

**DATE:** July 1, 2011

**SUBJECT:** Child Nutrition and U.S. Department of Agriculture Food Program Agreements, and Child Nutrition Applications

**SUMMARY:** Child Nutrition's yearly information on reimbursements, meal eligibility, reporting and other necessary information is included. All forms for Child Nutrition Services are accessible via the Internet. All forms are listed at the end of this letter with one direct link to the Forms Page. Please make sure your food service personnel have online capability to receive this and other pertinent information during the year.

Please join us in preparing for the 2011-12 School Year as we work to offer healthier meals and nutritional information and address children's health.

- **Forms to be Filed**

Please download, print, complete and return the following forms ***by August 15, 2011***: **Policy Statement for Free and Reduced Price Meal Benefits; Letter to Parents; Suggested Anonymity and Accountability Systems** (*which now contains the Application/Agreement for After-School Care Snacks in the National School Lunch Program, for those participating in the After-School Snack Program*); **USDA Food Program Recall; IDs and Passwords; and Agreement for Child Nutrition Programs** (for new School Administrative Units). Return to: Maine Department of Education, Child Nutrition Services, 23 State House Station, Augusta, ME 04333-0023.

The Program Application is available on the web and must be completed by each School Administrative Unit (SAU) prior to submitting claims for reimbursement for School Year 2011-12. The application, which is filed via the Internet, **must be submitted and locally approved** (**should the logical order be locally approved and submitted (?)**) by August 15, 2011. Applications will be reviewed by Department of Education staff for final approval. Failure to complete an application by the deadline will delay claims payment. The web address is: <http://www.maine.gov/education/sfsr1.htm>.

- **Reimbursement Rates for the 2011-12 School Year**

Reimbursement Rates for the 2011-12 School Year will become available on our webpage [http://www.maine.gov/education/sfs/money\\_tab.html](http://www.maine.gov/education/sfs/money_tab.html) prior to the beginning of the new School Year.

Public schools will receive State reimbursement per lunch, in addition to the Federal reimbursement.

- **U.S. Department of Agriculture (USDA) Food Program**

The USDA Food Program forms are completed electronically at the following webpage:  
<http://www.maine.gov/education/sfsr1.htm>.

The information is entered by SAU staff. SAU staff have been given IDs and passwords to access the USDA Food Program (FD) System. USDA Food Program entitlements for the 2011-12 School Year will be available on our webpage during the month of August 2011. (See the "Master File" Report under Report List.). The first Offering Letter will be available September 1-15, 2011. The Shipping Addresses form must be completed at any time prior to your first order. Orders cannot be placed without a physical shipping address.

- **USDA Food Program Recall Communication System**

To complete your USDA Food Program Recall form, please download a form at:

<http://www.maine.gov/education/forms/childnutrition/agreeappl/agreeapplforms.htm>

Please complete information on the primary and secondary contact person who will immediately pass information on to all Food Service areas to protect Maine's students from possible danger. Please return your updated form to the Child Nutrition Services Office, Department of Education. This form must be completed and submitted yearly, prior to ordering and will only be used for Food Recalls.

- **Contracting with a Food Service Management Company (FSMC)**

As defined in Federal Regulation 7 CFR210.16, a Food Service Management Company (FSMC) is a commercial enterprise or a non-profit organization which is, or may be, contracted with/by the SAU to manage any aspect of School Food Service (SFS). The Federal Regulation change requires all SAUs to be using the new contract language.

Contracts between a SAU and a FSMC must be reviewed annually prior to implementation by the State Agency as required by 7 CFR210(a)(6). The contract must be submitted to the Maine Department of Education. The Maine Department of Education provides an acceptable contract template to be used by all SAU contracts with a FSMC. Failure to use this contract could result in rejection of contracts submitted and possible delay or loss of reimbursement. Additions to the contract, if needed, should be attached as a rider. The contract template is available at:  
<http://www.maine.gov/education/sfs/fsmc.html>.

Contact Walter Beesley at (207) 624-6875 or e-mail [Walter.Beesley@Maine.gov](mailto:Walter.Beesley@Maine.gov) for any questions.

- **Application for Free and Reduced Price School Meals and Free School Milk**

Printed applications are not available from the State Agency. Each SAU must download and print a sufficient number of applications to cover the projected student enrollment.

Please be reminded to print both the front and back of the Free and Reduced Price School Meal Application. Applications are located on the Department of Education Reporting Forms page at:  
<http://www.maine.gov/education/forms/childnutrition/agreeappl/agreeapplforms.htm>  
under Child Nutrition Applications and are downloadable.

Please refer to the Income Guidelines when approving the Free and Reduced Price Meal Applications and Free Milk Applications.

