



# Operating the National School Lunch Program at a Residential Child Care Institution



Health and Nutrition Services  
Arizona Department of Education

# Contents

Overview	Page 3
General Program Requirements	Page 4
Types of RCCI Students	Page 6
Eligibility for Meal Benefits	Page 8
Eligibility Documentation: Master Lists	Page 9
Free and Reduced-Price Policy Statement	Page 10
Point of Service Meal Counts	Page 11
Claiming Meals	Page 12
Menu Planning	Page 14
On-Site Monitoring	Page 19
Civil Rights Compliance	Page 20
Verification	Page 21
Outreach	Page 22
Resource Management	Page 23
Local Wellness Policy	Page 24
Record Keeping Summary	Page 25
Training Curriculum	Page 26



# Introduction

## **WHAT IS A QUICK GUIDE?**

Quick Guides are an abbreviated resource developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division. Quick guides are intended to compliment ADE's Step-by-Step Instruction: How-to Guides. They do not count towards Professional Standards training hours.

## **INTENDED AUDIENCE**

This resource is intended for Residential Child Care Institution (RCCI) operators.

## **PURPOSE OF THIS QUICK GUIDE**

This Quick Guide is designed to empower RCCI operators with a comprehensive set of resources and strategies to enhance skills and effectiveness. This Quick Guide offers valuable insights and practical tools to support RCCI program development, and it provides tailored resources to meet the specific challenges and needs in this field. Explore each section to discover innovative techniques, expert advice, and actionable steps that cater to the unique needs and goals of RCCIs.

# General Information

## QUALIFICATIONS

An RCCI can participate in the School Nutrition Programs provided that the institution:

1. Is public or nonprofit private;
2. Operates principally for the care of children;
3. Is a residential facility;
4. If private, is “tax exempt” under Section 501(c)(3) of the Internal Revenue Code of 1986;
5. If private, is licensed by the state to provide residential child care;
6. Serves those that are age 21 and under

A public institution is one which is operated by and primarily responsible to any level of federal, state or local government. A private, nonprofit institution is one which is not public and is tax exempt for federal income tax as described above.

## RCCI TYPES

Institutions qualifying as an RCCI eligible to participate in School Nutrition Programs include, but are not limited to:

- Homes for the mentally or physically challenged, emotionally disturbed or unmarried mothers and their infants;
- Group homes;
- Halfway houses;
- Orphanages;
- Temporary shelters for abused and/or runaway children;
- Long-term care facilities for chronically ill children;
- Juvenile detention centers.

Boarding schools are not considered to be RCCIs unless the above criteria is met.

# General Information

The School Nutrition Programs in which an RCCI is eligible to participate include:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Special Milk Program (SMP) (only for children that do not have access to the NSLP)
- And/or the After-School Snack Program (if the RCCI is offering an educational enrichment activity after the school day)

RCCIs are not eligible to operate the Summer Food Service Program (SFSP), the Community Eligibility Program (CEP), or Special Assistance Provision 2 or 3.

## Annual Application

RCCIs must enter into a written agreement with the State Agency (SA); this agreement sets forth the conditions for operating the program(s). The annual application, which includes both the Agreement and the Policy Statement, are required each year to be eligible to participate.

For guidance on annual application submission, please review: [Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb](#)

# Types of RCCI Students

RCCIs have two types of children who attend: residential students and day students. A residential student is one who resides in the facility and is considered a one-person household. A day student is one who attends the RCCI but does not reside in the facility.

## **RESIDENTIAL STUDENTS (INSTITUTIONALIZED STUDENTS)**

A residential/institutionalized student in an RCCI is considered a one-person household because the child is not living with their actual family as an economic unit. The child resides, temporarily or permanently, in a residential-type facility, which the State has determined is not a boarding school. The RCCI does not need to obtain an application or signature from an adult household member. Since an institutionalized child is defined as a family of one, program eligibility for institutionalized children is based on income received by the child; the family's income is not included. Payments from any source directly received by the institution on a child's behalf are not considered income to the child. Only the income a child earns from employment and/or personally receives while in residence at the institution is considered income.

