



# **OPI School Nutrition Programs Administrative Update**



**2024-2025 School Year**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

## Contact Us:

**CALL**  
406-444-2501

**VISIT**  
[opi.mt.gov/schoolnutrition](http://opi.mt.gov/schoolnutrition)



August 5, 2024

Welcome to the school year 2024-2025! We hope you all have had an amazing summer. School Nutrition Programs would like to thank you for your continued exceptional work in school nutrition, especially throughout the challenges of staff turnover and frequent program guidance changes.

To start the school year off, MT OPI SNP highly recommends that your district opts into offering the [online free & reduced price application \(FRAPP\)](#) for households to submit the application online and for your determining official to easily process applications in DCA. Online FRAPP will reduce your paperwork, reduce application errors, electronically send household approval/denial letters, and could eliminate the need for your district to provide your free & reduced student list to receive the new Summer EBT benefit (if all your free/reduced applications are processed in DCA). For more information, please reach out to your [Regional Specialist](#).

With a new school year, we have some new changes that have come to light due to a recent review, including all LEAs having to submit their permanent Free & Reduced Price (F&RP) Policy Statement for OPI SNP to review and approve. Please stay tuned for further requests from OPI SNP regarding this as we will be reaching out to collect your F&RP Policy Statements (which we will have a prototype to simplify the process). We will also be reaching out to schools that operate the FFVP program to collect annual required signatures of support from the superintendent, principal, and food service director.

### Program Reminders

- Please see the [SY 2024-25 Checklist](#) to be guided by program requirements and due dates.
- Log into the [Montana Agreement and Payment System \(MAPS\)](#) to enter program claims, complete annual agreements, and access helpful documents. MAPS is a secure system requiring an assigned user ID and password, unique to each user, to log in. Usernames and passwords are the same for GEMS, DCA, and MAPS.
- Reminder to check our [OPI School Nutrition Programs website](#) regularly for further program guidance, upcoming training opportunities, grants, and events. We also house many resources for Food Service Directors and Claim Contacts to access in the [MAPS Document Library](#).
- If you are new to working in School Nutrition Programs, we recommend contacting your [Regional School Nutrition Program Specialist](#) to ensure you are set up for success in meeting School Nutrition Program requirements. If you need to request access to MAPS, complete the [MAPS User Access Form](#) and contact Ashley Bodle at [ashley.bodle@mt.gov](mailto:ashley.bodle@mt.gov) or (406) 594-9228.
- Please ensure that accurate meal counts are being taken/counted at the point of service when the child receives the meal and daily production records are completed.

We look forward to seeing you at our fall workshops, or during our Administrative Review visits. Please call us at 1-406-444-2501 anytime you have questions.

Warm regards, the School Nutrition Programs Team.



## **Administrative Update Packet Included Content:**

**If you are new to working in School Nutrition Programs**, we recommend that you contact your [Regional School Nutrition Program Specialist](#) to ensure you are set up for success in meeting School Nutrition Program requirements. If you need to request access to MAPS, complete the [MAPS User Access Form](#).

**What's New in School Nutrition** Includes most recent School Nutrition Program updates and National School Lunch Program & School Breakfast Program meal patterns.

**OPI School Nutrition Programs Staff Directory** Find contact information for all OPI School Nutrition Programs and Montana Team Nutrition staff.

**School Nutrition Programs Checklist** Use this checklist as a tool to meet all requirements for School Nutrition Programs. Please look for these forms on the [OPI School Nutrition Programs](#) website or in [MAPS](#) under *Applications > Document Library*.

**Procurement Checklist** Consult this checklist for help in planning and for all major SNP procurement requirements.

**Civil Rights Training Documentation** Civil rights training must be completed annually with all staff involved with School Nutrition Programs. *Civil Rights Training* can be found on the [OPI School Nutrition Programs](#) website on the [Civil Rights](#) page or via our online [Bright Track course](#).

**SY2024-25 Household Free/Reduced Application** Households may complete paper application or we recommend all schools opt into using the new [Online Free & Reduced Price Application](#) that households can submit online for your school to process.

**SY2024-25 Income Eligibility Guidelines & Verification Instructions** See below in document.

**Self-Review: Meal Counting and Claiming Form** Schools must visit each site at least once during each meal service to ensure proper meal counting procedures are being followed for counting and claiming reimbursable meals. This is required to be conducted close to the beginning of the school year and by February 1st. Form available in MAPS Document Library.

**Professional Standards Requirements** Use this guide to understand minimum hiring standards for new School Nutrition Programs Directors and annual continuing education requirements for all School Nutrition Program staff.

**Professional Standards Calendar and Continuing Education Opportunities** Save the Date! OPI School Nutrition Programs will have live Fall Workshops in October along with a virtual workshop, on August 28th, and continue to offer one-hour Webinar Wednesdays throughout the year from 2-3 PM. See the schedule for this year's scheduled education opportunities and join us for fun and learning.

**Montana Team Nutrition/Farm to School Update** Montana Team Nutrition (MTN) is housed at Montana State University and works in cooperation with OPI to deliver quality education, training, and outreach opportunities to schools. Learn about the great opportunities MTN has planned this school year, as well as important information and resources on school wellness, Farm to School, and more.

# What's New in School Nutrition

School Year 2024 – 2025



## Normal National School Lunch Program (NSLP) Operations

- **Online Free and Reduced-Price School Meal Applications**
  - We highly recommend using the online version of the free/reduced applications for families to fill out. Once your school signs up, you simply provide the link to your families to fill out the applications and it is then electronically sent to the Direct Certification Application (DCA). You can find all the information on our website under [Meal Eligibility](#).
- **30 Day Carryover**
  - Reminder: the carryover is 30 *operating* days (school days), not calendar days. The carryover status is valid only until a new determination is made (ex: new application processed.)
- **Medicaid Direct Certification**
  - Eligibility may only be made via the OPI Direct Certification Application (DCA)
    - Medicaid – Free, or Medicaid – Reduced eligibility is determined by household size/income and is the only DC source with the 'reduced' determination. See [New Medicaid Direct Certification in DCA Tip Sheet](#).

## Other Program Updates

- **Public Release Requirement**
  - OPI will once again be completing the [Public Release](#) on behalf of all our sponsors for SY2024-25. You can find it posted on our website under [Meal Eligibility](#).
- **New Nondiscrimination Statement**
  - Update all program materials, including the home page of your school nutrition program website, with [2022 Nondiscrimination Statement](#).
  - Ensure the And Justice for All poster posted in your cafeteria. [Request](#) the poster if needed.
- **Free and Reduced-Price Policy Statement** Many changes are happening to our policy statement both in the document and collection. More information will be provided.
- **Fresh Fruit & Vegetable Program (FFVP)** For FFVP program operators, OPI SNP will have a new procedure for your Superintendent, school Principal, and Food Service Director to sign & submit a certification of support annually to operate the program in addition to submitting your FFVP application in MAPS. FFVP operators should also complete annual [FFVP training](#) to ensure program requirements are met.
- **New Summer EBT program** Montana implemented the new [Summer EBT](#) program to provide families with \$120 per eligible child to purchase groceries for the summer. Please learn more about the new Summer EBT program and ways that you can help ensure that your qualifying students (receiving free or reduced school meal benefits) receive this benefit each summer. Resources are available on our [Summer EBT](#) webpage and [Direct Certification Application Reminders](#) resource.
- **Meal Patterns**
  - See the [5-Day National School Lunch Program](#) and [School Breakfast Program Meal Patterns](#) in this document below. If school is operating a 4-Day school week, please refer to and follow the [4-Day Lunch Meal Pattern](#) or [4-Day Breakfast Meal Pattern](#).





# FINAL RULE FOR SCHOOL MEAL STANDARDS

**Updated School Meal Standards: working towards a common goal of healthy children and helping them reach their full potential.**

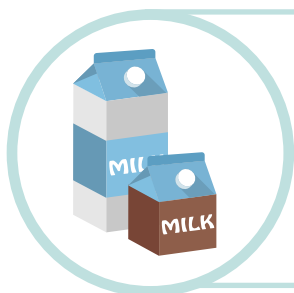
School meals are the main source of nutrition for millions of children every school day. USDA is ensuring these meals are even more nourishing, while keeping them appealing to kids.