In addition to English, Applications for Free and Reduced Price School Meals are available in the following languages: Arabic, Cambodian, Chinese (Mandarin), Farsi, French, Greek, Haitian

Creole, Hindi, Hmong, Japanese, Korean, Kurdish, Laotian, Polish, Portuguese, Russian, Samoan, Serbo-Croatian, Somali, Spanish, Sudanese, Tagalog, Thai, Urdu, and Vietnamese. The website address is:

<http://www.fns.usda.gov/cnd/FRP/frp.process.htm>.

Should you need assistance, please contact Sandra St.Michel at (207) 624-6843 or e-mail [Sandy.Stmichel@Maine.gov](mailto:Sandy.Stmichel@Maine.gov).

- **Optional Sharing of Information with Other Programs**

A form is attached for schools to obtain permission from parents to share free and reduced price information for other educational purposes or testing. Applications are to be used for Food Service purposes only, unless parent permission has been obtained. This form should be made available for guardians to complete or any group who wishes to use the Food Service information.

- **Predetermination of Students for Free Meals or Milk**

The **Direct Certification Predetermined Eligibility List** is for free meals or free milk and will be available online.

The legal agent (Superintendent or Headmaster) is authorized to access the direct certification list. Directors of Food Service will be given permission this year.

Students who are on the pre-determined eligibility list do not need to fill out a Free and Reduced Price School Meal Application.

Any questions about accessing the direct certification list may be directed to the Child Nutrition Services Office at 207-624-6842 or 207-624-6843.

- **Categorically Eligible for Free Meal Benefits**

Students that are Homeless, Foster, Head Start or Migrant are eligible for Free Meal Benefits. Proper documentation is required, but a Free Meal Eligibility Application is not required. Contact Child Nutrition Services for documentation requirements at 207-624-6842 or 207-624-6843 or on our webpage at:

<http://maine.gov/education/sfs/cat-free.html> .

- **Verification of Free and Reduced Price Meals**

Federal law requires that Verification of Applications for Free and Reduced Price School Meals under Child Nutrition Services must be completed by each SAU. Each SAU must submit the Verification Summary Report by **November 20 of every year**. This process is used to verify the accuracy of information submitted by the applicant.

The web address for the Verification Summary Report is located at: <http://www.maine.gov/education/forms/childnutrition/agreeappl/efn90.html>

and **must be submitted online by filling in all the spaces on the form**. If blank spaces are left, the form will not be processed. The form can be printed to use as a guide or for your records. After you have submitted the report, an email will be automatically returned to the person filing the form and to David Hartley at the Child Nutrition Services Office. If you have any questions please contact David Hartley at (207) 624-6878 or e-mail [David.Hartley@Maine.gov](mailto:David.Hartley@Maine.gov) .

Failure to complete verification will affect claims for reimbursement and grant payments.

- **Lunch Time**

Lunch service shall take place no earlier than 10:00 a.m. and no later than 2:00 p.m. during each school day. Lunch is part of the school day and offered daily.

- **Charges to Children/Price Equity**

The “Hunger Free Kids Act”, Public Law 111-296, requires school districts to raise paid student lunch prices with a future goal of matching the free reimbursement rate, equal to paid revenue (student charge + paid reimbursement rate). This new law will require several districts to adjust the student paid lunch price. Contact the State Agency for more details.

The maximum student lunch rate for the 2011-12 School Year is \$3.00 for elementary and high school students. Reduced Price for Lunch is no more than \$.40. To exceed maximum student paid lunch, a yearly waiver must be requested.

Effective July 1, 2008, students eligible for Reduced Price School Breakfast at public schools cannot be charged for breakfast. Breakfast meals must be counted and claimed as Reduced. A State reimbursement of \$.30 per public school breakfast will be reimbursed with the submittal of the monthly claim.

Private schools may not charge more than \$.30 for Reduced Price School Breakfast.

- **Charges to Adults**

The adult lunch rate must be, at a minimum, the per meal cost. It must cover the cost of the meal per Federal Regulations. District Applications cannot be approved if this requirement is not met.

- **After-School Snack Program**

Schools that have a reimbursable After-School Care Snacks Program must complete the **After-School Care Snacks Program section**, located on the second page of the **Suggested Anonymity and Accountability Systems form**.

The maximum charge for Reduced Price Snacks is \$.15. There is no maximum charge for Paid Snacks.