In order to properly document the eligibility of institutionalized children, an RCCI may use one of the following methods:

- Eligibility Roster – if an RCCI does not have a predetermined policy which dictates the allowable income to children, then it must record eligibility determinations, by child, on a roster. A sample roster is available on our website. The roster must include the following information:
  - Child's name
  - Child's date of birth
  - Date of eligibility determination
  - Category of eligibility
  - Approving official's signature/initials
- Documentation of either the Statement of Facts or the Eligibility Roster must be maintained.

## **NON-RESIDENTIAL/DAY STUDENTS**

Day students are children who attend, but do not reside in the RCCI. A non-residential/day student's eligibility for free, reduced, or paid meal benefits is determined based on traditional methods of certification. This includes direct certification, a household eligibility application, and/or homeless/migrant/runaway/HeadStart documentation. Please refer to [The Eligibility Manual for School Meals, Revised July 2017](#) for more information on certification of meal benefits. Documentation must be maintained for the eligibility determination of all day students.

## **AGE LIMITATIONS FOR CLAIMING STUDENT MEALS IN RCCIS**

The age limit for claiming meals in the NSLP and SBP for students enrolled in an RCCI is up to 21 years of age; meals may not be claimed for students residing in an RCCI who are 21 years of age or older.

RCCIs can only claim meal reimbursements for students through 20 years of age.

# Eligibility for Meal Benefits

RCCIs eligible to participate in child nutrition programs must establish the eligibility of the children participating at the RCCI. RCCI's must maintain eligibility documentation (the names, ages - must be under 21 years of age - and entry and departure dates) of all participating children in the School Nutrition Programs.

Children residing in RCCIs are not automatically eligible for FREE meals. A determination of FREE, REDUCED, or PAID must be made. Please see the guidance above for Institutionalized Children (those residing in an RCCI) and for Day Students (non-residential student) for the specifics on determining the child's eligibility for FREE, REDUCED, or PAID meals.

RCCIs **with** day students: Children attending but not residing in an RCCI are considered members of their household and their eligibility for free, reduced-price, or paid meal benefits is determined based on the information on the household application or through direct certification.

RCCIs **without** day students: Each child residing in an RCCI is considered a household of one. An application is completed for each child unless the RCCI uses a Master List (eligibility documentation sheet) for all children residing in the RCCI.


RCCIs participating only in the Special Milk Program (SMP) and receiving only the paid rate are not required to obtain eligibility documentation for participating children. This only applies to the SMP, not any other School Nutrition Programs.

Some RCCIs may have both residential children and day students; requirements for certification are different for each type of student.



# Free and Reduced-Price Policy Statement

RCCLs are required to submit and maintain a [Free and Reduced-Price Policy Statement](#), even if they operate a program that does not charge separately for meals.