## Key Provisions



### Whole Grains

Schools may continue to offer a variety of nutrient-rich whole grains with options for some enriched grains (no changes in standard)



### Milk

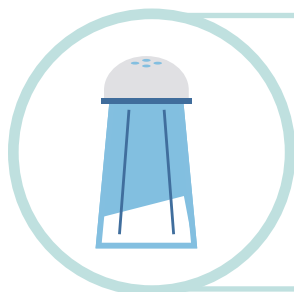
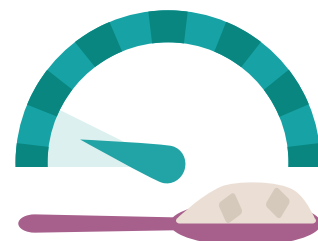
Continue to allow flavored and unflavored milk (no changes in standard) with new limits on added sugars



### Added Sugars

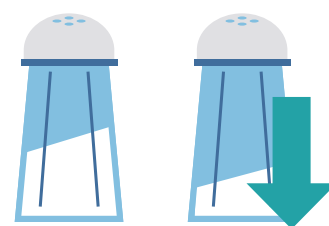
Limit using a phased approach:

- **Phase 1:** Limits on specific high-sugar products (cereals, yogurt, flavored milk)
- **Phase 2:** Overall weekly limits



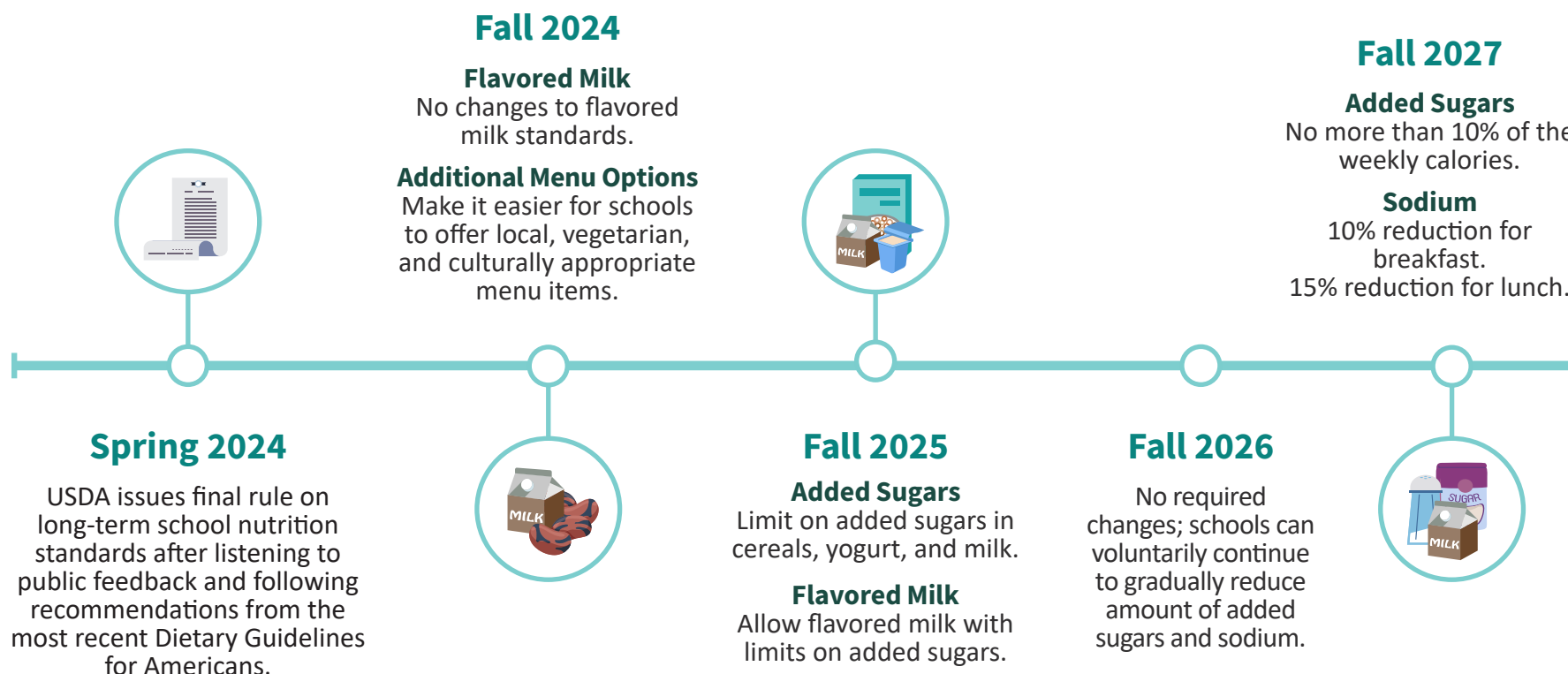
### Sodium

Gradually phase in one reduction of weekly limit



# IMPLEMENTATION TIMELINE FOR UPDATING THE SCHOOL MEAL STANDARDS FINAL RULE

School meals will continue to include fruits and vegetables, emphasize whole grains, and give kids the right balance of nutrients for healthy, tasty meals. For the first time, schools will focus on products with less added sugar, especially in school breakfast.



# National School Lunch Program (NSLP) Meal Pattern - 5 Day

## Just Serve Instructions:

- Must PREPARE all 5 components in required amount.
- At POS: Must SERVE all 5 components in minimum required amount.

## Offer versus Serve (OVS) Instructions:

- Must PREPARE all 5 components in required amount.
- At POS: Must TAKE 3 components: at least 1/2 cup of fruit or vegetable & 2 other components in minimum required amount.

Food Components	Grade K - 5	Grade 6 – 8	Grade 9 - 12	Additional Information
<b>Milk</b> Must offer two varieties and one variety must be unflavored.	5 cups/week 1 cup daily	5 cups/week 1 cup daily	5 cups/week 1 cup daily	All fluid milk must be fat-free (skim) or low-fat (1 percent). Milk may be unflavored or flavored.
<b>Fruits</b>	2 ½ cups/week 1/2 cup daily min	2 ½ cups/week 1/2 cup daily min	5 cups/week 1 cup daily min	Only 100% fruit juice is allowed. No more than half the weekly offering of fruit may be 100% juice.
<b>Vegetables (total)</b> Subgroups:	3 ¾ cups/week 3/4 cup daily min	3 ¾ cups/week 3/4 cup daily min	5 cups/week 1 cup daily min	Daily minimum must be offered (or 'served'). For OVS, ½ cup may be taken. <ul style="list-style-type: none"> <li>• Leafy greens credit as half the amount. Dried fruit credits as double.</li> </ul> Additional Vegetables from any subgroup must be offered in order to meet weekly total.
Dark Green	1/2 cup/wk	1/2 cup/wk	1/2 cup/wk	
Red / Orange	3/4 cup/wk	3/4 cup/wk	1 ¼ cup/wk	
Legumes	1/2 cup/wk	1/2 cup/wk	1/2 cup/wk	
Starchy	1/2 cup/wk	1/2 cup/wk	1/2 cup/wk	
Other	1/2 cup/wk	1/2 cup/wk	3/4 cup/wk	
Additional Vegetable	1 cup/wk	1 cup/wk	1 ½ cup/wk	
<b>Meat or Meat Alternates</b>	8-10 oz eq/wk* 1 oz daily min	9-10 oz eq/wk* 1 oz daily min	10-12 oz eq/wk* 2 oz daily min	Daily & Weekly requirements must be met
<b>Grains / Breads</b> - At least 80% of grain items offered must be whole grain rich (WGR)	8-9 oz equivalent/wk* 1 oz daily min	8-10 oz equivalent/wk* 1 oz daily min	10-12 oz equivalent/wk* 2 oz daily min	Daily & Weekly minimums must be met <ul style="list-style-type: none"> <li>• 2 oz eq grain-based desserts or less may be offered weekly.</li> </ul>
<b>Minimum – Max. Calories (kcal)</b>	550 – 650	600 – 700	750 - 850	-Weekly average
<b>Saturated Fat (% of total calories)</b>	<10%	<10%	<10%	-Weekly average
<b>Sodium Target 1A**</b>	≤1110 mg**	≤1225 mg**	≤1280 mg**	-Weekly average
<b>Trans Fat</b>	0 grams / serving	0 grams / serving	0 grams / serving	

\*Staying within the maximums for Grain & M/MA helps with dietary specifications but is not required.

\*\*Sodium limit will decrease in SY2027-28 for lunch: grades K-5 <935 mg, grades 6-8 <1,035 mg, grades 9-12 <1,080 mg





# SBP Meal Pattern - 5 Day

## School Breakfast Program

### Serve Only

- Minimum 3 items served daily
- Must prepare each of 3 required items in required amounts:
  - **Milk, Fruit/Vegetable, Grain**
- Students must have all items on tray at POS

### Offer vs. Serve (OVS)

- Minimum 4 items offered daily
- Must prepare each of 3 required items plus an additional item:
  - **Milk, Fruit/Vegetable, Grain, and 1 additional item** (may be meat/meat alternate, grain, or fruit/vegetable)
- At POS: Must take at least 3 items, 1 item must be ½ cup Fruit or Vegetable

Food Components	Grade K - 5	Grade 6 – 8	Grade 9 - 12
<b>Milk</b> -Must offer two varieties (1% or fat-free, unflavored, or flavored). One variety offered must be unflavored.	5 cups/week 1 cup daily	5 cups/week 1 cup daily	5 cups/week 1 cup daily
<b>Fruits / Vegetable / Juice</b> -Juice must be 100% full-strength. -No more than half weekly offering may be juice.	5 cups/week 1 cup daily	5 cups/week 1 cup daily	5 cups/week 1 cup daily
<b>Grains / Breads</b> -Daily & weekly minimums must be met -At least 80% of grain items offered must be whole grain rich (WGR)	7-10 oz equivalent/week* 1 oz daily minimum	8-10 oz equivalent/week* 1 oz daily minimum	9-10 oz equivalent/week* 1 oz daily minimum
<b>And/or Meat / Meat Alternates</b>	May offer grains, meats/meat alternates, or a combination of both at breakfast.		
<b>Minimum – Maximum Calories (kcal)</b> Weekly average	350 – 500	400 – 550	450 - 600
<b>Saturated Fat</b> (% of total calories) Weekly average	<10%	<10%	<10%
<b>Sodium Target 1*</b> Weekly average	≤ 540 mg	≤ 600 mg	≤ 640 mg
<b>Added Sugars</b> (% of total calories) must be implemented by July 1, 2027	<10%	<10%	<10%
<b>Trans Fat</b>	0 grams/serving	0 grams/serving	0 grams/serving

\*Staying within the maximums for Grain & M/MA helps with dietary specifications but is not required.

