

CN Memo Index

The index below contains policy related memos posted to our website. Not all memos are listed (training reminders, surveys, postings/announcements, etc.).

Rollover Memos

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Welcome Back Memos

- CN 01-11 – Welcome Back Memo SY 10-11

Certification/Direct Certification

- CN 09-02 - New and Updated Information related to Free and Reduced-Price Applications
- CN 10-02 - Using U.S. Armed Forces Family Subsistence Supplemental Allowances (FSSA) to determine eligibility in the Child Nutrition Programs
- CN 19-02 - Direct Certification
- CN 30-02 - Submission of Free and Reduced-Price Applications by all Households
- CN 47-02 - Treatment of Military Housing Allowance for families in “Privatized Housing” for purposes of Determining Eligibility in the Child Nutrition Programs
- CN 08-03 - Documenting Free and Reduced-Price Eligibility of Homeless Children in the Child Nutrition Programs
- CN 19-03 - Military Families and Eligibility in the Child Nutrition Programs
- CN 01-04 - Direct Certification Clarification
- CN 04-04 - Enhancements and Changes to Direct Certification System
- CN 01-05 - CNP Direct Certification Enhancements
- CN 03-05 - Free and Reduced-Price Meal Eligibility Duration
- CN 04-05 - Homeless, Migrant, Runaway
- CN 05-05 - Medicare Subsidy as Household Income
- CN 06-05 - Military Housing Allowance, 2004 Reauthorization Act
- CN 21-05 - Guidance for Determining H/M/R Categorical Eligibility
- CN 27-05 - H/M/R Categorical Eligibility
- CN 31-05 - Reauthorization 2004 - Requirements for Direct Certification and Direct Verification
- CN 40-05 - Elimination of Case Number Search
- CN 45-05 - Changes to Free and Reduced Price Applications
- CN 11-06 - Emergency Feeding of School Children
- CN 14-06 - Follow Up Provisions
- CN 15-06 - 30 Day Carryover
- CN 20-06 - Case Number Applications
- CN 45-06 - Commercial Software Notice
- CN 02-07 - Free and Reduced-Price School Meals Application Package Translations
- CN 03-07 - Mandatory Direct Certification

- CN 16-07 - Family Supplemental Subsistence Allowance Permanently Excluded From Income Consideration for Child Nutrition Programs
- CN 28-07 - Scanned Income Applications
- CN 30-07 - Fluid Milk Components and Other Menu Items
- CN 38-07 - Reminder of Availability of Translated Free and Reduced-Price Applications
- CN 39-07 - Internet and/or Electronic Communication in the Child Nutrition Programs
- CN 01-09 - Free Meal Eligibility for Head Start
- CN 04-09 - Automatic Eligibility for Early Head Start Participants
- CN 05-09 - Direct Certification and Direct Verification
- CN 13-10 - Extending Eligibility to Additional Children in the Household
- CN 21-10 - Exclusion of Military Combat Pay from Income Eligibility Determination
- CN 22-10 - Pandemic Supplemental Nutrition Assistance Program (P-SNAP) Benefits for Children Certified as Eligible to Receive Free & Reduced Price School Lunch During School Closures
- CN 25-10 - Exclusion of Military Pay for Income Eligibility Determinations – Revised
- CN 28-10 - Eligibility of Haitian Refugees for the Child Nutrition Programs
- CN 29-10 - Update to Memo CN 22-10
- CN 02-11 - Household application changes
- CN 04-11 - Confirmed IEGs PY 2010-2011

Verification/Direct Verification

- CN 02-04 - Change in Verification Procedures
- CN 10-04 - Verification Final Rule Effective School Year 2004-2005
- CN 15-05 - Changes in Verification Income Eligibility
- CN 24-05 - Critical Verification Guidance for SY 2004-2005 Reporting Requirements
- CN 31-05 - Reauthorization 2004 - Requirements for Direct Certification and Direct Verification
- CN 47-05 - Verification Guidance Memo
- CN 49-05 - Error Prone Applications
- CN 09-06 - Verification Reporting Guidance SY 05-06
- CN 16-06 - Direct Verification
- CN 17-06 - Confirmation Review
- CN 39-06 - Communication Concerning Verification
- CN 07-07 - Verification Sample Size
- CN 13-07 - Clarification on Direct Certification
- CN 06-08 - Direct Verification
- CN 05-09 - Direct Certification and Direct Verification
- CN 16-10 - Clarification of Direct Verification

Confidentiality/SAIS and E-Rate Reporting

- CN 45-02 - Release of Free and Reduced-Price Eligibility Data
- CN 15-03 - Release of Free and Reduced Price Meal Eligibility Information
- CN 19-04 - Reporting of Free and Reduced eligibility status into SAIS under No Child Left Behind Act
- CN 11-05 - Re-issuance of Policy on Limited Disclosure of Children's Eligibility information to the National Assessment of Educational Progress (NAEP)
- CN 26-05 - SAIS Joint Memo
- CN 08-06 - SAIS 2 Memo
- CN 17-07 - Release of Free and Reduced-Price Meal Eligibility information for National Assessment of Educational Progress
- CN 27-08 - Disclosure of Eligibility information to E-Rate Auditors
- CN 02-09 - Cooperation with FCC E-Rate Audits
- CN 07-09 - Release of Student Eligibility Information Policy Reaffirmation
- CN 09-09 - Cooperation with E-Rate Audit