<p style="text-align: center;"> <b>Free and Reduced-Price Policy Statement</b></p> <p><b>INTRODUCTION</b> In accordance with 7 CFR 245.10, each School Food Authority (SFA) participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP) with the free milk option must have an approved Free and Reduced-Price Policy Statement on file with the Arizona Department of Education (ADE) that accurately describes its current free and reduced-price policies. SFAs just beginning participation in the NSLP, SBP, or SMP must submit their policy statement to ADE for review as part of the new SFA application process. The policy statement becomes a permanent document but must be amended when the SFA makes a substantive change to its free and reduced-price policies. Amendments must be submitted for review by ADE by October 15 each year.</p> <p><b>POLICY STATEMENT</b> SFA Name: <u>SFA Name</u> Date: _____</p> <p>This statement applies to the programs in which the SFA will be participating as indicated on the application and agreement.</p> <p>In fulfilling its responsibilities to implement a policy that conforms to United States Department of Agriculture (USDA) regulations regarding determination of children's eligibility for free and reduced-price benefits.</p> <p>SFA Name _____ wishes to state the following:</p> <p>A. SFA Name _____'s CNPWeb Sponsor Application will be updated each school year to reflect the following:</p> <ul style="list-style-type: none"><li>• The household application, application letter, and notification letters provided to households applying for benefits will be those provided by ADE</li><li>• And/or a customized household application, application letter, and notification letters have been developed and will be provided to households applying for benefits. Customized applications and letters must be reviewed and approved by ADE prior to use</li></ul> <p>B. <b>Insert Title/Position</b> _____ is the LEA official that has been designated to make eligibility determinations.</p> <p>C. The following direct certification procedures have been implemented:</p> <p style="text-align: center;">November 2025   Health and Nutrition Services   Arizona Department of Education USDA is an equal opportunity provider, employer, and lender.</p>	<p>_____ procedures for benefits have been implemented:</p> <p>_____ current Income Eligibility Guidelines (IEGs).</p> <p>_____ meals. A foster child may be included as a _____ as to also apply for benefits for other children, as _____ as long as the child is not eligible for free or reduced-price meal _____ receiving free meal benefits.</p> <p>_____ eligible under Other Source Categorically Eligible _____ assistance in receiving benefits and to mark the _____ as _____.</p> <p>_____ will ensure there are no barriers for _____ and English Proficient (LEP) families and will _____ age they can understand throughout the _____.</p> <p>_____ will abide by the hearing procedures set forth in 7 _____ in 7 CFR 245.8.</p> <p>_____ will complete verification activities by November _____ the following procedures:</p> <p>_____ will maintain all records pertaining to verification _____.</p> <p>_____ will submit to ADE a summary report of _____ R 245.6(a)(h) by February 1 each year.</p> <p>_____ present disclosure of confidential free and reduced- _____ 245.6(f)(k).</p> <p style="text-align: center;">November 2025   Health and Nutrition Services   Arizona Department of Education USDA is an equal opportunity provider, employer, and lender.</p>	<p>_____ civil rights regulations and policies, the USDA, _____ participating in or administering USDA programs _____ for, national origin, religion, sex, disability, age, _____ from a public assistance program, political _____ activity, in any program or activity conducted or _____ s). Remedies and complaint filing deadlines vary _____.</p> <p>_____ means of communication for program information _____ (language, etc.) should contact the state or local _____ DA through the Telecommunications Relay _____ m information may be made available in _____.</p> <p>_____ the USDA Program Discrimination Complaint _____ am Discrimination Complaint and at any USDA _____ file in the letter all of the information requested in _____ all (866) 632-9992. Submit your completed form _____.</p> <p>_____ the Assistant Secretary for Civil Rights, 1400 _____ shington, D.C. 20250-9410;</p> <p>_____ provider, employer, and lender.</p> <p>_____ will notify the public through a public/media _____ dia, unemployment offices, and major employers _____ its schools. The release will include the name(s) _____ , and/or SMP in CNPWeb, Income Eligibility _____ and other information required to be contained in _____ release which will be used is attached to this _____.</p> <p style="text-align: center;">November 2025   Health and Nutrition Services   Arizona Department of Education USDA is an equal opportunity provider, employer, and lender.</p>	<p>_____ has implemented the following policies per site _____.</p> <p>_____ milk is offered which meets the requirements of 7 _____ or free or reduced-price benefits will have the _____ those children who pay the full price for their _____ children receiving free or reduced-price meals, _____ lden paying the full or reduced-price of the meal _____.</p> <p>_____ vice, the following practices will be implemented to _____ free or reduced-price meals:</p> <p>_____ will notify the public through a public/media _____ dia, unemployment offices, and major employers _____ its schools. The release will include the name(s) _____ , and/or SMP in CNPWeb, Income Eligibility _____ and other information required to be contained in _____ release which will be used is attached to this _____.</p> <p style="text-align: center;">November 2025   Health and Nutrition Services   Arizona Department of Education USDA is an equal opportunity provider, employer, and lender.</p> <p style="text-align: center;">_____ Authorized Signature</p> <p style="text-align: center;">_____ Date</p>
---	---	---	---



For information regarding the FRPPS please review the guide:  
**[How to Complete the Free and Reduced-Price Policy Statement.](#)**

# Point of Service Counts

To receive reimbursement, sites must accurately count, record, and claim the number of meals actually served to students by category: free, reduced-price, and paid. The number of meals served free, reduced-price, and paid claimed for reimbursement must have adequate documentation on file to support the claim.

