

Click & FIND

Your **go-to** resource
for the School Nutrition Program

Georgia School
Nutrition 

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ACCESS INSTRUCTIONS

- Georgia Department of Education (GaDOE) School Nutrition Program (SNP) webpage:
<http://snp.wpgadoe.org/>
- Forms & Resources
- *Click-n-Find*

SAVE FILE TO DESKTOP

- Open *Click-n-Find* from link on the GaDOE SNP web page
- In toolbar at the top right of the screen, click on the Download icon
- “Save As” window will open
- In the “Download” box, select Desktop
- “File Name” box will automatically populate with “Click-n-Find”
- Click Save

NAVIGATION TIPS

- Navigating in the *Click-n-Find* is as easy as clicking on the topic you want in the Table of Contents.
- Topic tables are formatted in columns labeled
 - “Resources-Forms” where links to electronic resources, School Nutrition Online, and forms can be found and
 - “Task(s) and Deadline(s)” that pertain to the resource, School Nutrition Online, or form.
- Resources are hyperlinked to the Internet. Point your cursor at the resource you want, click, and it will open.
- To return to the Table of Contents, click on the link at the bottom of the page.

FREQUENTLY ASKED QUESTIONS

Questions	Answers
Who is my first point of contact?	Contact assigned Area Consultant or Business Support Analyst; contact information is in the Georgia School Nutrition Program Directory at http://snp.wpgadoe.org/info-resources/directories/
Who do I contact if I have questions about my DE0106/0107 Claim?	Contact assigned Area Consultant, Business Support Analyst, or Betty Johnson, Accounting Services, at 404-656-2658 or bjohnson@doe.k12.ga.us .
Who do I contact if I have questions about my DE0106 Financial?	Contact assigned Area Consultant, Business Support Analyst, or Danielle Smith, Accountant III, at 404-232-1827 or dansmith@doe.k12.ga.us .
Who do I contact with questions about the School Approval Module (SAM)?	Contact assigned Area Consultant, Business Support Analyst, or Veronica Stewart, SNO Grants Program Consultant, at 404-657-7156 or vstewart@doe.k12.ga.us .
Where do I find conference/training registration information?	Details pertaining to scheduled conferences or trainings will be included in announcement letters sent via e-mail.
How do I find out if I have been set up to receive e-mails from the SNP State Director?	<ul style="list-style-type: none"> • 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 in the Organization Directory box, click School Nutrition Director and School Nutrition 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

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ACRONYMS AND TERMS

A

AC	Area Consultant. Member of the Review and Technical Assistance Unit staff, SNP, GaDOE, assigned to work with specific School Food Authorities (SFAs) in Georgia. ACs provide guidance, training, and conduct reviews.
ACDA	American Commodity Distribution Association. Professional association of local and state personnel, government, and industry with interest in the United States Department of Agriculture (USDA) Foods Program.
ADA	Average Daily Attendance; also, Americans with Disabilities Act
ADP	Average daily participation. Average number of children, by eligibility category, participating in the Program each operating day; may also be expressed as a percentage of students in attendance.
AFHK	Action for Healthy Kids
Agreement	A legal document that is continuous and does not need to be renewed each school year. The document stipulates that the SFA will follow all state and federal regulations in the operation of any meal program.
À la carte	Food items available for cash sale independent of the reimbursable meal.
AMS	Agricultural Marketing Service of USDA. Agency responsible for purchasing surplus removal commodities such as meat, poultry, fruits and vegetables.
AND	Academy of Nutrition and Dietetics
AR	Administrative Review. A federally-prescribed comprehensive review conducted off- and on-site used by the State Agency (SA) to monitor SFA programs.
ARRA	American Recovery and Reinvestment Act of 2009. An equipment assistance grants program created to shore up infrastructures and to stimulate the economy. Georgia received over \$4.4 million, the fifth largest grantee in the nation.
ASCP	Afterschool Care Program. The National School Lunch Program (NSLP) offers cash reimbursement to help schools serve snacks to children in afterschool activities aimed at promoting the health and well-being of children and youth in our communities. A school must provide children with regularly scheduled activities in an organized, structured, and supervised environment; include educational or enrichment activities (e.g. mentoring or tutoring programs).
Attendance Factor	Attendance as a percentage of enrollment at either the school or SFA level. In the absence of a local attendance factor, the SFA can use the state factor.

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Audit, single Compliance audit that meets federal audit requirements of the federal OMB Circular A-133.

B

Base Year Term used with Special Assistance, Provision 2. The base year is the last school year for which eligibility determinations were made and meals counts by type were taken and during which all meals were served at no charge, or the last year in which a school conducted a streamlined base year period. It is the first year of the four-year cycle.

Benefit Issuance The process of providing meal benefits (paid, free, or reduced) to students. The link in the accountability system between the eligibility determination and the benefit delivery. Benefit issuance methods occur when a student has selected a meal and it is recorded. Types of benefit issuance documents are tickets, rosters, tokens, or lists of student IDs. Benefit issuance can be recorded manually or electronically.

BMI Body mass index

Breakout That part of lunch, either all or part of one or more food or menu items, that is broken out from the lunch meal and served as a snack at another time during the day for younger children.

Bright from the Start Georgia's Department of Early Care and Learning

BSA Business Support Analyst. Member of the Review and Technical Assistance Unit staff, SNP, GaDOE, who works along with ACs to provide technical support to assigned SFAs.

C

CACFP Child and Adult Care Food Program. Administered by the Georgia Department of Early Care and Learning and provides reimbursement for meals and/or snacks to children in child care centers, including pre-kindergarten programs, family daycare homes, and afterschool programs.

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

Cash in lieu Monies issued for purchase of specified foods instead of donated commodities.

Categorial Eligibility Any child who is a member of a Supplemental Nutrition Assistance Program (SNAP) household or Temporary Assistance for Needy Families (TANF) assistance unit that is automatically eligible for free meals or free milk or determined Other Source Categorically Eligible.

Catered Meals Meals prepared and/or served by the SNP through contract to a group, organization, etc., including another school.

CCSSO Council of Chief State School Officers

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CDC	Centers for Disease Control and Prevention
CEP	Community Eligibility Provision. An alternative provided in The Healthy, Hunger-Free Kids Act of 2010 to collecting applications for free and reduced meals in high poverty areas. With CEP, reimbursement is based on claiming percentages derived from "identified student percentages". Identified student percentages refer to the percent of enrolled students who are approved free without an application, including students who are directly certified, homeless, migrant, or foster approved from a listing. A formula is applied to the percentage of identified eligibles to determine the percentage of free meals that can be claimed.
Certification	The process used to determine a student’s eligibility for free or reduced price meal benefits and the method used to apply the correct meal benefit level for the student at the point-of-service.
CFR (Title 7)	Title 7 of the Code of Federal Regulations. A codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. The following parts directly relate to School Nutrition:
Part 210	National School Lunch Program
Part 215	Special Milk Program for Children
Part 220	School Breakfast Program
Part 225	Summer Food Service Program
Part 226	Child and Adult Care Food Program
Part 227	Nutrition Education and Training Program
Part 240	Cash in lieu of Commodities
Part 245	Determining Eligibility for Free/Reduced Price Meals and Free Milk in Schools
Part 250	Food Distribution Program
CHIPS	Children Health Insurance Program for States; PeachCare in Georgia
Civil Rights	Assurances that program beneficiaries or employees (equal employment opportunity) are not discriminated against or denied benefits regardless of 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.
Claim	Request submitted monthly online to the School Nutrition Claims Unit of the GaDOE Accounting Services for reimbursement of program meals served.
CMSA	Consolidated Metropolitan Statistical Area

