State of Arizona
Department of Education

HNS# 05-2014

MEMORANDUM

TO: Sponsors of the National School Lunch Program

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

DATE: March 28, 2014

SUBJECT: Certification of Compliance: Updates to Common Logon Application and File Upload Information

This memo is to inform School Food Authorities (SFAs) of the updates that the Arizona Department of Education (ADE) has made to the process of submitting a Certification Package for additional reimbursement (6 cents). The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires that an additional 6 cents per lunch reimbursement be provided to SFAs who are certified by ADE to be in compliance with the new meal pattern requirements. ADE has updated the following certification procedures which allow SFAs to submit documentation demonstrating compliance with the updated meal pattern requirements for ADE to review and approve.

Previously, all SFAs were asked to sign and upload a signed Attestation document. **This is no longer a requirement**. SFAs will now only check a box attesting that they are in compliance with the New Meal Pattern requirements**.**

In the past, SFAs were also required to attend, or have a representative attend, a certification training prior to submitting their package. **This is no longer a requirement.**

If the SFA has not submitted a Certification Package to ADE, please refer to the manual attached, "How to Upload a Complete Certification Package", before completing all fields and uploading all documents. Please also refer to the attached Menu Certification slides for information on how to prepare a compliant package.

To access the Menu Worksheets, please refer to ADE's website at: http://www.azed.gov/health-nutrition/nslp/menu-certification/

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For more information regarding the Certification process, please refer to memo SP 26-2014: New Questions and Answers Related to the Certification of Compliance with Meal Requirements for the National School Lunch Program. This memo can be accessed on Partnerweb at: https://www.partnerweb.usda.gov/searchcenter/pages/Results.aspx?k=SP26-2014&s=All%20Sites

Required Documentation for Certification Package:

All of the following MUST be included for the Certification Package to be complete:

- **For Lunch:**
  - One week for each menu type
  - Lunch Menu Worksheet for each menu type
  - Nutrient Analysis OR Simplified Nutrient Assessment for each menu type
- **For Breakfast (If participating in Breakfast):**
  - One week for each menu type
  - Breakfast Menu Worksheet for each menu type
  - Nutrient Analysis OR Simplified Nutrient Assessment for each menu type
- **Local Wellness Policy:**
  - Upload the most recent Local Wellness Policy, or a statement that SFA does not have a Local Wellness Policy

Please contact your Child Nutrition Program Specialist at ADE with additional 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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Menu Certification Training

Arizona Department of Education

February 2014

Introduction

- The Healthy Hunger-Free Kids Act of 2010 provides an additional 6-cents per lunch reimbursement to school districts that are certified to be in compliance with the New Meal Pattern.
- The school district as a whole must apply for certification, not individual schools.

Certification Process Documentation

- Lunch Documentation (for each lunch menu)
  - One Week Menu (from current or previous month)
  - Excel Menu Worksheet (link on slide # 6)
  - Nutrient Assessment
- Breakfast Documentation (for each breakfast menu)
  - One Week Menu (from current or previous month)
  - Excel Menu Worksheet (link on slide # 6)
  - Nutrient Assessment

Part A:
One Week of Menus

One Week Menu

- Items Needed for Compliance
  - Menu Name
  - Grade Group
  - Dates Served
  - All foods offered and served

One Week Menu

- A menu for lunch, and breakfast, if applicable, from a week in the current or previous month must be submitted
  - For example, a K-5 school that runs on a 5-day schedule, Monday through Friday, would submit a menu for breakfast and lunch from each of these five days.
- * See the following slides for a sample lunch menu for the given scenario

Sample 5-Day Menu

Lunch, K-5, Offer versus Serve

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken tacos (1 oz/eq M/MA) with Beans	Pasta (0.75 oz/eq) with Meat (1.0 oz/eq M/MA) Sauce (1/4 cup vegetable)	Grilled cheese (2 oz/eq M/MA; 2.25 oz/eq WG)	Baked chicken with Mashed Potatoes and Whole-grain Roll (1 oz/eq WG)	Hamburger (2 oz/eq M/MA; 2.5 oz/eq grain) with Potato Wedges (3/4 cup)
½ PB&J Sandwich (1 oz/eq M/MA; 1 oz/eq WG)	Beef (1 oz/eq M/MA) and Bean 1 oz/eq M/MA) Burrito (1.5 oz/eq WG)	Steak strips (2 oz/eq M/MA) with Roll (1 oz/eq WG)	Orange chicken (2 oz/eq) rice bowl (1.5 oz/eq WG)	Cheese pizza slice (2 oz/eq M/MA; 3 oz/eq grain)
Apple crisp (0.5 oz/eq grain)	Green beans (3/4 cup)	Strawberries, diced (1/2 cup)	Pineapple chunks (1/2 cup)	Watermelon slices (1/2 cup)
Fresh pear (1/2 cup)	Canned peaches	Apple slices (1/2 cup)	Orange wedges (1/2 cup)	Bagged Craisins (1/4 cup)*
Orange wedges (1/2 cup)	Salad bar (details to follow)	100% Fruit Juice (4 fl oz)	Salad bar (details to follow)	Salad bar (details to follow)
Salad bar (details to follow)	1% plain milk (8 fl oz)	Salad bar (details to follow)	1% plain milk (8 fl oz)	1% plain milk (8 fl oz)
1% plain milk (8 fl oz)	Nonfat chocolate milk (8 fl oz)	1% plain milk (8 fl oz)	Nonfat chocolate milk (8 fl oz)	Nonfat chocolate milk (8 fl oz)
Nonfat chocolate milk (8 fl oz)		Nonfat chocolate milk (8 fl oz)		

*The creditable amount for dried fruits is double the measured amount (i.e. ¼ cup Bagged Craisins would be documented as ½ cup fruit)

Sample 5-Day Menu

Lunch, K-5, Salad Bar (if applicable)

Monday	Tuesday	Wednesday	Thursday	Friday
¼ cup Romaine/ ¼ cup Iceberg Mix***	¼ cup Romaine/ ¼ cup Iceberg Mix***	¼ cup Romaine/ ¼ cup Iceberg Mix***	¼ cup Romaine/ ¼ cup Iceberg Mix***	¼ cup Romaine/ ¼ cup Iceberg Mix***
½ cup Baby carrots	½ cup Baby carrots	½ cup Baby carrots	½ cup Baby carrots	½ cup Baby carrots
½ cup Celery sticks	½ cup Celery sticks	½ cup Broccoli	½ cup Celery sticks	½ cup Celery sticks
½ cup Cherry tomatoes	½ cup Cherry tomatoes	½ cup Cherry tomatoes	½ cup Cherry tomatoes	½ cup Cherry tomatoes
Ranch dressing (1 Tablespoon)	Ranch dressing (1 Tablespoon)	Ranch dressing (1 Tablespoon)	Ranch dressing (1 Tablespoon)	Ranch dressing (1 Tablespoon)

***The creditable amount for leafy greens is half of the measured amount when raw (i.e. ¼ cup of raw romaine lettuce would be documented as ¼ cup vegetables; however, ½ cup of cooked spinach would be documented as ⅛ cup vegetables)

One Week of Menus

- **Note:** You can use your own template if you wish; the sample menu provided is simply a reference

- Every item that was offered or served during a given meal must be listed

Part B:
Certification Worksheets

Schedule Certification Worksheet

- Entry of the One Week Lunch Menu Requires
  - Full One Week Menu (See slide # 7 for example)
  - Selection of the appropriate worksheet for # of days menu is served (See next slide)
  - http://www.fns.usda.gov/cnd/Governance/Legislation/certificationofcompliance.htm

Finding Your Worksheet

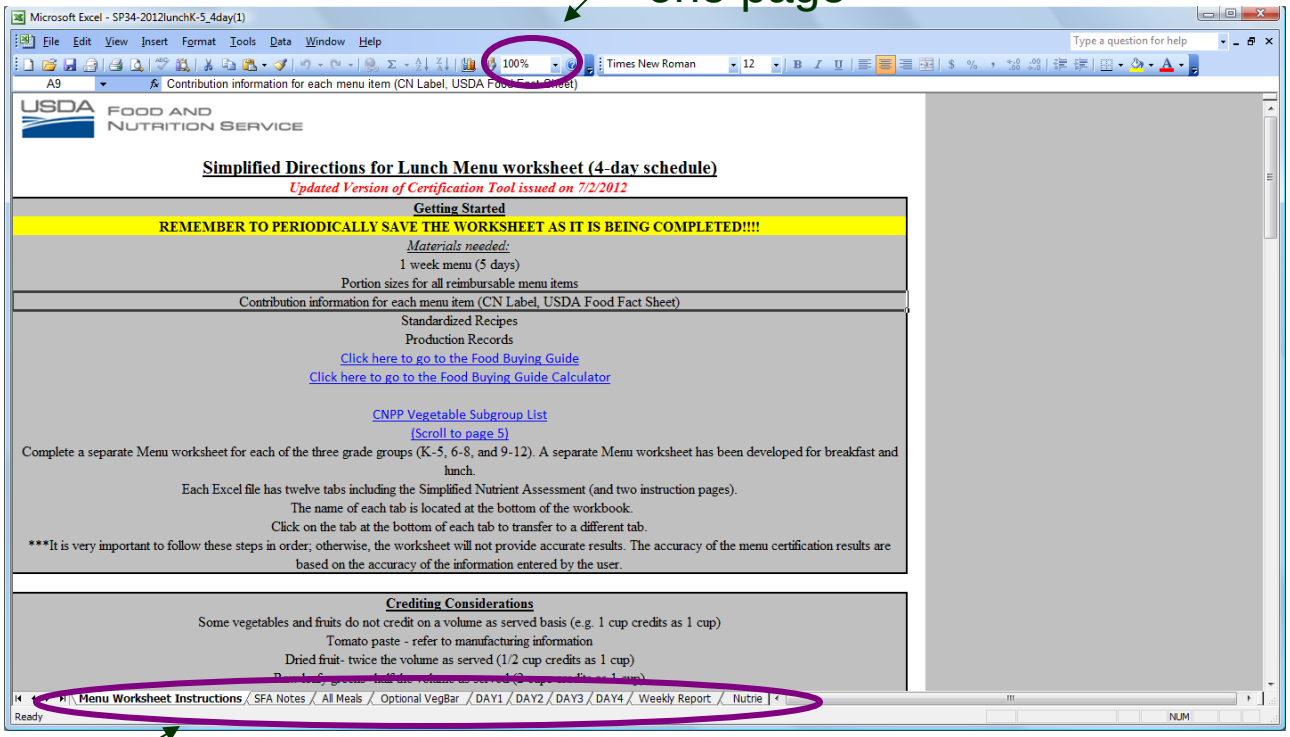
Policy Memos

- SP 55-2013: Questions and Answers Related to 6 Cents Certification during SY 2013-14
- SP 44-2012: Questions and Answers Related to 6 Cents Certification Tool (revision)
- SP 40-2012: Certification of Compliance with New Meal Patterns - Validation Review Checklists
  -- Prototype Lunch Validation Review Checklist for SY 2012-13
  -- Prototype Breakfast Validation Review Checklist for SY 2012-13
- Certification of Compliance with New Meal Patterns: Tools, Specifications, and Prototype Attestation Statement
  -- School Food Authority Six Cents Attestation
  -- Menu Worksheet Instructions - Lunch
  -- Menu Worksheet Instructions - Breakfast
  -- Simplified Nutrient Assessment Instructions - Lunch
  -- Simplified Nutrient Assessment Instructions - Breakfast
  -- Instructions for Transferring Data from USDA Certification Tools
  -- Certification Meal Pattern Requirement Specification
  -- 3-Day Schedule Certification Worksheets
    -- Grades K-5: Lunch
    -- Grades 6-8: Lunch
    -- Grades K-8: Lunch
    -- Grades 9-12: Lunch
  -- 4-Day Schedule Certification Worksheets
    -- Grades K-5: Lunch
    -- Grades 6-8: Lunch
    -- Grades K-8: Lunch
    -- Grades 9-12: Lunch
  -- 5-Day Schedule Certification Worksheets
    -- Grades K-5: Breakfast
    -- Grades 6-8: Breakfast
    -- Grades 9-12: Breakfast

After going to the website, scroll down to "Policy Memos" and click the blue text for the Certification Worksheet that you need

Worksheet Navigation

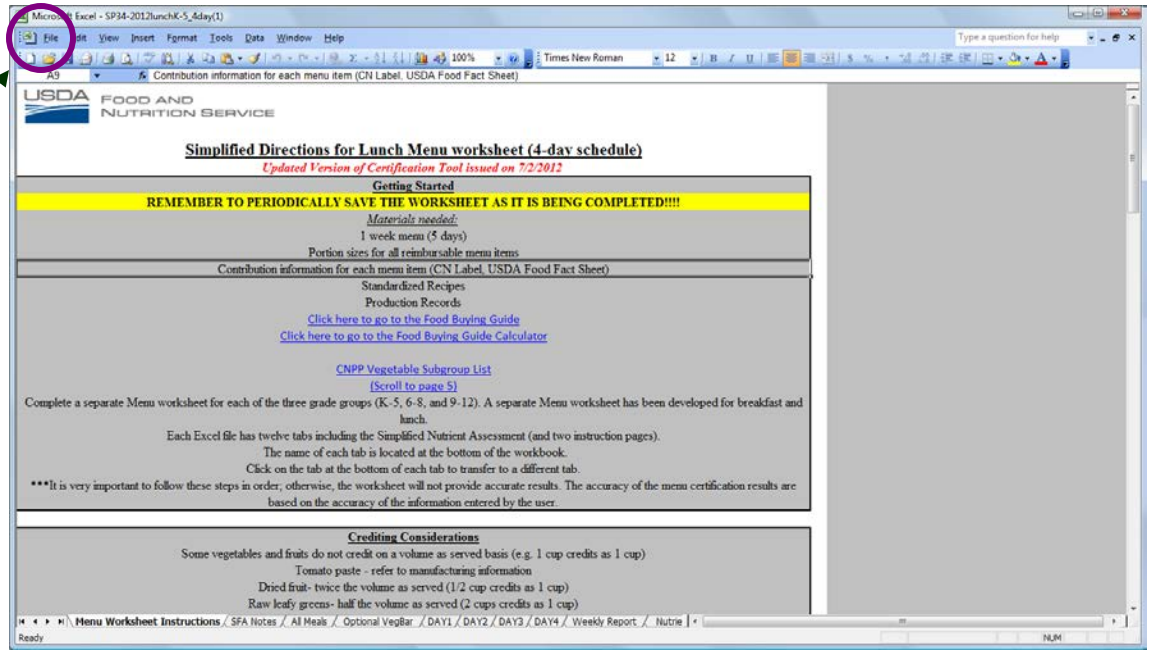
Change the % to make more of the screen fit on one page



Worksheet Navigation Tabs – each tab is a different page

Save Your Work!!

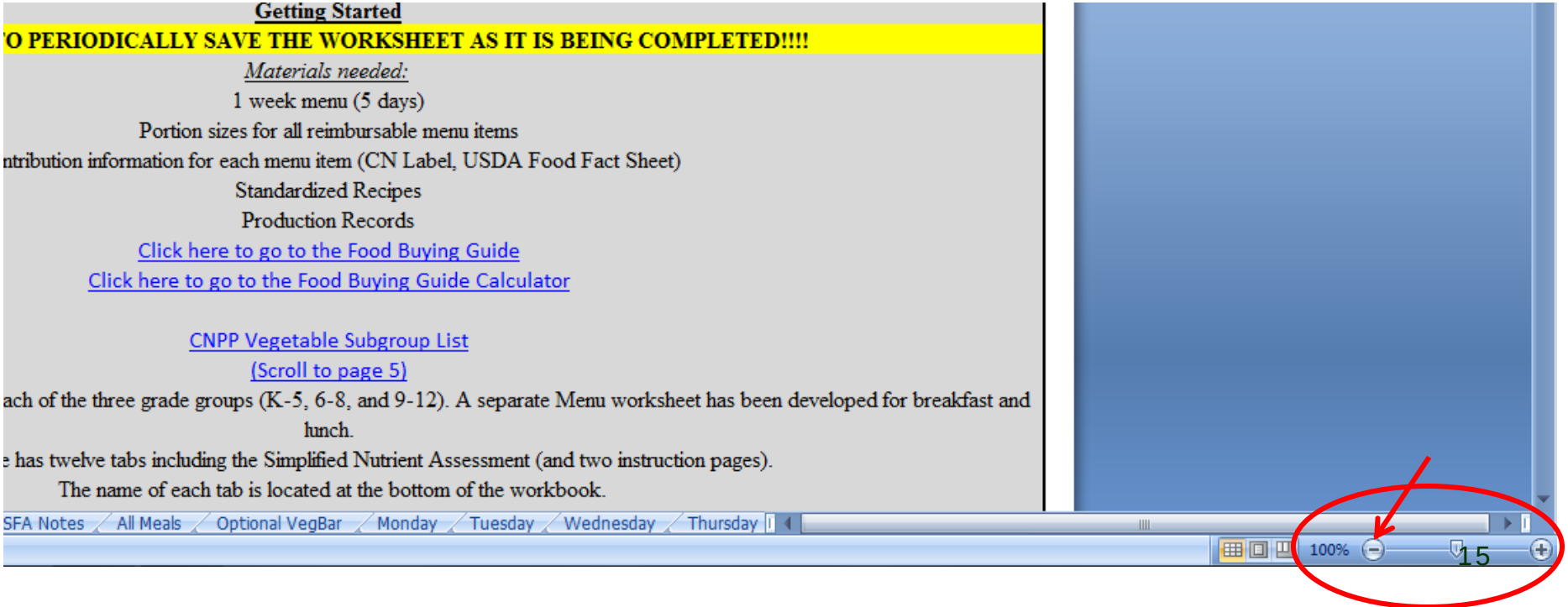
By selecting File and Save as you can save your worksheet for later!