Meals must be counted daily at that point in the food service operation where it can be determined that a reimbursable meal, containing all required components, has been served to an eligible student. It is preferred that a trained adult, school employee, or volunteer take the counts.

Meal count systems that are **not** acceptable include the following:

- Attendance, tray, classroom, delivery, or entrée counts
- Cash converted to meals
- Category/cash back-out system
- Counts taken anywhere other than the point of service, such as the beginning of the service line
- Counts of tickets sold and distributed
- All cash line

Meal counting systems that **are** acceptable include the following: • Roster/Meal Participation Record (Sample included at the end of this section)

- Tickets
- Tokens
- Computerized point of sale with ID cards, pin numbers, biometrics, etc.
- Checklist

# Claiming Meals

RCCI meal counts, by eligibility category, are submitted on a monthly basis for each site. Only one meal per child per meal service may be claimed for reimbursement. Adult meals, a la carte items, and snacks (unless approved for the After School Snack Program), dinners and second meals are not reimbursable and should be accounted for separately.

## DAILY EDIT CHECKS

RCCIs must establish internal controls to ensure that an accurate claim for reimbursement has been made. Internal controls protect the RCCI from having erroneous claims and potential over claims.

RCCIs are to conduct daily edit checks at each site for each meal service to ensure that the daily meal count does not exceed the number of eligible children.

It is recommended that all RCCIs use the template provided by ADE to complete the [Daily Edit Check](#).

- Note: this is the same Daily Edit Check required for LEAs operating normal NSLP. A component of the Daily Edit Check is an Attendance Factor (AF), which is a percentage that accounts for the difference between enrollment and attendance. RCCIs without day students may use a simplified edit check by ensuring that the daily counts do not exceed the highest number of enrolled students that month.



For guidance on completing an edit check, please reference:  
**[Step-by-Step Instruction: How to Complete Daily Edit Checks](#)**

For guidance on submitting claims in CNPWeb, please reference:  
**[Step-by-Step Instruction: How to Submit a Claim in CNPWeb](#)**

# Claiming Meals

## **MEALS SERVED TO CONTINUOUS SCHOOL CALENDAR (YEAR ROUND) STUDENTS**

Many RCCIs operate on a continuous school calendar. RCCIs may claim reimbursement for meals served in the NSLP or SBP on any operational day that students are present and receiving meals.

## **MEALS SERVED TO STUDENTS OF RCCI STAFF**

RCCIs may not claim reimbursement for meals served to students of RCCI staff except in the following situation:

- Students are actually enrolled in the RCCI program and in residence.
- Students are non-residential but enrolled in the RCCI's school.
- Documentation is kept on file.

## **MEALS SERVED TO RCCI STAFF**

RCCI staff that are assisting with the operation of the meal program may receive a meal at no charge. This includes staff that prepare and serve meals, perform the counting and claiming, and supervise the meal service. The RCCI must pay the nonprofit school food service account for meals served to staff that are not involved directly with the preparation, operation, or supervision of the meal service.

# Menu Planning

The USDA required Food Based Meal Pattern provides for required serving sizes of specific food components based on the grade of the child.

RCCI's must choose the meal plan that reflects the number of days of operation.

- [National School Lunch Program \(3-day, 4-day, 5-day, 6-day, 7-day\)](#)
- [School Breakfast Program \(3-day, 4-day, 5-day, 6-day, 7-day\)](#)

The established grade groups are: grades K-5 (ages 5-10), grades 6-8 (ages 11-13), and grades 9-12 (ages 14-18).