\*\*Sodium limit will decrease in SY2027-28: grades K-5 <485 mg, grades 6-8 <535 mg, grades 9-12 <570 mg

Beginning SY2025-26: Breakfast cereals may have no more than 6gr of added sugars per dry ounce.

Beginning SY2025-26: Yogurt may have no more than 12gr of added sugars per 6 oz (2gr of added sugars per ounce).

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Last updated by OPI SNP- 08/2024



# Office of Public Instruction

## School Nutrition Programs - Staff Directory

### School Nutrition Programs, General Information

**Phone:** 406-444-2501

**Mailing Address:** Office of Public Instruction  
School Nutrition Programs  
PO Box 202501  
Helena, MT 59620-2501

Contact	Phone	Email
Christine Emerson, Director	406-444-2502	<a href="mailto:cemerson@mt.gov">cemerson@mt.gov</a>
Erin Turner, Assistant Director	406-559-7588	<a href="mailto:erin.turner@mt.gov">erin.turner@mt.gov</a>
Tarryn Erickson, Administrative Assistant	406-444-2501	<a href="mailto:tarryn.erickson@mt.gov">tarryn.erickson@mt.gov</a>
Britta Binde, Summer Food Service Program Specialist	406-594-9747	<a href="mailto:britta.binde@mt.gov">britta.binde@mt.gov</a>
Erin Benson, Food Distribution Program Manager	406-444-4412	<a href="mailto:erin.benson@mt.gov">erin.benson@mt.gov</a>
Amber Lyman, Farm to School Specialist	406-444-2501	<a href="mailto:amber.lyman@mt.gov">amber.lyman@mt.gov</a>
Alie Wolf, Business Analyst/Direct Certification	406-459-5394	<a href="mailto:aliew@mt.gov">aliew@mt.gov</a>
Ashley Bodle, Data Processor	406-594-9228	<a href="mailto:ashley.bodle@mt.gov">ashley.bodle@mt.gov</a>
Kelli Johnson, Region 1 & 6 Specialist, FFVP Manager	406-465-1769	<a href="mailto:kelli.johnson@mt.gov">kelli.johnson@mt.gov</a>
Emily Madsen, Region 2 & 4 Specialist, School Nutrition Programs	406-594-4142	<a href="mailto:emily.madsen@mt.gov">emily.madsen@mt.gov</a>
Rachel Ariaz, Region 3 & 5 Specialist, School Nutrition Programs	406-422-3318	<a href="mailto:rachel.ariaz@mt.gov">rachel.ariaz@mt.gov</a>

### Montana Team Nutrition, General Information

**Phone:** 406-994-5641

**Fax:** 406-994-1854

**Website:** [Montana Team Nutrition](#)

**Mailing Address:** Montana Team Nutrition Program  
Montana State University  
PO Box 173370  
Bozeman, MT 59717

Contact	Phone	Email
Molly Stenberg, Co-Project Director	406-994-7217	<a href="mailto:stenberg@montana.edu">stenberg@montana.edu</a>
Jay Stagg, Co-Project Director & Farm to School Coordinator	406-994-5996	<a href="mailto:jay.stagg@montana.edu">jay.stagg@montana.edu</a>
Haley Scott, Program Lead	406-994-5641	<a href="mailto:haley.scott1@montana.edu">haley.scott1@montana.edu</a>
Kylie Cassidy Administrative Coordinator	406-994-5397	<a href="mailto:kylie.cassidy@montana.edu">kylie.cassidy@montana.edu</a>

# School Nutrition Programs Checklist

## SY 2024-25



Use this document to check off School Nutrition Programs requirements as they are completed.

Assign individual responsibilities to staff and document the date they are finished. Keep this checklist on file for your reference.

Task	Deadline	Documentation	Date Completed	Who
Free and Reduced (F/R) Benefits				
*Complete direct certification through the Direct Certification Application (DCA) <u>at least 3 times per year</u> . Mail notice of direct certification to households.	<ul style="list-style-type: none"><li>Beginning of SY</li><li>3 months into SY</li><li>6 months into SY</li></ul>	Update Point of Sale. Maintain DCA lists on file.		
*Have F/R applications available for those who are not directly certified. We recommend opting into & using our Online Application FRAPP to reduce paper application errors and for easy processing of the application via DCA.	Start of school year (ongoing)	Record procedure		
*Approve F/R applications. Mail approval/denial notification to households. If using Online FRAPP, approval & email notification is a breeze!	Start of school year (ongoing)	Keep applications		
*Update any F/R students from the previous school year without a current application to paid status. Mail notification of change in eligibility.	30 operating days after first day of school	Update Point of Sale		
Verification ( <i>Does not apply to Provision/CEP schools</i> )				
*Select households for verification.	On October 1	Use the verification activity tracker		
*Complete verification process	By November 15	MAPS		
*Submit Verification Report (FNS-742) in MAPS	By November 30	MAPS		
Community Eligibility Provision (CEP)				
Qualify for CEP if 25% of enrolled students (per site) are directly certified.	April 1	DCA		
Review Identified Student Percentage (ISP) counts. Send corrections and finalize ISP counts.	April 15	ISP-CEP Annual Snapshot Data Form-submit to OPI		
Elect participation in CEP for School Year 2024-25.	June 30	MAPS site application and CEP Schedule		
Required Self-Reviews				
Conduct review of Meal Counting and Claiming System for both <u>breakfast</u> and <u>lunch</u> meal service at all sites.	February 1	Keep a copy (form in MAPS)		
If participating, conduct <u>two</u> After School Snack Program (ASP) reviews.	First Four Weeks	Keep a copy (form in MAPS)		
	Before End of Year			
Fresh Fruit and Vegetable Snack Program (FFVP) ( <i>OPI invites districts to be a part of FFVP each year based on Free/Reduced data</i> )				
Eligible elementary schools are invited to participate in MAPS. Complete the FFVP Application in MAPS application packet.	June	MAPS FFVP Application		
Claim FFVP expenses on the MAPS FFVP Claim. To see your remaining FFVP grant allocation balance, navigate to FFVP Grants within the Applications section of MAPS.	Use 1 <sup>st</sup> allocation by September 30, Spend 2 <sup>nd</sup> allocation October 1 – June 30	Keep all receipts; submit FFVP claim in MAPS by the 10 <sup>th</sup> of each month		
Professional Standards				
Complete Professional Standards training hours. See OPI Professional Standards Training Schedule on the website. <ul style="list-style-type: none"><li>Director - 12 hours</li><li>Manager - 10 hours</li><li>Full Time (≥ 20 hours/week) - 6 hours</li><li>Part Time (&lt;20 hours/week) - 4 hours</li></ul>	Annually	Document training hours completed on a training log		

\* Indicates requirements that may not apply to RCCIs/CEP schools.

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10<sup>th</sup> of each month.

