

**CHECKLIST FOR CERTIFICATION TOOLS DEVELOPED FOR  
THE ADDITIONAL 6 CENT REIMBURSEMENT**

Software Name: \_\_\_\_\_ Version number: \_\_\_\_\_

Company: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This checklist is intended to assist developers of certification tools for school food authorities (SFAs) to use to demonstrate compliance with the updated meal pattern requirements and receive the additional 6 cent lunch reimbursement. This document supplements the specifications document, [USDA Meal Pattern Requirement Certification Specifications](#), released with FNS Policy Memo SP 34-2012. This checklist does not include all aspects of the specifications document, but does provide a means of checking software for the major requirements described in the specification document. The submitted tool/software will only be approved for 6 cent certification purposes.

Developers may choose to develop a tool to assess the meal pattern food components (an alternate to the USDA Menu Worksheet prototype) and a tool to assess the dietary specifications (an alternate to the USDA Simplified Nutrient Assessment) or only one of these. If the tool/software is approved, approval is granted until June 30, 2013.

The developer must complete this preliminary checklist before submitting the 6 cent certification tool/software to USDA-FNS for approval.

To meet the checklist “yes” criteria, the tool/software must address the requirements for the three grade groups; K-5, 6-8 and 9-12.

The developer must:

1. Complete this form to document that the preliminary checklist evaluation was completed.
  - a. Enter the [online test menu](#) provided by the USDA-FNS into the tool/software to assess functionality.  
Note: Test menus were designed to evaluate the functions and limits of the software and may not reflect actual data used in school food service.
2. Explain or map how each requirement was met in the tool/software by adding the location of the required function or a brief description of how each requirement is met. Please attach this as additional documentation with checklist.

For further information refer to the specifications document, guidance documents, and other resources posted on the Nutrient Standards for School Meals website at: <http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm>

Contact the 6 cent Tool/Software Evaluation Coordinators with questions about the requirements for the specifications and the evaluation process for USDA approval of your certification tool.

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**Please note:**

The tool/software in its final state must be approved before it may be marketed as an approved tool/software program for six cent certification.

# Menu Worksheet Specifications

**Meets Requirement?**  
(Indicate for each grade level)

The tool assesses compliance by reimbursable meal: each reimbursable meal consists of all required food components in the required amounts. This includes all grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit offered with each meal, total amount of vegetables in a main dish and/or side dish, and amount of milk.

K-5	6-8	9-12
_____	_____	_____

If not, what alternative methodology will the tool/software use to measure compliance with the meal pattern? Please explain in an attached document how the tool helps a SFA to measure compliance with the meal patterns including information on how the alternative methodology will provide results consistent with the USDA prototype.

## I. **Daily Requirements:**

1. Based on the quantity information entered for each reimbursable meal, the tool checks for the daily requirement for:

K-5	6-8	9-12
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- |                        |       |       |       |
|------------------------|-------|-------|-------|
| a. fruit               | _____ | _____ | _____ |
| b. vegetables          | _____ | _____ | _____ |
| c. grains              | _____ | _____ | _____ |
| d. meat/meat alternate | _____ | _____ | _____ |
| e. milk                | _____ | _____ | _____ |

2. The milk type is checked on a daily basis to ensure

- |  |       |       |       |
|--|-------|-------|-------|
| a. a variety of milk types are served  | _____ | _____ | _____ |
| b. low-fat (1%) flavored, reduced fat (2%) or whole milk are <b>not</b> offered. | _____ | _____ | _____ |

3. Is there a way for the user to account for multiple offerings in one day?

_____	_____	_____
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4. Is there a way for the user to account for alternate vegetable subgroups served daily?

_____	_____	_____
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5. Is there a way for the user to account for alternate meals/entrees served daily?