The term "age/grade groups" refers to grade groupings only. The classification of grade groups K-5, 6-8, and 9-12 was based on nutritional needs of children and the ages that typically correspond with these grade levels (ages 5-10 for grades K-5, ages 11-13 for grades 6-8, and ages 14-18 for grades 9-12). Schools should therefore plan menus based on the grade levels of students. For specific guidance, SFAs are encouraged to consult with ADE to determine appropriate grade groups for such a school.

## **AGE GROUP EXEMPTION**

The United States Department of Agriculture (USDA) recently released information that allows Residential Child Care Institutions (RCCIs) meeting certain requirements to serve one meal pattern even when the age/grades being served span more than one age/grade group. The age/grade groups are set forth in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal patterns. Specifically, this policy ([SP 48-2013](#)) applies to all RCCIs that:

1. Consist of more than one age/grade group; and
2. Have legitimate safety concerns.

For these facilities, ADE may permit the RCCI to serve NSLP/SBP meals with the same amount of food at the meal service. In such cases, RCCIs shall serve meals meeting the NSLP meal pattern in effect for the highest age/grade group represented, to ensure nutritional adequacy.

If an RCCI meets these requirements and wishes to request implementation of this exemption, approval must be obtained from ADE prior to implementing the option. ISBE will consider RCCI requests to implement this option on a case-by-case basis and must ensure that all criteria are met. Please submit such request in writing to [helpdeskexternal.azed.gov](mailto:helpdeskexternal.azed.gov). Each request must include the following information:

1. Name of Sponsor
2. CTDs Number
3. Site Name(s)
4. Site CTDs Number(s)
5. A statement(s) on school letterhead stating how this site(s) meets all of the requirements listed above, as required by USDA.

## **MILK VARIETY FOR JUVENILE DETENTION CENTERS**

RCCIs that are juvenile detention centers may meet the milk variety requirement over the week rather than daily if there are potential, legitimate safety concerns regarding offering different milk to students. For example, the RCCI may offer all students flavored nonfat milk on some days of the week, and unflavored low-fat milk on other days.

## **WEEKLY OPERATING CYCLE**

For weekend meals, the RCCI must follow the daily and weekly meal pattern requirements. The operator may add three weekends together to create a 6-day school week. Only the “additional vegetables” category is adjusted, and no adjustment to any of the dietary specifications is required since they are weekly averages (the same value applies, whether it is a school week of 6 or 7 days). For a sporadic meal offered during the week, only the daily meal pattern requirements would apply. The sporadic meals would not be included in the nutrient analysis. Three days is the minimum weekly operating cycle. Meal pattern requirements for short and long weeks, including vegetable subgroup requirements, can be found at:

<https://www.fns.usda.gov/cn/short-and-long-week-calculations>.

## **CALORIE WAIVER**

There is no waiver for the nutrition standards (meal patterns and dietary specifications) for any RCCI, including those residents who are engaged in high energy, physical work and pregnant residents. To meet caloric needs of the RCCI participants, the operator may increase the calories provided through other meal services such as snacks and dinner.

## **OFFER VERSUS SERVE**

Offer versus serve or OVS is a concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.

At the senior high school level, OVS is required at lunch unless the school or SFA demonstrates to ADE that their system does not accommodate OVS. This is most common at certain RCCIs. While schools and RCCIs serving pre-plated meals are not required to change their meal service system, they are encouraged to make modifications to accommodate OVS. For example, an RCCI could offer the fruit, vegetable, grain and/or milk components/food items separately to allow students to have some level of choice about what they want to eat. A basket with a variety of fruits and a separate cooler with milk choices would be possible ways to implement OVS in this situation.

Please refer to [USDA's Offer vs. Serve Manual](#) for more information.

## **FAMILY-STYLE MEAL SERVICE**

Family-style meal service is allowed in RCCIs and schools serving all grades. Local Program operators must plan and offer at least the minimum required food quantities for each child participating in the meal service. Students must select the required components for a reimbursable meal, including at least ½ cup of fruits or vegetables. Meals offered must also meet the food component and dietary specification requirements.