# School Nutrition Programs Checklist

## SY 2024-25



Task	Deadline	Documentation	Date Completed	Who
<b>Annual Requirements</b>				
Update Sponsor/Site Information.	August 30	MAPS		
Complete production records.	Daily	Keep original records		
*If breakfast is offered, complete breakfast outreach. Ex.: Send menus home, post menu on school website.	Start of school year (ongoing)	Keep a copy		
Submit public release to media	Annually	Completed by OPI		
Request two sanitation inspections.	Annually	Record date of both inspections in MAPS		
		Post inspection report in publicly visible place		
Report Food Safety Inspections requested and received in SY23-24 in MAPS under Applications>Food Safety Inspections.	November 10	MAPS		
Complete <a href="#">Civil Rights training</a> with all school nutrition program staff.	Annually	Keep for records using OPI documentation form		
Post 'And Justice for All' Civil Rights poster in the Cafeteria.	Annually	Posted		
NEW: Update all program materials, including home page of program website, with this exact <a href="#">Nondiscrimination Statement</a> .	Ensure correct NDS is posted on your SNP Webpage and on Program Materials.	Posted		
**Complete Paid Lunch Equity Tool to assess paid meal prices.	Annually	Keep electronic copy		
*Assess compliance with non-program revenue requirements through the USDA Non-Program Revenue Tool or OPI Lost Revenue Tool.	Annually	Keep electronic copy		
Ensure all items sold during the school day meet Smart Snacks regulations (a la carte, vending machines, concessions, etc.)	Ongoing	Keep documentation of all items sold to students		
*Implement and review a district-wide charging policy.	Annually	Keep a copy		
Review the Wellness Policy.	Annually	Keep most recent copy		
Assess the Wellness Policy & communicate results to public.	Once every 3 years	Keep recent assessment		
Review and update HACCP plan. Have a copy at each school site where meals are served.	Annually	Keep a copy		
Develop and implement district-wide food service procurement policy & procedures.	Annually	Keep a copy of documentation		
Post Breakfast & Lunch Signage in the Cafeteria advising of what constitutes a reimbursable meal for Offer vs. Serve.	Annually	Posted		
Conduct outreach for the nearest Summer Food Service Program site, regardless of your district's participation.	Annually	Keep a copy		
USDA Foods order for SY2025-26: Submit 'Annual Survey' in (MAPS or new FD 2.0 - TBD) and if participating in DOD Fresh, designate entitlement dollar amount to set aside. <i>An email notification will be sent when the Survey is available in MAPS.</i>	February	Info is recorded in MAPS. Print for reference if desired		
<b>Other</b>				
Private Schools: Submit Annual Financial Report	August	MAPS		
New Summer EBT – Visit <a href="https://opi.mt.gov/Leadership/Management-Operations/School-Nutrition/Summer-EBT">https://opi.mt.gov/Leadership/Management-Operations/School-Nutrition/Summer-EBT</a>	Ongoing or by end of your school year to complete tasks	DCA		

\* Indicates requirements that may not apply to RCCIs/CEP schools.

\*\* District will be notified if PLE needs to be completed.

All needed documents to complete these tasks can be found in MAPS > Applications > Document Library.

*This institution is an equal opportunity provider.*



Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501  
406-444-2501

## Civil Rights Training Documentation Form

**Date:**

**Presenter:**

**Attendees:**  
(list names)

**Topics Covered:**  
(A copy of the training  
may be attached)

Check the box if the OPI training was used ☐

Complete annually with all SNP & SFSP food service staff and volunteers.  
Keep this form on file at the School Food Authority (SFA).

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SY2024-25 Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

APPLY ONLINE:  
RETURN TO (School/District Name):  
ADDRESS:

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Foster Child	Migrant	Runaway	Homeless	If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

STEP 2 Do any household members (including you) participate in: SNAP, TANF, or FDPIR?

☐ NO → Go to STEP 3.

☐ YES → Write case number here, fill in social security number in STEP 3, and proceed to STEP 4. Subject to verification.

CASE NUMBER (NOT EBT NUMBER):  

Write only one case number in this space.

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)  
List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often received?					Public Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, SSI, VA Benefits, All Other	How often received?			
		Weekly	Every 2 Weeks	2x Month	Monthly	Annual		Weekly	Every 2 Weeks	2x Month	Monthly		Weekly	Every 2 Weeks	2x Month	Monthly
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				

Total Household Members (Children and Adults)

Last Four Numbers of Social Security Number of Primary Wage Earner or other Adult Household Member (If Applicable)

Check if no Social Security Number

B. Child Income  
Sometimes children in the household earn or receive income.  
Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Child Income

Please see application's back for list of income sources.

STEP 4 Contact information and adult signature. RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL: Insert school address here

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Print Name of Adult Signing the Form	Signature of Adult	Today's Date			
Mailing Address (if available)	City	State	Zip	Phone (optional)	Email (optional)

Return completed form to your child's school.

## SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income			Examples of Income for Children
<b>Earnings from Work</b> <ul style="list-style-type: none"> <li>Salary, wages, cash bonuses, tips, commissions</li> <li>Net income from self-employment (farm or business)</li> </ul> <b>If you are in the U.S. Military:</b> <ul style="list-style-type: none"> <li>Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)</li> <li>Allowances for off-base housing, food, and clothing</li> </ul>	<b>Public Assistance/Alimony/Child Support</b> <ul style="list-style-type: none"> <li>Unemployment benefits</li> <li>Workers' compensation</li> <li>Supplemental Security Income (SSI)</li> <li>Cash assistance from State or local government</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veterans benefits</li> <li>Strike benefits</li> </ul>	<b>Pensions/Retirement/All other sources of income</b> <ul style="list-style-type: none"> <li>Social Security/Disability (including railroad retirement and black lung benefits)</li> <li>Private Pensions or disability benefits</li> <li>Income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Earned interest</li> <li>Rental income</li> <li>Regular cash payments from outside household</li> </ul>	<ul style="list-style-type: none"> <li>A child has a regular full or part-time job where they earn a salary or wages</li> <li>A child is blind or disabled and receives Social Security benefits</li> <li>A parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> <li>A friend or extended family member regularly gives a child spending money</li> <li>A child receives regular income from a private pension fund, annuity, or trust</li> </ul>

## OPTIONAL

Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

**Ethnicity (check one):** ☐ Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) ☐ Not Hispanic or Latino

**Race (check one or more):** ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Return this completed form to your child's school. **\*Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.**

## DO NOT FILL OUT

For school use only.

**Annual Income Conversion:** Weekly  $\times 52$ , Every 2 Weeks  $\times 26$ , Twice a Month  $\times 24$ , Monthly  $\times 12$ . Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income	How often?					Household size	Categorical Eligibility <input type="checkbox"/>	Eligibility		
<input type="text"/>	Weekly	Every 2 Weeks	2x Month	Monthly	Annual	<input type="text"/>		Free	Reduced	Denied
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Determining Official's Signature	Date	Confirming Official's Signature				Date	Verifying Official's Signature			Date

## Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number.' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

## The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

\*MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or  
EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov)

**\*Do not mail applications to this address, only complaints of discrimination.**

Return completed form to your child's school.

This institution is an equal opportunity provider.

INCOME ELIGIBILITY GUIDELINES  
(Effective from July 1, 2024 through June 30, 2025)

**If more than one income is reported**, all income should be converted to a yearly figure before a determination is made.

The conversion formula is as follows:

Monthly x 12

Twice a Month x 24

Every Two Weeks x 26

Weekly x 52

Household Size	Free Meals – 130%					Reduced-Price Meals – 185%				
	Annual	Monthly	Twice a Month	Every Two Weeks	Weekly	Annual	Monthly	Twice a Month	Every Two Weeks	Weekly
1	\$19,578	\$1,632	\$816	\$753	\$377	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	\$26,572	\$2,215	\$1,108	\$1,022	\$511	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3	\$33,566	\$2,798	\$1,399	\$1,291	\$646	\$47,767	\$3,981	\$1,991	\$1,838	\$919
4	\$40,560	\$3,380	\$1,690	\$1,560	\$780	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5	\$47,554	\$3,963	\$1,982	\$1,829	\$915	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6	\$54,548	\$4,546	\$2,273	\$2,098	\$1,049	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7	\$61,542	\$5,129	\$2,565	\$2,367	\$1,184	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8	\$68,536	\$5,712	\$2,856	\$2,636	\$1,318	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
For each additional family member, add	\$6,994	\$583	\$292	\$269	\$135	\$9,953	\$830	\$415	\$383	\$192

Prepared by the Office of Public Instruction - PO Box 202501, Helena, MT 59620-2501

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# School Nutrition Programs:

## Free & Reduced-Price Verification Instructions SY 24-25

Verification is the process by which schools confirm the eligibility of a sample of approved free and reduced-price meal applications. **Schools will report the verification results and October eligibility data on the School Food Authority (SFA) Verification Collection Report in MAPS.** Please carefully read through these instructions to ensure reporting accuracy. Additional instructions can be found in the [USDA’s Eligibility Manual](#).

**All sponsors, regardless of participation type must submit the Verification Report in MAPS by Nov 30<sup>th</sup>.** District’s operating CEP district-wide may not have any applications to verify but must submit the verification report in MAPS with the following items completed: 1-1 and check the boxes for items 5-1 and 5-6.

### Important Verification Dates:

October 1	(1) Record Oct 1 <sup>st</sup> Application Counts    (2) Calculate Sample Size    (3) Send Household Notification Letters
October 31	Record Student Counts as of October 31 (section 4 column B).
November 15	Deadline to collect household documentation/complete verification.
November 30	Submit Verification Report in MAPS starting Nov 1. Report Deadline November 30.

### October 1    (1) Record Application Counts (2) Calculate Sample Size (3) Send Household Notification Letters

#### Section 4 Column A - Record the categories of applications on file as of October 1st to determine the pool of applications subject to verification

Student counts (column B) will be captured as of October 31.