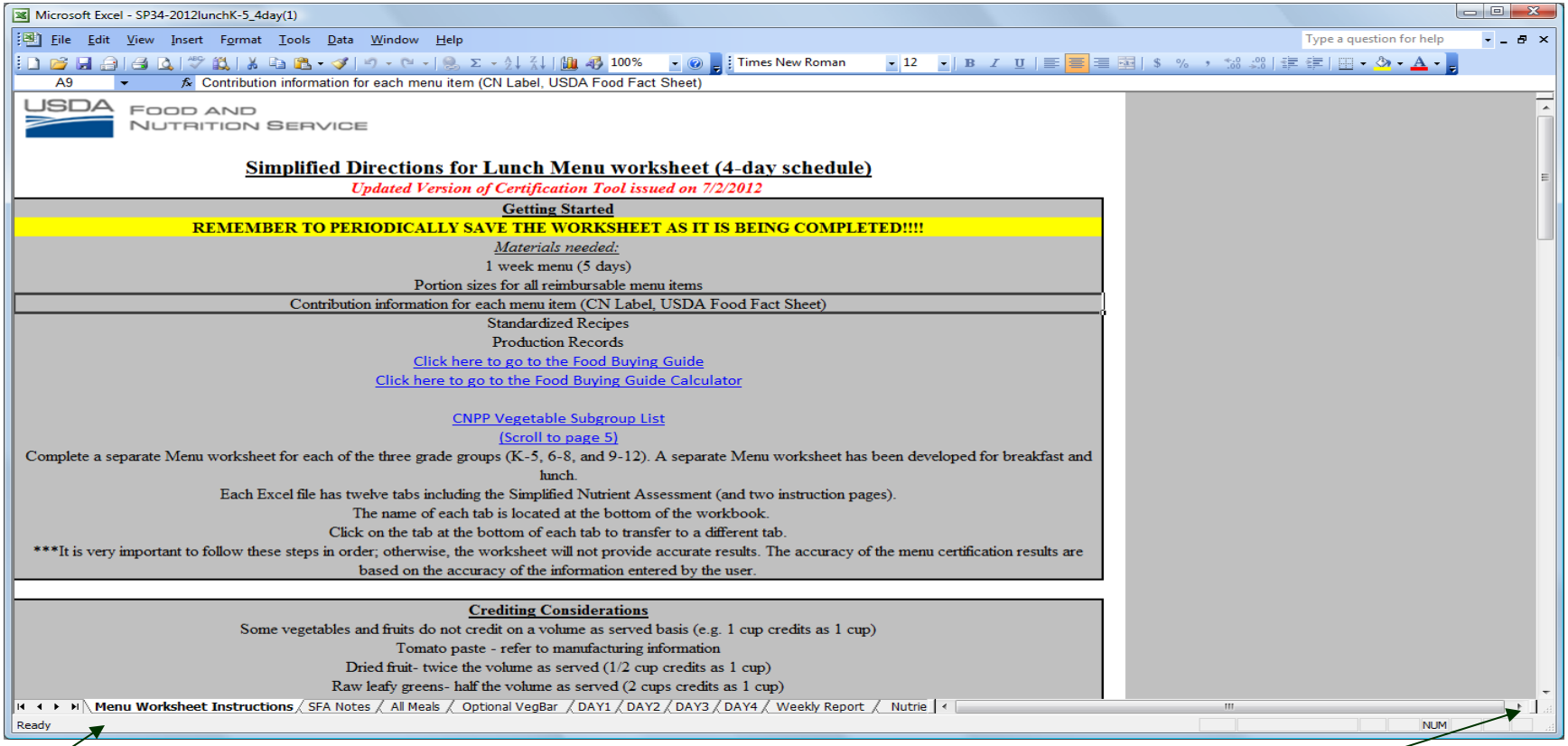
For each grade group represented you will need a different Worksheet for submission. (Ex: K-12 is represented, you will submit 3 worksheets K-5, 6-8, and 9-12. If only 9-12 is represented you will submit 1 worksheet for 9-12)

Helpful Tip

- Zoom out using the “-” button at the bottom of the screen to view more at one time
  - Between 70% and 90% is a good range



Menu Worksheet Instructions



Instructions Tab

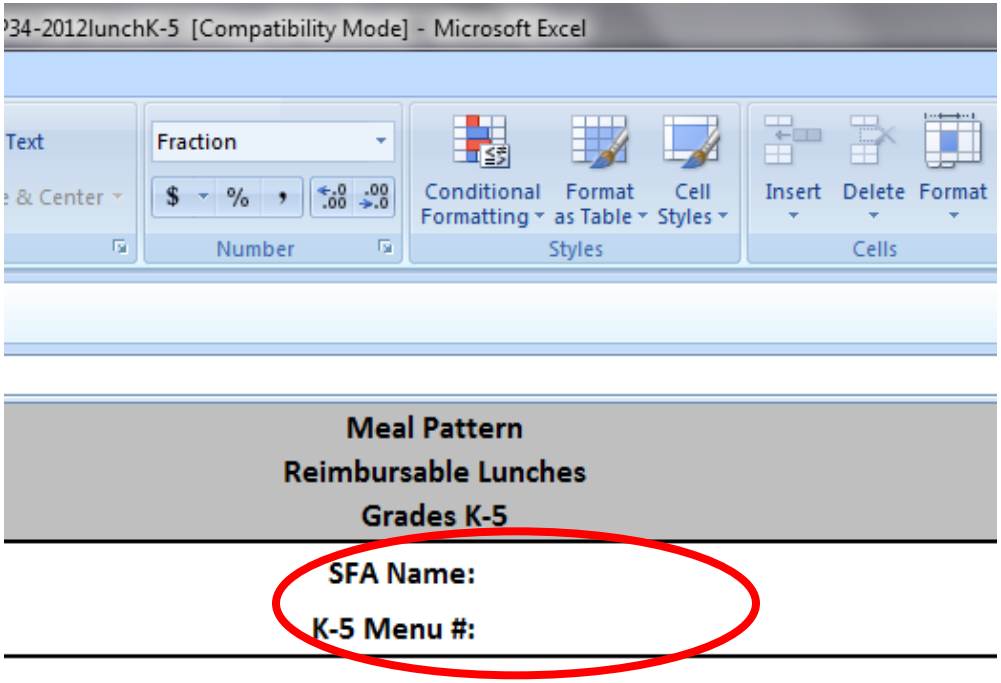
Scroll Up and Down to View all Instructions

Menu Worksheet Instructions

- Complete a separate Menu Worksheet for each grade group (K-5, 6-8, 9-12) and menu type (breakfast or lunch)
- Tabs are located at the bottom of the Excel file, click on each tab to change pages
- CREDITABLE amounts for food items must be entered into the Worksheet (Example: 2 cups romaine = 1 cup vegetable)

All Meals Tab

Enter your SFA Name and the Menu Number that you are using at the top of the page



All Meals Tab

Microsoft Excel - SP34-2012lunchK-5_4day(1)

Meal Pattern
Reimbursable Lunches
Grades K-5

SFA Name:
K-5 Menu #:

Enter each reimbursable lunch offered during the reference week and select or enter the quantity of each component.

Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit offered with this meal, total amount of vegetables in a main dish and/or side dish, and amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.

Click here to go the Food Buying Guide Calculator | Click here to go the Instructions | Click here to the Weekly Report

1	2	3	3a	3b	4	4a	5	5a	6
	Meat/Meat Alternate (oz equivalents)	Grains (oz equivalents) **NOTE: Grains may be offered as ounce equivalents or bread servings			Fruit (cups) **NOTE: Enter the CREDITABLE amount of dried fruit		Vegetables (cups)		Fluid Milk (cups)
Meal Name *Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. ** DO NOT DELETE ROWS ****	Enter the total meat/meat alternate ounces offered with this meal	Enter the total grains ounces/bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal, enter the number of ounces/bread servings that are whole grain rich	Of the grains offered with this meal enter number of ounces/bread servings that are grain based desserts	Select the number of cups of fruit including fruit juice offered with this meal	ONLY select the cups of fruit juice	Select the number of cups of vegetables including vegetable juice offered with this meal	ONLY select the cups of vegetable juice	Enter the number of cups of fluid milk offered with this meal
Example: Chicken nuggets w/ roll and honey sauce	*2.00*	*2.50*	*2.00*	*0.50*	1	1/2	1		*1*
1 Chicken Tacos with Beans & Celery Sticks	2.00	2.75	2.25	0.50	1		3/4		2
2 Beef & Bean Burrito & Celery Sticks	2.00	2.00	1.50	0.50	1		3/4		2
3 Past with Meat Sauce & Green Beans	1.00	0.75	0.75		1/2		3/4		2
4 1/2 PB&J Sandwich & Green Beans	1.00	1.00	1.00		1/2		3/4		2
5 Grilled Cheese with Sweet Potato Fries	2.00	2.25	2.25		1 1/2	1/2	3/4		2
6 Steak Strips, Roll & Carrot Sticks	2.00	1.00	1.00		1 1/2	1/2	3/4		2
7 Baked Chicken, Mashed Potatos and Roll	2.00	1.00	1.00		1		3/4		2
8 Orange Chicken, Rice Bowl, Green Pepper and Cauliflower	2.00	1.50	1.50		1		1/2		2
9 Hamburger with Potato Wedges	2.00	2.50	2.50		3/4		3/4		2

OPTIONAL Tools to Assist in Fraction and Decimal Calculations

Fraction Calculator: Use this calculator to add the number of cups. — 0

Decimal/Fraction Converter (Rounded down to the nearest 1/8)

Enter the decimal you wish to convert to a fraction in the box:

The decimal entered above has been converted to the following fraction: — 0

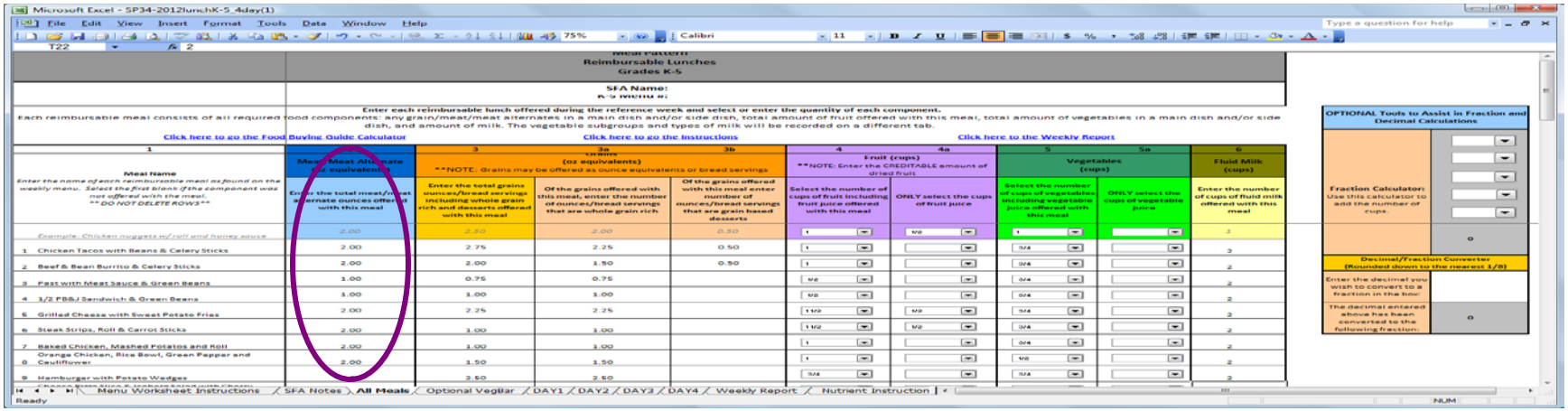
Menu Worksheet Instructions | SFA Notes | All Meals | Optional VegBar | DAY1 | DAY2 | DAY3 | DAY4 | Weekly Report | Nutrient Instruction

*Meal Name should include title of main entrée and vegetable subgroup

*All meals for the **entire week** will be entered into the **All Meals** tab

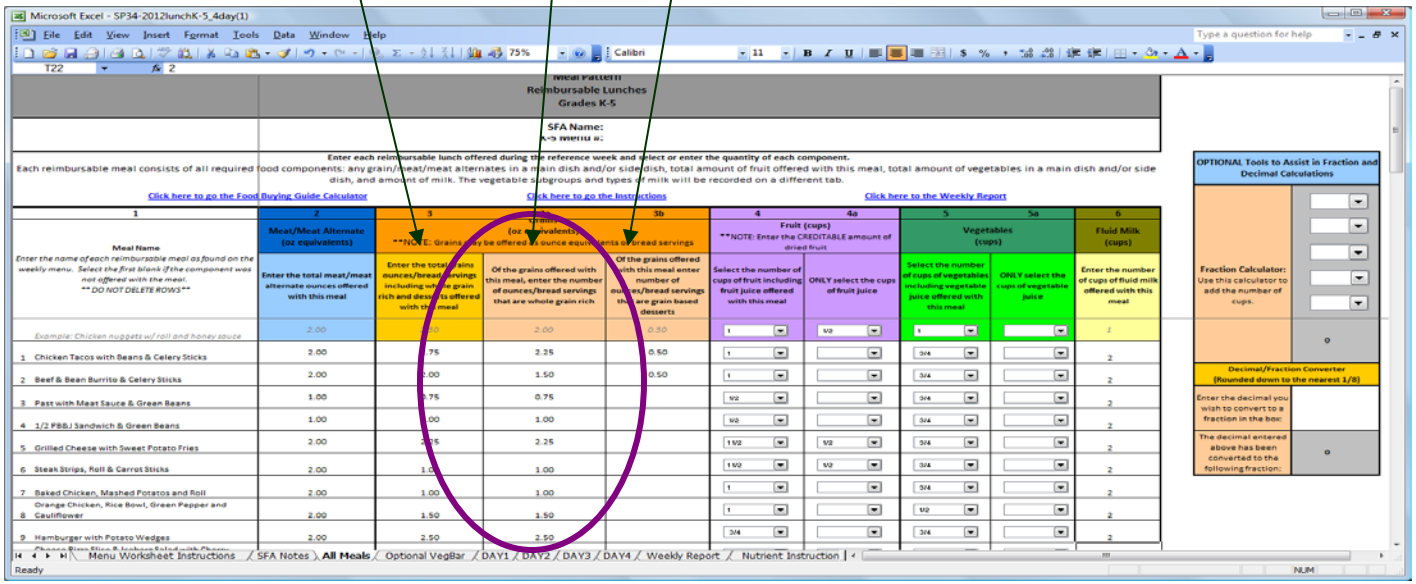
All Meals Tab

- Enter Meat/Meat Alternative ounce equivalents
  - Need to be entered to the nearest 0.25 ounce equivalent (Ex. 2.15 round down to 2)



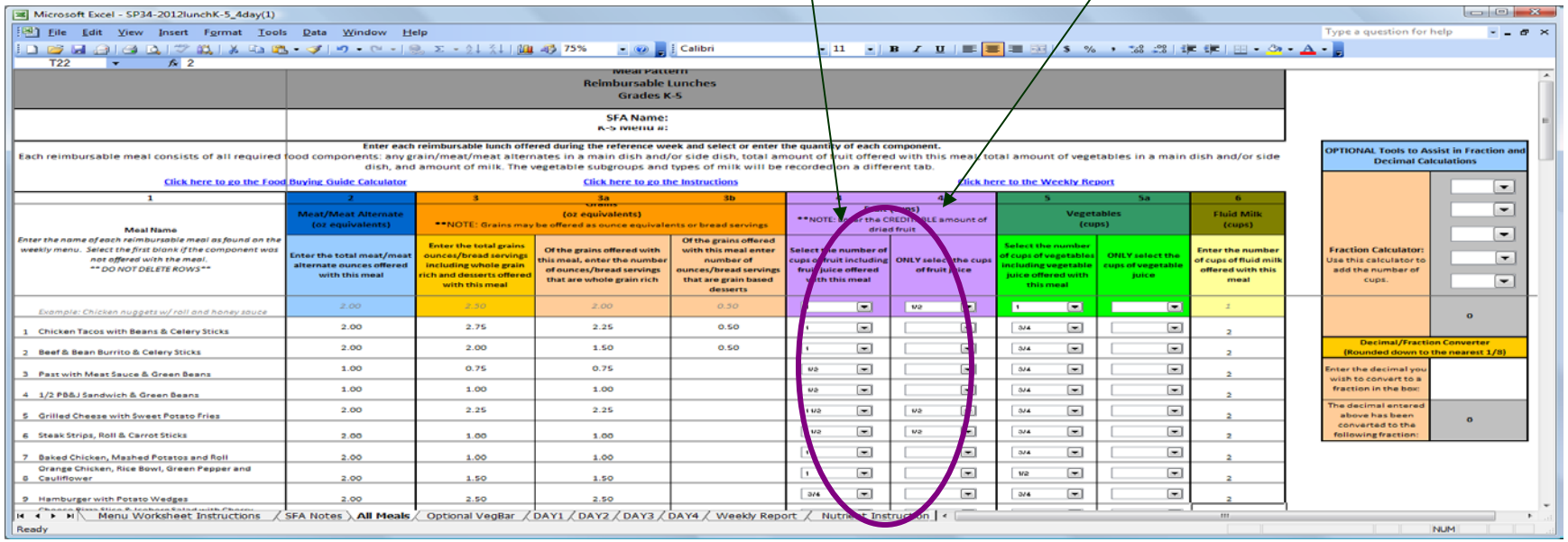
All Meals Tab

- Enter Grains Total
  - The total of all grains is the first column
  - The second column is the amount of grains from the total that is whole grain rich
  - The third column is the amount of grain which is NOT whole grain rich