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CNA	Child Nutrition Act of 1966
CN Label	Child Nutrition Label. A special label developed as part of a voluntary federal labeling program for food manufacturers and administered by the USDA. The CN label indicates a product's component and quantity contributions to program meals. Not required in Georgia for processed items.
CNP	Child Nutrition Program. Programs administered and funded by USDA, including Child and Adult Care Food Program (CACFP), National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and Summer Food Service Program (SFSP).
Competitive Foods	Those foods restricted by federal and state rules from sale at school; see 7 CFR Part 210.11 and Georgia Rule, Code EE, 160-5-6-.01, Statewide School Nutrition Program.
Component	One of the five food groups that comprise reimbursable lunches. These are meats/meat alternates, grains, fruits, vegetables and fluid milk. Schools must always offer all five food components in at least the minimum required amounts.
Confirming Official	Individual who reviews each approved application selected for verification before households are notified. The confirmation review must be conducted by someone other than the individual who made the initial eligibility determination. This requirement is waived if the SFA uses a technology-based system with a high level of accuracy in processing applications.
Consignee	Any location that physically accepts delivery of USDA foods directly from USDA's vendors on behalf of Georgia Recipient Agencies (RAs). Georgia utilizes two types of consignees—commercial entities (which are referred to as “commercial distributors”) under contract to receive, store, and deliver USDA foods to RAs and “direct ship” entities which are RAs that receive all or part of their USDA foods directly from USDA's assigned vendors into their own system's warehouse or a warehouse with which the RA directly contracts.
CSV	Comma Separated Value. A method that allows SFAs to extract data from School Nutrition Online (SNO) reports and utilize it in spreadsheet applications to develop customized reports.

D

DA	Distributing Agency. A state, federal, or private agency distributing USDA foods (referred to as “donated commodities” in CFR Title 7).
DC	Direct Certification. Process of establishing children's categorical eligibility for benefits by obtaining documentation directly from the State or local SNAP or TANF office that the children are from households currently receiving SNAP or TANF benefits.
DECAL	Department of Early Care and Learning; also known as Bright from the Start.

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DE Forms	Georgia Department of Education developed forms for use in the SNP for recordkeeping and/or reporting.
Delivery Period	A specified timeframe for USDA vendors to ship USDA foods.
Determining Official	An SFA official responsible for determining children’s eligibility for free and reduced price benefits.
DGA	Dietary Guidelines for Americans
DoD	Department of Defense Fresh Fruit and Vegetable Program
DOE	Georgia Department of Education; now known as GaDOE
Donated Foods	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

Edit Checks	The procedure used by the SFA to compare each school’s daily counts of free, reduced price, and paid lunches against the product of the number of children in that school currently eligible for free, reduced price, and paid lunches, respectively, times an attendance factor.
Eligibility Manual	The <i>Eligibility Manual for School Meals</i> is a USDA resource with guidance for State and local entities to use in the process of determining, certifying, and verifying children’s eligibility for free and reduced price meals and free milk.
EOM	End of message or end of month
Extended Eligibility	The process by which a child’s or other household member’s receipt of benefits from an Assistance Program automatically extends eligibility for free benefits to all children who are members of the household.

F

Family	A group of related or unrelated individuals who are not residents of an institution or boarding house but are living as one economic unit.
F & RP Policy	Free and Reduced-Price Meal Policy Statement
FBG	Food Buying Guide
FBU	Finance and Budget Unit. The unit within the SNP of GaDOE that oversees financial and resource management as well as provides bookkeeper training.
FDA	Food and Drug Administration

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FDP	Food Distribution Program
FDU	Food Distribution Unit. The unit within the SNP of GaDOE that oversees USDA Foods, state processing, and DoD.
Federal Register	Document that provides a uniform system for making available to the public regulations (proposed, interim, and final) and legal notices issued by federal agencies.
Fee for Service	A method by which the 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.
FFVP	Fresh Fruit and Vegetable Program. Provides all children in participating elementary 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.
FIFO	First in, first out. An inventory accounting method by which the first items placed in inventory are the first items used in meal preparation and production.
Final Federal Rules	See "Regulations".
Financial	Report submitted monthly online to GaDOE via SNO documenting SFA SNP revenues, expenditures, and inventory.
FLSA	Fair Labor Standards Act; administered in Georgia by the Department of Labor.
FMNV	Food of minimal nutritional value
FNS	Food and Nutrition Service. The agency under the USDA responsible for administering the National School Lunch, School Breakfast, Special Milk, and other nutrition and food assistance programs.
FNS SERO	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.
Food Item	A specific food offered within the five food components.
FRAC	Food Research and Action Committee
FSA	Farm Service Agency of USDA. Agency responsible for the acquisition, procurement, storage, and distribution of USDA foods.

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

G

GaDOE	Georgia Department of Education
GAE	Georgia Association of Educators
GAND	Georgia Academy of Nutrition and Dietetics
GAEL	Georgia Association of Educational Leaders
GAO	Government Accountability Office
GASBO	Georgia Association of School Business Officials
GASN	Georgia Association of School Nurses
GDPH	Georgia Department of Public Health
GED	General Educational Development. Passing the GED test gives those who did not complete high school the opportunity to earn their high school equivalency credential.
Georgia Milestones	The Georgia Milestones Assessment System is a comprehensive summative assessment program spanning grades 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. Students in grades 3 through 8 will take an end-of-grade assessment in each content area, while high school students will take an end-of-course assessment for each of the eight courses designated by the State Board of Education.

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Georgia Standards	An on-line resource that provides information and resources necessary to help meet the educational needs of students.
Georgia Standards of Excellence	Curriculum upon which nutrition education activities must be based.
GSBA	Georgia School Boards Association
GSNA	Georgia School Nutrition Association. Professional association of Georgia school nutrition personnel.
Guidance	Authority governing program issued by USDA.

H

HACCP	Hazard Analysis and Critical Control Points. A systematic preventive approach to food safety that addresses physical, chemical, and biological hazards as a means of prevention rather than finished product inspection.
Hearing Official	Designated individual who conducts a hearing when households appeal the initial eligibility determination of their meal application. The hearing official should not have been involved in the original approval or in any previously held conference.
HHFKA	Healthy, Hunger-Free Kids Act of 2010. The law was passed to help reduce America's childhood obesity epidemic and reduce health risks for America's children by helping schools across the country produce balanced meals, so children have access to healthy foods during the school day.

I

ICN	Institute of Child Nutrition; formerly National Food Service Management Institute
Identified Students	Students certified for free meals through means other than individual household applications; this primarily includes students who are directly certified for free meals based on their participation in SNAP, 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.
IEGs	Income Eligibility Guidelines. Income ranges, based on household size, within which students qualify for free, reduced price, or paid meals.
IEP	Individualized Education Plan
Indirect Costs	Those costs that are an indirect expense of operating the program, but that may or may not be charged to the program.

