

## CE Resource Checklist Preparing for Certification for Performance-Based Reimbursement

The purpose of this resource is to assist the Contracting Entities (CEs) applying to be certified for performance-based reimbursement.<sup>1</sup>

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### Preparing for Submission

#### **Texas Unified Nutrition Programs System (TX-UNPS)**

CEs must ensure that all information entered into TX-UNPS is correct. Texas Department of Agriculture (TDA) will use the information in TX-UNPS provided by the CE when reviewing the documentation submitted for the certification for the performance-based reimbursement. Any incorrect information in TX-UNPS may delay the approval of certification for the performance-based reimbursement or possibly result in denial of the certification.

Examples of information in TX-UNPS that TDA will be reviewing for the certification process include the following:

- Contact information, including but not limited to, the name of the current superintendent, child nutrition director, and other authorized representative
- Names and addresses for all sites operating under the CE
- Correct grades for each site
- Breakfast and lunch meal times
- Availability of offer versus serve

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### Documents Required for Submission

Contracting Entities (CEs) applying to be certified for the performance-based reimbursement must submit the following to the Texas Department of Agriculture (TDA):

1. One week of menus for each age/grade group served by menu type (CE Form)
2. *Certification Menu Worksheet* (United States Department of Agriculture [USDA] form or a form creating by using an approved USDA software for this purpose) for the one week's menus
3. Simplified Nutrient Assessment (incorporated into the *Certification Menu Worksheet* provided by USDA) **or** a Nutrient Analysis (USDA approved software<sup>2</sup>)

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<sup>1</sup> For additional information regarding the process for submitting the certification documentation, please visit the *Administrator's Reference Manual (ARM)*, Section 2C, *Certification for Performance-Based Reimbursement* located at <http://www.squaremeals.org>.

<sup>2</sup> The current list of USDA is located at approved nutrient analysis software programs at <http://healthymeals.nal.usda.gov/menu-planning/software-approved-usda-administrative-reviews/list-approved-software-nsmpsi>.

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## Documents Needed to Prepare Certification Menu and Nutrition Documentation

The following documents will be needed to complete the certification submission:

- One week of menus for each menu type with dates of service for each age/grade group
- Production records, which include the portion sizes for each menu item for each menu type for each age/grade group.<sup>3</sup>
- Standardized recipes for applicable menu items
- Nutrition fact labels and ingredients for all food items
- Child Nutrition (CN) labels for menu or food items, as applicable
- Whole grain statements/labels for each whole grain menu or food item, as applicable
- Product Analysis Sheet/Manufacturer's Statement to Provide for a Grains Product*, as applicable
- Product Analysis Sheet/Manufacturer's Specification for Meat/Meat Alternate (M/MA) Products*, as applicable
- USDA Foods Fact Sheets* for all USDA Foods received through the TDA Commodity Operations unit
- USDA Food Buying Guide for Child Nutrition Programs*

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## Certification Menu Worksheets

The *Certification Menu Worksheet (Worksheet)*, created by USDA, is an Excel file that has been built to allow users to enter menus by day of the week and by the five required food components. CEs must use the *Worksheet* created by USDA or a form created by a USDA-approved software.<sup>4</sup> Any other forms of menu worksheet will not be accepted and will result in denial of certification.

The *Worksheet* consists of multiple sheets that can be accessed through the tabs at the bottom of page. CEs must complete the sheet for each tab according to the instructions provided by USDA.

### Certification Menu Worksheets

CEs must ensure that all menu items included in the week's menus are entered into the *Worksheet*. The tabs at the bottom of the screen allow the user to access to the following sheets:

- Instructions
- Week's menu
- Daily menus
- Optional veg bar
- Notes page
- Weekly report
- Nutrient information
- Simplified nutrient assessment (for those not using a nutrient analysis software)

CEs will enter their weekly menu information into sheets for these tabs.

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<sup>3</sup> Sample food production records can be accessed at <http://www.squaremeals.org/Programs/NationalSchoolLunchProgram/NSLPAdministrationandForms.aspx>.

<sup>4</sup> The Menu Worksheets used for Certification are located at <http://www.squaremeals.org>. Approved USDA software forms can be found at <http://www.fns.usda.gov/cnd/Governance/Legislation/certificationofcompliance.htm>.

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## Simplified Nutrient Assessment or Nutrient Analysis

CEs must ensure that all menu items included in the week's menus are entered into nutrient analysis software that has been approved by USDA or the Simplified Nutrient Assessment tool that is incorporated into the *Worksheet*.

*For those submitting a simplified nutrient assessment,*

CEs completing the Simplified Nutrient Assessment will enter the nutrition information for each of the menu/food items on their menu(s) on the sheet under the Simplified Nutrient Assessment tab in the *Certification Menu Worksheet*.

When CEs enter their menu items and nutrient information into the Simplified Nutrient Assessment, a chart titled Daily Amounts Based on the Average for a 5-Day Week will be pre-populated at the bottom of the sheet. This chart shows whether or not the CE has met the nutrient specifications for their menu.

Since the Simplified Nutrient Assessment is incorporated into the *Worksheet* file, CEs completing the Simplified Nutrient Assessment will not submit a nutritional analysis.

*For those submitting a nutrient analysis,*

CEs completing the nutrient analysis using USDA-approved software will submit their nutrient analysis report as a separate document with their *Worksheets*. These CEs will not complete the sheet under the Simplified Nutrient Assessment tab in the *Certification Menu Worksheet* file.