



State of Arizona
Department of Education

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MEMORANDUM

TO: Sponsors of the National School Lunch Program

FROM: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services

Cara Peczkowski, Director
Arizona Department of Education, School Nutrition Programs

DATE: July 30, 2012

SUBJECT: Child Nutrition Reauthorization 2010: Certification of Compliance with New Meal Patterns - Certification Tools, Specifications, Prototype Attestation Statement and Arizona Training Requirement

This memo serves to announce the Menu Certification process (also known as “the additional six cents”) and provide the Certification tools that will be used in Arizona. **In order to submit for Menu Certification, the SFA must attend a *Certification for New Meal Pattern Training* provided by ADE.**

Information about the *Certification for New Meal Pattern Training*:

This training will provide attendees with detailed information that will help navigate the process necessary for menu certification and go step-by-step through the documents required for submission to ADE, including the Microsoft Excel-based Certification Worksheet. Information about the Validation Reviews to be conducted by ADE during the 2012-2013 school year will also be discussed.

Please note, this training will not provide details of the New Meal Pattern itself but will build on pre-existing knowledge of the New Meal Pattern and will focus solely on the process that sponsors must complete to have their menus certified. Therefore, it is best that attendees come to this session with a solid understanding of what the New Meal Pattern entails.

Due to the large number of sponsors that will need to attend this training, we ask that you please only register one representative per sponsor. This representative should be the person in your



organization that is responsible for menu planning. It is acceptable for this representative to be from a vendor or a food service management company but please be reminded that the sponsoring authority is ultimately responsible for ensuring that all requirements associated with the New Meal Pattern and Certification are being met.

All registration must be completed online at www.ade.az.gov/onlineregistration. Once this website is accessed, click on the link titled, "Health & Nutrition Services: NSLP".

FNS-Certification Tools

All materials to support the certification process set forth in the interim rule, *Certification of Compliance with Meal Requirements for the National School Lunch Program under the Healthy, Hunger-Free Kids Act of 2010* are located on the Arizona Department of Education's (ADE's) website: <http://www.azed.gov/health-nutrition/nslp/menu-certification/>. These FNS-Certification Tools will be used by ADE for the Certification process. The materials include:

- The FNS-developed Certification Tools, each of which includes a Menu Worksheet Module and a Simplified Nutrient Assessment Module:
 - Lunch Certification Worksheet, Grades K-5 (as well as versions of 4-day and 7-day)
 - Lunch Certification Worksheet, Grades 6-8 (as well as versions of 4-day and 7-day)
 - Lunch Certification Worksheet, Grades 9-12 (as well as versions of 4-day and 7-day)
 - Lunch Certification Worksheet, Grades K-8 (as well as versions of 4-day and 7-day)
 - Breakfast Certification Worksheet, Grades K-5
 - Breakfast Certification Worksheet, Grades 6-8
 - Breakfast Certification Worksheet, Grades 9-12
 - Breakfast Certification Worksheet, Grades K-12 (as well as versions of 4-day and 7-day)
- Certification Tool Specifications, including Meal Pattern Requirement Specifications, and Simplified Nutrient Assessment Specifications. (FNS website only)
- ADE's Attestation Statement for submission by school food authorities as part of the certification process.

Again, in order to submit for Menu Certification, the SFA must attend a *Certification for New Meal Pattern Training* provided by ADE.

Please contact your Child Nutrition Program Specialist at ADE with questions concerning this guidance. Your specialist can be found at the top of your Sponsor Application on CNP Web Common Logon.

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