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Instruction, Federal	Authority governing program issued by USDA.
Interim Federal Regulations	Rule or regulation that has the effect of a final rule or regulation until the comment period is ended and the final rule or regulation is published.
IOM	Institute of Medicine
ISP	Identified Student Percentage. The percentage determined by dividing the number of identified students as of a specified period by the number of enrolled students as of the same period and multiplying the quotient by 100.
I Speak	A USDA document that can assist in identifying the primary language of limited-English speakers. Local agencies and advocates may choose to use this document to help ensure effective interaction with customers who have limited English proficiency.
L	
LAC	Legislative Action Conference; sponsored by the School Nutrition Association (SNA)
LBOE	Local Board of Education
LEA	Local Education Authority. A public board of education or other public or private nonprofit authority legally constituted within a state having administrative control of schools.
LEP	Limited English proficiency
LUA	Local Unit of Administration. Includes local school districts and Regional Educational Service Agencies (RESA).
LWP	Local Wellness Policy. Local wellness policies are an important tool for parents, local educational agencies, and school districts in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards.

M

Meal Pattern	Required components of the reimbursable breakfast or lunch.
MPO	Meal planning option. Provided by federal regulations for planning school meals.
MSA	Metropolitan Statistical Area

N

NAC	Nutrition Advisory Council
NAP	National Average Payment

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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.
NGO	Non-governmental organization
Nonpricing Program	An institution in which there is no separate identifiable charge made for meals served to participants.
Non-discrimination Statement	The USDA requirement for notification to the public that those participating in or administering USDA programs are prohibited from discriminating against individuals or groups based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity conducted or funded by USDA.
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.
Nonprofit Program	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.
NPA	National 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, ex. ground beef into cooked hamburger patties.
NSBW	National School Breakfast Week. Held the first week of March.
NSLA	Richard B. Russell National School Lunch Act, as amended
NSLP	National School Lunch Program
NSLW	National School Lunch Week. Held the week beginning the second Sunday in October.
Nutrient Analysis	Method of manually or electronically calculating the nutrient content of school meals.
Nutrient Standard	Specific nutrient requirements and guidelines for targeted dietary elements that are required of lunch and breakfast.
O	
OIG	Office of Inspector General
OMB	Office of Management and Budget of the Executive Branch of Federal Government

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On-site Preparation	Food prepared in the school kitchen where it is to be served.
Operating Days	Days when school meals are served.
OSHA	Occupational Safety Health Administration
OU	Operations Unit. The unit within the SNP of GaDOE that provides oversight for Procurement, Food Safety, Fresh Fruits and Vegetables, Communications, Marketing, Farm to School, Student Chef Culinary Competition, Team Up, and Shake It Up.
Overt Identification	Any action that may result in a child being recognized as certified for (or potentially eligible to receive) free or reduced price school meals or free milk.
OVS	Offer versus Serve. A provision that allows students to decline a specific number of food components/food items depending on the menu planning approach used. 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.
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
PO	Purchase Order
Policy, Federal	Authority governing program issued by USDA.

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Policy Statement	Each LEA desiring to participate in any of the USDA meal programs must submit a free and reduced price policy statement for approval to GaDOE as part of the application process. Once approved, the policy statement becomes a permanent document, though it must be amended when the LEA makes any substantive changes.
POS	Point-of-Service. The point in the food service operation where a determination can accurately be made that a reimbursable free, reduced price, or paid lunch has been served to an eligible child.
Processing Agreement	Agreement entered into by a SA or SFA to turn USDA foods into more usable forms or end products, ex. ground beef into cooked hamburger patties.
Procurement Standards	Guidelines for the procurement of supplies, equipment, and services by federal assistance programs.
Proposed Regulations	Federal regulations written for public comment; are not enforceable until published in interim or final form.
Proposed Rules	See “Proposed Regulations”.
Provision 2	A Special Assistance Alternative that reduces application burdens and simplifies meal counting and claiming procedures. It allows schools to establish claiming percentages and to serve all meals at no charge for a four-year period.
PSC	Professional Standards Commission
PSERS	Public School Employees Retirement System
PSTU	Professional Standards and Training Unit. The unit within the SNP of GaDOE responsible for planning and conducting state-wide training events, developing blended and online training courses, and tracking training participation.
PTA/PTO	Parent Teacher Association/Organization
	Q
QBE	Quality Basic Education
	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/Refund 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.

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Record Retention	The period of time that federal and state records must be maintained; five (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 the USDA meal pattern requirements served to an eligible student and priced as an entire meal rather than based on individual items.
Reimbursement	Federal financial assistance for meals served that meet program requirements.
RESA	Regional Educational Service Agency
Review	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.
RTAU	Review and Technical Assistance Unit. The unit within the SNP of GaDOE responsible for the regulation and compliance of USDA's Code of Federal Regulations as well as certification approval, training in regulatory areas, and monitoring.
Rules, State	Georgia Board of Education policy governing public education; also, a reference to federal regulations.

S

SA	State Agency. That agency in the state that has jurisdiction over CNPs, i.e. the GaDOE. (Sometimes referred to as the SDA or State Distributing Agency when referring to FDP.)
SACS	Southern Association of Colleges and Schools. A credentialing organization that certifies voluntary compliance with education standards.
SAE Funds	State Administrative Expense funds. Federal funds paid to the SA, according to an established formula, for administration of CNPs.
SAI	School Application Information. A section within the School Nutrition Online (SNO) School Approval Module (SAM) that GaDOE requires SFAs to complete annually.
SAM	School Approval Module. A module within the SNO database that is available for SFAs to update their free and reduced price policy statement prior to each new school year and, as needed, throughout the school year.
SASBO	Southeastern Association of School Business Officials

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Satellite Food Service	A food delivery system where food is transported and served at a different site than where it is prepared.
SBOE	State Board of Education
SBP	School Breakfast Program
School	(a) An educational unit of high school grade or under, recognized as part of the educational system in the State and operating under public or nonprofit private ownership in a single building or complex of buildings; (b) any public or nonprofit private classes of preprimary grade when they are conducted in the aforementioned schools; (c) any public or nonprofit private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and if private, is licensed to provide residential child care services under the appropriate licensing code by the State or a subordinate level of government, except for residential summer camps which participate in the Summer Food Service Program for children, Job Corps centers funded by the Department of Labor and private foster homes. The term "residential child care institutions" includes but is not limited to homes for the mentally, emotionally or physically impaired, and unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused child and for runaway children; long-term care facilities for chronically ill children; and juvenile detention centers. A long-term care facility is a hospital, skilled nursing facility, intermediate care facility or distinct part thereof, which is intended for the care of children confined for 30 days or more.
SDOE	State Department of Education
Section 4 Funds	Federal funds appropriated for all lunches; usually called general assistance funds.
Section 11 Funds	Federal funds appropriated for free and reduced-price meals; usually called special assistance funds.
SERO	Southeast Regional Office of FNS, USDA; located in Atlanta.
Severe Need	Breakfasts served in schools that served over 40% of lunches to free and reduced-price students in the second preceding year; schools earn additional federal reimbursement. Severe need lunches are those served in schools that served more than 60% of lunches to free and reduced-price eligibles in the second preceding year.
SFA	School Food Authority. The governing body which is responsible for the administration of one or more schools and has the legal authority to operate the program therein; a local education agency.
SFSP	Summer Food Service Program. Administered by the Georgia Department of Early Care and Learning.
SLP	School Lunch Program (National School Lunch Program)
SMP	Special Milk Program

