [USDA: SFSP Sponsors - Managing the Program](#)
- [The New USDA Summer Meals Toolkit](#)
- [Summer Food Service Program Frequently Asked Questions](#)
- [Summer Food Service Program Meal Patterns](#)
- [USDA Summer Meals Toolkit](#)

USDA FOODS

- Information located in Download Forms Section 23
- [USDA Foods Program Fact Sheet](#)
- [USDA Program Legislation and Regulations](#)
- [USDA: Child Nutrition Programs Homepage](#)
- [USDA Foods e-Newsletters](#)
- [Webinars & Training](#)
- [USDA Value of Donated Foods](#)

- [Food Safety Education](#)
- [USDA Foods Tool Kit](#)
- [USDA Foods Product Information Sheet With Food Codes](#)
- [USDA Foods: Hold & Recall Procedures](#)

VERIFICATION

- Current Eligibility Manual for School Meals and other information found in MyIdahoCNP under Download Forms Section 7
- [7 CFR 245.6a Verification Requirements](#)
- [Translated Applications- School Meal Applications](#)

WELLNESS

- [Child Nutrition and WIC Reauthorization Act of 2004](#)
- [Food Research & Action Center-Federal Nutrition Programs](#)
- [Action for Healthy Kids](#)
- [SHAPE America: Standards and Guidelines](#)
- [USDA Healthy Meals Resource System \(HMRS\)](#)
- [Team Nutrition Local School Wellness Policy](#)
- [Summary of Proposed Rule](#) Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010
- [Idaho Child Nutrition Programs: School Wellness](#)
 - Idaho Wellness Policy Progress Report under Tools for Success
- [Center for Disease Control: Local School Wellness Policy](#)
- [Rudds Center WellSAT 2.0 Wellness School Assessment Tool](#)
- [GENYOUth Foundation Homepage](#)
- [Fuel Up to Play 60](#) National Dairy Council and the National Football League program
- Document Information found in MyIdahoCNP under Download Forms Section 21

For Questions Contact

Child Nutrition Programs
Idaho State Department of
Education 650 W State Street,
Boise, ID 83702 208 332 6820
www.sde.idaho.gov

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.