



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

HANNA SKANDERA
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ
Governor

August 14, 2012

MEMORANDUM

TO: Superintendents
Charter School Administrators
Business Managers
Directors of Student Nutrition

FROM: Denise Koscielniak, Federal Programs Director
Regina Madrid, Student Nutrition Director

**RE: COMPLIANCE WITH NEW MEAL PATTERN REQUIREMENTS FOR
THE NATIONAL SCHOOL LUNCH PROGRAM AND ADDITIONAL SIX
CENTS LUNCH REIMBURSEMENT**

The new meal pattern requirements for breakfast and lunch under the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), effective July 1, 2012, requires an additional six cents per lunch reimbursement for certified schools districts/school food authorities (SFAs). The additional six cents will be provided to those school districts/SFAs certified by the New Mexico Public Education Department (PED) to be in compliance with the new meal patterns. The purpose of the additional six-cent reimbursement is to assist these school districts/SFAs in meeting the new meal pattern as quickly as possible.

The PED is providing a mandatory training on the new meal pattern and menu certification to assist school districts/SFAs to qualify for the additional reimbursement.

**Back to School Workshop
National School Lunch Program
New Meal Pattern & Certification Training
Tuesday, August 28, 2012
7:30 a.m.–4:30 p.m.
University of New Mexico Student Union
Ballrooms A & B
Registration is free.**

It is very important that every school district/SFA in the state be represented at this mandatory training. We encourage food service personnel and business managers to attend this training.

All of the documentation required for menu certification will be discussed in detail. Each school district/SFA will be given a checklist and binder to use when submitting their menus and supporting documentation.

The HHFKA makes the additional reimbursements available for lunches meeting the updated meal pattern requirements beginning October 1, 2012, and thereafter. Prior to the additional reimbursement, the PED must determine that the school districts/SFAs meet compliance with the HHFKA.

The school districts/SFAs must submit the following documentation for the PED's review in order to be certified to receive the additional six-cent reimbursement beginning October 1, 2012:

- **Menus and menu worksheets:** One week of each menu offered by age, grade group, and a detailed menu worksheet for each menu showing food components and quantities by reimbursable meal. For example, if the school district/SFA serves an elementary, middle, and high school menu, three separate menus and menu worksheets will need to be submitted.
- **Nutrient analysis or a simplified nutrient assessment:** A nutrient analysis, using Food and Nutrition Service (FNS) approved software, or simplified nutrient assessment following standards.
- **Attestation:** School districts/SFAs must attest in writing that the documentation submitted for certification is representative of the daily meal service within the school districts/SFAs, and that the minimum required food quantities for all meal components are available to students in every serving line.

It is important to note that all schools within the school districts/SFAs must be in compliance with the new meal pattern in order to receive the additional six-cent reimbursement. If the school district/SFA participates in the school breakfast program, the schools must also be in compliance with the updated breakfast requirements in effect at the time of certification.

If your school districts/SFAs have multiple menus instead of a standard menu, you will need to submit the menu, menu worksheet, and simplified nutrient assessment for each location. Even though the PED will begin reviewing the above documents after July 1, 2012, the additional reimbursement will not be available until October 1, 2012. The school districts/SFAs will not receive the additional reimbursement until after written notification is received from the PED. Further guidance regarding the documentation required will be provided at the training and as received from the United States Department of Agriculture.

The HHFKA requires the PED to conduct a validation review of 25% of the school districts/SFAs during the 2012–2013 school year. The on-site validation review will confirm that a certified school district/SFA continues to meet the updated meal patterns from the beginning of the certification. The on-site validation ensures that the meal service is consistent with the certification documentation submitted to the PED. During the on-site validation review, we will observe meal service for each certified menu by age grade grouping and review the production records for observed meals.

Certified school districts/SFAs will be selected for review during these periods:

October–December 2012
January–March 2013
April–May 2013

If you have been selected, you will be notified by the PED prior to the on-site validation review. Further guidance will be provided at the August 28th training.

The following resources are available to assist you. The USDA FNS division has a School Meal Pattern Clearinghouse which will provide you with helpful information. It can be accessed at <http://healthymeals.nal.usda.gov/bestpractices>. The PED has materials on its website, including sample menus from its annual conference that can be viewed at <http://ped.state.nm.us/nutrition/index.html>. The New Mexico School Nutrition Association can provide additional support and resources for you at <http://www.nmsna.com/>.

Providing New Mexico's students healthy and nutritious meals and snacks is critical to the learning process, and helps ensure that students are ready for success when they enter our classrooms. If you have any questions, please do not hesitate to contact Ms. Barbara Vigil at (505) 827-1821 or via email at barbara.vigil@state.nm.us.

HS/DK/rm

cc: Hanna Skandera, Secretary-Designate of Education
Paul Aguilar, Deputy Secretary, Finance and Operations
Marian Rael, Administrative Services Director
Student Nutrition Bureau Staff