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SNA	School Nutrition Association. Professional association of school nutrition personnel.
SNAP	Supplemental Nutrition Assistance Program. Formerly Food Stamp Program.
SNDC	School Nutrition Directors' Council. A group of directors, state staff, professional association, and industry members who volunteer to serve and act as a think tank for the profession and liaison with other directors in the same Congressional district and surrounding areas of the state of Georgia.
SNO	School Nutrition Online database
SNP	School Nutrition Program. Division where National School Lunch, Breakfast, Special Milk, Seamless Summer Option, Afterschool Care, USDA Foods, and nutrition education and food service management training are administered within the GaDOE.
SOP	Standard Operating Procedure
Special Assistance and Reimbursement Alternatives	A federal paperwork reduction program under which schools serve meals to all students at no cost to the student.
SSO	Seamless Summer Option. An option under the NSLP and SBP that allows schools to provide breakfasts and lunches to children in low income areas during the summer months and other school vacation periods.
Standard of Identity	Government standard for content, preparation, and labeling of a food. Standards of identity dictate specific (and optional) ingredients a food must contain when a product is to be labeled or identified by a common product name. Standards for meat products are developed by the USDA and for other food products by FDA.
State Director	Person who has been assigned the responsibility of administering CNPs in the SA.
State Plan of Operation	SA's written plan (generally annual) for SNP administration and for the receipt of SAE funds.
Student	(a) a student of high school grade or under as determined by the State Educational Agency, who is enrolled in an eligible educational unit of high school grade or under including students who are mentally or physically handicapped as defined by the State, and who are participating in a school program established for the mentally or physically handicapped; or (b) a person under 21 chronological years of age who is enrolled in an eligible institution or center.
SY	School Year. July 1 through June 30.
T	
TANF	Temporary Assistance for Needy Families

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TN Team Nutrition. An initiative of the USDA FNS to support 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.

U

Unit Pricing School meals are priced as a unit regardless if three or four or all five meal components are selected.

Universal SNP A program in which all students receive meals on an equal basis, regardless of their ability to pay.

USDA United States Department of Agriculture

USDA Foods Agricultural food items made available by USDA to CNPs. Formerly referred to as "donated foods" or "USDA commodities".

USDHHS United States Department of Health and Human Services

V

Vended Meals Meals purchased for service in the meal program. Requires an agreement.

Verification The process by which LEAs verify eligibility for free and reduced price meals based on a selected sample of applications in participating schools. It is not required for eligibility determinations made through direct certification.

Verification for Cause Apart from the required verification of a specified number of approved applications, regulations require LEAs to verify any questionable application including, on a case-by-case basis, verifying any application for cause when the LEA is aware of additional income or persons in the household.

Verification Official Individual designated to collect and confirm household eligibility information on selected applications during the verification process.

W

WBSCM The Web Based Supply Chain Management system is an integrated, internet-based commodity acquisition, distribution, and tracking system built on Systems, Applications and Products in Data Processing (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]).

WEBSupply Web-based Supply Chain Management

WIC Women, Infants and Children Supplement Food Program

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ADMINISTRATIVE REVIEWS

Resources-Forms	Task(s)	Deadline(s)
Administrative Reviews (AR) Title 7: Agriculture Part 210 - National School Lunch Program Subpart D - Requirements for State Agency Participation § 210.18 Administrative Reviews	<ul style="list-style-type: none"> • Administrative reviews are the comprehensive off-site and on-site evaluation of all school food authorities participating in the NSLP, SBP, ASCP, SSO, SMP, and FFVP. • It is a review of both critical and general areas as applicable for each reviewed program and includes other areas of operations determined by the SA to be important to program performance. 	Four (4) year cycle
Administrative Review Manual – USDA	N/A	N/A
Eligibility Manual for School Meals – USDA	N/A	N/A
Free and Reduced Price Meal Policy – GaDOE MyGaDOE > Login > View Documents > FBO-School Nutrition > Free & Reduced Price Policy	N/A	N/A

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AFTERSCHOOL CARE PROGRAM

Resources-Forms	Task(s)	Deadline(s)
<u>Afterschool Care Program</u> – GaDOE	N/A	N/A
<u>Afterschool Care Program Assurances</u> – GaDOE My GaDOE > Login > School Nutrition > School Approval Module (SAM)	If participating, must be read and signed in the SNO database prior to approval of SAM each SY	June 30
<u>Afterschool Care Program - NSLP</u> <u>Snack Service Best Practices</u>	N/A	N/A
<u>Afterschool Care Program Production Record,</u> <u>DE Form 0113 - Forms</u> – GaDOE	Must be completed to document all purchased and USDA foods served at snack	Daily
<u>Afterschool Snacks</u> – USDA	N/A	N/A
<u>At-Risk Afterschool Meals</u> – USDA (Primary audience is sponsors of CACFP, but contains helpful information for ASCP participants as well)	N/A	N/A
<u>Meal Supplement Site Review Form,</u> <u>DE Form 0114</u> –GaDOE	Must be completed to document site is compliant with federal regulations	Two times per year; first completed within first four weeks the site is in operation

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CIVIL RIGHTS

Resources-Forms	Task(s)	Deadline(s)
Accommodating Children with Disabilities in the School Meal Programs – USDA	N/A	N/A
"And Justice for All" Posters	<ul style="list-style-type: none"> • Posters (11" x 17") must be displayed at all NSLP, SBP, ASCP, and SSO feeding sites • Contact assigned Area Consultant or Business Support Analyst I to request posters 	Daily
Civil Rights – GaDOE	N/A	N/A
Civil Rights – USDA	N/A	N/A
Civil Rights Training – GaDOE	Mandatory training required for people involved in all levels of the administration of programs that receive Federal financial assistance	Annually
Prototype Language and Disability Notification - GaDOE	Customize the tagline with your contact information. Include it with all vital program documents. Post it alongside the “And Justice for All” poster, on the SNP webpage, and other locations visible to students, parents, and guardians. Also include it in the student handbook. This prototype tagline document should be used by SFAs to ensure meaningful access to persons with limited English proficiency (LEP) as well as persons with disabilities.	Daily

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CIVIL RIGHTS

Resources-Forms	Task(s)	Deadline(s)
USDA Nondiscrimination Statement – English and Spanish	Statement must be displayed on all program materials	Daily
USDA Policy Memorandum on Modifications to Accommodate Disabilities in the School Meal Programs	N/A	N/A