## **POTABLE WATER**

Arizona schools, including RCCIs are required to make potable water available to children at no charge in the place where meals are served or immediately adjacent to the meal service area. Acceptable access may include:

- Pitchers and cups on lunch and breakfast tables.
- Water fountain in the food service area or immediately adjacent area.
- Faucet that allows children to fill their own bottles or cups with drinking water

## **OTHER MENU PLANNING REQUIREMENTS**

There are additional menu planning requirements that are required of all participants in the School Based Child Nutrition Programs that are not specific to RCCI's. More information on those requirements are in the [HNS Training Library](#). Additional topic areas include:

- Daily Production Records
- Standardized Recipes
- Whole Grain Rich requirements
- Meal pattern requirements for the After School Snack Program

# On-Site Monitoring Requirements

NSLP and SBP regulations require each SFA, with more than one site where reimbursable meals are served, to annually conduct their own review of each site's meal count and claiming procedures. All NSLP sites must be reviewed, and on-site reviews must be conducted at a minimum of 50% of the sites that serve breakfast. On-Site monitoring must be completed by **February 1** annually.

- [Internal On-Site Monitoring Form - Afterschool Care Snack Program](#)
- [Internal On-Site Monitoring Form – Breakfast](#)
- [Internal On-Site Monitoring Form – Lunch](#)

# Civil Right Compliance

- Follow [Procedures for Complaints of Discrimination](#) and maintain any information on Civil Rights complaints and resolutions.
- All RCCIs (with or without day students) must maintain on file racial/ethnic makeup of the children applying and participating in the program. The [Civil Rights Compliance Form](#) is located on the [Civil Rights Webpage](#), and must be completed and kept on file by **December 15th** annually.
- Obtain a [Medical Statement for Students with Special Dietary Accommodations](#), and make the appropriate substitutions in the regular meal pattern for those children who are considered disabled in 7 CFR 15b and whose disability restricts their diet in such a way that they cannot fully participate in the food service program without some modification.
- Include the Civil Rights nondiscrimination clause on any printed material or communications. To access the Civil Rights statement, visit the [Civil Rights webpage](#).
- RCCIs with day students must inform parents or guardians of students as well as local minority and grassroots organizations of the availability of program benefits or services and the eligibility requirements via the [Public Media Release](#). Provide non-English speaking persons with program information and translated forms.
- Display the And Justice for All poster at each site in a prominent place where reimbursable meals are served. To order And Justice for All posters, email [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov).
- Train staff annually on civil rights and maintain the agenda, sign-in sheet, and training materials.

# Verification

Verification is the confirmation of eligibility to receive free and reduced-price meals under the NSLP and SBP. Verification is only required when eligibility is determined through the use of a Household Eligibility Application. The verification process takes place annually and involves requesting documentation of information provided on a household application from a small sample of household applications. Once that documentation is received, the Verification Summary Report in CNP Verification Reporting must be completed and submitted.

The requirements for verification are different for those children that reside in the RCCI verses day students (if applicable).

- Institutionalized Children – the verification process is not required, due to the fact that children residing in a RCCI do not complete Household Eligibility Applications. However, the Verification Summary Report must be completed, and will gather general information on site number and student counts.
- Day Students – the verification process is required. Day students must be certified for meal benefits through direct certification or Household Eligibility Application; therefore, both the verification process and the Verification Summary Report are required for any RCCI with day students.

# Outreach

Like traditional schools, RCCIs are required to conduct outreach for SBP three times a year and SFSP before and during the summer months, even if they do not participate in SBP or SFSP themselves. The outreach can be basic; sample ways to meet the outreach requirement are:

- Posting breakfast promotion on a bulletin board in a common area of the RCCI (when, where, how much it costs), or in the intake area
- Posting phone number, texting information, and a link to nearby location maps or HNS's [Summer Meal Service website](#) on a bulletin board or common area
- Posting this information on the RCCI website (if applicable)
- Including information in the intake or discharge process

# RCCI Resource Management

Food service revenues and expenditures must be tracked and reported annually. For more information on the requirements and resources, please see the Financial accordion in the [NSLP Program Forms and Resources](#) Webpage.