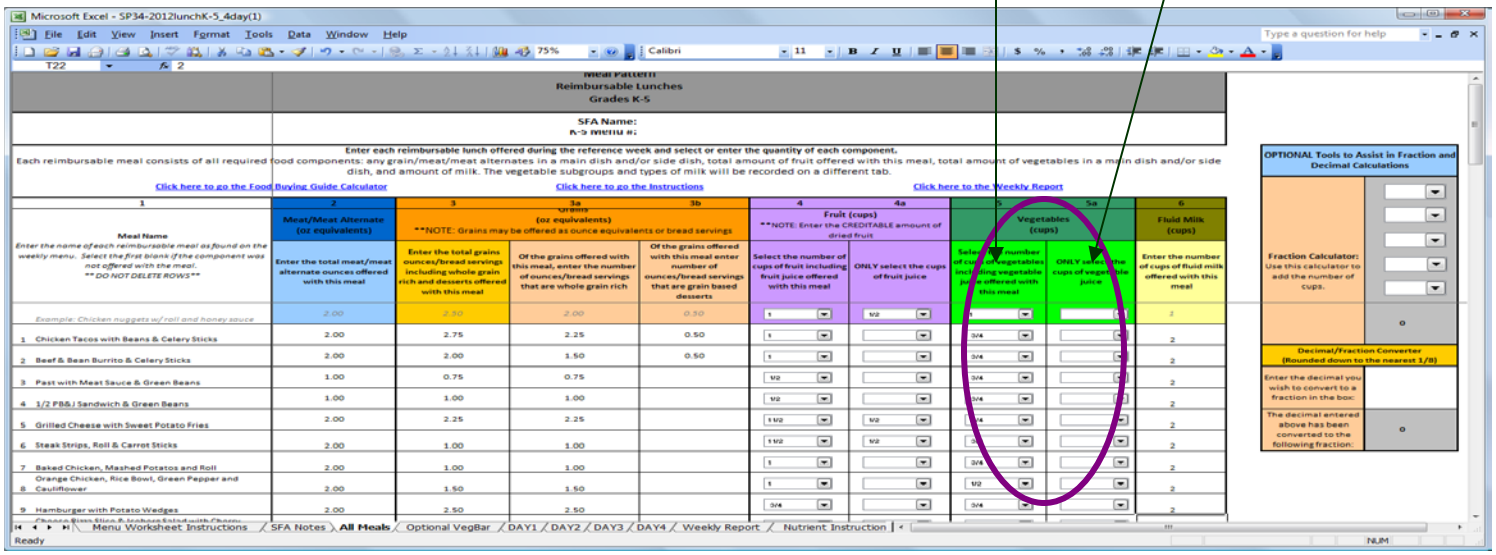
All Meals Tab

- Enter Total Meal Fruits, including juice, in first purple column
- Enter Total Meal Fruit Juice in second purple column



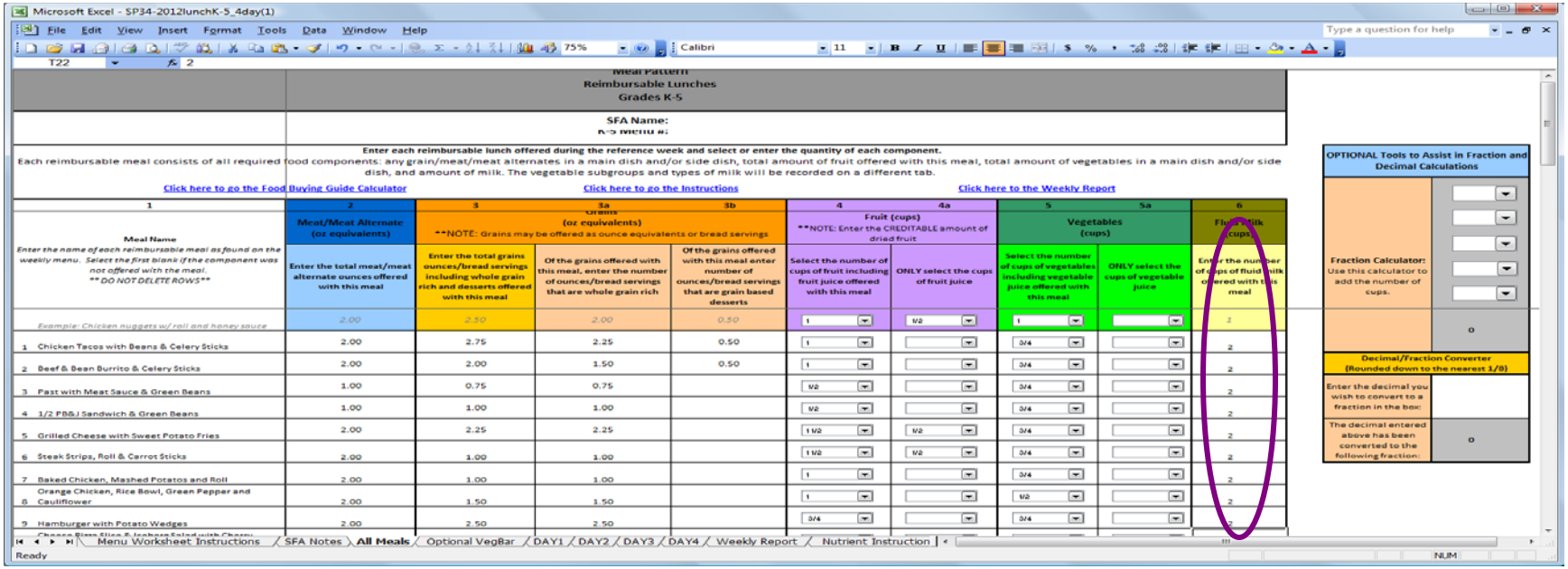
All Meals Tab

- Enter total meal vegetables
- Enter total meal vegetable juice

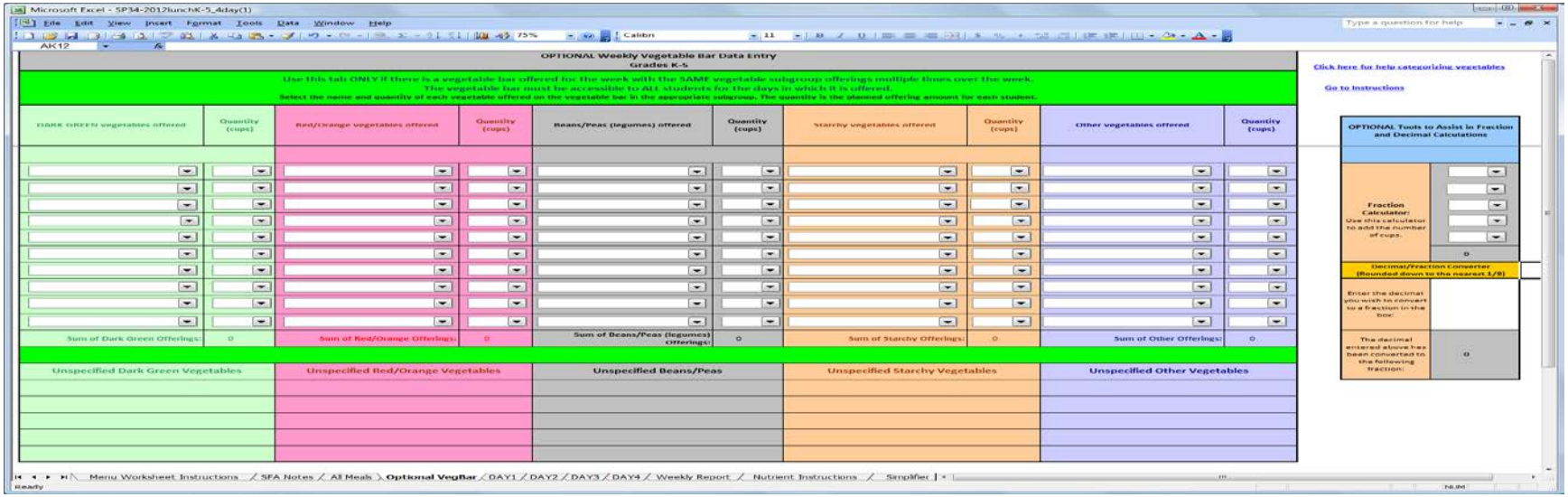


All Meals Tab

- Enter Total Meal Milk
  - Include total cups for all offerings



Optional Salad/Veggie Bar



•Use this tab **only** if a Salad Bar is offered for the week with the SAME vegetable subgroup offerings <u>every day</u> of the week (other items will be added for individual days later)

Individual Days of the Week

Microsoft Excel - SP34-2012lunchK-5_4day(1)

File Edit View Insert Format Tools Data Window Help

S5 | Skim/fat-free, unflavored

Day 1 Daily Lunch Requirement Check
Grades K-5

Scroll to the right to enter vegetable subgroup information

The daily worksheet will perform daily requirement checks for the reimbursable meals offered each day. Requirements met are flagged "Yes" and the cell turns green. Requirements NOT met are flagged "No" and the cell turns red.
NOTE: The top row is frozen to display the column headers as the daily meals are entered.
Grains, whole grain rich, and meat/meat alternate oz equivalents are rounded down to the nearest quarter ounce.
Once you are finished selecting the meals offered each day, make sure to scroll to the right to enter milk type and vegetable subgroup information.

Go to Instructions | Go to Weekly Report

Day 1

	1. Meal Name Select the reimbursable lunches offered for the day *Note: You may not delete lines, if you want to clear a meal select the first blank in the drop down list*	2. Meat/Meat Alternate (M/MA)		3. Grains				4. Fruit			5. Vegetables			6. Milk	
		M/MA oz equivalents	Daily M/MA Requirement Check 1 oz equivalents	a. Grains oz equivalents or bread servings	Daily Grain Requirement Check 1 oz equivalents	b. Whole Grain Rich oz equivalents or bread servings	c. Grain Based Dessert oz equivalents or bread servings	a. Fruit cups	Daily Fruit Requirement Check 1/2 cup	b. Fruit Juice cups	a. Vegetables cups	Daily Vegetable Requirement Check 3/4 cup	b. Vegetable Juice cups	Milk cups	Daily Milk Requirement Check 1 cup
1	Chicken Tacos with Beans & Celery Sticks	2.00	Yes	2.75	Yes	2.25	0.50	1	Yes		3/4	Yes		2	Yes
2	Beef & Bean Burrito & Celery Sticks	2.00	Yes	2.00	Yes	1.50	0.50	1	Yes		3/4	Yes		2	Yes
3															
4															
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18															
19															

Milk Type
Check the type of milk below if it is offered to students on Day 1.
All types of milk included.

Skim/fat-free, unflavored	☐	
Skim/fat-free, flavored	☑	Yes
Low-fat (1% or less), unflavored	☑	
Low-fat (1% or less), flavored	☐	
Reduced fat (2% fat) or whole, unflavored and flavored	☐	

OPTIONAL Tools to Assist in Fraction and Decimal Calculations

Fraction Calculator:
Use this calculator to add the number of cups.

0

Decimal/Fraction Converter
(Rounded down to the nearest 1/8)

Enter the decimal you wish to convert to a fraction in the box:

The decimal entered above has been converted to the following fraction: 0

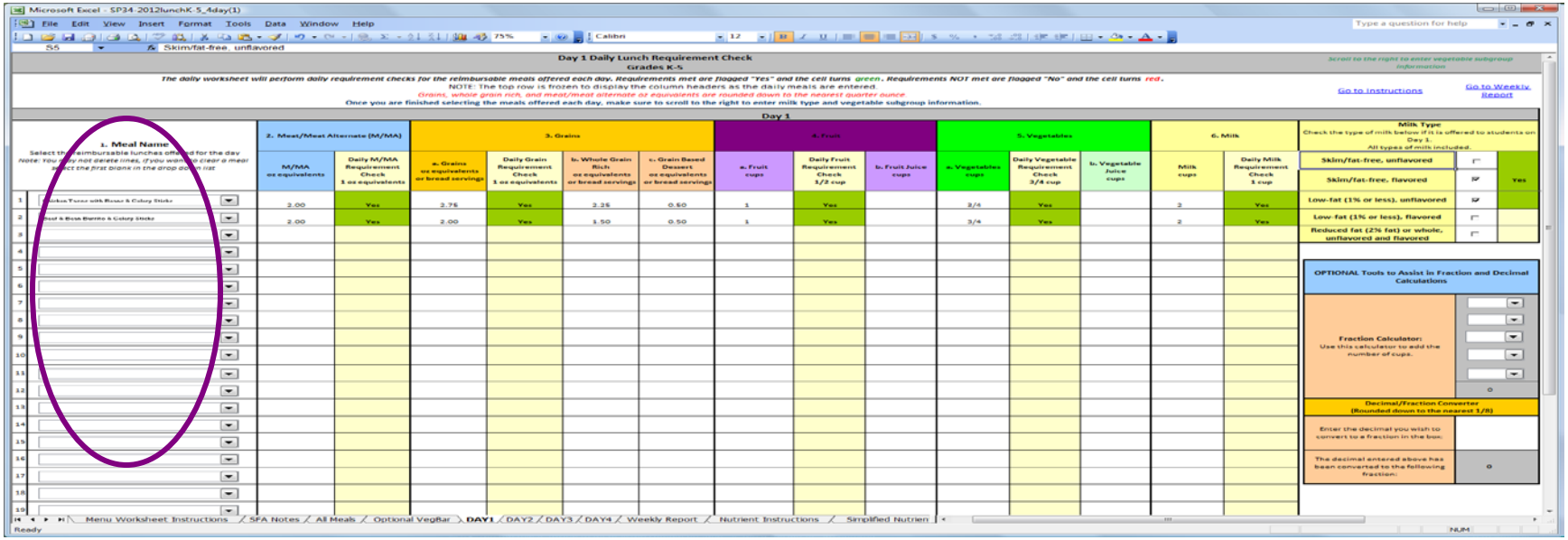
Menu Worksheet Instructions / SFA Notes / All Meals / Optional VegBar / DAY1 / DAY2 / DAY3 / DAY4 / Weekly Report / Nutrient Instructions / Simplified Nutrien

Ready | NUM

The number of tabs available will depend on how many days a week your menu is.

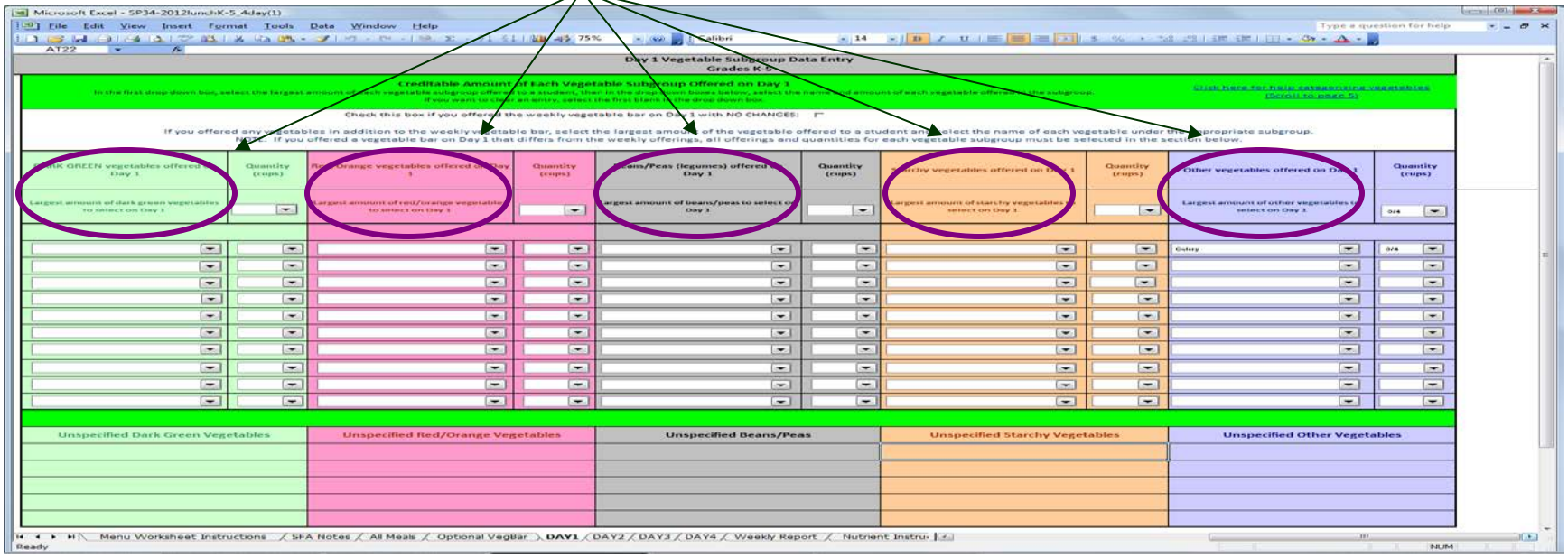
Days of the Week Tabs

- Select the meal that corresponds to each day from the drop down boxes.
  - The meals will populate into this tab from the All Meals Tab