COMMUNITY ELIGIBILITY PROVISION

Resources-Forms	Task(s)	Deadline(s)
Community Eligibility Provision (CEP) Assurances - GaDOE MyGaDOE > Login > School Nutrition > School Approval Module (SAM)	If participating, must be read and signed in the SNO database prior to approval of SAM each SY	June 30
Community Eligibility Provision – USDA	N/A	N/A
Community Eligibility Provision Planning and Implementation Guidance – USDA	N/A	N/A
Community Eligibility Provision Tools/Resources – GaDOE	N/A	N/A

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FACILITIES AND EQUIPMENT

Resources-Forms	Task(s)	Deadline(s)
Equipment Purchasing and Facility Design for School Nutrition Programs	N/A	N/A

FACTS AND FIGURES

Resources-Forms	Task(s)	Deadline(s)
Facts and Figures – GaDOE	N/A	N/A

FARM TO SCHOOL

Resources-Forms	Task(s)	Deadline(s)
Community Food Systems – USDA	N/A	N/A
Farm to School Resources – USDA	N/A	N/A
Georgia Farm to School Toolkit – GaDOE	N/A	N/A
National Farm to School Network	N/A	N/A

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FOOD BASED LEARNING

Resources-Forms	Task(s)	Deadline(s)
ChooseMyPlate – USDA	N/A	N/A
Food Based Learning – GaDOE	N/A	N/A
FoodMASTER - Food, Math, and Science Teaching Enhancement Resource	N/A	N/A
National Agricultural Library - Food and Nutrition Information Center - Professional and Career Resources – USDA	N/A	N/A
Nutrition.gov – USDA	N/A	N/A
Team Nutrition - MyPlate eBooks – USDA	N/A	N/A
Team Nutrition - Nutrition Education – USDA	N/A	N/A

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FOOD PRODUCTION

Resources-Forms	Task(s)	Deadline(s)
Basics at a Glance Poster – ICN	N/A	N/A
Culinary Techniques for Healthy School Meals – ICN	N/A	N/A
Healthy Cuisine for Kids , Fifth Edition – ICN	N/A	N/A
Measuring Success with Standardized Recipes – ICN	N/A	N/A

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FOOD SAFETY

Resources-Forms	Task(s)	Deadline(s)
A Biosecurity Checklist for School Foodservice Programs – USDA	N/A	N/A
Clean-up and Disinfection for Norovirus Poster – GDPH	N/A	N/A
Emergency Action Plan for Retail Food Establishments , Second Edition	N/A	N/A
Emergency Preparedness – GaDOE	N/A	N/A
Employee Health and Personal Hygiene for Child Nutrition Professionals – ICN	N/A	N/A
Employee Illness Quick Decision Guide – GDPH	N/A	N/A
Food-Safe Schools Action Guide – USDA	N/A	N/A
Food Safety Basics – ICN	N/A	N/A
Food Safety Fact Sheets – ICN	N/A	N/A
Food Safety for Power Outages	N/A	N/A
Food Safety for Summer Meals – ICN	N/A	N/A
Food Safety in Schools – ICN	N/A	N/A

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FOOD SAFETY

Resources-Forms	Task(s)	Deadline(s)
Food Safety Mini-Posters – ICN	N/A	N/A
Food Safety Standard Operating Procedures – ICN	N/A	N/A
Handwashing Poster – GDPH	N/A	N/A
Produce Safety Fact Sheets – USDA	N/A	N/A
Responding to a Food Recall – ICN	N/A	N/A
Rules and Regulations, Food Service, Chapter 511-6-1 – GDPH	N/A	N/A
ServSafe Food Safety Training	N/A	N/A
Water Emergency – ICN	N/A	N/A

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FREE AND REDUCED

Resources-Forms	Task(s)	Deadline(s)
Direct Certification Student Statewide Lookup MyGaDOE > Login > School Nutrition > Direct Certification > Direct Certification Statewide Lookup	SFAs implementing standard counting and claiming must conduct direct certification with SNAP, at a minimum, three times during the school year. Once annually, if operating CEP or Provision 2.	N/A
Eligibility Manual for School Meals – USDA	N/A	N/A
Free and Reduced Price Meal Eligibility Online Database – GaDOE	Database to locate current and previous years' FRL001 Reports	N/A
Free and Reduced Price Lunch Eligibility Report MyGaDOE > Login > Free and Reduced Lunch	Submit number of students eligible to receive free or reduced price meals as of October 31 for reporting purposes.	Last week of November
Free and Reduced Price Meal Policy – GaDOE MyGaDOE > Login > View Documents> FBO-School Nutrition > Free & Reduced Price Policy	All schools participating in the federally assisted NSLP and SBP must make benefits available to eligible children each year. GaDOE annually issues the Free and Reduced-Price Policy Statement to all SFAs to assist in the correct implementation of these program requirements.	October 15
School Meals Translated Applications – USDA	N/A	N/A
Unpaid Meal Charges – USDA	SFAs must develop and provide to all households a written policy regarding their meal charge policy.	Beginning SY 2017-2018 and each year thereafter

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FREE AND REDUCED

Resources-Forms	Task(s)	Deadline(s)
Web-based Meal Applications Procedure and Checklist – Other Resources – GaDOE	Guidance for LEAs who want to make their application and supporting materials available electronically to benefit from the efficiencies that technology can provide.	Annually

FRESH FRUIT AND VEGETABLE PROGRAM

Resources-Forms	Task(s)	Deadline(s)
Department of Defense (DOD) Fresh Fruit and Vegetable Program – USDA	This program allows schools to use USDA Foods entitlement dollars to buy fresh produce	N/A
Fresh Fruit and Vegetable Program – GaDOE	N/A	N/A
Fresh Fruit and Vegetable Program – USDA	N/A	N/A
Fruits and Vegetables Galore: Helping Kids Eat More	N/A	N/A
Fruits and Veggies - More Matters	N/A	N/A
Increasing Fruit and Vegetable Consumption through the USDA Nutrition Assistance Programs	N/A	N/A

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HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

Resources-Forms	Task(s)	Deadline(s)
Food Safety Standard Operating Procedures – ICN	N/A	N/A
Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles – USDA	N/A	N/A

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HEALTHY MEAL PATTERN

Resources-Forms	Task(s)	Deadline(s)
<p>Certification of Compliance – USDA</p> <ul style="list-style-type: none"> • Regulation • Policy Memos • Technical Assistance and Guidance Materials 	<ul style="list-style-type: none"> • The Healthy Hunger-Free Kids Act provides an additional 6-cents per lunch reimbursement to school districts that are certified to be in compliance with the new meal patterns. The increased reimbursement, a significant investment in improving the quality of schools’ meals, are provided to school districts once they meet the new meal patterns published in the final rule on January 26, 2012. • Funding became available to school districts starting October 1, 2012. 	N/A
<p>Healthy Meal Pattern – GaDOE</p> <ul style="list-style-type: none"> • Healthy Meal Pattern • Production Records • Accommodating Disabilities in the School Meal Program • Healthy Meal Pattern Guidance and Resources • Meal Pattern Promotions • Vegetable Subgroup Resources 	N/A	N/A
<p>Nutrient Analysis Protocols How to Analyze Menus for USDA's School Meals Programs</p>	N/A	N/A
<p>Nutrition Standards for School Meals – USDA</p> <ul style="list-style-type: none"> • Regulation • Policy Memos • Technical Assistance and Guidance Materials 	N/A	N/A