Coordinated Review Effort/Additional Administrative Reviews

- CN 42-05 - Revised Administrative Review Appeal Procedures
- CN 10-09 - Additional Administrative Reviews, State Retention of Improperly Paid Funds and Applicable Questions and Answers

Civil Rights

- CN 22-04 - Civil Rights Guidance for Food and Nutrition Service (FNS) - Instruction 113
- CN 33-05 - Equal opportunity for Religious Organizations

Special Assistance

- CN 12-01 - School Meal Applications and Direct Certification during the operation of Provision 2 and 3
- CN 31-02 - Changes in Special Assistance Rules and Regulations
- CN 48-02 - Clarification on Changes to Special Assistance Rules and Regulations
- CN 14-05 - Special Assistance District Wide Claiming
- CN 38-06 - Special Assistance Policy Update
- CN 41-06 - Special Assistance Application Questions
- CN 10-09 - Additional Administrative Reviews, State Retention of Improperly Paid Funds and Applicable Questions and Answers
- CN 12-10 - Revised Special Assistance Guidance Manual

Menu Planning/School Meals Initiative/Arizona Nutrition Standards

- CN 39-02 - Exemptions under the Restricted Competitive Foods Regulations
- CN 40-02 - Crediting Alternate Protein Products
- CN 02-03 - Violation of Child Nutrition Labeling
- CN 05-03 - Iron-Fortified Infant Formulas in the Child Nutrition Programs
- CN 09-03 - Food Recovery and Gleaning
- CN 11-03 - Policy Update - Foods of Minimal Nutritional Value
- CN 13-03 - Policy Clarifications
- CN 08-05 - Waiver of Requirement for Weighted Averages
- CN 16-05 - Fluid Milk provisions
- CN 17-05 - Beef Patties in Violation of the Child Nutrition Labeling Program
- CN 25-05 - Procurement and Service of Whole Grain Products
- CN 34-05 - New foods no longer considered Foods of Minimal Nutritional Value
- CN 38-05 - Kraft American Cheese Singles
- CN 41-05 - Revised Food Service Recipes
- CN 06-06 - Fruits and Vegetables for Food Based Menu Planning
- CN 07-06 - Production Record Requirements
- CN 23-06 - New Foods no Longer Considered FMNV's
- CN 29-06 - Final ANS Standards
- CN 30-06 - Release of the SMI Frequently Asked Questions Resource
- CN 31-06 - Revised Food Service Recipes
- CN 34-06 - USDA Recipes
- CN 35-06 - ANS Clarification Memo
- CN 47-06 - ANS Clarification Memo - Hot Chocolate
- CN 49-06 - ANS Calculator and Sugar by Weight Calculator
- CN 04-07 - ANS Clarification regarding a la carte entrees
- CN 05-07 - USDA approved Software requirements regarding Vitamin A
- CN 10-07 - USDA approved nutrient analysis software update
- CN 12-07 - ANS FAQ

- CN 14-07 - Recent changes to the list of “Foods of Minimal Nutritional Value”
- CN 15-07 - Notification of Bernardi Italian Foods - Cheese Roll Ups
- CN 18-07 - Clarification on the Substitution of NSLP meal patterns and use of Offer vs. Serve for CACFP meals
- CN 20-07 - Notification that Profera Inc., Pepperoni Cheese Pizza with Whole Grain is in violation of the Child Nutrition Labeling Program
- CN 21-07 - Modification to the list of USDA-approved Nutrient Analysis Software
- CN 25-07 - New Foods No Longer Considered Foods of Minimal Nutritional Value
- CN 26-07 - Notification that the RCG foods of Texas, Inc. produced a cheese quesadilla in violation of the Child Nutrition Labeling Program
- CN 27-07 - The use of Vending Machines to Dispense Reimbursable Meals
- CN 30-07 - Fluid Milk and Other Food Components/Menu Items in Reimbursable Lunches
- CN 35-07 - Voluntary Arizona Nutrition Standards for High Schools
- CN 01-08 - NSMP Pre-Approval
- CN 04-08 - ANS Revision
- CN 05-08 - Notification of Townsend’s Inc., Chic-N-Fries
- CN 10-08 - Crediting of Corn Meal and Corn Flour for Grains/Breads Component
- CN 12-08 - Alternate Menu Planning Approach
- CN 13-08 - Incorporating the 2005 Dietary Guidelines for Americans into School Meals
- CN 17-08 - New Foods and Beverages not considered Food of Minimal Nutritional Value
- CN 18-08 - Use of Vending machines in School Meal Programs Q and A
- CN 06-09 - Aerated Beverages Categorized as soda water from FMNV
- CN 08-09 - Final Fluid Cow’s Milk Substitution Rule
- CN 28-09 - Policy and procedure for requesting to implement the Nutrient Standard Menu Planning (NSMP) or Assisted Nutrient Standard Menu Planning option
- CN 05-10 - School Gardens
- CN 06-10 - Milk Substitution for Children with Medical or Special Dietary Needs
- CN 09-10 - Modifications to the list of USDA approved Nutrient Analysis Software - Bon Apetit
- CN 12-10 - New Foods and Beverages not considered Foods of Minimal Nutritional Value
- CN 23-10 – Q&As: Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability)
- CN 30-10 – Fourteenth Release of the Child Nutrition (CN) Database