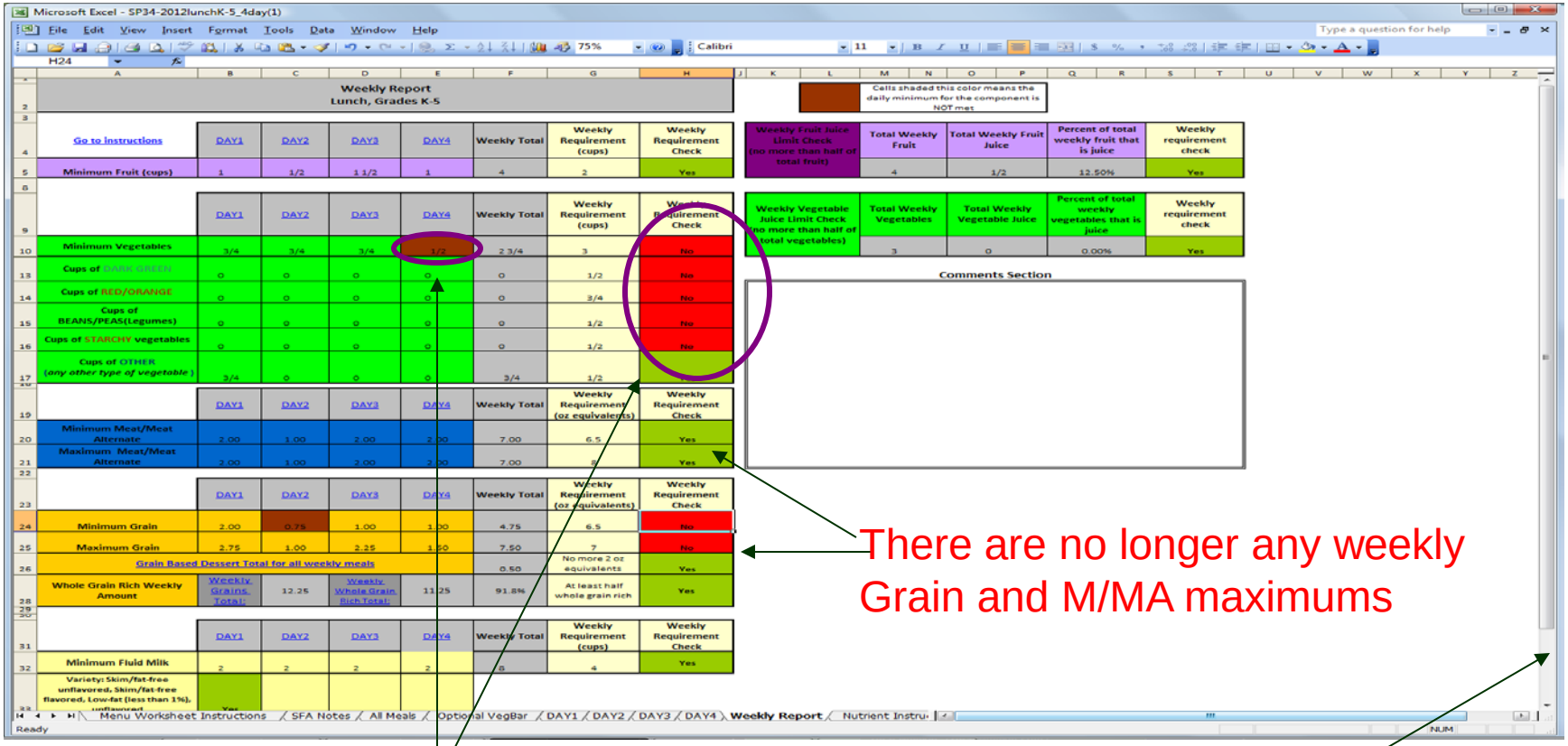
Individuals Days of the Week Continued

Subgroups



- Once the meal or meals for the day have been selected from the drop down box (on the previous page), entry of vegetable subgroups is required.
- Select vegetable served from the drop down box in the corresponding subgroup
- Choose the largest amount served in that day.

Weekly Report



There are no longer any weekly Grain and M/MA maximums

The boxes in this example are red, indicating that a menu requirement has not been met. All boxes need to be green to be in compliance with menu certification. The menu would need to be altered to fit guidelines if a red box appears.

Scroll to see All Information on this tab

Part C:

Simplified Nutrient Assessment (or Nutrient Analysis*)

*If you choose to complete a nutrient analysis, it must be completed using approved nutrient analysis software (i.e. NutriKids). It **must** provide information for calories and saturated fat.

Nutrient Assessment Instructions

Simplified Nutrient Assessment Instructions

REMEMBER TO PERIODICALLY SAVE THE WORKSHEET AS IT IS BEING COMPLETED!!!!

Key Information

SFAs must provide calorie and saturated fat information for all meal items, side items with grains and/or meat/meat alternates, and desserts. The Simplified Nutrient Assessment does NOT have this capability. Information can be collected from nutrition labels, product specifications, or other sources (including nutrient analysis software or an online system such as the CNPP SuperTracker).

SFAs do not need specific calorie or saturated fat information for milk, fruits, or vegetables. Estimates for these components have been preprogrammed.

SFAs that have nutrient analysis software may still choose the FNS simplified assessment option if desired.

Below is a list of calorie and fat sources typically added to foods, for reference:

Common fats added to vegetables or fruit

Butter
Margarine
Vegetable oil (soybean, canola, olive, nut based)
Salad dressing
Mayonnaise
Cream/whipped cream/sour cream
Shortening
Bacon crumbles

Common sources of added sugars to vegetables or fruit

Brown or white sugar
Honey
Maple and/or fruit syrup

Begin on the left side of the sheet with the "Fruit, Milk, and Vegetable Subgroup Simplified Nutrient Assessment."

Fruit, Milk, and Vegetable Subgroup Simplified Nutrient Assessment

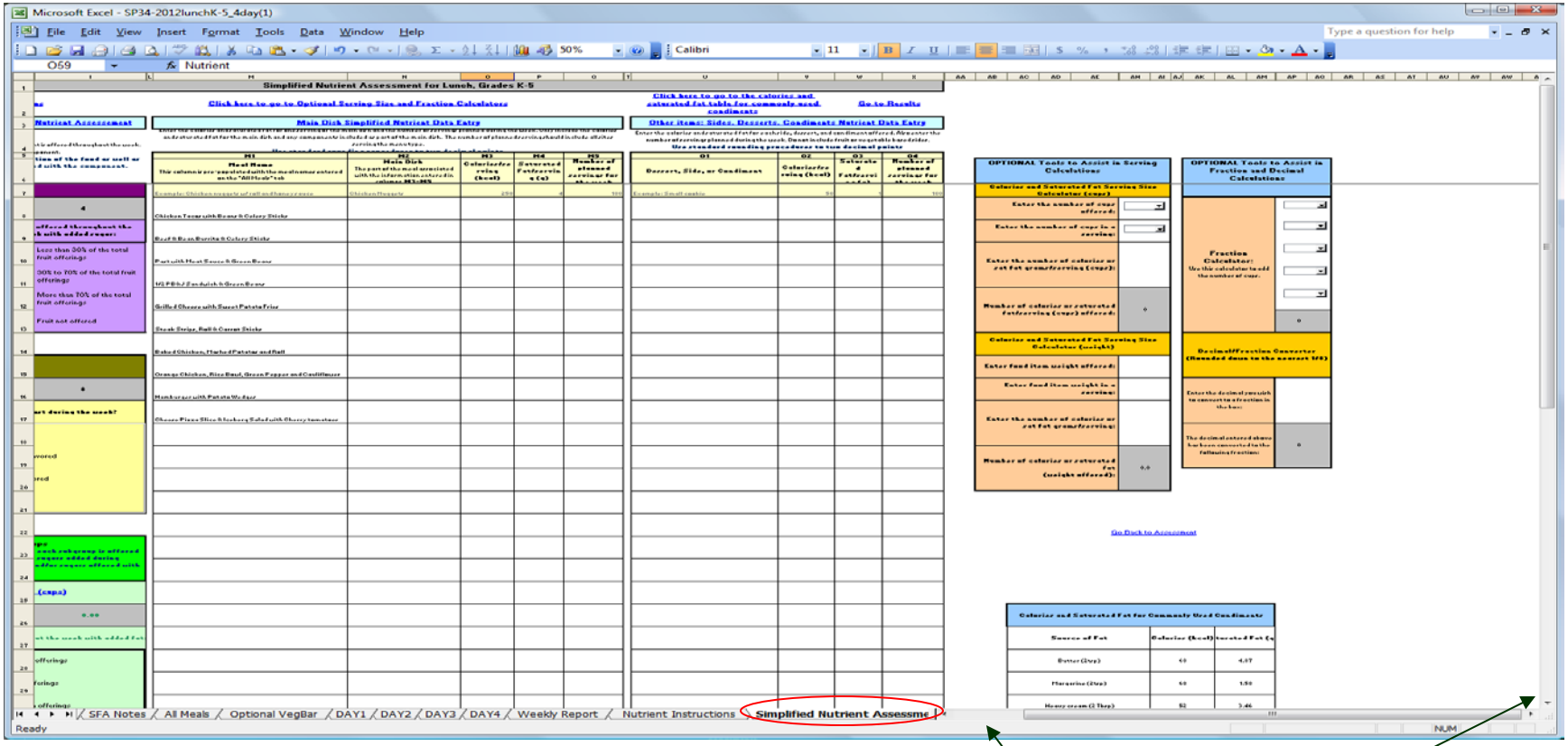
All Meals | Monday | Tuesday | Wednesday | Thursday | Friday | Weekly Report | Nutrient Instructions | Simplified Nutrient Assessment

Scroll down to see all information

Nutrient Assessment Instructions

- The nutrient instructions tab gives detailed instructions for the Simplified Nutrient Assessment.
- The information needed for this tab is included in your nutrition labels, product specifications, or other sources such as nutrient analysis software.

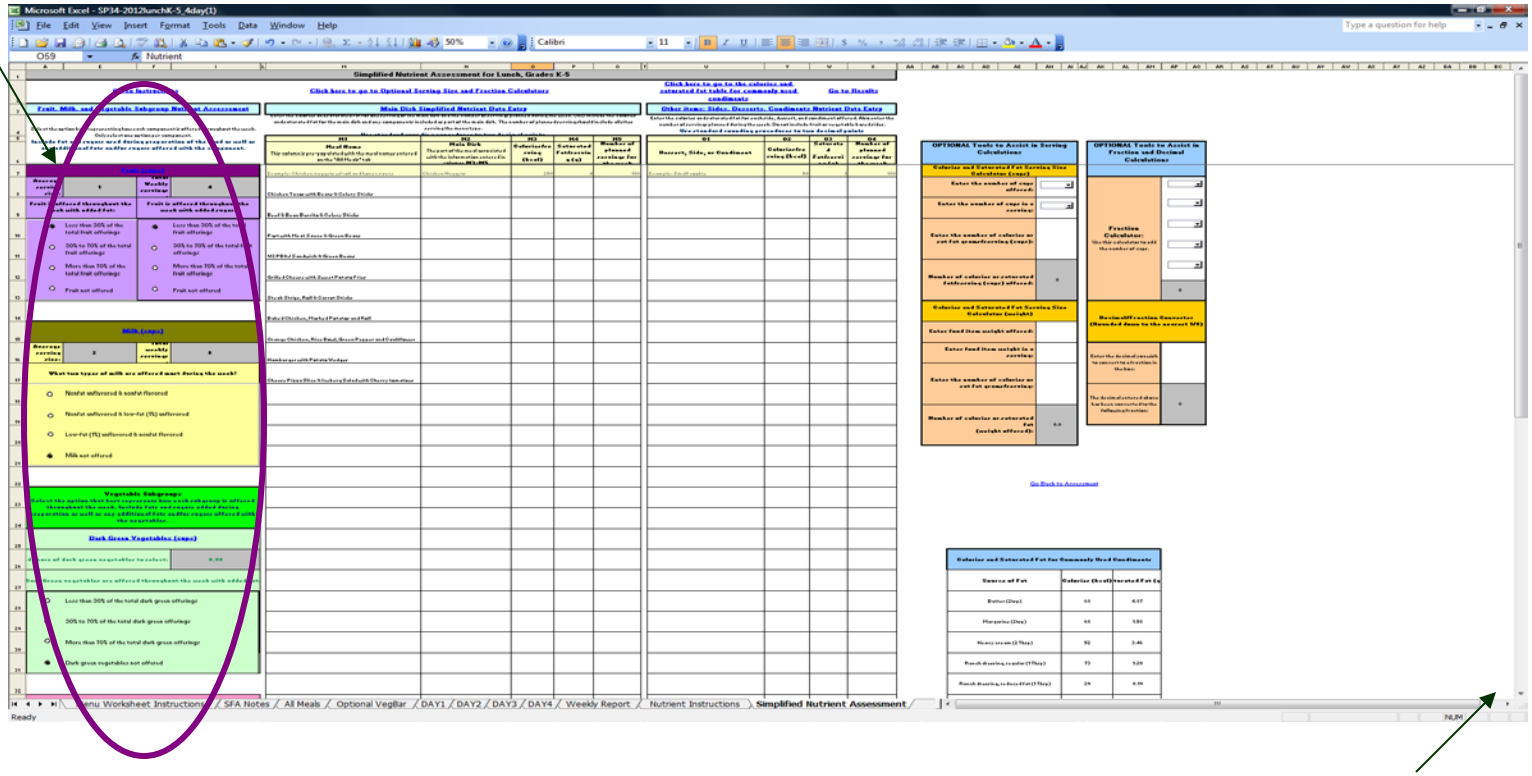
Simplified Nutrient Assessment



Scroll to see All Information on this tab

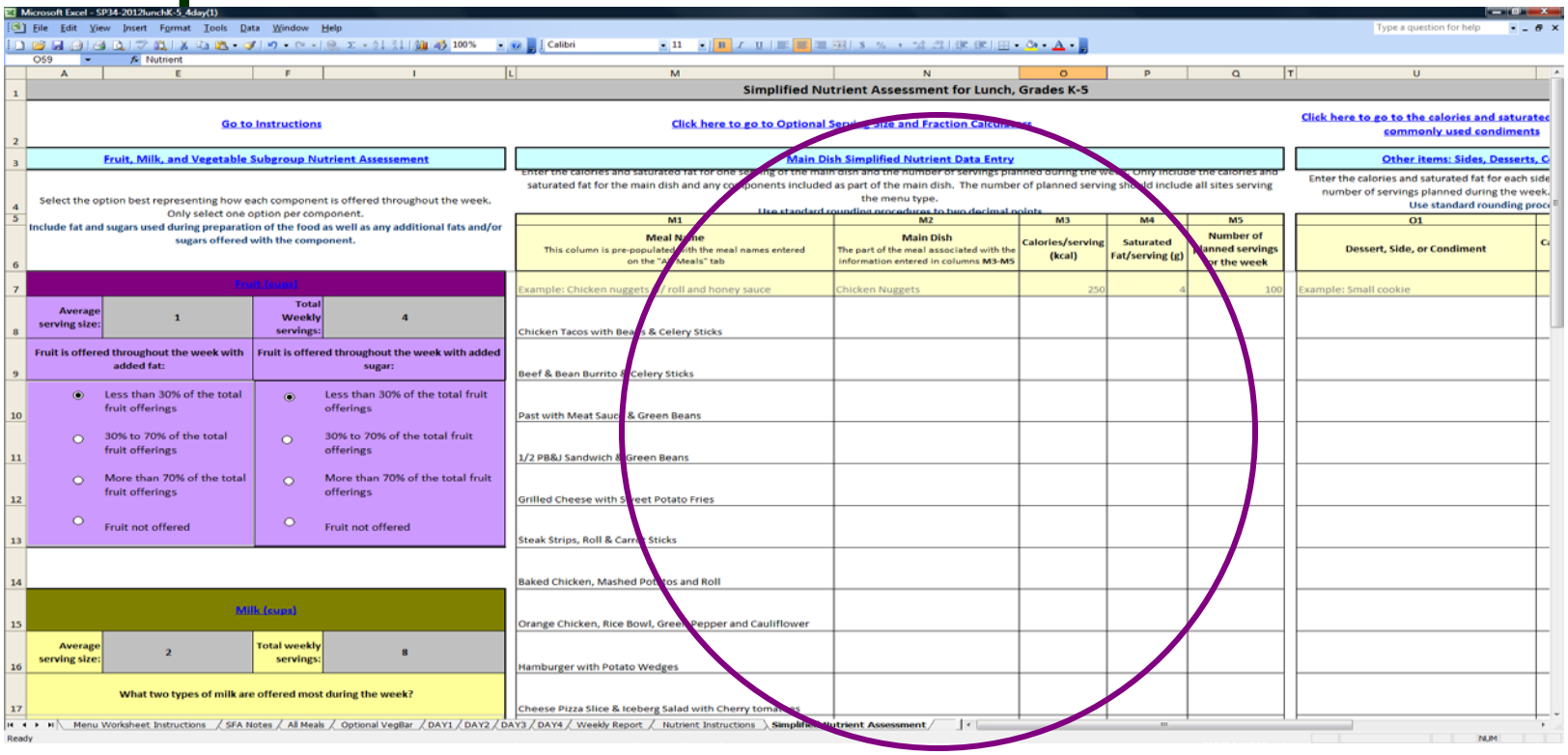
Simplified Nutrient Assessment

Fruit, Milk & Vegetable Subgroup area asks a series of questions that are answered by selecting the statement that most accurately describes your SFA, these responses generate nutrient information for this section.



*You will need to scroll along the way to answer all questions for this section.