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HEALTHY MEAL PATTERN

Resources-Forms	Task(s)	Deadline(s)
USDA Food Composition Databases	N/A	N/A
Whole Grain Resource for the National School Lunch and School Breakfast Programs – USDA	N/A	N/A

KEYS TO EXCELLENCE

Resources-Forms	Task(s)	Deadline(s)
Keys to Excellence Best Practices Document – SNA	An initiative designed to assist schools achieve nutrition integrity goals at the administrative, management, and operational levels	N/A

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MEAL SERVICE

Resources-Forms	Task(s)	Deadline(s)
Basics at a Glance Poster – ICN	N/A	N/A
Customer Service, Merchandising, and Food Presentation Instructor's Manual for Orientation – ICN	N/A	N/A
Customer Service, Merchandising, and Food PowerPoint for Orientation – ICN	N/A	N/A
Focus on the Customer for School Nutrition Managers – ICN	N/A	N/A
Free and Reduced Price Meal Policy Statement – GaDOE Attachment K, Prototype Meal Accountability Procedures Criteria for Other than End-of-Serving Line Meal Count in Cafeteria MyGaDOE > Login > View Documents> FBO-School Nutrition > Free & Reduced Price Policy	Must be completed and signed, only as needed, prior to approval of SAM each SY	June 30

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MENU PLANNING/CREDITING

Resources-Forms	Task(s)	Deadline(s)
Breakfast Nutrition and Menu Planning Resources – USDA	N/A	N/A
Certification of Compliance Worksheets: 5-Day Schedule – USDA	N/A	N/A
Dietary Guidelines for Americans	N/A	N/A
Food Allergy Fact Sheets – ICN	N/A	N/A
Food Allergies for School Nutrition Directors – ICN	N/A	N/A
Food Buying Guide for Child Nutrition Programs – USDA	N/A	N/A
Fruits and Vegetables Galore: Helping Kids Eat More	N/A	N/A
Handbook for Children with Special Food and Nutrition Needs	N/A	N/A
Menu Planner for School Meals: School Year 2018-2019 – USDA	N/A	N/A
Menu Planning Resources – USDA	N/A	N/A
New School Cuisine Cookbook	N/A	N/A
NSLP USDA Foods Product Information Sheets	N/A	N/A

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MENU PLANNING/CREDITING

Resources-Forms	Task(s)	Deadline(s)
Offer versus Serve - Guidance for the National School Lunch Program and School Breakfast Program – USDA	N/A	N/A
Tips for Evaluating a Manufacturer’s Product Formulation Statement – USDA	N/A	N/A
USDA Memo SP 26-2017 Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers (Q&As)	N/A	N/A
USDA Standardized Recipes	N/A	N/A
Whole Grain Resource for the National School Lunch and School Breakfast Programs – USDA	N/A	N/A

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ORGANIZATIONS

Resources-Forms	Task(s)	Deadline(s)
Academy of Nutrition and Dietetics	World's largest organization of food and nutrition professionals committed to improving the nation's health and advancing the profession of dietetics through research, education, and advocacy.	N/A
Action for Healthy Kids	AFHK fights childhood obesity, undernourishment, and physical inactivity by helping schools become healthier places, so kids can live healthier lives.	N/A
Alliance for a Healthier Generation	Healthier Generation has worked with schools, youth-serving organizations, businesses, and communities to empower kids to develop lifelong healthy habits by ensuring the environments that surround them provide and promote good health.	N/A
American Commodity Distribution Association	ACDA is a non-profit professional association devoted to the improvement of the U.S. Department of Agriculture's (USDA) commodity distribution system.	N/A
American Society for Nutrition	ASN brings together the world's top researchers, clinical nutritionists, and industry to advance knowledge and application of nutrition for the sake of humans and animals.	N/A
Centers for Disease Control and Prevention	CDC works 24/7 to protect America from health, safety, and security threats, both foreign and in the U.S.	N/A

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ORGANIZATIONS

Resources-Forms	Task(s)	Deadline(s)
Children's Nutrition Research Center	One of six USDA human nutrition research centers conducting scientific investigations designed to provide Americans with a clear understanding of the role of nutrition in maintaining a healthy, active life.	N/A
Georgia Academy of Nutrition and Dietetics	The professional organization representing registered dietitian/nutritionists in Georgia.	N/A
Georgia School Nutrition Association	The professional organization of school food service employees in the state of Georgia.	N/A
Health Finder - USHHS	A government website where information and tools are available to help you and those you care about stay healthy.	N/A
Partnership for a Healthier America	PHA is devoted to working with the private sector to ensure the health of our nation's youth by solving the childhood obesity crisis.	N/A
President's Council on Fitness, Sports and Nutrition	The President's Council's mission is to increase sports participation among youth of all backgrounds and abilities and to promote healthy and active lifestyles for all Americans.	N/A
School Nutrition Association	SNA is a national, nonprofit professional organization representing members who provide high-quality, low-cost meals to students across the country.	N/A

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PROCUREMENT

Resources-Forms	Task(s)	Deadline(s)
Georgia House Bill 489, O.C.G.A. § 36-80-27	Compliance with the law and utilization of the Georgia Procurement Registry	N/A
Georgia Procurement Registry - DOAS	N/A	N/A
Inventory Management and Tracking Reference Guide – ICN	N/A	N/A
OMB Super Circular – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	N/A	N/A
Procurement Resources – GaDOE	N/A	N/A
USDA Memo SP 01-2010, CACFP 01-2010, SFSP 01-2010 Applying Geographic Preferences in Procurements for the Child Nutrition Programs – Updates	N/A	N/A
USDA Memo SP 02-2010, SFSP 02-2010, CACFP 02-2010 Procurement Questions	N/A	N/A
USDA Memo SP 25-2014; FD 133-2014 School Food Authorities (SFAs) Purchasing Produce from U.S. Department of Defense (DoD) Vendors Using Section 4 and 11 or Fresh Fruit and Vegetable Program (FFVP) Funds	N/A	N/A

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PROCUREMENT

Resources-Forms	Task(s)	Deadline(s)
USDA Memo SP 12-2016; CACFP 05-2016; SFSP 09-2016 Guidance on Competitive Procurement Standards for Program Operators	N/A	N/A
USDA Memo SP 05-2017, CACFP 03-2017, SFSP 02-2017 Q&A: Purchasing Goods and Services Using Cooperative Agreements, Agents, and Third-Party Services	N/A	N/A
USDA Memo SP 38-2017 Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program	N/A	N/A