_____	_____	_____
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<b>II. Weekly Requirements:</b>	K-5	6-8	9-12
6. The minimum quantity of fruit, vegetables, grains, meat/meat alternate, and milk in reimbursable meals offered each day is used to sum across the week to ensure the weekly minimums for the above components are met.	_____	_____	_____
7. For grains and meat/meat alternates, the maximum quantity offered in any reimbursable meal each day is summed to ensure the weekly maximums for these two components are met.	_____	_____	_____
8. Vegetable subgroup information is entered each day to assess the weekly requirements. The largest amount of each vegetable subgroup available (in cups) to a single child is assessed to indicate the greatest combination of vegetables available for a student to select.	_____	_____	_____
9. The sum of all offerings of fruit juice (in cups) is summed for all meals offered during the week to assess if the fruit juice limit is not exceeded.	_____	_____	_____
10. The sum of all offerings of vegetable juice (in cups) is summed for all meals offered during the week to assess if the vegetable juice limit is not exceeded.	_____	_____	_____
11. The total amount of grain offerings for the week is documented.	_____	_____	_____
12. The total amount of whole grain-rich offerings is documented and assessed for meeting the whole grain-rich requirement.	_____	_____	_____
13. The number of grain-based desserts is tracked to be sure no more than 2 ounce equivalents are offered.	_____	_____	_____
14. The vegetable subgroups must be totaled to determine if the weekly minimums are met:			
a. Dark Green	_____	_____	_____
b. Red/Orange	_____	_____	_____
c. Starchy	_____	_____	_____
d. Beans/Peas (Legumes)	_____	_____	_____
e. Other	_____	_____	_____
15. Weekly and daily totals are displayed to the user.	_____	_____	_____

**III. Meal Pattern Assessment**

K-5      6-8      9-12

- |   |       |       |       |
|---|-------|-------|-------|
| 16. Weekly and daily totals are compared to the requirements and displayed to the user.                                   | _____ | _____ | _____ |
| 17. Does the tool/software provide feedback for the food groups that do not meet the meal pattern:                        |       |       |       |
| a. Per day  | _____ | _____ | _____ |
| b. Per week   | _____ | _____ | _____ |
| 18. The correct meal pattern requirements are used for each meal and grade group.   | _____ | _____ | _____ |
| 19. The user can enter meal or main dish names for each reimbursable meal served  | _____ | _____ | _____ |
| 20. The user can use the tool (or different versions of it) to certify menus for each grade group; grades K-5, 6-8, 9-12. | _____ | _____ | _____ |

*Optional Considerations*

- |  |       |       |       |
|--|-------|-------|-------|
| 21. Accommodates combined or varied grade groups, e.g. K-8   | _____ | _____ | _____ |
| 22. Accommodates alternate schedules (short/long weeks)<br>Questions & Answers on the Final Rule, <a href="#">"Nutrition Standards in the National School Lunch and School Breakfast Programs"</a> |       |       |       |
| a. 4 day week  | _____ | _____ | _____ |
| b. 6 day week  | _____ | _____ | _____ |
| c. 7 day week  | _____ | _____ | _____ |

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#### ***IV. School Breakfast Program***

The USDA has not provided specifications for certification of meals served under the School Breakfast Program. However we have provided prototypes for breakfast worksheets which developers have the option of including.

SFAs using food-based menu planning for breakfast in SY 2012-2013 must submit each distinct breakfast menu as well as a menu worksheet that displays meal pattern compliance for each menu type. The requirements for breakfast in SY 2012-2013 are unchanged from current/existing requirements, with the exception of the fat and variety requirements for fluid milk. Please refer to [nutrition standards for school meals](#) for additional information on SY 2012-2013 breakfast requirements.

For SFAs using food-based menu planning for breakfast in SY 2012-2013, no simplified nutrient assessment or nutrient analysis is required for certification. For SFAs opting to use nutrient standard menu planning for breakfast in SY 2012-2013, SFAs must submit a nutrient analysis using USDA- approved nutrient analysis software- a menu worksheet is not required for these SFAs.