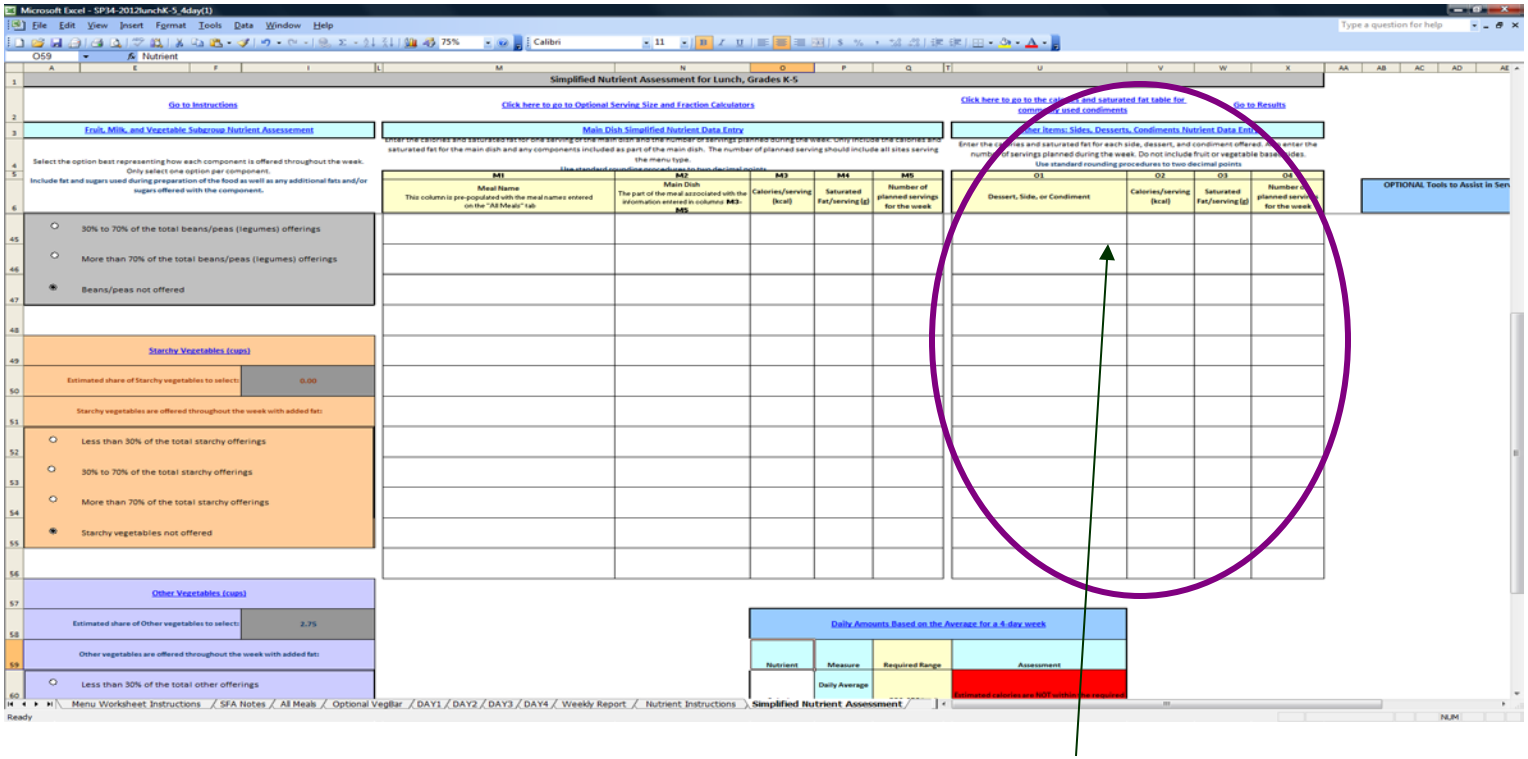
Simplified Nutrient Assessment



The Main Dish area is where you will enter the total calories, saturated fat, and number of planned servings.
* The meal name populates from the All Meals Tab.

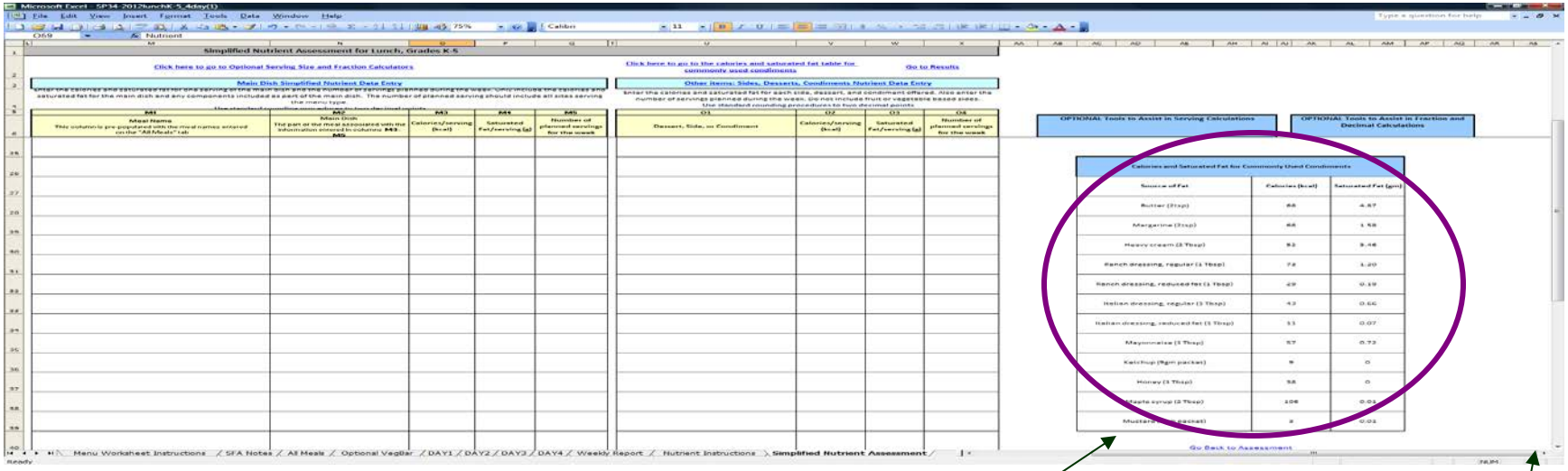
* Main Dish section should contain the name of only the meal items that calories and saturated fat are being entered for.

Simplified Nutrient Assessment



Each Side, Dessert and Condiment Offered/Served should be listed in this section. Provide calories, saturated fat, and number of planned servings for the week.

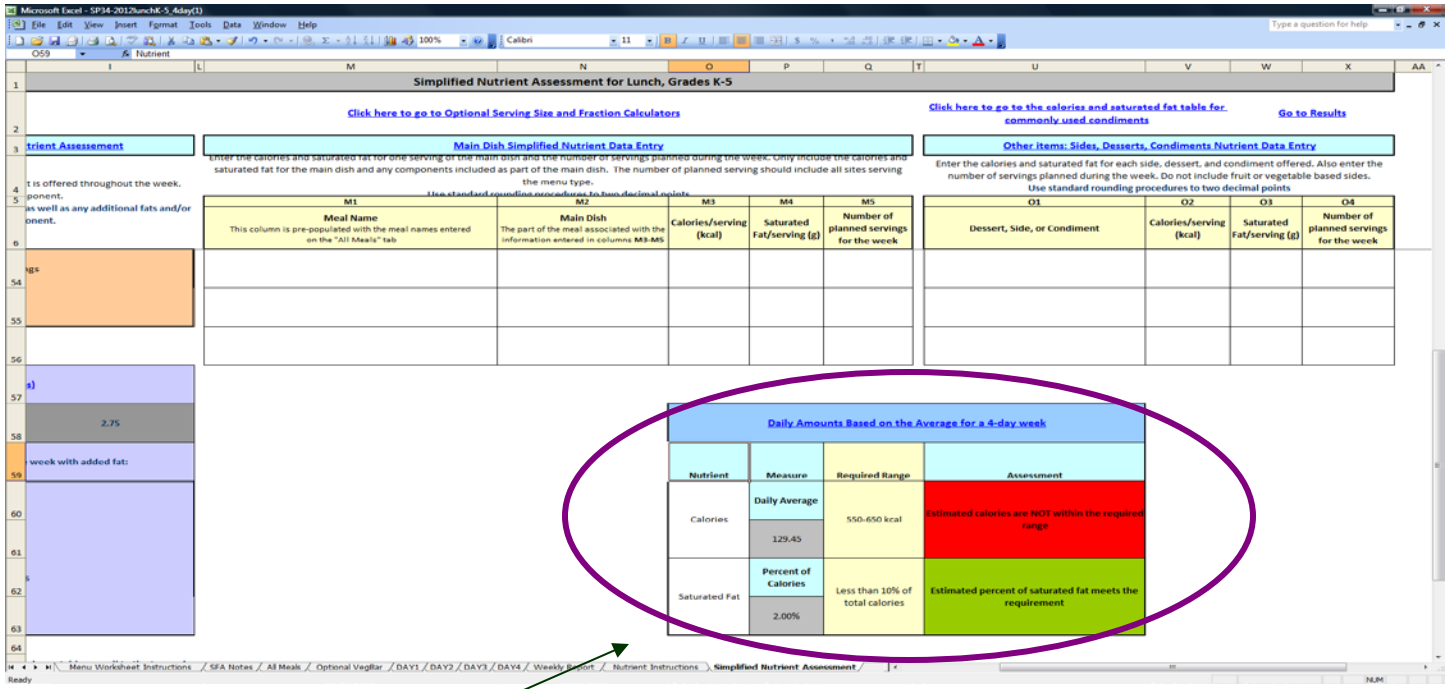
Simplified Nutrient Assessment



To assist with entry of nutrition data there is a table of common condiments and corresponding nutrient data provided

Scroll to the right side of the screen

Simplified Nutrient Assessment



- When entry of all sections are complete the box at the bottom of the page will show if the menu is in compliance.
- A red box indicates menu change is needed.
- Green indicates the menu is in compliance

Congratulations!

- All information is entered and ready for you to Save and Submit!
- Please visit our website for further information and guidance.

Thank You!!

How to Upload a Complete Certification Package

Table of Contents

Accessing CNP Menu Certification Application	Page 2
Step One: Package Type	Page 5
Step Two: Training Representative	Page 7
Step Three: Menus and Analyses • Add Lunch Menu- Option 1 • Add Lunch Menu- Option 2 • Add Breakfast Menu	 Page 8 Page 11 Page 14
Step Four: Local Wellness Policy	Page 17
Step Five: Attestation by Signing Authority	Page 19
Step Six: Submit Package	Page 20
Restart Your Package	Page 21

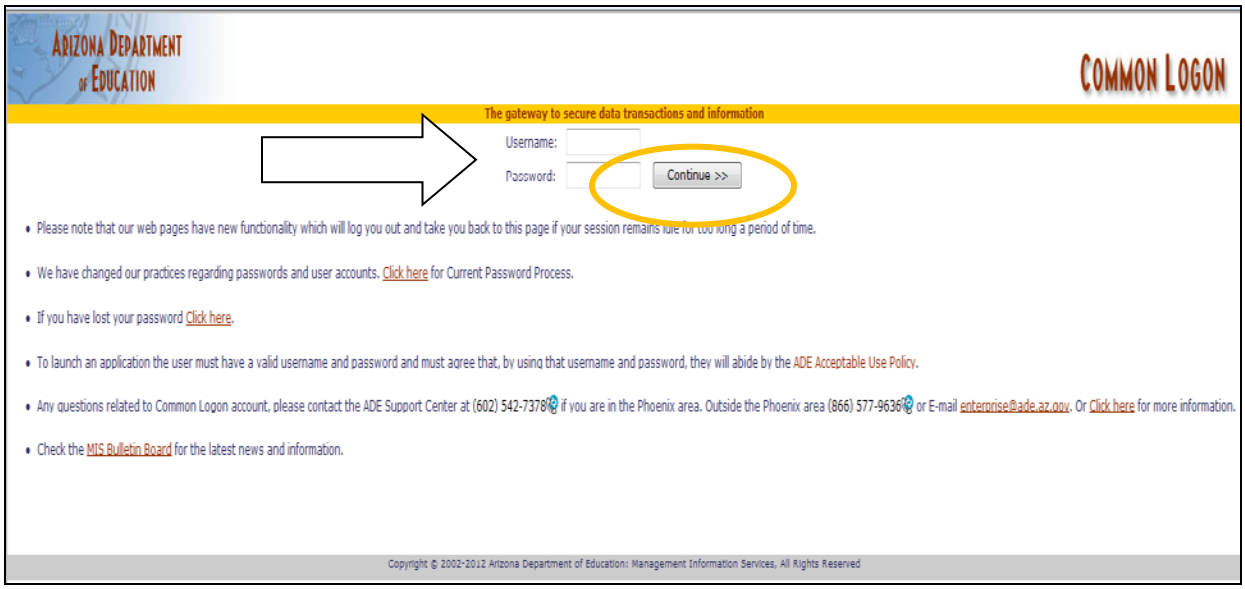
Go to the Common Logon website located at: https://www.ade.az.gov/CommonLogon/logon.aspx.

Log on to Common Logon

- Enter your username and password
- Click Continue

HELP

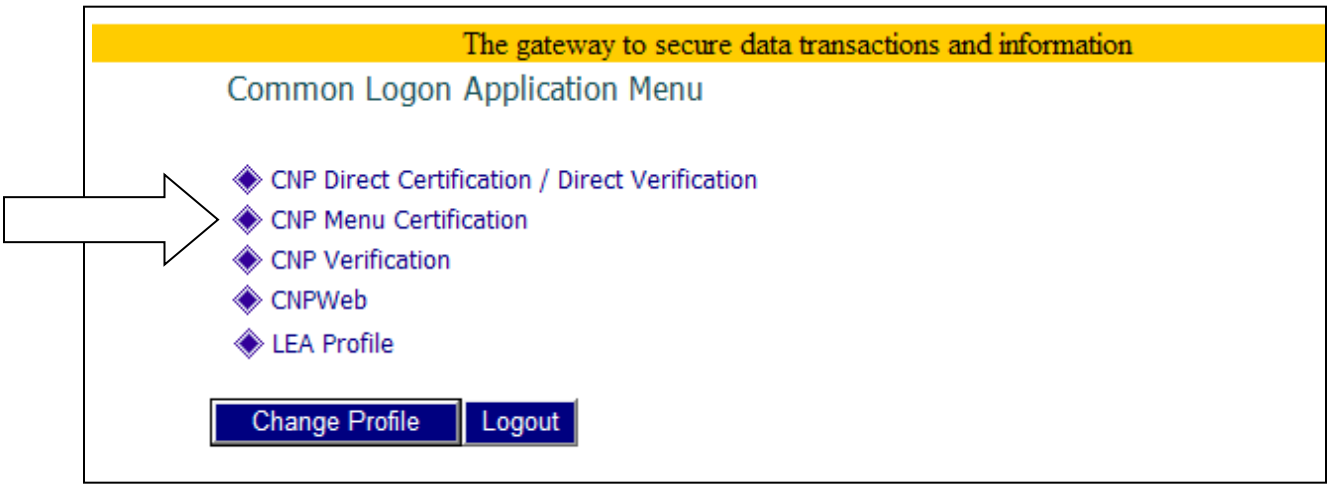
If you cannot log into Common Logon, please contact Patty Hansen at 602-364-0718.



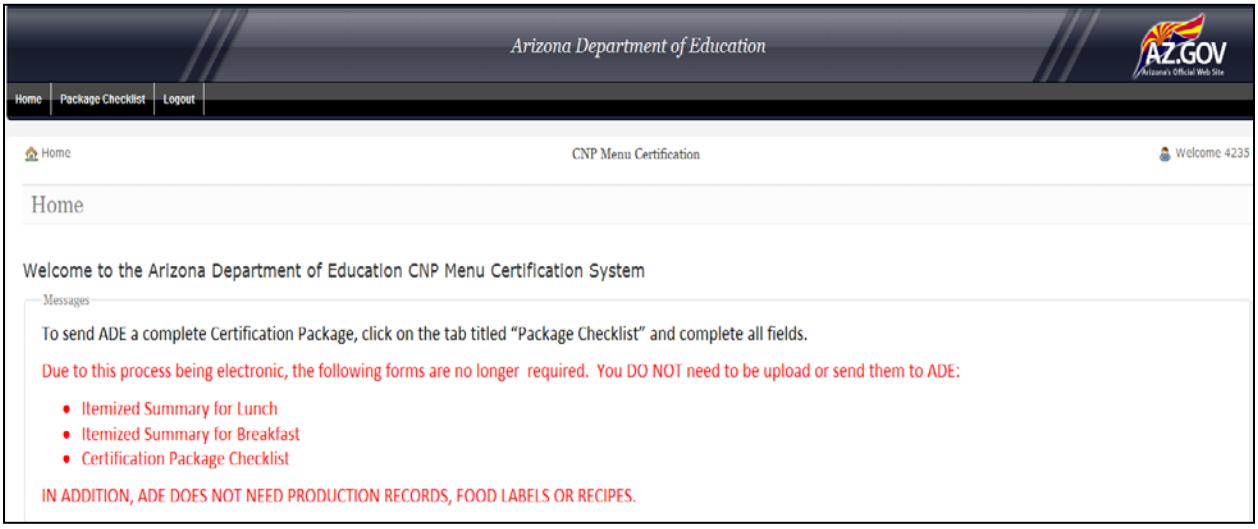
Click on the link: CNP Menu Certification

HELP

This menu item will be listed automatically without a permission form. If you do not see CNP Menu Certification in the Common Logon Application list, contact Patty Hansen at (602) 364-0718.