**4-1 Categorically Free Eligible** – Record the number of categorically free applications (SNAP, TANF, FDPIR or Foster Care categories) only if NOT Directly Certified from DCA and therefore included in the pool subject to verification. Applications confirmed as directly certified must be counted in Section 3 only as proof of their eligibility source program has already been confirmed and therefore not subject to verification. Do not duplicate counts. Direct Certification supersedes a paper application, and SNAP-direct certs are given top preference.

#### 3% Sample Size – Calculate the Number of Applications to Verify

Applications listed in section 4 are subject to verification because proof of eligibility has NOT been established.

- Total the number of **applications** in section 4, column A.
  - This is the number of applications in the pool subject to the verification process.
- Multiply the total number of applications in in section 4 by .03 (3%).
  - **Round all decimals up to the next whole number.**
  - This calculation equals the number of applications you will need to verify.

#### 3% Calculation - Example

Approved Applications  
as of Oct 1st

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	<b>**ALL SFAs collecting applications must report Section 4**</b>	A. Number of Applications
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	1
		4-2: Approved as FREE eligible: Based on household size and income information	24
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	17

Total number of Applications in section 4 (Column A) multiplied by 3% =

In this example 2 applications should be randomly selected for the verification process

42

X 00.03 (3%)

= 1.26 ( 2 ) (round all decimals up)

# School Nutrition Programs:

## Free & Reduced-Price Verification Instructions SY24-25

### Method of Verification -

Dependent upon on the percent of household applications that responded to last year's verification process.

If during last year's verification process:

Verification Sample Methods		
Do not include applications already confirmed as directly certified in the total count of applications that are in the pool of those subject to verification as their eligibility has already been confirmed from the program source.		
<b>Error-Prone (Standard)</b>	Error-Prone (Standard) method <b>required</b> if less than 80% of the household apps responded to last year's verification process.	3% of all applications approved as of Oct 1, selected from error prone applications.
<b>Random (Alternate One)</b>	May conduct the Random (Alternate One) method if 80% or more of the household apps responded to last year's verification process.	3% of all applications approved as of Oct 1, selected at random.
<b>Focused (Alternate Two)</b>	May conduct the Focused (Alternate Two) method if 80% or more of the household apps responded to last year's verification process.	1% of all applications approved as of Oct 1, selected from error-prone applications. PLUS .5% of applications approved as of Oct 1, selected from categorically eligible applications (household provided case # or categorical program on app) but NOT directly certified in DCA.

- Error-Prone Applications – Applications within \$100 per month of the Income Eligibility Guidelines.

Draw the 3% verification sample from applications subject to verification (section 4)

### Send Verification Letters

- Before sending verification letters, a Confirmation Review must be conducted to ensure accuracy of the initial determination.
  - Must be a person other than the official who made the initial eligibility determination
  - Document the confirmation review by the "confirming signature" line of the selected application
- Send the "We Must Check Your Application" letter to selected household(s)
 

*Tip: Use the Verification Activity Tracker worksheet to document the process*
- **Deadline to gather/confirm household's proof of eligibility responses by Nov15**
  - Households have 10 days to reply
  - If no reply, follow-up contact at least 1x (document)
    - Districts with low response rates will be subject to error-prone method the following year
- Send the prototype "We Have Checked Your Application" letter to households
  - If verification results in higher benefits (e.g., changing from reduced-price to free category), the change is effective immediately and must be implemented no later than 3 operating days later
  - If verification results in reduced or terminated meal benefits, households must be given 10 calendar days' written advance notice of the change (continue benefits for 10 calendar days)
- Document household responses/nonresponses in section 5-8 on the Verification form

### October 31 Record Student Counts

Report the number of approved **students** as of October 31<sup>st</sup> for each category (Sections 1 – 4 Column B) and record counts on the [Verification form](#). An updated direct certification report should be reviewed on or just prior to October 31<sup>st</sup>.

**1-1: Enrolled Student Counts** – Enter the number of (A.) OPI School Sites and (B.) Total enrolled students as of Oct 31.

**1-2: Residential Child Care Institutions (RCCIs)** must enter the number of sites and students enrolled for each type.

### Section 2: This section is applicable to CEP/Provision 2 sites only

**2-3: CEP Sites** – Enter the number of (A.) Schools and (B.) Students participating in CEP

# School Nutrition Programs:

## Free & Reduced-Price Verification Instructions SY24-25

If ALL school sites are Provision 2, CEP or RCCI check items 3-1 & 5-1 and you are finished.  
If only SOME of the school district's sites participate in Provision 2 or CEP, report as follows:

- Section 3-2: Report SNAP-only direct certification data for the schools NOT participating in CEP/Provision 2
- Report remaining fields and all other applicable Sections for schools NOT participating in CEP/Provision 2

### Section 3-B: Student Counts - Directly Certified as of Oct 31

Students in Section 3 are NOT subject to verification because proof of eligibility has already been confirmed. Students can only be counted as being in one category

**3-1:** Leave 3-1 blank (unless *all* school sites are CEP/Provision 2 or RCCI)

#### 3-2 B: Students SNAP Directly Certified in DCA (SNAP Direct Cert supersedes all other eligible categories)

When a student is Directly Certified through DCA that eligibility supersedes all other information on file (such as household application or letter from the SNAP agency) and the student should be counted as directly certified. If a student is directly certified with SNAP and another program (e.g. Foster Care), SNAP should be given preference. Directly Certified students are not subject to the verification process as proof of eligibility has already been confirmed. Students can only be counted in one category.

*Item 3-2 will auto-populate the number of SNAP DC from DCA as of Oct31 in the MAPS system. Please review for accuracy.*

**3-3 B: Students Directly Certified by other source categories:** TANF, FDPIR, homeless, migrant, runaway & foster (proof of participant eligibility confirmed by source or through DCA system). *This item will also auto-populate a count from DCA.*

**3-4 B: Categorically Free Students by household submission of SNAP letter only.** SNAP Letters that were also validated in the DCA system as directly certified should be counted in 3-2 B as SNAP directly cert only (do not count in both places).

Section 3	Students approved as FREE eligible NOT subject to verification	<b>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</b>	B. Number of FREE Students
		3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.	
		3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	
		3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	0

### Section 4-B: Student Counts – Categorical/Income Free & Reduced as of Oct 31

#### 4-1 B: Categorically Free Students - Application listing a Case Number only (SNAP, TANF, FDPIR or Foster Care)

Students reported as Categorically Free have NOT been confirmed as Directly Certified in DCA and are subject to the verification process because proof of eligibility has not been confirmed by source records.

**Categorically Free Students that have been confirmed in DCA are considered Directly Certified and should be recorded in section 3.**

**4-2 B:** Report the number of Free Income based Students

**4-3 B:** Report the number of Reduced-Price Students

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	<b>**ALL SFAs collecting applications must report Section 4**</b>	A. Number of Applications	B. Number of Students
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	1	3
		4-2: Approved as FREE eligible: Based on household size and income information	24	35
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	17	30

# School Nutrition Programs:

## Free & Reduced-Price Verification Instructions SY24-25

### Section 5 – Verification Process & Results

**5-1:** Only check the box if **all** school sites are exempt from the verification process. Types of schools exempt to the Verification process include CEP, Provision 2, Residential Child Care Institutions and Milk only.

**5-2: Household documentation and correspondence must be completed by November 15<sup>th</sup>.**

If you are unable to complete the verification process by November 15, the district must submit a written request to this deadline. See the Verification Deadline Extension Request form online.

**5-3:** For further information, see page 2 for the Method of Verification details and reference the Eligibility Manual

**5-4:** Only report the number of Error-Prone Applications on **if during last year's verification process**, less than 80% of the households responded and your district is required to conduct the Alternate One/Error-Prone method.

**5-5:** Report the number of Applications Verified

- This number should reflect the calculation on page 1
  - Total of Section 4 Column A multiplied by 3% - round all decimals up
- This number should also equal the total number of verified applications in Section 5-8

<b>**ALL SFAs must report Section 5 or check box 5-1 if applicable**</b> <b>5-1:</b> <input checked="" type="checkbox"/> Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.				
<b>5-2: Was verification performed and completed?</b> <input checked="" type="checkbox"/> Yes, completed by November 15th <input type="checkbox"/> Yes, completed after November 15th <input type="checkbox"/> No, verification was NOT performed or the process was not completed.		<b>5-3: Type of Verification process used:</b> 1. <input type="checkbox"/> Standard (Lesser of 3% or 3,000 error-prone) 2. <input checked="" type="checkbox"/> Alternate one (Lesser of 3% or 3,000 selected randomly) 3. <input type="checkbox"/> Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)		
If 1 or 3 is checked in 5-3, report 5-4. If 2 is checked in 5-3, enter	<b>5-4: Total ERROR PRONE applications:</b> <i>Report all applications as of October 1st considered error prone</i>		<b>5-5: Number of applications selected for verification sample:</b>	2

**5-6: Direct Verification** – Using records from public agencies to verify proof of income and/or program participation From the application(s) *selected for the verification process*, if none were validated as directly certified in DCA or confirmed with agency records, check the box.

**5-7: Confirmed through Direct Verification** - Only report counts in this section if applications selected for the verification process were directly verified/confirmed with agency records.

