



NEWTRITION!

UPDATES ON NUTRITION AT YOUR SCHOOL

OCTOBER 2012

Six Cent Additional Reimbursement

Step-by-Step Instructions to Apply

DESE is now ready to begin accepting documentation to apply for the additional six cent reimbursement. Opaal is in the process of completing the USDA worksheets for each meal pattern/grade group in your district along with the nutrient analysis for the week of October 1, 2012. Opaal will provide customized worksheets and nutrient analysis to all school districts by November 9, 2012. **Your school district must submit the application and required documents for reimbursement no later than November 30, 2012, to receive the additional 6 cent reimbursement retroactive payment available effective October 1, 2012.** After your application and documentation have been submitted, DESE has 60 days to review your information for certification.

Follow the step-by-step process below to complete your application.

Step 1 – Six Cent Certification Video

Watch Six Cent Certification Video on the DESE website. (6 minutes)
mms://wmvstream.dese.mo.gov/DESE_SFS_2012_Compliance_Certification_4_Submitting_Certification_Documentation

Step 2 – Six Cent Certification PowerPoint

Print Six Cent Certification PowerPoint to use as a guide in completing the application process on-line. The PowerPoint is provided on the link below.
<http://dese.mo.gov/divadm/food/documents/presentation4handout.pptx>

Step 3 – Attestation of Compliance with Meal Pattern Requirement

Complete Attestation of Compliance with Meal Pattern Requirement Form & save as file. The form is provided on the link below.
<http://dese.mo.gov/divadm/food/documents/attestationofcompliancewithmealpatternrequirements.pdf>

Step 4 – Application Agreement

Check the Application Agreement for your district. Make sure “food based menu planning” is the method used for breakfast. If not, amend your application to indicate food based menu planning for breakfast.



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HHFKA Six Cent Reimbursement

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Step 5 – Menu Worksheets & Nutrient Analysis

The Opa! Director of Nutrition Services will provide you with an electronic copy of menu worksheets and nutrient analysis customized for each meal pattern/grade group in your district. Save each of these documents as an electronic file to be uploaded during the application process. The documents listed below will be provided by your DNS:

- Lunch – Menu worksheets for each grade group
- Lunch – Nutrient analysis for each grade group
- Breakfast – Menu worksheet for each grade group

Step 6 – October Menu

Scan a copy of the October 2012 menu for each building in your district and save each building menu as an electronic file to be uploaded during the application process.

Step 7 – Access DESE SFS Web Application System

Complete the application online using the PowerPoint entitled “Submitting 6 Cent Certification Documents – 6 Cent Certification Rule” as your step-by-step guide.