HACCP/Food Safety

- CN 20-05 - Reauthorization 2004 - Irradiation Requirements
- CN 28-05 - Reauthorization 2004 - School Food Safety Inspections
- CN 03-06 - Food Safety Q and A
- CN 42-06 - Implementation of a School Food Safety Program (HACCP)
- CN 09-07 - Monitoring Implementation of HACCP Based Food Safety Program
- CN 11-08 - Food Safety Inspections in Non Traditional Settings

Local Wellness Policy

- CN 37-05 - Healthy School Environment
- CN 19-06 - Local Wellness Policy

Training/Guidance Manuals

- CN 18-06 - Free On Site and Phone Based Training
- CN 03-11 – CNP Guidance Manual Posting

CNP Web/Claims/Attendance Factor

- CN 14-03 - Meals Served to Students Placed in Schools Not Participating in the National School Lunch Program

- CN 09-04 - CNP Web User Accounts and Passwords
- CN 12-04 - Attendance Factors
- CN 14-04 - Submitting monthly reimbursement claims
- CN 18-04 - Temporary Exception for Submitting of Monthly Reimbursement Claims
- CN 22-06 - Policy on Changing Sponsor or Site Status during the School Year
- CN 08-08 - Update Attendance Factor Form
- CN 09-08 - New Policy and Procedure for 12 Times Business Rule
- CN 15-10 - Policy Revision - Changing Sponsor or Site Status during School Year

Charter Schools

- CN 44-05 - State Match Memo for Charter Schools
- CN 15-08 - Charter School Involvement in the National School Lunch and Breakfast Programs

Finance/Procurement

- CN 21-02 - Increased Sealed Bidding Threshold
- CN 29-02 - Federal Procurement Regulations
- CN 06-03 - Purchases of Locally Produced Food in the School Nutrition Programs
- CN 12-05 - AFR - State Match Requirements
- CN 18-05 - Q & A - Developing and Drafting Bid/Proposal Specifications
- CN 19-05 - Q & A - Federal Procurement Guidelines
- CN 30-05 - Developing and Drafting Bid/Proposal Specifications
- CN 35-05 - Federal Procurement Requirements
- CN 43-05 - State Match Memo
- CN 44-05 - State Match Memo for Charter Schools
- CN 02-06 - Procurement Procedure Guidelines
- CN 44-06 - Procurement Record Keeping Requirements
- CN 46-06 - Procurement Questions Relevant to the Buy American Provision
- CN 48-06 - School District and Federal Procurement Regulations
- CN 11-07 - Buy American Reminder
- CN 29-07 - Farm-To-School Federal Procurement Regulations
- CN 31-07 - Changes in the Nutrition Services Incentive Program
- CN 14-08 - Procurement Requirements for NSLP, SBP, SMP
- CN 30-08 - First Clarification on CN Memo #14-08
- CN 31-08 - Second Clarification on CN Memo #14-08
- CN 14-09 - Competitive Procurement and Private Grants for School Food Programs
- CN 15-09 - Economic Price Adjustments in Vendor Contracts
- CN 18-10 - Applying Geographic Preferences in Procurements for the Child Nutrition Programs
- CN 24-10 - Geographic Preference for Procurement of Unprocessed Agricultural Products in the Child Nutrition Programs
- CN 26-10 - FNS Farm to School
- CN 05-11 – SY10 Food Services AFR Reminder

FSMC/Catering

- CN 01-03 - FSMC Guidance from USDA
- CN 21-04 - Oversight of FSMC
- CN 10-05 - Executive Management Services
- CN 29-05 - Contracts - Renewal and Rebidding
- CN 05-06 - Common Logons for FSMC
- CN 20-08 - Allowability of Procurement Fees in Local Education Agency Contracts
- CN 13-09 - Procurement Regulations Applicable to NSLP and SBP
- CN 21-09 - Clarification of Requirements in the FSMC Final Rule

- CN 26-09 - Clarification for Amending FSMC Contracts
- CN 01-10 - Caterer Agreement Revisions
- CN 02-10 - Update to CN #13-09
- CN 04-10 - Update to CN #13-09 and CN #02-10
- CN 10-10 - Guidance in crediting for and use of Donated Foods in contract with Food Service Management Companies
- CN 17-10 - Guidance in Crediting for, and Use of, Donated Foods in Contracts with Food Service Management Companies
- CN 19-10 - Update to CN 04-10