RCCLs must also comply with Buy American tracking and requirements.

- [Buy American Accommodation Quick Guide](#)
- [Buy American Accommodation Plan SY 2025-2026](#)
- [Buy American Exceptions Summary Tool](#)

# Local Wellness Policy

As of July 2006, it is required for all Local Education Agencies (LEAS) including RCCIs to establish and implement a Local Wellness Policy with the objectives of:

- Setting goals for nutrition education, physical activity, and promoting student wellness
- Setting nutrition guidelines for all foods available on school campus during the school day
- Assuring nutrition guidelines for school meals will not be less restrictive than federal policy
- Establishing a plan for measuring effectiveness
- Involving physical education teachers, school health professionals, parents, students, and representatives from the SFA, school board, school administration, and the public in the development of the Local Wellness Policy.

For more information on the requirements and resources, please see the Local Wellness Policy accordion in the [NSLP Program Forms and Resources](#) Webpage.

# RCCI Record Keeping Summary

SUBMIT TO HNS	MAINTAIN BY OPERATOR
<p>Daily:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Daily:</p> <ul style="list-style-type: none"> <li>• Meal Service Production Records</li> <li>• Master List/Income Applications</li> <li>• Meal Counts and Daily Edit Checks</li> <li>• Temperature Logs</li> </ul>
<p>Monthly:</p> <ul style="list-style-type: none"> <li>• Reimbursement Site Claims</li> </ul>	<p>Monthly:</p> <ul style="list-style-type: none"> <li>• Revenue Expenditures</li> </ul>
<p>Annually:</p> <ul style="list-style-type: none"> <li>• Site and Sponsor Applications</li> <li>• FSMC Contract or Addendum (if applicable)</li> <li>• CNP Verification Summary Report – due February 1st</li> <li>• Annual Financial Report – due October 1st</li> </ul>	<p>Annually:</p> <ul style="list-style-type: none"> <li>• Verification Documents</li> <li>• Civil Rights Compliance Form – due December 15th</li> <li>• On-Site Reviews of Counting and Claiming Procedures – due February 1st</li> <li>• CNP Direct Certification Match Results – Must conduct Direct Certification a minimum of 3 times per year (applicable for RCCIs with Day Students)</li> <li>• Food Safety Inspections – Minimum 2 per year</li> <li>• Food Safety Plan (HACCP)</li> <li>• Local Wellness Policy</li> </ul>
<p>As Needed:</p> <ul style="list-style-type: none"> <li>• Response to Reviews</li> <li>• FSMC Invitation to Bid/Request or Request for Proposal</li> <li>• DES license</li> </ul>	<p>As Needed:</p> <ul style="list-style-type: none"> <li>• Purchasing Bids/Quotations</li> <li>• Staff Training Documentation</li> <li>• Accountability Procedures</li> <li>• Standardized Recipes</li> <li>• CN Labels and Product Specifications</li> <li>• Nutrition Facts Labels</li> <li>• Special Diet Orders</li> <li>• Buy American Tracking/Accommodation Plan</li> </ul>