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PROFESSIONAL STANDARDS

Resources-Forms	Task(s)	Deadline(s)
Certificate Renewal Requirements – GPSC	New certificate rule that outlines the continuing education requirements which go into effect for any certificates expiring in SY2018	Effective July 1, 2017
Georgia Professional Standards Commission	Renew certificate for certified positions	Certificate valid for 5 years
<p> PrimeroEdge Team Work - A tracking module for School Nutrition SFAs to record employee training which complies with the USDA Professional Standards rule. </p> <p> PrimeroEdge Team Work Tutorial - Click above link to access a series of microlearning videos for the Team Work module. These short videos (30 seconds to 2 minutes in length) provide step-by-step instructions for completing specific tasks for tracking training. </p>	<p> If you need to request (or have forgotten) your Username and/or Password, contact: Veronica Stewart at 404-657-7156 or vstewart@doe.k12.ga.us </p> <p> It is the responsibility of the local School Nutrition Director (or designee) to enter their school nutrition managers and staff into PrimeroEdge Team Work and to record annual training for their employees. This applies to trainings taught at the local level (or by other organizations such as GSNA). </p> <p> NOTE: If training is conducted by the GaDOE SNP staff, attendance will be recorded by SNP staff and it should appear in the training records at the district level. </p>	All School Nutrition employee training must be recorded in the PrimeroEdge Team Work module on an annual basis.
Professional Standards for School Nutrition Professionals – USDA	USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and Breakfast Programs	Effective July 1, 2015

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PROVISION 2

Resources-Forms	Task(s)	Deadline(s)
Provision 2 Guidance – USDA	N/A	N/A
School Meals - Provisions 1, 2, and 3 – USDA	N/A	N/A
Special Assistance Provision 2 (SP2) Assurances MyGaDOE > Login > School Nutrition > School Approval Module (SAM)	If participating, must be read and signed in the SNO database prior to approval of SAM each SY	June 30

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RECORDKEEPING

Resources-Forms	Task(s)	Deadline(s)
Financial Management: A Course for School Food Service Directors, 2nd Edition – ICN	N/A	N/A
Financial Review Division – GaDOE <ul style="list-style-type: none"> • Budget and Financial Data Reporting • Basic Financial Statement Reporting • Indirect Costs • Miscellaneous Procedures • Information Releases 	N/A	N/A
Financial SN-DE46 Comparison Report MyGaDOE > Login > School Nutrition > Reports > User Reports > School Nutrition Reports > DE46 vs. SNP Financials Report System or School Level	<ul style="list-style-type: none"> • DE0106 – last date for corrections • DE46 - final due date 	<p style="text-align: center;">July 31</p> <p style="text-align: center;">September 30</p>
Food Production Record for Breakfast and Lunch, DE Form 0121 – GaDOE	Must be completed to document all purchased and USDA foods used at breakfast and lunch	Daily
Inventory Management and Tracking Reference Guide – ICN	N/A	N/A
Meal Counting and Claiming Manual – USDA	N/A	N/A
Number of Breakfasts Served Daily, DE Form 0112 – GaDOE	Must be completed to document number of breakfasts served daily	Daily
Number of Lunches Served Daily, DE Form 0118 – GaDOE	Must be completed to document number of lunches served daily	Daily

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RECORDKEEPING

Resources-Forms	Task(s)	Deadline(s)
Production Record for Non-Reimbursable Foods, DE Form 0120 – GaDOE	Must be completed to document all non-reimbursable foods used at breakfast and/or lunch	Daily
Rates of Reimbursement – USDA	N/A	N/A
School Nutrition Forms – GSNA Locally developed forms other systems are using to streamline their operations	N/A	N/A
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for Federal Awards This final guidance supersedes and streamlines requirements from OMB Circular A-87	N/A	N/A

SCHOOL APPROVAL MODULE

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

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SCHOOL NUTRITION ONLINE

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

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SCHOOL NUTRITION ONLINE

Resources-Forms	Task(s)	Deadline(s)
<ul style="list-style-type: none"> • Manage CEP-P2 Worksheet 	Module for participating CEP and P2 to report individual school, group or district-wide base year and cycle year data	June 30
School Nutrition Online (SNO) Manual – GaDOE MyGaDOE > Login > View Documents > Browse by Category > FBO-School Nutrition > Training > SNO Manual PDF	N/A	N/A

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SEAMLESS SUMMER OPTION

Resources-Forms	Task(s)	Deadline(s)
A How-To Guide for Summer Food Sponsors on Purchasing High-Quality Summer Meals – FRAC	N/A	N/A
<p>Seamless Summer Option Participation Approval</p> <p>In May and June, when SAM is open for the upcoming SY, SSO data forms are rolled forward</p>	Submit site application forms and certification for approval by Area Consultant	2 weeks prior to serving meals
Summer Food Service Program – USDA	N/A	N/A
Summer Food Service Program Guidance – USDA	N/A	N/A
Summer Food, Summer Moves – USDA	N/A	N/A
Summer Meals Program – GaDOE	N/A	N/A
<p>USDA Memo SP 09-2017</p> <p>2017 Edition of Questions and Answers for the National School Lunch Program’s Seamless Summer Option</p>	N/A	N/A

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SHAKE IT UP

Resources-Forms	Task(s)	Deadline(s)
Shake It Up in School Nutrition Initiative – GaDOE	N/A	N/A

SMART SNACKS

Resources-Forms	Task(s)	Deadline(s)
Smart Snacks in Schools – GaDOE	N/A	N/A
Tools for Schools: Focusing on Smart Snacks – USDA	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

Resources-Forms	Task(s)	Deadline(s)
Special Milk Program – USDA	N/A	N/A

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TEAM NUTRITION

Resources-Forms	Task(s)	Deadline(s)
Team Nutrition – USDA	N/A	N/A
Team Nutrition - Join the Team – USDA	N/A	N/A
Team Nutrition Resource Library – USDA	N/A	N/A

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TRAINING

Resources-Forms	Task(s)	Deadline(s)
<p>Core TID (Training-in-Depth) Courses</p> <p>(Refer to Criteria and Procedure PST-09-02: Training for Classified School Nutrition Managers)</p>	<p>Courses authorized by state law and state board rule for Classified School Nutrition Managers that are required to be completed by all Manager Trainees, Manager Is, Manager IIs, and Manager/Supervisors.</p> <p>The local SND (or designee) is responsible for recording the completion of Core TID courses for each manager in the PrimeroEdge Team Work module.</p>	<p>At least one 30-hour Core TID course must be completed each of the first five years of employment as a manager until 150 credit hours are completed.</p>
<p>Georgia Nutrition Training Online (GNTO) Site</p>	<p>This is the learning management system (LMS) for online training offered by the GaDOE SNP. To request a Username and Password, contact WebTrainHelp@doe.k12.ga.us and allow 48 hours for account creation.</p>	<p>Requests to set up a MIT or ONE Instructor Course should be submitted 30-60 days prior to starting.</p>
<p>Institute of Child Nutrition (formerly National Food Service Management Institute - NFSMI)</p>	<p>Go here to find free professional resources and training materials designed specifically for child nutrition.</p>	<p style="text-align: center;">N/A</p>
<p>Institute of Child Nutrition eLearning Portal</p>	<p>This is an ever-growing database of free online courses for a variety of child nutrition topics.</p>	<p style="text-align: center;">N/A</p>

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TRAINING

Resources-Forms	Task(s)	Deadline(s)
Professional Standards and Training Unit – GaDOE	The unit within the School Nutrition Program of the GaDOE responsible for planning and conducting state-wide training events, developing blended and online training courses, and tracking training participation.	N/A
State Board of Education Rule EE 160-5-6-.01 Statewide School Nutrition Program	Includes the definitions for: <ol style="list-style-type: none"> a. Certified Food Safety Manager b. Classified School Nutrition Manager <ol style="list-style-type: none"> 1. Manager Trainee 2. Manager I 3. Manager II 4. Manager III 5. Manager/Supervisor 	N/A
The Learning Center – School Nutrition Association	A site where SNA members can regularly access new learning resources and opportunities to earn CEUs.	N/A