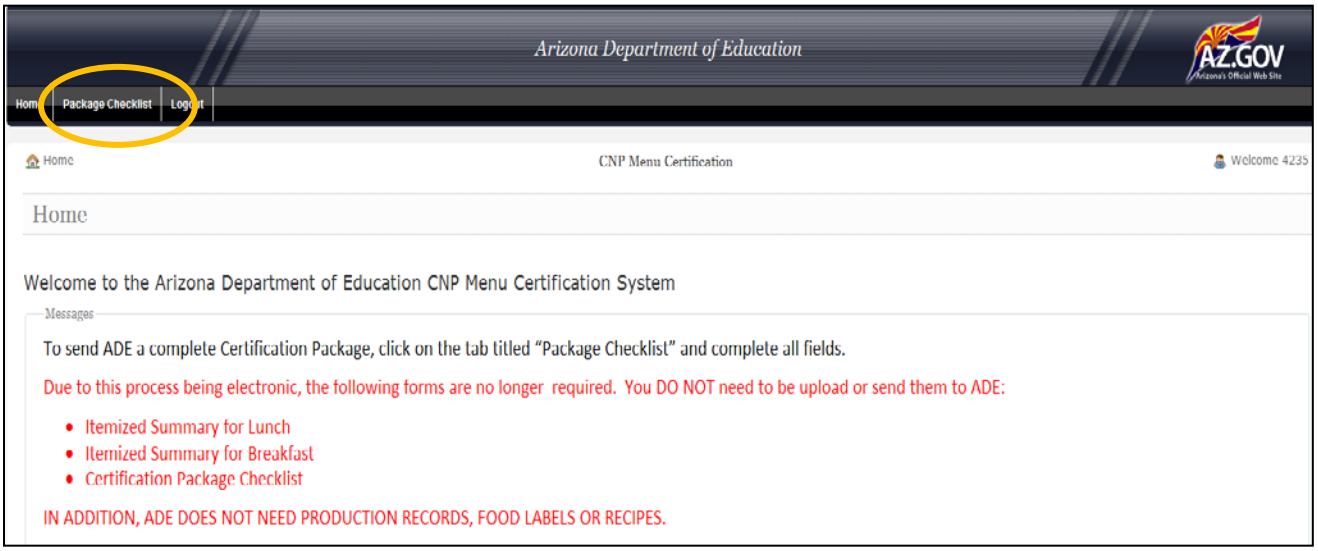


By clicking on the link, "CNP Menu Certification", you will be directed to the Home Page of the CNP Menu Certification System. Here is a snap shot of how the screen should look:

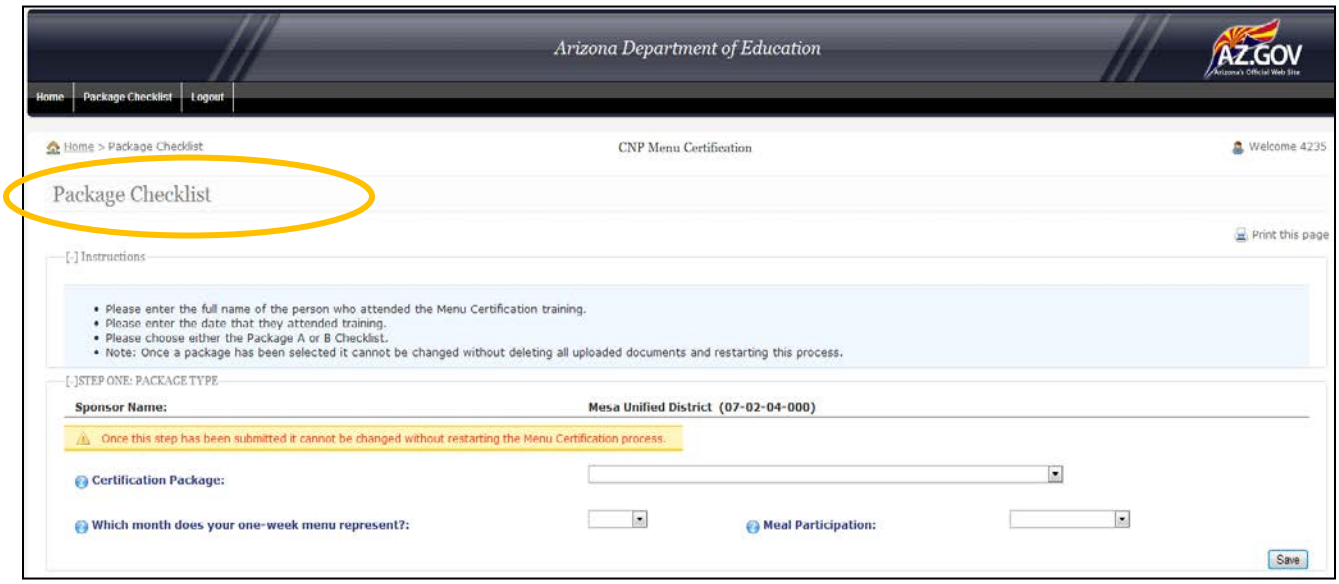


Select the tab: Package Checklist

- *Package Checklist is located at the top of the screen.*
- *Package Checklist is where <u>ALL DOCUMENTS</u> will be uploaded.*



By clicking the tab, "Package Checklist", you will be directed to a screen that looks like this:

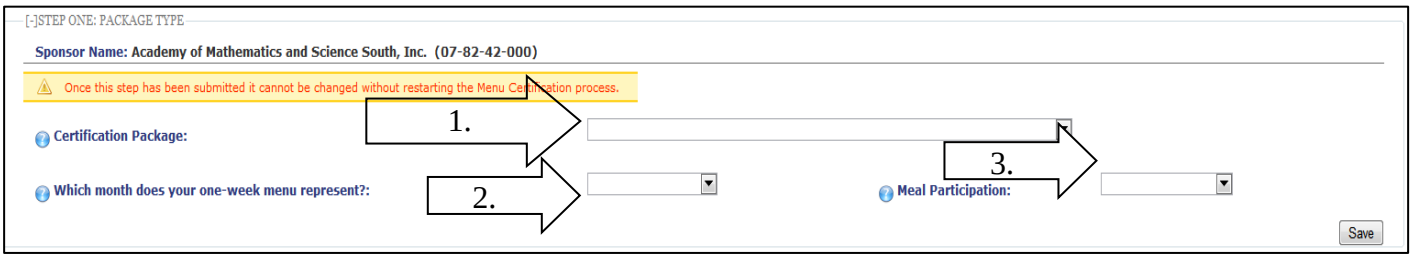


On this screen you will begin entering text into the fields and uploading the documentation requested in a series of 6 steps:

1. *Step One: Package Type*
2. *Step Two: Training Representative*
3. *Step Three: Menu and Analyses*
4. *Step Four: Local Wellness Policy*
5. *Step Five: Attestation by Signing Authority*
6. *Step Six: Submit Package*

Step One	*Must complete all fields in Step One and click "**Save**" before you have access to Steps two-five. Once this Step is saved, the only way to edit information for Step One is to restart the entire uploading process. All fields and documents will be deleted when you restart.*
Steps Two-Five	*Do not need to follow numerical order to complete steps. Can edit any step and the uploading process will NOT restart. Must click "**Save**" to any edits made if wanting to keep changes. Able to log off and log back on to work on this page at any time.*
Step Six	*By clicking "**Submit**", you are sending everything entered to ADE and will not be able to edit any fields in the Package Checklist.* *The system will prompt an error message if any field was left blank and prevent the package from submitting.*

Step One: Package Type



1. Certification Package

Using the dropdown menu select one of the following options:

- Package A- Lunch Option 1: Requiring a Nutrient Analysis for each menu type
- Package B- Lunch Option 2: Requiring a Simplified Nutrient Assessment for each menu type

HELP

"Do I have Nutrient Analysis Software?"

- *If yes, chose Package A- Lunch Option 1: Requiring a Nutrient Analysis for each menu type*
- *If no, you, chose Package B- Lunch Option 2: Requiring a Simplified Nutrient Assessment for each menu type*
-

No matter which package you choose, you will need to provide information about lunch, breakfast (if applicable), your local wellness policy and the attestation.

2. Which month does your one-week menu represent?

Using the dropdown menu, select one of the options:

- The current month will be listed
- The month preceding the current month will be listed
- The month following the current month will be listed

HELP

If you cannot find the month that matches the one-week menu you have selected and prepared documentation for, you MUST select a DIFFERENT week to fit into the appropriate timeframe. If you upload documentation that does not match the month selected in this dropdown, your Certification Package will contain errors and ADE will not certify the package.

If certified, the additional 6 cents will retroactively be applied to the month containing the one-week menu submitted.

3. Meal Participation

Using the dropdown menu, select one of the options:

- Lunch Only
- Lunch and Breakfast

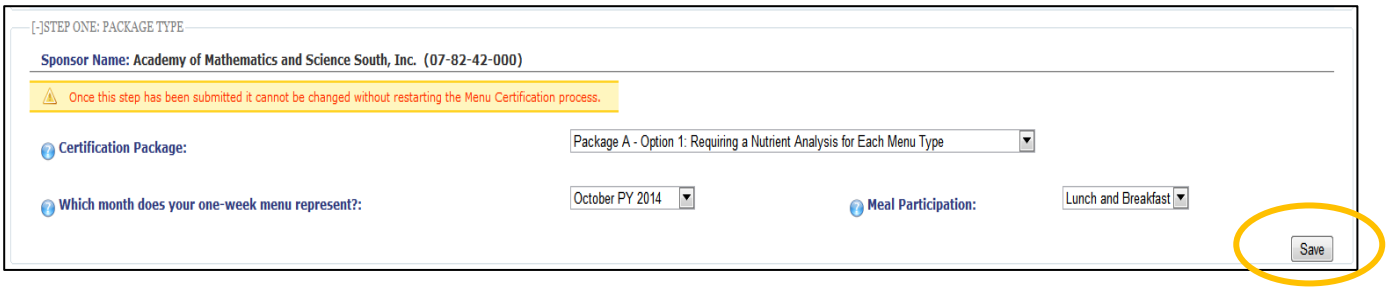
HELP

Indicate the type of meal service the SFA participates in.

If you are unsure what meals you participate in, refer to CNP Web Sponsor Application, Section 7-Menu Planning.

- *If "Not Participating in Program" is listed next to "School Breakfast Program Menu Planning Option" on the Sponsor Application, you are not participating in Breakfast. You will choose "Lunch Only" from the dropdown.*
- *If a meal pattern is listed next to School Breakfast Program Menu Planning Option" on the Sponsor Application, you are participating in Breakfast. You will choose "Lunch and Breakfast" from the dropdown.*

Step One: Package Type



WARNING: Once this step has been submitted by clicking "Save", it cannot be changed without restarting the Menu Certification Process.

BEFORE YOU CLICK SAVE:

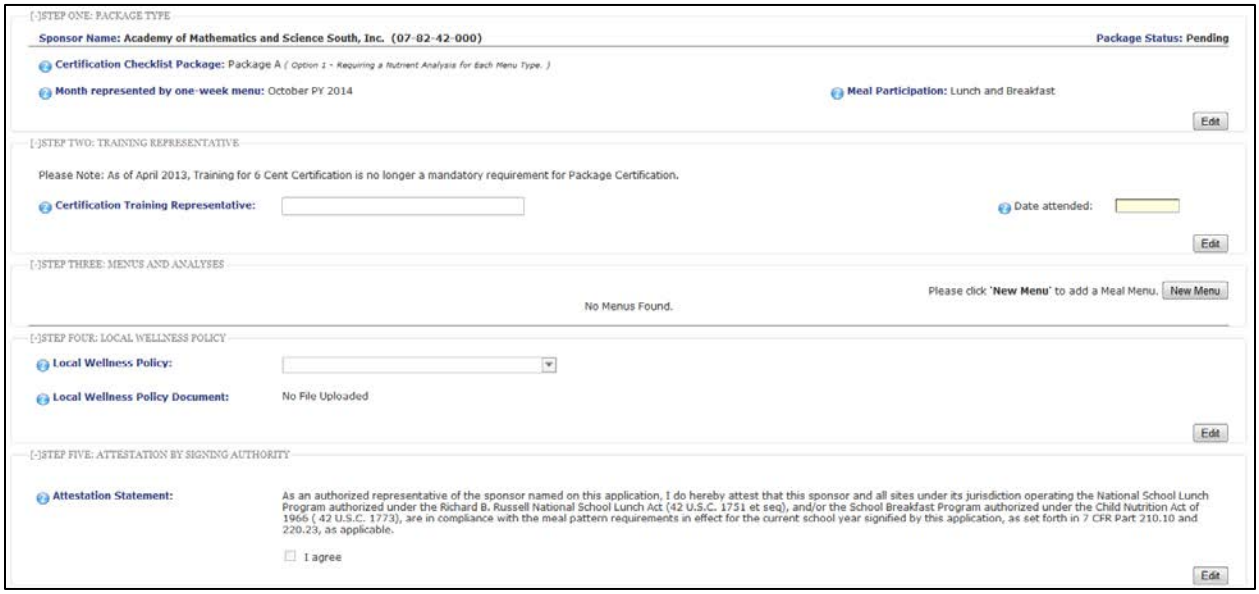
- Make sure the correct Certification Package from the Certification Package dropdown list is selected.
- Ensure the month of the one-week menu documentation matches the month you have selected from the dropdown list.
- Ensure the dropdown selection for Meal Participation matches your CNP Web Sponsor Application, Section- 7, Meal Participation.

Click "Save" once all fields have been correctly selected.

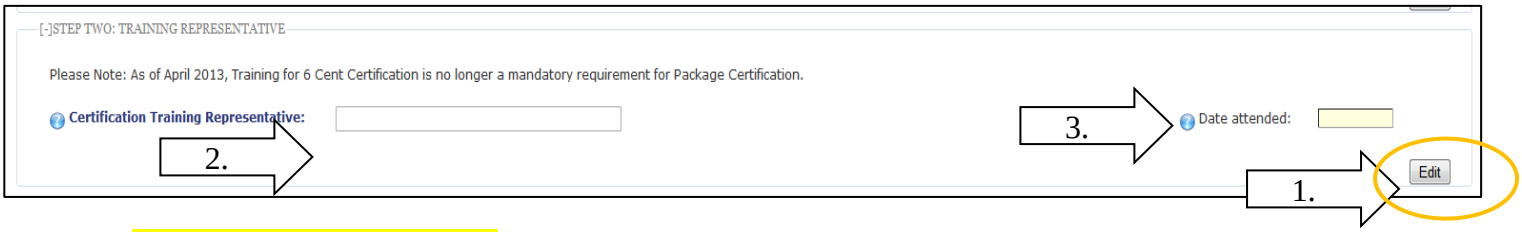
HELP
If you click "Edit" for Step One after clicking "Save", you will only have the option to cancel or restart the entire Package Checklist page. Restarting the entire Package Checklist will result in a deletion of all fields and files entered into this page.

If you need to edit the fields AFTER clicking "Save", please refer to page 24, "Needing to Restart your Package".

After clicking "Save" for Step One, you will see this screen below, which opens Steps two through six:



Step Two: Training Representative



THIS FIELD IS OPTIONAL

If a representative attended the Menu Certification for 6 cents training offered in school year 2012-2013, follow the steps below.

1. Click "Edit"

HELP

If you are unable to select "Edit" because the button is grayed out, scroll through this webpage and make sure there are no Steps open. If any Steps are open, click "Cancel" or "Save" for that Step. Only one Step at a time can be edited.

2. Certification Training Representative

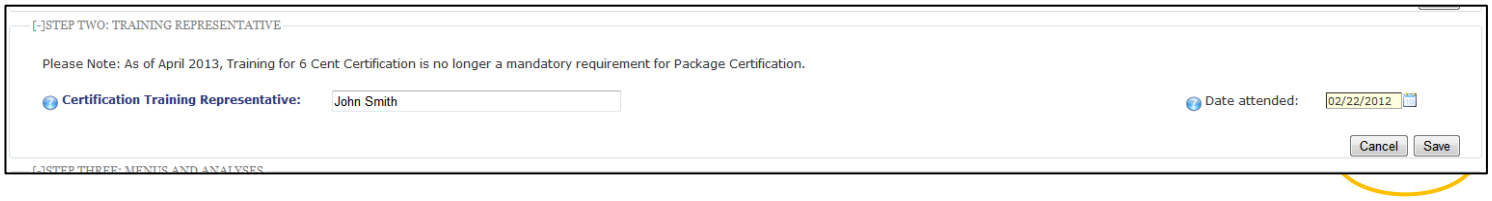
- Type in the first and last name of the person who attended the ADE training, *Menu Certification for 6 cents.*

HELP

Training is optional for an SFA to submit a Certification Package to ADE. The SFA may choose to have an individual under the SFA, a caterer or Food Service Management Company employee attend the Certification for New Meal Pattern training.

3. Date Attended

- Click on the calendar icon next to the empty field. Select the actual date the attendee went to *Menu Certification for 6 cents.*



Click "Save" if you want to save the information entered into these fields.

You may click save even if some fields are left blank.
You will be able to edit the fields after you click "Save". This WILL NOT cause a restart of the Certification upload process.

Click "Cancel" if you do not want to save the information entered into these fields.

1. Click "New Menu"

The screen will reformat and look like this:

2. Menu Name

- Type in the name of the menu. *The menu name must be unique for each upload. For example: if you use 'Arizona Menu' for one menu, you can't use it for another lunch or breakfast menu. You might call it 'Arizona Menu 2,' instead.*

3. Meal Type

Using the dropdown menu, select the option:

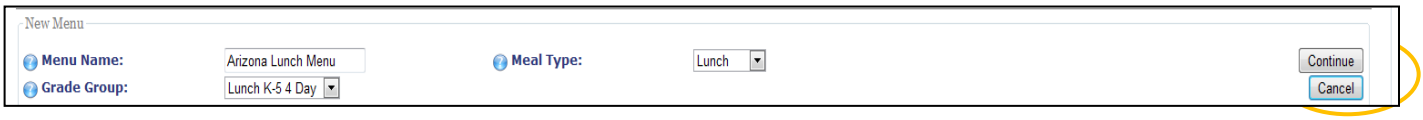
- Lunch

<u>Without clicking</u> "Continue" the screen will reformat and the window will add another dropdown selection, Grade Group:

4. Grade Group

Using the dropdown menu, select the options:

- Pick the selection that has the appropriate grade group **and** operating days for the lunch menu you are adding.