# TRAINING CURRICULUM

## RESIDENTIAL CHILD CARE INSTITUTION (RCCI)



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u><b>Orientation to the National School Lunch Program</b></u>	<b>Online Training</b> <i>(recommend taking ASAP)</i>	2.00	<a href="#">Online Training Library:</a> <b>Administration</b>
<u><b>Staying on Track Webinar Series</b></u>	<b>Webinar</b> <i>(recommend attending monthly webinar series)</i>	1.00	Live Webinar: <a href="#">Register in APLD</a> <b>Slides and Recordings:</b> <a href="#">Staying on Track Webinar Webpage</a>
<u><b>Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb</b></u>	<b>Online Training</b> <i>(recommend taking ASAP)</i>	1.50	<a href="#">Online Training Library:</a> <b>Administration</b>
<u><b>Step-by-Step Instruction: How to Submit a Claim in CNPWeb</b></u> <i>(claiming guidance specific to NSLP; trainings also available for sites that operate Special Assistance Provisions 2 or 3 or Community Eligibility Provision (CEP))</i>	<b>Online Training</b> <i>(recommend taking before submitting your first reimbursement claim)</i>	0.75	<a href="#">Online Training Library:</a> <b>Counting &amp; Claiming</b>
<u><b>Step-by-Step Instruction: How to Complete Daily Edit Checks</b></u>	<b>Online Training</b> <i>(recommend taking before the school year begins)</i>	1.00	<a href="#">Online Training Library:</a> <b>Counting &amp; Claiming</b>
<u><b>Designing Your Employee Training Plan: A Course for School Nutrition Directors</b></u>	<b>Online Training</b> <i>(recommend taking ASAP)</i>	1.50	<a href="#">Online Training Library:</a> <b>Administration</b>
<u><b>Civil Rights Compliance in Child Nutrition Programs</b></u> <i>*Required for all employees every year</i>	<b>Online Training</b> <i>(recommend taking July-September)</i>	1.00	<a href="#">Civil Rights Webpage:</a> <b>Training</b>
<u><b>Step-by-Step Instruction: How to File a Civil Rights Complaint</b></u>	<b>Online Training</b> <i>(recommend taking ASAP)</i>	0.25	<a href="#">Civil Rights Webpage:</a> <b>Training</b>
<u><b>Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form</b></u>	<b>Online Training</b> <i>(recommend taking before December 15th)</i>	0.50	<a href="#">Civil Rights Webpage:</a> <b>Training</b>

# TRAINING CURRICULUM

## RESIDENTIAL CHILD CARE INSTITUTION (RCCI)



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<p><b><u>Food Safety in Schools</u></b>  <i>*At least 8 hours of food safety training is required every five years prior to the director's starting date or completed within 30 days of the start date</i></p>	<p><b>Online Training</b></p>	<p><b>8.00</b></p>	<p><a href="#">ICN eLearning Portal</a> (Free ICN account required)</p>
<p><b><u>Smart Snacks and Competitive Foods in Arizona</u></b></p>	<p><b>Online Training</b> (recommend taking early in the school year)</p>	<p><b>0.50</b></p>	<p><a href="#">Online Training Library:</a> <b>Smart Snacks</b></p>
<p><b><u>Procurement Basics</u></b>  <i>*Required annually for all program directors, management, and staff members tasked with NSLP procurement responsibilities</i></p>	<p><b>Online Training</b> (recommend taking before school starts)</p>	<p><b>2.50</b></p>	<p><a href="#">Online Training Library:</a> <b>Procurement</b></p>
<p><b><u>Meal Counting Do's and Don'ts</u></b></p>	<p><b>Recorded Webinar</b></p>	<p><b>1.00</b></p>	<p><a href="#">Online Training Library:</a> <b>Counting &amp; Claiming</b></p>
<p><b><u>CN Labels &amp; Product Formulation Statements</u></b></p>	<p><b>Recorded Webinar</b></p>	<p><b>0.75</b></p>	<p><a href="#">Online Training Library:</a> <b>Menu Planning</b></p>
<p><b><u>Step-by-Step Instruction: How to Plan a Breakfast Menu</u></b></p>	<p><b>Online Training</b></p>	<p><b>1.50</b></p>	<p><a href="#">Online Training Library:</a> <b>Menu Planning</b></p>
<p><b><u>Step-by-Step Instruction: How to Plan a Lunch Menu</u></b></p>	<p><b>Online Training</b></p>	<p><b>2.50</b></p>	<p><a href="#">Online Training Library:</a> <b>Menu Planning</b></p>
<p><b><u>Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations</u></b></p>	<p><b>Online Training</b></p>	<p><b>0.50</b></p>	<p><a href="#">Online Training Library:</a> <b>Menu Planning</b></p>
<p><b><u>Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program</u></b></p>	<p><b>Online Training</b></p>	<p><b>0.75</b></p>	<p><a href="#">Online Training Library:</a> <b>Menu Planning</b></p>

# Thank you!

---

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

*USDA is an equal opportunity provider, employer, and lender.*