- **School Policy on Handling Lost, Stolen or Misused Meal Tickets and Charging Meals**

Schools must establish a separate written policy regarding lost, stolen and replacement of tickets that provides for equal treatment to children in all meal payment or eligibility groups. Guidance is offered on our web page at: <http://www.maine.gov/education/forms/childnutrition/agreeappl/guidelineshandlingpolicies08.rtf>

- **Catalog of Federal Domestic Assistance (CFDA)**

Regulations require the Maine Department of Education to supply the Catalog of Federal Domestic Assistance (CFDA) numbers. The CFDA provides a full listing of all Federal programs available to State and local government. Department of Education/Child Nutrition Services is required to supply the CFDA numbers to SAUs. This information is located on the Child Nutrition Services web page at:

<http://www.maine.gov/education/sfs/money.html>

- **IDs and Passwords**

The ID and password assigned to a person constitute the legal signature of the individual. Any task completed while using the ID and password is recorded as a legal signature. Please make sure that your ID and password are updated. Should you have questions, please contact the Child Nutrition Services Office.

All new users must complete a form to obtain a new ID/Password. This form is available at: <http://www.maine.gov/education/forms/childnutrition/agreeappl/agreeapplforms.htm> and must be submitted to Child Nutrition Services, Department of Education, 23 State House Station, Augusta, ME 04333 or by faxing to (207) 624-6841.

**The following forms must be downloaded** (from the link provided below), **completed and returned to the Department of Education, Child Nutrition Services Office:** (1) Policy Statement for Free and Reduced Price Benefits, (2) Letter to Parents, (3) USDA Food Recall, (4) Suggested Anonymity and Accountability Systems, (5) IDs and Passwords and (6) Agreement for Child Nutrition Programs (new SAUs only).

<http://www.maine.gov/education/forms/childnutrition/agreeappl/agreeapplforms.htm>

Policy Statement for Free and Reduced Price Benefits **(Due August 15, 2011)**

Suggested Anonymity and Accountability Systems (includes the After-School Snacks Program information) **(Due August 15, 2011)**

IDs and Passwords **(Due August 15, 2011)**

USDA Food Program Recall **(Due August 15, 2011)**

Letters to Parents (for Free and Reduced Price School Meals) – Instructions **(Due August 15, 2011)**

Agreement for Child Nutrition Programs **(For new School Administrative Units, Due August 15, 2011)**

English Application for Free and Reduced Price School Meals

English Application for Free School Milk

Notification of Eligibility Determination for Free or Reduced Price Meals and Free Milk

Free and Reduced Price Income Guidelines

Verification Report **(Due November 20, 2011)**

Guidelines for School Policies on Handling Lost, Stolen or Misused Tickets and Charging Meals

Calendar of Events

Sharing Information Form (Optional)

<http://www.fns.usda.gov/cnd/FRP/frp.process.htm>

Link to Foreign Language Free and Reduced Price School Meal Application Materials

For additional information please contact:

- Walter Beesley, Education Specialist, Child Nutrition Services Office, 207-624-6875 or e-mail: [Walter.Beesley@Maine.gov](mailto:Walter.Beesley@Maine.gov)
- Gail Lombardi, Education Specialist, Child Nutrition Services Office, 207-624-6876 or e-mail: [Gail.Lombardi@Maine.gov](mailto:Gail.Lombardi@Maine.gov)
- David Hartley, Education Specialist, Child Nutrition Services Office, 207-624-6878 or e-mail: [David.Hartley@Maine.gov](mailto:David.Hartley@Maine.gov)
- Terri Fitzgerald, Commodity Administrator, Child Nutrition Services Office, 207-624-6882 or e-mail: [Terri.Fitzgerald@Maine.gov](mailto:Terri.Fitzgerald@Maine.gov)
- Nanci Kittredge, Planning and Research Assistant, Child Nutrition Services Office, 207-624-6877 or e-mail: [Nanci.Kittredge@Maine.gov](mailto:Nanci.Kittredge@Maine.gov)
- Sandra St.Michel, Office Associate, Child Nutrition Services Office, 207-624-6843 or e-mail: [Sandy.Stmichel@Maine.gov](mailto:Sandy.Stmichel@Maine.gov)
- Amy Webb, Office Associate, Child Nutrition Services Office, 207-624-6842 or e-mail: [Amy.Webb@Maine.gov](mailto:Amy.Webb@Maine.gov)
- Stephanie Cummings, Fresh Fruit & Vegetable Coordinator, Child Nutrition Services Office, 207-624-6732 or e-mail: [Stephanie.Cummings@Maine.gov](mailto:Stephanie.Cummings@Maine.gov)
- April Taylor, Summer Food Service Program Outreach Coordinator, Child Nutrition Services Office, 207-624-6666 or e-mail: [April.Taylor@Maine.gov](mailto:April.Taylor@Maine.gov)
- Mary Moody, Team Nutrition Project Director, Child Nutrition Services (works remotely), e-mail [Mary.Moody@Maine.gov](mailto:Mary.Moody@Maine.gov)