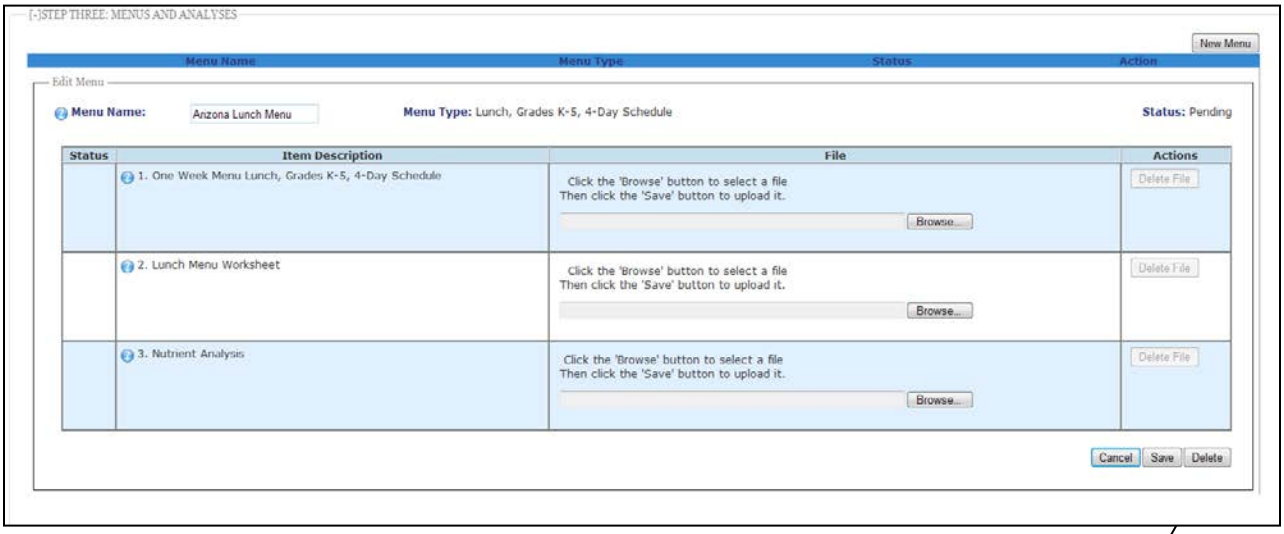


Click "Continue" if all fields are correct.

If one or more fields are incorrect, you can change them before clicking "Continue".

Click "Cancel" if you do not want to add this menu.

Once "Continue" is clicked, you will see this screen asking for THREE file uploads:



HELP

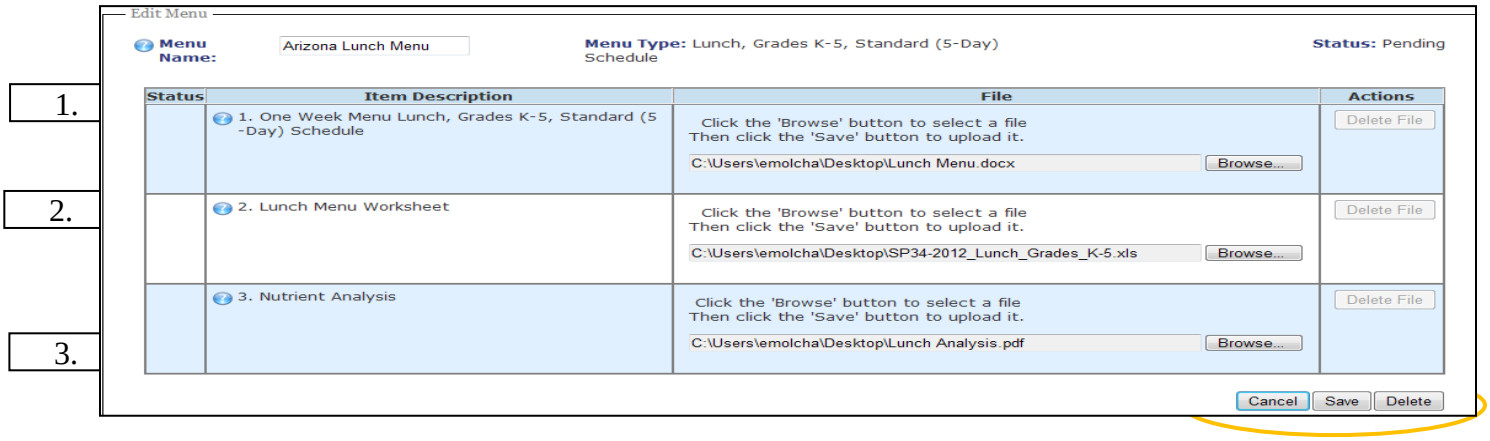
If you clicked "Continue" and then realized you have selected the wrong Menu Type (grades and operating days) for lunch, you must select "Delete". A warning message will pop up, click "OK". This will delete ONLY this lunch menu you have begun creating. Scroll back down to Step Three: Menu and Analyses and select "New Menu". Re-enter the correct fields.

HELP- Seeing Three File Uploads

Since you have selected "Package A, Option 1" in Step One, you must upload three files:

- *One Week Menu Lunch*
- *Lunch Menu Worksheet*
- *Nutrient Analysis*

If you do not have a separate Nutrient Analysis because you do not have Nutrient Analysis software, you selected the wrong Package Type in Step One. Click "Cancel" in Step Three. Refer to page 24, "Needing to Restart your Package". Once the package is restarted, you must select "Package B- Lunch Option 2: Requiring a Simplified Nutrient Assessment for each menu type" in the dropdown.



1. Upload the One-Week Lunch Menu

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open"
- *A file is attached when the field is entered with text.*

2. Upload the Lunch Menu Worksheet

Upload the completed EXCEL worksheet provided by USD and/or the worksheet from the nutrient analysis software. If using the USDA Worksheet, KEEP in the Excel format.

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file is attached when the field is entered with text.*

3. Upload the Nutrient Analysis

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file is attached when the field is entered with text.*

HELP

If you have selected the wrong file, you must click the "Browse" button again. A window will pop up to select the correct file and click "Open". This will REPLACE the file. You may not upload more than one file in each file line. You can only "Delete File" AFTER you have clicked "Save".

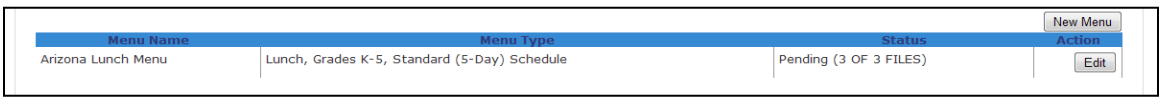
Click "Save" if you want to upload the file(s) attached.

You can click "Save" before all files have been attached.
You will be able to Edit and Delete the file(s) after you click "Save".

Click "Cancel" if you do not want to upload any of these files, but still want Menu Name to exist.

Click "Delete" if you do not want to upload any of these files and do not want the Menu to exist.

Once you have clicked "Save" the page will refresh and Step Three will show the following table:



1. Click "New Menu"

The screen will reformat and look like this:

2. Menu Name

- Type in the name of the menu. *The menu name must be unique for each upload. For example: if you use 'Arizona Menu' for one menu, you can't use it for another lunch or breakfast menu. You might call it 'Arizona Menu 2,' instead.*

3. Meal Type

Using the dropdown menu, select the option:

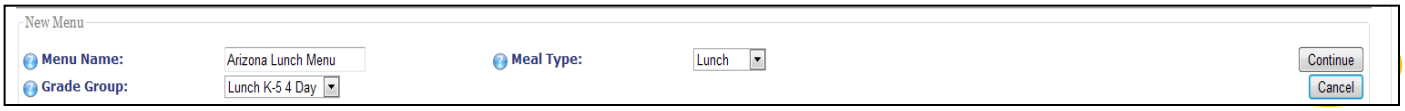
- Lunch

<u>Without clicking</u> "Continue" the screen will reformat and the window will add another dropdown selection, Grade Group:

4. Grade Group

Using the dropdown menu, select the options:

- Pick the selection that has the appropriate grade group **and** operating days for the lunch menu you are adding.

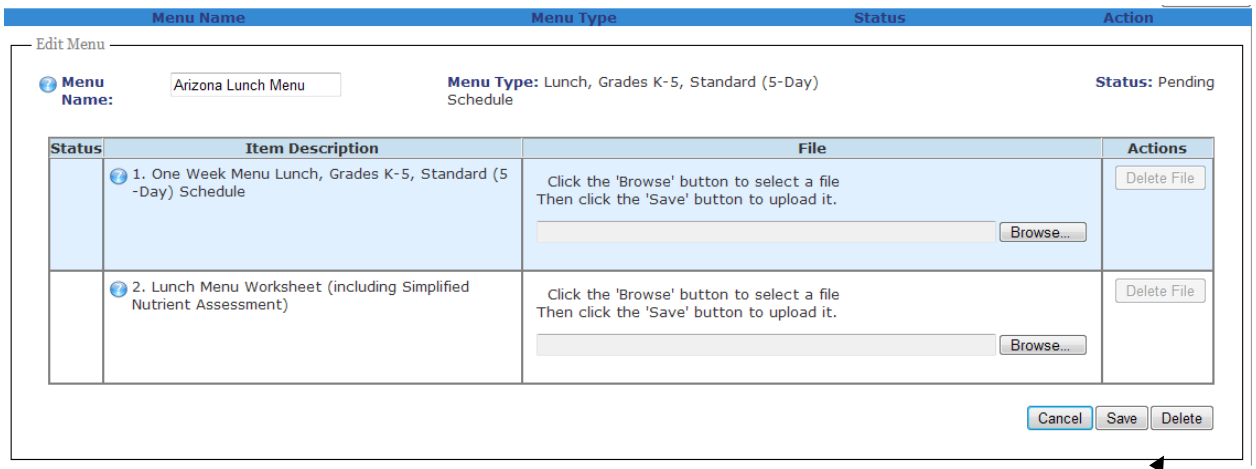


Click "Continue" if all fields are correct.

If one or more fields are incorrect, you can change them before clicking "Continue".

Click "Cancel" if you do not want to add this menu.

Once you click "Continue", you will see this screen asking for TWO file uploads:



HELP

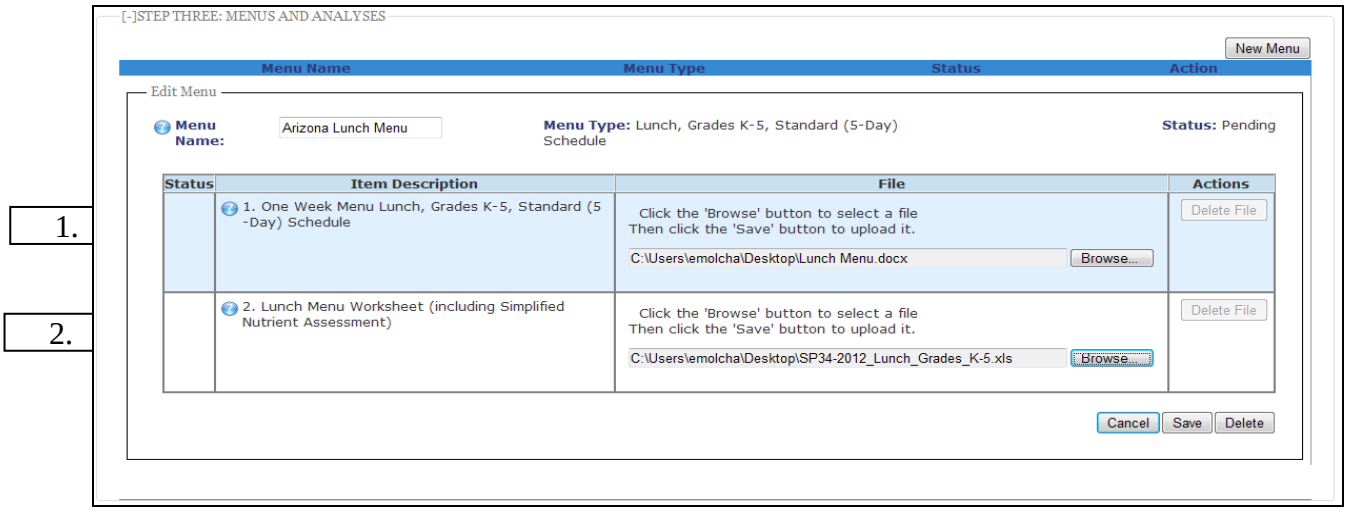
If you clicked "Continue" and then realized you have selected the wrong Menu Type (grades and operating days) for lunch, you must select "Delete". A warning message will pop up, click "OK". This will delete ONLY this lunch menu you have begun creating. Scroll back down to Step Three: Menu and Analyses and select "New Menu". Re-enter the correct fields.

HELP- Seeing Two File Uploads

Since you have selected "Package B, Option 2" in Step One, you must upload two files:

- *One Week Menu Lunch*
- *Lunch Menu Worksheet (including Simplified Nutrient Assessment)*

If you did not complete Tab 12: Simplified Nutrient Assessment since you have Nutrient Analysis software, you selected the wrong Package Type in Step One. Click "Cancel" in Step Three. Refer to page 24, "Needing to Restart your Package". Once the package is restarted, you must select "Package A- Lunch Option 1: Requiring a Nutrient Analysis for each menu type" in the dropdown.



1. Upload the One-Week Lunch Menu

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

2. Upload the Lunch Menu Worksheet (including the Simplified Nutrient Assessment)

DO NOT upload this workbook in a PDF format or separate the Simplified Nutrient Assessment Tab. ***ADE will only accept the Lunch Menu Worksheet and the Simplified Nutrient Assessment as ONE EXCEL file.***

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

HELP

If you selected the wrong file, you must click the "Browse" button again. A window will pop up for you to select the correct file and click "open". The file will REPLACE the old file. You may not upload more than one file in each file line. You can only "Delete File" AFTER you have clicked "Save".

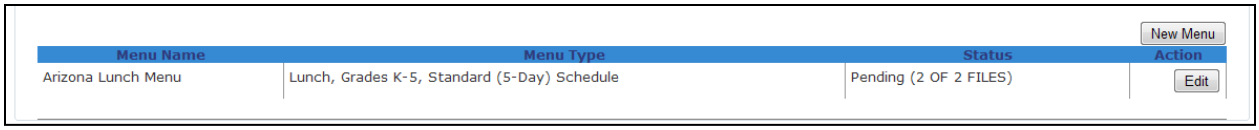
Click "Save" if you want to upload the files attached.

You may click "Save" before all files have been attached.
You will be able to edit the file(s) after you click "Save".

Click "Cancel" if you do not want to upload any of these files, but want Menu Name to exist.

Click "Delete" if you do not want to upload any of these files and do not want the Menu to exist.

Once you have clicked "Save", the page will refresh and Step Three will show the following table:



1. Click "New Menu"

The screen will reformat and look like this:

2. Menu Name

- Type in the name of the menu. *The menu name must be unique for each upload. For example: if you used 'Arizona Menu' for lunch, you can't use it for breakfast. You might call it 'Arizona Menu Breakfast,' instead.*

3. Meal Type

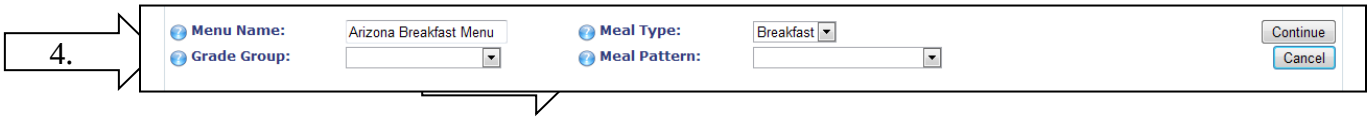
Using the dropdown menu, select the option:

- Breakfast

HELP

If you do not see the option "Breakfast" listed in dropdown, and you do participate in breakfast, you have incorrectly filled out "Meal Participation" in Step One: Package Type. Click "Cancel" in Step Three. Refer to page 24, "Needing to Restart your Package". Once the package is restarted select "Lunch and Breakfast" in the "Meal Participation" dropdown.

Without clicking "Continue", the screen will re-format and the window will add another set of dropdown selections.



4. Grade Group

Using the dropdown menu, select the options:

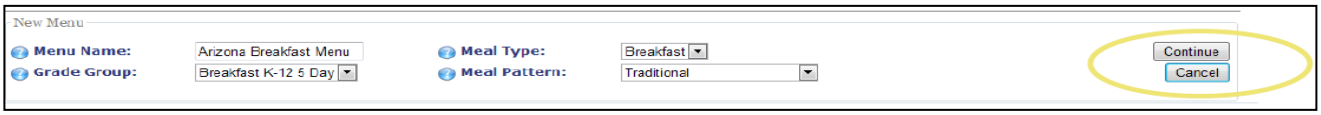
- Pick the selection that has the appropriate grade group **and** operating days for the breakfast menu you are adding.
-

HELP

*The dropdown lists **all** possible age/grade groups for the New Meal Pattern breakfast only.*

5. Meal Pattern

Using the dropdown menu, select the option:
New Meal Pattern

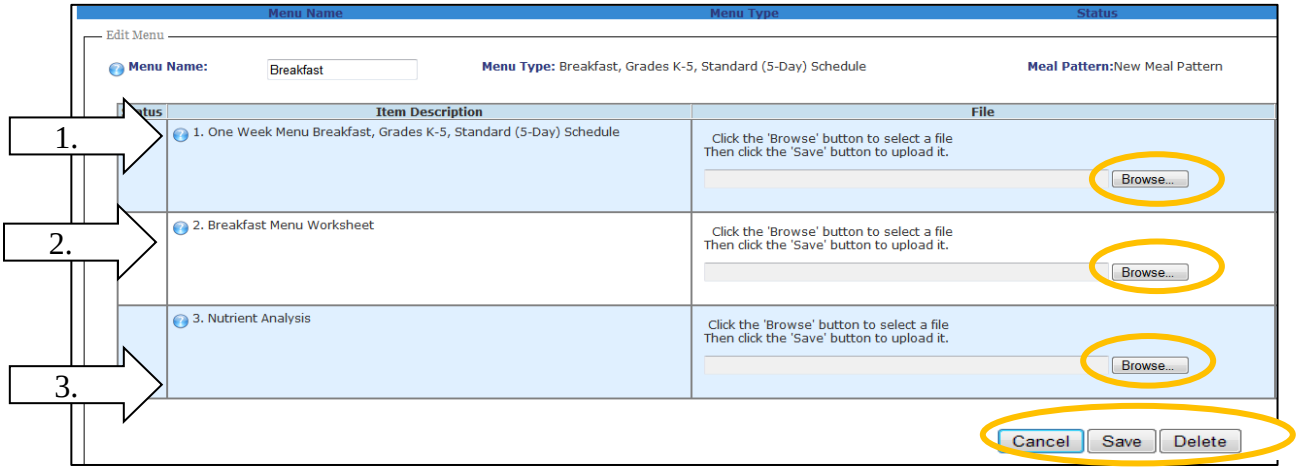


Click "Continue" if all fields are correct.