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## Simplified Nutrient Assessment Tool Specifications (optional)

This part of the Certification Tool is an option for SFAs in lieu of submitting a full nutrient analysis, using USDA-approved nutrient analysis software, as part of their certification application. This simplified assessment is not an option for States conducting reviews.

The Simplified Nutrient Assessment is meant to be a proxy for a full nutrient analysis. It will provide estimated calories and saturated fat (% of calories) for milk, fruit, and vegetables. **Please note: SFA must not be required to enter nutrient information for each food item offered.** Similar to the Menu Worksheet, SFAs must submit a Simplified Nutrient Assessment for each menu type.

	K-5	6-8	9-12
1. The following weighted weekly averages are calculated and feedback is provided to the user if they have or have not met the requirements.			
a. Calories	_____	_____	_____
i. The estimated average daily calories for fruit, milk, and vegetable subgroups, plus actual calories for all main dishes, all sides, desserts, and condiments is summed to determine the average daily calories for the weekly menu.			
b. Saturated Fat	_____	_____	_____
i. The estimated average daily percent of total calories from saturated fat for fruit, milk, and vegetable subgroups, plus actual calories for all main dishes, all sides, desserts, and condiments is summed to determine the average daily calories for the weekly menu.			
2. The tool/software should take into account how frequently the menu planner adds fat and sugar to fruit offerings.	_____	_____	_____
a. Calorie and saturated fat values for common additives are based on food items in the USDA National Nutrient Database for Standard Reference.			

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	K-5	6-8	9-12
3. The tool should assess the types of milk offered, taking into account the calorie and fat contribution to the average weekly requirements.	_____	_____	_____
a. Calorie and saturated fat values for each type of milk are based on food items in the USDA National Nutrient Database for Standard Reference and commercially available products.			
4. The tool/software should take into account how frequently the menu planner adds fat and sugar to vegetable offerings.	_____	_____	_____
a. Calorie and saturated fat values for common additives are based on food items in the USDA National Nutrient Database for Standard Reference and commercially available products.			
5. The tool/software will display total calorie and saturated fat (% of total calories) from the main dish (containing grains and/or meat/meat alternates).	_____	_____	_____
a. In some cases, it may be necessary for the SFA to enter calorie and saturated fat information for main dish items (containing grains and/or meat/meat alternates). For example if the software is not pre-populated with the specific food item's calorie and saturated fat values, as would be the case in a USDA-approved nutrient analysis software system.			
b. Information can be collected from nutrition labels, product specifications, or other sources.			

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	K-5	6-8	9-12
6. The tool/software will display total calorie and saturated fat (% of total calories) for sides (containing grains and/or meat/meat alternates), desserts and condiments.	_____	_____	_____
a. In some cases, it may be necessary for the SFA to enter calorie and saturated fat information for sides (containing grains and/or meat/meat alternates), desserts, and condiments. For example if the software is not pre-populated with the specific food item's calorie and saturated fat values, as would be the case in a USDA-approved nutrient analysis software system.			
b. Any desserts or sides containing grains and/or meat/meat alternates such as rice pilaf, yogurt cup, whole grain cookie, "snack" items such as cheese sticks, condiments such as mayonnaise or salad dressing, etc.			
c. Information can be collected from nutrition labels, product specifications, or other sources.			
7. The tool/software may not show the trans fat total or a comparison to the standard. Trans fat will be evaluated using food labels and product specification documents.	_____	_____	_____

**Provide additional information to explain why a requirement was not met using an additional document.**

### Technical Support and Help

1. Are instructions provided to the user?	YES	NO
2. Are basic technical support and help available to the user? (help screens, manuals, tutorials, and so forth)	YES	NO
3. Does the information provided to the user reflect accurate information about the approved software, other requirements from the Final Rule, the Software Evaluation Project, and approved software programs?	YES	NO