<b>**ALL SFAs must report 5-7 or check box 5-6 if applicable**</b> <b>5-6:</b> <input type="checkbox"/> Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.		<b>A. Number of Applications</b>	<b>B. Number of Students</b>
Report if FREE and/or REDUCED PRICE eligibility is confirmed through	<b>5-7: Confirmed through</b>		

# School Nutrition Programs:

## Free & Reduced-Price Verification Instructions SY24-25

### Nov 30 Submit Verification Report in MAPS System

Submit the SFA Verification Collection Report online through [MAPS](#). The electronic Verification Report will be available in MAPS November 1st-30th. Paper Versions Will Not Be Accepted. The [PDF/paper version of the form](#) is available as a worksheet only.

#### Locate the Verification Report in MAPS:

1. Select the 'Application' menu
2. Then click on the 'Verification Report'

**School Nutrition Programs** **MONTANA**  
Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search | Programs | Year | Help | Log Out

Applications > School Year: 2021 - 2022

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
FFVP Grants	Fresh Fruit and Vegetable Grants
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Financial Report	School Food Annual Revenues and Expenditures Report
Site Enrollment	Site Student Enrollment and Free/Reduced Eligibility from October Claim
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading
Document Library	Library containing downloadable documents and urls

3. Click **Modify** Next to SY21-22

**School Nutrition Programs** **MONTANA**  
Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search | Programs | Year | Help | Log Out

Applications > School Year: 2021 - 2022

**Verification Report**

8801 Status: Active  
**Happy Trails K-12 Schools**  
DBA: Peaceful County Treasurer  
555 406th Street  
Happy Valley, MT 59999  
Type of Agency: Educational Institution  
Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2021 - 2022		Not Started
View	2020 - 2021	02/26/2021	Submitted
View	2019 - 2020	03/25/2020	Submitted
View	2018 - 2019	11/13/2018	Submitted
View	2017 - 2018	11/06/2017	Submitted

< Back

# School Nutrition Programs:

## Free & Reduced-Price Verification Instructions SY24-25

4. Fill out all applicable fields
5. Click **Save** at the bottom of the form when done.

The screenshot shows the 'School Nutrition Programs' interface for the 'MONTANA Agreement and Payment System'. The breadcrumb trail is 'Applications > Verification Report >'. The page title is 'SFA Verification Collection Report For School Year: 2021 - 2022'. The form contains the following information:

8801 Status: Active  
Happy Trails K-12 Schools  
DBA: Peaceful County Treasurer  
555 406th Street  
Happy Valley, MT 59999  
Type of Agency: Educational Institution  
Type of SNP Organization: Public

**General Information**

Type of Organization: Public

**Verification Contact Information**

1. Name: Salutation: Mrs. First Name: Jane Last Name: Doe  
2. Email Address: doej@happytrails.k12.mt.us  
3. Phone: (406) 555-5555 Ext: Fax: (406) 555-5555  
4. Title: Administrative Assistant

**Due Date: November 30, 2021**

**Instructions**

...

**Save** **Cancel**

VIEW | MODIFY

### MAPS Online Verification Form Features

The system pre-fills some of the items for you such as the number of directly certified students will auto-populate a count referenced from the [DCA system](#). Edit checks have been built into the form to correct data entry errors.

Contact Alie Wolf at [aliew@mt.gov](mailto:aliew@mt.gov) or (406) 459-5394 with any further verification questions.

This institution is an equal opportunity provider.

### Self-Review: Meal Counting and Claiming System

*Annual review for accuracy of the Point of Service system at each school under jurisdiction of the SFA.*

**Complete before FEBRUARY 1 each school year.**

The purpose of this review is to ensure the site's claim for reimbursement is based on an acceptable meal counting system that yields the actual number of reimbursable free, reduced-price and paid breakfast and lunch meals served for each day of operation.

If any of the questions below are answered "NO," the SFA must ensure the school implements corrective action and conduct a follow up on-site review to determine if corrective action resolved the problem(s) within 45 days. Documentation of corrective action and follow up should be recorded at the end of this form.

<b>School Name</b>	
<b>Self-Review Date</b>	
<b>Name of Reviewer</b>	
<b>Meal Service</b> (Circle One)	Breakfast      Lunch

<b>Meal Counting System</b>	<b>YES</b>	<b>NO</b>
<p>1. Meal counts must be taken where complete meals are served to children.</p> <p><b>Is the POS count taken at the end of the serving line, where a determination can be made that a reimbursable meal has been selected?</b></p> <p>NOTE: If counts are taken at the front of the line, a staff person must monitor the end of the serving line to ensure all required components are selected for each student meal claimed for reimbursement.</p> <p>The following methods for taking meal counts are NOT acceptable:</p> <ul style="list-style-type: none"><li>• attendance records or morning meal counts</li><li>• tray counts</li><li>• cash converted to meals</li><li>• free, reduced or paid meals backed out of total meal count</li><li>• counting/claiming number of meals ordered rather than number of meals served</li></ul>		
2. Is the person responsible for monitoring meals correctly identifying reimbursable meals?		
3. Is someone trained as a backup for the monitor and the meal counter?		

4. Is there a method for recording non-reimbursable meals (for example, meals not meeting meal pattern requirements, second student meals, adult meals, ala carte purchases, etc.) to distinguish them from reimbursable meals?		
5. Are meals charged to student accounts claimed on the day the meals are served?		
6. Are meals served to student workers charged and claimed in the student's correct category of approval (free, reduced, paid)?  If school does not utilize student workers, skip this question.		
7. Do meals taken on field trips meet meal pattern requirements and is a POS meal count taken to ensure a reimbursable meal is selected by each student? If "NO" explain:		
8. Does the cashier know the policy for handling:		
a) Lost, stolen, and misused tickets/meal accounting numbers?		
b) Meals served to visiting students?		
c) Non-reimbursable (incomplete) meals?		
9. Did the person(s) responsible for monitoring meals receive training on meal pattern requirements and Offer versus Serve provision (if utilized at this school) this year?		
10. Are daily meal counts (for all serving lines, serving periods, etc.) accurately totaled, recorded and reported?		
11. Does the meal counting and claiming system prevent overt identification (any action that openly identifies children for free or reduced meal benefits in the school lunch or breakfast program:		
a) In the type of meal coding system used?		
b) By disallowing students to share/borrow tickets or meal account numbers in the cafeteria line?		
c) By assuring that if a school uses a checklist, the checklist contains the names of all students, not only those students who receive free and reduced meals, and there is no color coding or indication of a student's category of eligibility on the checklist?  If school does not utilize a checklist, skip this question.		
12. Is there a backup system in place if/when the primary counting system is not available (for example, a paper roster)?		



<b>Claim for Reimbursement</b>	<b>YES</b>	<b>NO</b>
1. Is the school's POS count used to determine the school's claim for reimbursement? If "NO" explain:		
2. Was a daily edit check performed by the SFA prior to submitting the monthly claim for reimbursement?  The edit check requires daily meal counts are compared to the number of eligible students in each category multiplied by an attendance factor. If daily meal counts are greater than the number of students eligible in each category multiplied by the attendance factor, the reason must be documented.  Document reasoning here:		
3. Do the monthly meal count summary and the total of the daily meal counts match the meal counts reported in the monthly claim for reimbursement? If "NO" explain:		
<b>Note: The following two questions are for all SFAs <u>except</u> for SFAs on Provision 2 or 3 in non-base years, CEP, or RCCIs with only residential children</b>		
4. Is a current eligibility list kept up-to-date and used by the meal counting system to provide an accurate daily count of reimbursable meals <b>by category</b> (free, reduced price, paid)?		
5. If applicable according to 7 CFR 220.11(d) are comparisons of daily free, reduced price and paid meal counts against data which will assist in the identification of breakfast counts in excess of the number of free, reduced price and paid meals served each day to children eligible for such meals completed?		
<b>Readily Observable General Areas</b>	<b>YES</b>	<b>NO</b>
Were any issues readily observed in relation to resource management?		
a) Maintenance of the Nonprofit School Food Service Account?		
b) Paid Lunch Equity?		
c) Revenue from Non-program Foods?		

d) Indirect Costs?		
Were any issues readily observed in other general areas?		
a) Free and Reduced Price Process – including verification, notification, and other procedures		
b) Civil Rights		
c) Reporting and Recordkeeping		
d) Food Safety		
e) Competitive Food Service		
f) Water		
g) Professional Standards		
h) SBP and SFSP Outreach		
i) Local School Wellness Policies		
j) Other		

Corrective action to be taken:

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Corrective action will be implemented by:

<b>Name</b>	
<b>Title</b>	
<b>Date</b>	

**FOLLOW UP Self-Review: Meal Counting and Claiming System**

<b>Name of Reviewer</b>		
<b>Date Conducted</b>		

Corrective action implemented:

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# Professional Standards



These standards ensure school nutrition professionals have the knowledge, training, and tools they need to plan, prepare, and purchase healthy food to create nutritious, safe, and enjoyable school meals. The additional final rule, Hiring Flexibility under Professional Standards, establishes flexibilities for hiring standards under the Professional Standards regulations.