*If one or more fields are incorrect, you may change them **before** clicking "Continue".*

Click "Cancel" if you do not want to add this menu.

Once "Continue" is clicked, you will see this screen asking for THREE file uploads:



1. Upload the One-Week Breakfast Menu

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

HELP

Upload the completed file containing the specific one week menu for the meal pattern and meal type chosen. This one week menu must represent the same week for all lunch menus and breakfast menus.

2. Upload the Breakfast Menu Worksheet

- Click the "Browse…" button.
- A screen will pop up for you to find the file
- Select the file and click "Open"
- *A file should now be "attached" and the field should be entered with text.*

3. Upload the Nutrient Analysis

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file is attached when the field is entered with text.*

HELP

If you have selected the wrong file, you must click the "Browse" button again. A window will pop up to select the correct file and click "Open". This will REPLACE the file. You may not upload more than one file in each file line. You can only "Delete File" AFTER you have clicked "Save".

Click "Save" if you want to upload the file(s) attached.

You can click "Save" before all files have been attached.

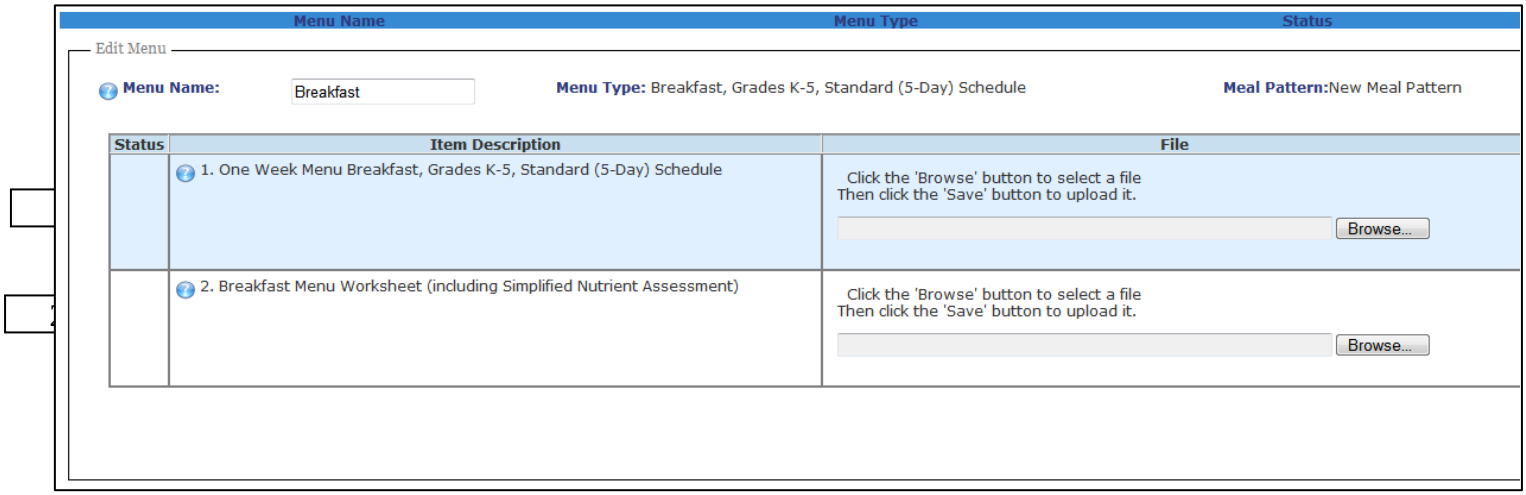
You will be able to Edit and Delete the file(s) after you click "Save".

Click "Cancel" if you do not want to upload any of these files, but still want Menu Name to exist.

Click "Delete" if you do not want to upload any of these files and do not want the Menu to exist.

Once you have clicked "Save" the page will refresh and Step Three will show the following table:

Once "Continue" is clicked, you will see this screen asking for THREE file upload Cancel Save Delete



1. Upload the One-Week Breakfast Menu

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

HELP

Upload the completed file containing the specific one week menu for the meal pattern and meal type chosen. This one week menu must represent the same week for all lunch menus and breakfast menus.

2. Upload the Breakfast Menu Worksheet (including the Simplified Nutrient Assessment)

DO NOT upload this workbook in a PDF format or separate the Simplified Nutrient Assessment Tab. ***ADE will only accept the Breakfast Menu Worksheet and the Simplified Nutrient Assessment as ONE EXCEL file.***

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

HELP

If you have selected the wrong file, you must click the "Browse" button again. A window will pop up to select the correct file and click "Open". This will REPLACE the file. You may not upload more than one file in each file line. You can only "Delete File" AFTER you have clicked "Save".

Click "Save" if you want to upload the file(s) attached.

Click "Cancel" if you do not want to upload any of these files, but still want Menu Name to exist.

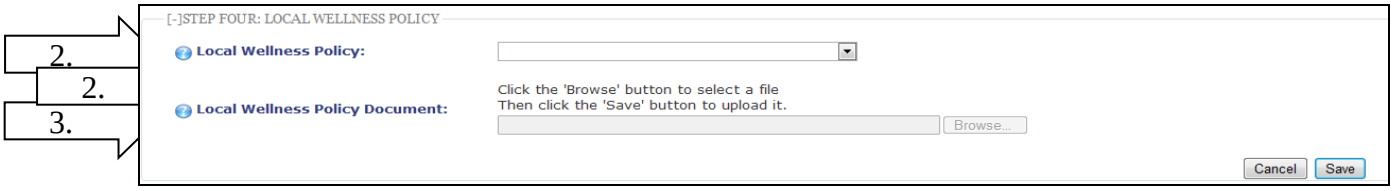
Click "Delete" if you do not want to upload any of these files and do not want the Menu to exist.

Once you have clicked "Save" the page will refresh and Step Three will show the above table

1. Click "Edit"

HELP

If you are unable to select "Edit" because the button is grayed out, scroll through this webpage and make sure there are no Steps open. If any Steps are open, click "Cancel" or "Save" for that Step. Only one Step at a time can be edited.



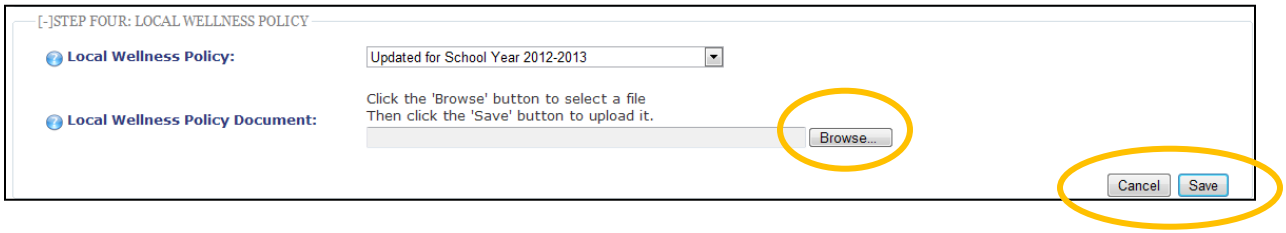
2. Local Wellness Policy

Using the dropdown menu, select the option:

- Updated in Current School Year
- Only have Local Wellness Policy from previous year(s)
- Do not have a Local Wellness Policy (any year)

*If you select "**Updated in Current School Year**" or "**Only have Local Wellness Policy from previous year(s)**"*

The screen will reformat and the field to upload the Local Wellness Policy Document will be available:



Upload the Local Wellness Policy Document

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the Local Wellness Policy that matches the status you selected and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

HELP

If you have selected the wrong file, you must click the "Browse" button again. A window will pop up for you to select the correct file and click "open". The file will REPLACE the old file. You may not upload more than one file.

There is no way to delete a file AFTER you have clicked selected the file and clicked "Open".

Click "Save" if you want to upload the files attached.

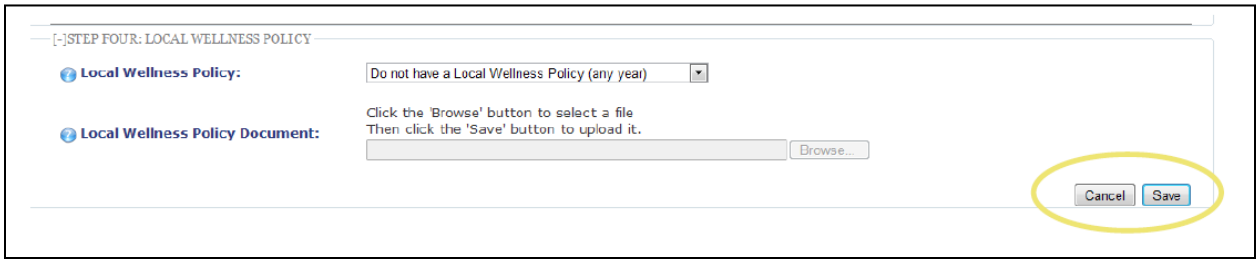
You may click "Save" to save the dropdown selection, even if a file has not been uploaded.

You will be able to edit the dropdown selection and file after you click "Save".

Click "Cancel" if you do not want to save the dropdown selection or the attached file.

If you selected "Do not have a Local Wellness Policy (any year)

The screen will reformat and field to upload the Local Wellness Policy Document will stay grayed out.

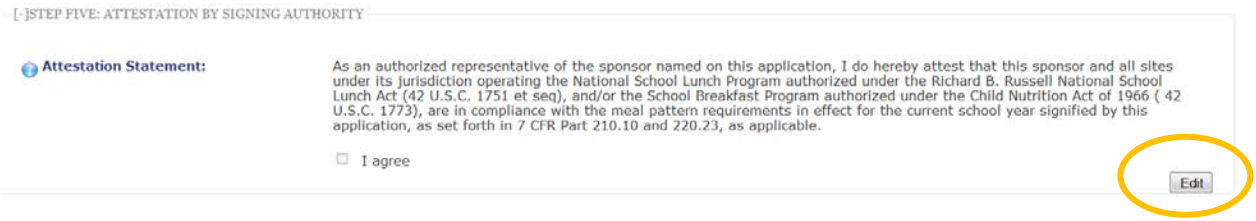


Click "Save" if you want to keep the dropdown selection.

You will be able to edit the dropdown selection after you click "Save".

Click "Cancel" if you do not want to save the dropdown selection.

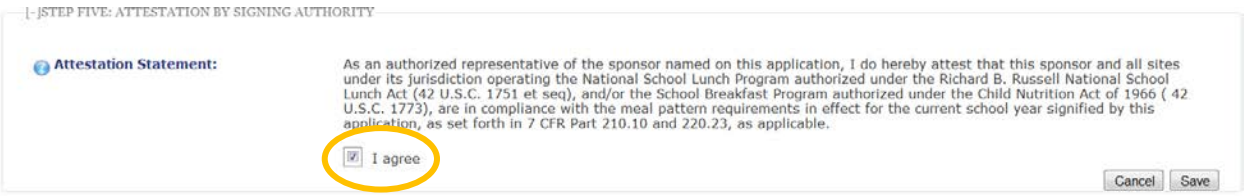
Click "Edit"



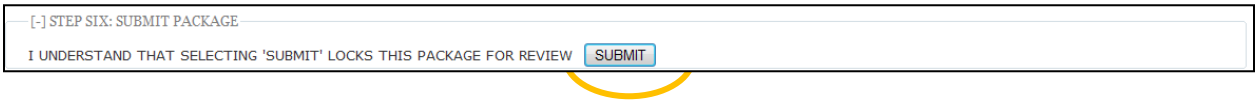
HELP

If you are unable to select "Edit" because the button is grayed out, scroll through this webpage and make sure there are no Steps open. If any Steps are open, click "Cancel" or "Save" for that Step. Only one Step at a time can be edited.

Read the statement and click, "I agree"



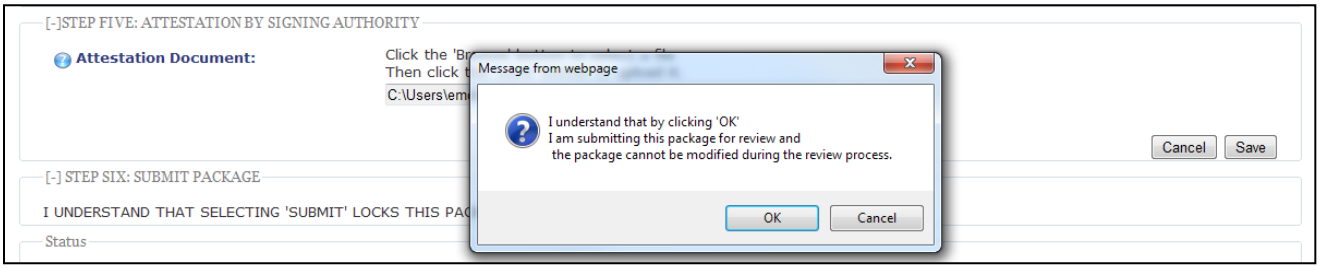
Click "Save"



<u>BEFORE</u> clicking "Submit", ensure all fields have been completed correctly and all documents have been uploaded.

Click "Submit" if you wish to send the complete Certification Package to ADE for review.

A window will pop-up for you to confirm that you wish to submit your Certification Package:

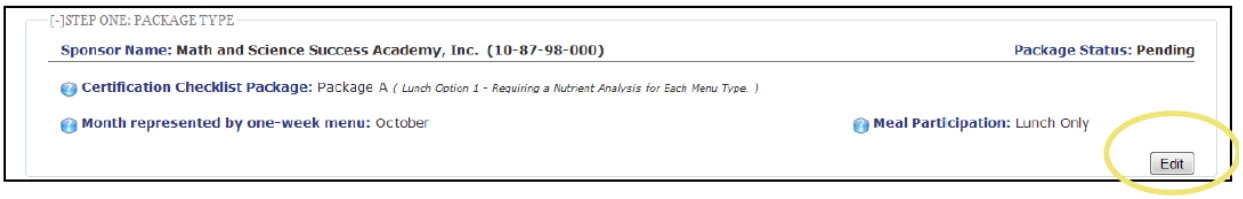


Click "OK" if you wish to send the complete Certification Package to ADE for review.
You will NOT be able to edit any part of this webpage AFTER "OK" is clicked.
You will be able to VIEW all documents after "Submit" is clicked.

Click "Cancel" if you do not want to send the complete Certification Package to ADE for review.
You will be able to modify the Certification Package if you click "Cancel".

<u>HELP</u>
If the package does not submit, you are missing one or more missing fields or documents.

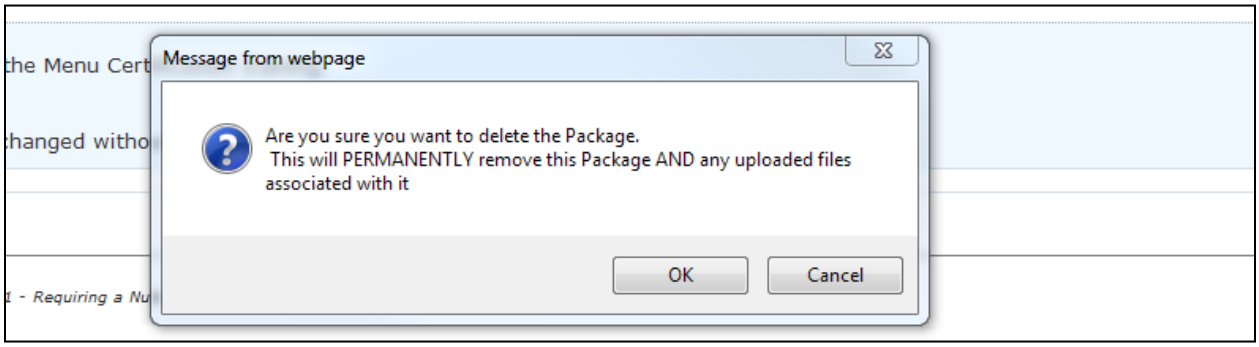
Find Step One: Pacakge Type on the web-page
Click 'Edit"



If Edit is grayed out, and you are unable to select "Edit", scroll through this webpage and make sure there are no Steps open. If any Steps are open, click "Cancel" or "Save" for that Step. As a reminder, only ONE Step at a time can be edited.

The screen will reformat and the window will add the option "Restart":

Click "Restart"
A window will pop up:



Click "OK" if you want to delete this Certification Package.

You will NOT be able to see any fields or documents previously uploaded. This button will permanently delete any entries.

Click "Cancel" if you do not want to delete this package.