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TRAINING

Resources-Forms	Task(s)	Deadline(s)
<p>Training Criteria and Procedures</p> <ul style="list-style-type: none"> • PST-09-01 - Mandatory Training for Local Educational Agency and School Food Authorities 	<p>Provides guidance for mandatory federal and State Agency training. Includes:</p> <ul style="list-style-type: none"> • Annual Training Hour Requirements for LEA/SFA by position • Recommended training topics by system and school level positions • Mandatory annual trainings provided by GaDOE SNP for LEA/SFAs 	<p>Annual training is required for all School Nutrition Directors, Director-Trainees, Coordinators/Supervisors, Manager/Supervisors, and anyone responsible for the operations of the School Nutrition Program at the local level.</p>
<ul style="list-style-type: none"> • PST-09-02 – Training for Classified School Nutrition Managers 	<p>Provides course completion requirements authorized by state law and state board rule for Classified School Nutrition Managers. Includes course descriptions for Core TID Courses for Managers.</p>	<p>Core courses (150 credit hours) must be completed within the first five years of employment as a manager.</p>

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USDA FOODS

Resources-Forms	Task(s)	Deadline(s)
Agricultural Marketing Service – USDA	AMS purchases a variety of domestically produced and processed commodity food products through a competitive process among approved vendors. These purchases made by the AMS Commodity Procurement Program (CP) support American agriculture by encouraging the consumption of domestic foods. AMS-CP manages the Web-Based Supply Chain Management (WBSCM), the fully integrated, web-based ordering and procurement system used for the purchase of USDA Foods.	N/A
Department of Defense (DOD) Fresh Fruit and Vegetable Program – USDA Food Distribution Programs – GaDOE FDU Resources: USDA DoD Fresh Produce/FFAVORS Information – GaDOE	This program allows schools to use USDA Foods entitlement dollars to buy fresh produce from local vendors.	Annually in January-February, Food Distribution Unit (FDU) manages and allocates entitlement dollars to recipient agencies (RAs) to purchase fresh produce from awarded vendor(s).
Food Assistance for Disaster Relief – USDA Emergency Preparedness – GaDOE	Both USDA and GaDOE provide guidance for emergency preparedness.	N/A

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USDA FOODS

Resources-Forms	Task(s)	Deadline(s)
Food Distribution Programs – USDA Food Distribution Unit – GaDOE	Both USDA and state agencies’ missions are to strengthen the nation’s nutrition safety net by providing food and nutrition assistance to school children and families and support American agriculture.	Annually in January-February, FDU prepares and releases next school year’s USDA foods catalogs for recipient agencies (RAs) to place food requests by set deadline. In turn, FDU reviews requests to build trucks and enter orders by USDA deadlines in March and April.
Foods Processing Home – USDA FDU Resources: Food Processing – GaDOE	This program allows schools to use their entitlement dollars to request bulk USDA foods for delivery to state approved food processors that are awarded through their bid process.	See Food Distribution Programs - GaDOE
Inventory - USDA Foods, DE Form 0116 – GaDOE	Perform inventory of all USDA foods.	End of the month
NSLP USDA Foods Product Information Sheets	These sheets describe the food items expected to be available for schools and institutions participating in USDA Foods programs.	Suggest reviewing before placing USDA Foods requests in ordering system.

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USDA FOODS

Resources-Forms	Task(s)	Deadline(s)
USDA Foods Toolkit for Child Nutrition Programs	The USDA Foods Toolkit is a collection of valuable resources, fact sheets, training, and marketing tools to assist Child Nutrition professionals in effectively using their USDA Food entitlement and to help them educate students, staff, and the community about the healthy contributions that USDA Foods provide to their meal programs.	N/A
USDA Foods Available List for School Year 2019	USDA Foods that are available or expected to be made available to participants in the Food Distribution Programs.	N/A

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USDA REGULATIONS

Resources-Forms	Task(s)	Deadline(s)
Food and Nutrition Service – USDA	N/A	N/A
School Meals - Policy Memos – USDA	N/A	N/A
School Meals - Program Legislation and Regulations – USDA 7CFR Part 210, 215, 220, 235, and 245	N/A	N/A

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VERIFICATION

Resources-Forms	Task(s)	Deadline(s)
Eligibility Manual for School Meals – USDA	<ul style="list-style-type: none"> • Select sample • Complete verification 	October 1 November 15
Free and Reduced Price Meal Policy – GaDOE MyGaDOE > Login > View Documents > FBO-School Nutrition > Free & Reduced Price Policy Attachment L – Verification Letters	<ul style="list-style-type: none"> • Select sample • Complete verification 	October 1 November 15
Free and Reduced Price Meal Policy – GaDOE <ul style="list-style-type: none"> • Verification Record of Action Form • Verification Record of Action Form Alternate • Verification Worksheet for School Use 	N/A	N/A
School Food Authority Verification Collection Report MyGaDOE > Login > School Nutrition > Verification > Manage Verification	Report results of verification to SA	Last Friday in December before holiday break
Verification Toolkit – USDA	N/A	N/A
Verification Collection Report Training – GaDOE	N/A	N/A

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WEBSUPPLY

Resources-Forms	Task(s)	Deadline(s)
<p>Web Based Supply Chain Management (WBSCM) – USDA</p>	<ul style="list-style-type: none"> • To receive an e-authentication e-mail for access to set up your WBSCM login, contact your assigned Food Distribution Administrative Specialist • For password issues contact WBSCM Helpdesk at 877-927-2648 or WBSCM.servicedesk@caci.com • Staff contact information can be accessed at http://snp.wpgadoe.org/wp-content/uploads/FDU-Staff-Update-2018-2019_06-04-2018.pdf 	<p>Refer to e-mails sent by the Food Distribution Unit</p> <p>The FDU staff contact information for 2018-2019 is in the process of being updated. Please contact the following FDU staff for Teresa Stevenson’s former duties:</p> <p><i>Angelica Flucas</i> aflucas@doe.k12.ga.us USDA Foods Ordering, consignees in Region 8, and Cooperative Purchasing Agency</p> <p><i>Anmarie Evans</i> aevans@doe.k12.ga.us DoD Fresh Produce</p> <p><i>Shante Williams</i> shwilliams@doe.k12.ga.us SAE Funds Distribution</p>

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WELLNESS POLICY

Resources-Forms	Task(s)	Deadline(s)
Local School Wellness Policy – CDC	N/A	N/A
Local School Wellness Policy - Team Nutrition – USDA	Each local education agency that participates in the NSLP or other federal Child Nutrition programs is required by federal law to establish a local school wellness policy for all schools under its jurisdiction	N/A
Model and Sample Policy Language – USDA	N/A	N/A
Summary of the Final Rule - Local School Wellness Policy Implementation – USDA	Evaluate wellness goals and policy	June 30, 2017
Wellness School Assessment Tool – WellSAT	N/A	N/A

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

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