School Nutrition Program Position	Required Training Hours
<b>Program Director</b>  This person oversees all aspects of the School Nutrition Program in their district. This includes administering, planning, directing, assessing, implementing, and evaluating the program.	12 annual training hours
<b>Program Manager</b>  Large districts that have a centralized kitchen and satellite kitchens often have a Program Manager for each satellite kitchen to oversee food production and service.	10 annual training hours
<b>Program Staff working <math>\geq</math> 20 hours/week.</b>  This is anyone that is employed to work in the School Nutrition Program.	6 annual training hours
<b>All Program Staff working <math>&lt;</math> 20 hours/week.</b>	4 annual training hours
<b>Any training that lasts 15 minutes or longer counts!</b> “Teachable Moments” in your kitchen can be counted towards Professional Standards training hours.	
Annual training requirements apply to the 12 months between July 1 and June 30. NOTE: If hired January 1 or later, an employee must only complete half of the required training hours.	

## Training for Professional Standards is categorized into these 4 Key Areas

- **Nutrition:** Menu Planning, Nutrition Education, General Nutrition.  
Example: How to read the ingredients list to confirm a menu item is whole grain rich.
- **Operations:** Food Production, Serving Food (offer vs serve), Cashier and Point of Service, Purchasing/Procurement, Receiving and Storage, Food Safety and HACCP.  
Example: Learn about how much should be offered and how much should be served to make a reimbursable meal.
- **Administration:** Free and Reduced Price Meal Benefits, Program Management, Financial Management, Human Resources and Staff Training, Facilities and Equipment Planning.
- **Communications and marketing:** Communications, Marketing.

## Documentation of training hours must be available for Administrative Review.

Professional Standards Training Tracking Tool is available here: <https://pstrainingtracker.fns.usda.gov/>

Learning Objectives & Training Topic Areas: [https://fns-prod.azureedge.us/sites/default/files/cn/ps\\_learningobjectives.pdf](https://fns-prod.azureedge.us/sites/default/files/cn/ps_learningobjectives.pdf)

# Hiring Standards For New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the education requirements below. School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).

<b>Minimum Prior Training Standards</b>	<b>All new School Food Service Directors are required to have:</b> At least <b>8</b> hours of food safety training either not more than 5 years prior to their starting date or completed within <b>30</b> calendar days of employee's starting date. Maintain the Managers Food Safety Certificate on file.
<b>Student Enrollment</b>	<b>Required Qualifications</b>
<b>≥ 10,000 Students</b> Billings Public Schools Great Falls Public Schools	<b>Must have at least one of the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas.*</li> <li><input type="checkbox"/> Bachelor's degree in any academic major <b>and</b> at least 5 years experience in management of school nutrition programs.</li> </ul>
<b>2,500-9,999 Students</b> Belgrade Public Schools Bozeman Public Schools Butte Public Schools Helena Public Schools Kalispell Public Schools Missoula County Public Schools	<b>Must have at least one of the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas.*</li> <li><input type="checkbox"/> Bachelor's degree in any academic major <b>and</b> at least 2 years of relevant experience in school nutrition programs.</li> <li><input type="checkbox"/> Associate's degree or equivalent educational experience, with academic major in specific areas,* <b>and</b> at least 2 years of relevant experience in school nutrition programs.</li> </ul>
<b>≤ 2,499 Students</b> 51 Sponsors in Montana	<b>Must have at least one of the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas*.</li> <li><input type="checkbox"/> Bachelor's degree in any academic major, <b>and</b> at least one year of relevant experience in school nutrition programs.</li> <li><input type="checkbox"/> Associate's degree or equivalent educational experience, with academic major in specific areas,* <b>and</b> at least one year of relevant experience in school nutrition programs.</li> <li><input type="checkbox"/> High school diploma (or GED) <b>and</b> at least 3 years of relevant experience in school nutrition programs.</li> </ul>
<b>&lt; 500 Students</b> 199 Sponsors in Montana	<b>OPI School Nutrition Programs can approve a candidate who meets the educational standards as listed for schools with ≤ 2,499 students, but has less than 3 years of experience.</b>
* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.	



# Save the Date

## OPI School Nutrition Programs

### Webinar Wednesdays

2:00 - 3:00 pm | Beginning August 14, 2024

See the [OPI Continuing Ed. Calendar](#) for more details  
To attend the webinars, click on the following [Zoom link](#)

### 2024 Fall Workshops

Virtual via [Zoom](#) · Aug 28 or

Click location to register below  
for in-person:

[Bozeman · October 17](#)

[Missoula · October 17](#)

### Session Times

9am – 3pm  
Lunch 12-1pm

# MONTANA OPI SCHOOL NUTRITION PROGRAMS

## School Year 2024-2025 Training Schedule and Continuing Education Opportunities

[>> Zoom link for Webinar Wednesdays <<](https://mt-gov.zoom.us/j/88457171122)  
<https://mt-gov.zoom.us/j/88457171122>

Activity	Location	Time	Date	Professional Standards Codes/Hours
<b>August</b>				
<b>Webinar Wednesday:</b> How to Process Online Free/Reduced Applications (FRAPP)	<a href="#">Zoom</a>	2-3 PM	Wednesday, August 14, 2024	3000/3100/1
<b>Webinar Wednesday:</b> Direct Certification Application (DCA) & Medicaid	<a href="#">Zoom</a>	2-3 PM	Wednesday, August 21, 2024	3000/3100/1
<b>*Virtual* SNP Fall Workshop:</b> Back to School Basics/Requirements for FSD & Administrative Staff	<a href="#">Zoom</a>	9AM - 4PM	Wednesday, August 28, 2024	1000/2000/3000/4000/6
<b>September</b>				
<b>Webinar Wednesday:</b> For School that are on Administrative Review – Tips for Completing Off-Site Q's in MAPS	<a href="#">Zoom</a>	2-3 PM	Wednesday, September 4, 2024	
<b>Webinar Wednesday:</b> Fresh Fruit and Vegetable Program	<a href="#">Zoom</a>	2-3 PM	Wednesday, September 11, 2024	1100/2100/3200/1
<b>Webinar Wednesday:</b> Montana Crunch Time Promotion	<a href="#">Zoom</a>	2-3 PM	Wednesday, September 18, 2024	1100/2000/2400/1
<b>Webinar Wednesday:</b> Verification for Determining Officials	<a href="#">Zoom</a>	2-3 PM	Wednesday, September 25, 2024	3000/3100/1
<b>October</b>				
<b>Webinar Wednesday:</b> USDA NSLP Equipment Grant	<a href="#">Zoom</a>	2-3 PM	Wednesday, October 2, 2024	
<b>Webinar Wednesday:</b> Q&A Session (submit your questions <a href="#">here</a> and get answers during this session)	<a href="#">Zoom</a>	2-3 PM	Wednesday, October 9, 2024	
<b>Webinar Wednesday:</b> Menu Planning & Production Records	<a href="#">Zoom</a>	2-3 PM	Wednesday, October 16, 2024	1100/2000/1
<b>Fall Workshops:</b> Please <a href="#">register</a> to attend one. Back to School Basics for Food Service Directors and Administrative Staff. Topics to include Free/Reduced Benefits Process, Administrative Requirements, Resource Management, Procurement, School Wellness Policy, Meal Patterns, Production Records, Professional Standards, SNP Checklist Items, Administrative Review, and other topics.				

