



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](http://www.ped.state.nm.us)

HANNA SKANDERA  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
Governor

May 31, 2012

**MEMORANDUM**

**TO:** Superintendents  
Charter School Administrators  
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 to be provided to school districts/school food authorities, certified by the New Mexico Public Education Department (NMPED). The additional six cents will be provided to those school districts and school food authorities certified by the NMPED to be in compliance with the new meal patterns. The purpose of the additional six cent reimbursement is to assist these school districts and school food authorities in meeting the new meal pattern as quickly as possible.

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

The school districts/school food authorities must submit the following documentation for the NMPED's review after July 1, 2012 in order to be certified to receive the additional six cent reimbursement on October 1, 2012 and thereafter:

- *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/school food authority serves an elementary, middle, and high school menu, three menus and menu worksheets will need to be submitted.

- *Nutrient analysis or a simplified nutrient assessment* –A nutrient analysis, using FNS-approved software, or a simplified nutrient assessment following standards set by Food and Nutrition Service (FNS) for each menu.
- *Attestation* – School districts/school food authorities must attest in writing that the documentation submitted for certification is representative of the daily meal service within the school districts and school food authorities, 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/school food authorities must be in compliance with the new meal pattern in order to receive the additional six cent reimbursement. If your school districts/school food authorities have various 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 NMPED will begin reviewing the above documents after July 1, 2012, the additional reimbursement will not be available until October 1, 2012. The school districts/school food authorities will not receive the additional reimbursement until after it receives written notification from the NMPED that it is in compliance with the HHFKA. Further guidance regarding the documentation required will be provided up notification from USDA.

The HHFKA requires the NMPED to conduct a validation review of 25% of the school districts/school food authorities during the 2012 – 2013 school year. The purpose of this on-site validation review is to confirm that a certified school districts and school food authorities has been and continues to meet the updated meal patterns from the beginning of the certification and to ensure that the meal service at the time of the validation review is consistent with the documentation submitted to the NMPED. During the on-site validation review, the NMPED will observe meal service for each certified menu by age grade grouping and review the production records for observed meals to ensure the meal service meets the updated meal pattern requirements and is consistent with the menus/documentation on which the certification was based. School districts/school food authorities who do not meet the certification requirements either through document submission or the on-site validation review, will not be eligible for the additional six cent reimbursement. Certified school districts and school food authorities will be selected for review during the periods of October – December 2012, January – March 2013 and April – May 2013. If you have been selected, you will be notified by the NMPED prior to the on-site validation review. Further guidance and updates will be provided during the Back to School workshops to be scheduled.

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.

The U.S. Department of Agriculture Food and Nutrition Service division has a School Meal Pattern Clearinghouse which may provide you helpful information. It can be accessed at

Subject: 6 cent additional reimbursement  
Date: May 31, 2012  
Page #2

<http://healthymeals.nal.usda.gov/bestpractices>. The NMPED 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/>.

Further guidance and updates will be provided during the Back to School workshops to be scheduled in early August. 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](mailto:barbara.vigil@state.nm.us).

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