<b>Regional in-person SNP Fall Workshop <a href="#">Registration Link</a></b>	<b><a href="#">Missoula</a></b>	9AM–4PM	Thursday, October 17, 2024	1000/2000/3000/4000/6
<b>Regional in-person SNP Fall Workshop <a href="#">Registration Link</a></b>	<b><a href="#">Bozeman</a></b>	9AM–4PM	Thursday, October 17, 2024	1000/2000/3000/4000/6
<b>Webinar Wednesday:</b> Montana Harvest of the Month	<a href="#">Zoom</a>	2-3 PM	Wednesday, October 23, 2024	1100/1200/1300/2100/2400/1
<b>Webinar Wednesday:</b> How to Apply for a Healthy Meal Recognition Award	<a href="#">Zoom</a>	2-3 PM	Wednesday, October 30, 2024	
<b>November</b>				
<b>Webinar Wednesday:</b> How to Best Utilize USDA Foods	<a href="#">Zoom</a>	2-3 PM	Wednesday, November 6, 2024	
<b>Webinar Wednesday:</b> Mastering the Meal Pattern	<a href="#">Zoom</a>	2-3 PM	Wednesday, November 13, 2024	
<b>Webinar Wednesday:</b> Farm to School	<a href="#">Zoom</a>	2-3 PM	Wednesday, November 20, 2024	1100/1300/2200/1
<b>December</b>				
<b>Webinar Wednesday:</b> Get to Know the Details of the Smart Snack Policy	<a href="#">Zoom</a>	2-3 PM	Wednesday, December 4, 2024	1200/1300/3000/1
<b>Webinar Wednesday:</b> Procurement Policy/Procedures & Buy American	<a href="#">Zoom</a>	2-3 PM	Wednesday, December 11, 2024	2000/2400/1
<b>January</b>				
<b>Webinar Wednesday:</b> Community Eligibility Provision (CEP)	<a href="#">Zoom</a>	2-3 PM	Wednesday, January 8, 2025	3100/1
<b>Webinar Wednesday:</b> Beef to School	<a href="#">Zoom</a>	2-3 PM	Wednesday, January 15, 2025	
<b>Webinar Wednesday:</b> USDA Foods/DoD Fresh	<a href="#">Zoom</a>	2-3 PM	Wednesday, January 22, 2025	1100/2400/2430/1
<b>Webinar Wednesday:</b> TBD	<a href="#">Zoom</a>	2-3 PM	Wednesday, January 29, 2025	
<b>February</b>				
<b>Webinar Wednesday:</b> School Wellness Policy & Success Strategies	<a href="#">Zoom</a>	3-4 PM	Wednesday, February 5, 2025	1000/1200/1300/3000/1
<b>Webinar Wednesday:</b> Marinara Madness Promotion	<a href="#">Zoom</a>	3-4 PM	Wednesday, February 12, 2025	1000/1200/1300/3000/1
<b>Webinar Wednesday:</b> Mastering the New Meal Pattern	<a href="#">Zoom</a>	2-3 PM	Wednesday, February 19, 2025	1000/2000/3000/4000/1
<b>Webinar Wednesday:</b> Maintenance of Food Service Fund – Resource Management	<a href="#">Zoom</a>	2-3 PM	Wednesday, February 26, 2025	3000/3300/1
<b>March</b>				
<b>Webinar Wednesday:</b> Summer Food Service Program	<a href="#">Zoom</a>	2-3 PM	Wednesday, March 5, 2025	1000/2000/3000/4000/1

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<b>Webinar Wednesday:</b> Fresh Fruit & Vegetable Reallocation	<a href="#">Zoom</a>	2-3 PM	Wednesday, March 12, 2025	1000/2000/3000/4000/1
<b>Webinar Wednesday:</b> TBD	<a href="#">Zoom</a>	2-3 PM	Wednesday, March 19, 2025	
<b>Webinar Wednesday:</b> Adding Indigenous Foods to your School Menu	<a href="#">Zoom</a>	2-3 PM	Wednesday, March 26, 2025	1000/1100/1
<b>April</b>				
<b>Webinar Wednesday:</b> Standardized Recipes	<a href="#">Zoom</a>	2-3 PM	Wednesday, April 2, 2025	
<b>Webinar Wednesday:</b> Q&A Session (submit your questions <a href="#">here</a> and get answers during this session)	<a href="#">Zoom</a>	2-3 PM	Wednesday, April 9, 2025	
<b>Webinar Wednesday:</b> Summer Food Service Program	<a href="#">Zoom</a>	2-3 PM	Wednesday, April 16, 2025	
<b>Webinar Wednesday:</b> TBD	<a href="#">Zoom</a>	2-3 PM	Wednesday, April 23, 2025	
<b>May</b>				
TBD				
<b>June</b>				
MT School Nutrition Association (MTSNA) Summer Conference	Great Falls	N/A	June 23-26, 2025	1000/2000/3000/4000/16

### Training Resources

- [SNP Webinar Wednesday Resources Google Drive](#)
- [SNP Professional Standards Training Resources](#)
- [Professional Standards Training Code Topics List](#)

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## ADULT MEAL PRICES SCHOOL YEAR 2024-2025

### Non-Program Adult Meal Pricing:

Adult meal prices are set at a local level and must be reviewed annually to ensure they are set high enough to cover all costs for producing the meal.

OPI School Nutrition Programs provides and recommends the following price for districts to set for adult meals (to ensure they are compliant and covering the overall cost of adult meals).

	Adult Lunch Price	Adult Breakfast Price
Federal Free Reimbursement	\$4.45	\$2.84
Performance Based Reimbursement	\$0.09	
Value of USDA Foods	\$0.45	
<b>Total</b>	<b>\$4.99</b>	<b>\$2.84</b>

School Food Authorities (SFAs) may alternatively use the SY2024-25 [Adult Meal Pricing Tool](#) to set adult meal prices. Schools may set the adult meal price according to the SFAs documented meal costs are maintained on file. If cost data are not available, the minimum adult payment should reflect the price charged to students paying the school's designated full price, plus the current value of federal cash and donated food assistance (entitlement and bonus) for full price meals. In non-pricing programs, the adult charge should be at least the amount of reimbursement received for a free lunch under Section 4 and 11 of the National School Lunch Act, plus the per-meal value of both entitlement and bonus donated foods, or for breakfasts, the rate established for free meals under Section 4 of the Child Nutrition Act, plus the value of bonus commodities.

### Nonprofit School Food Service Fund and Adult Meal Payments:

Revenue from the National School Lunch and Breakfast Programs (student payments, federal or state reimbursements or other program revenues) cannot be used to subsidize adult meals ([FNS Instruction 782-5 Rev. 1](#)). The purpose of federal assistance is to provide nutritious meals to school children to safeguard their health and well-being. However, schools are welcome to sell meals to adults if the overall cost of non-program adult meals is being collected back into the Non-Profit School Food Service Account (NSFSA) to cover the overall costs of adult meals.

SFA must ensure that revenue is added into the NSFSA from either the adult payment, nonfederal funds (like the district's general fund), or a combination of both. If the district covers any staff meals, as a fringe benefit or as part of the salary arrangement, the school district must add revenue from general fund (or other non-federal funds) into the Non-Profit School Food Service Account (NSFSA) to cover the adult meal costs. All adult meals must be tracked, and documentation kept for audits.

Under subsection 12(q) of the Richard B. Russell National School Lunch Act and [7 CFR 210.14\(f\)](#), SFAs are required to ensure:

- All revenue from the sale of nonprogram foods accrues to the non-profit school food service account; and
- Revenue available to support the production of reimbursable school meals does not subsidize the sale of

nonprogram foods.

Nonprogram foods include any non-reimbursable foods and beverages purchased using funds from the nonprofit school food service account. This encompasses all foods sold in schools as well as adult meals, foods sold outside of school hours, or any foods used for catering or vending activities.

**Program Adult:**

Meals served to school food service program adults may, at the discretion of the school food authority, be furnished at no charge. These meals are a program benefit, and their cost may be fully attributed to and supported by the nonprofit food service operation. Meals served to any adult may not be claimed for reimbursement or counted towards the donated foods entitlement. The determination of individuals, positions involved, and the degree to which their services are attributed to the nonprofit food service program operations is left to state and local officials.

OPI SNP provides guidance for defining Program adults as being directly involved in the operation and administration of the School Nutrition Programs (i.e., food service directors, cooks, servers, cashiers taking meal counts in the cafeteria for entire meal service or lunch period, etc.) and has completed or is working to complete required annual USDA school nutrition professional standard training hours.

For questions, please contact School Nutrition Programs at 406-444-2501.

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# Team Nutrition and Farm to School Resources for the 2024-2025 School Year

Welcome to the 2024 -2025 School Year! Montana Team Nutrition and Farm to School work closely with MT OPI School Nutrition to provide resources and training on school nutrition and farm to school topics. Please reach out to us as needed. We look forward to working with you!

## Montana Team Nutrition

Mission and Vision - Cultivating healthy Montana children and communities by shaping lifelong positive food and physical activity habits.

How Team Nutrition supports Montana schools:

- Provide training related to USDA child nutrition programs, school meals, culinary workshops, nutrition education, school wellness, and more.
- Help make connections with Peer Educators, regional School Food Service Trainers and peers.
- Provide education and technical assistance to schools upon request.

Montana Team Nutrition is located at Montana State University in Bozeman, MT. We work in close collaboration with OPI School Nutrition Programs to provide remote and in-person education and support to schools across the state. Please don't hesitate to reach out to Montana Team Nutrition if you have questions or need information about your school meals program.

## Montana Farm to School

Farm to school is a movement to enrich the connection communities have with fresh, healthy food and local food producers by changing food purchasing and education practices at schools and early care and education sites. Students gain access to healthy, local foods as well as educational opportunities such as school gardens, cooking lessons and farm field trips. Farm to school empowers children and their families to make informed food choices while strengthening the local economy and contributing to vibrant communities.

If you are ready to roll up your sleeves and grow your farm to school program, head over to MTFarmtoSchool for steps to get started and a bounty of toolkits, guides, and materials.

### Montana Farm to School:

Website: <https://www.montana.edu/mtfarmtoschool>

Facebook: <https://www.facebook.com/montanafarmtoschool>

Instagram: @mtfarmtoschool

### Montana Team Nutrition:

Website: <https://www.montana.edu/teamnutrition>

Facebook: <https://www.facebook.com/MontanaTeamNutrition>

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