

OSPI School Meal Programs Reference Sheet

Menu Certification of Compliance

United States Department of Agriculture (USDA) regulations provide for an additional 7-cent per lunch reimbursement for Local Education Agencies (LEAs) certified to be in compliance with meal pattern requirements. Menu certification is part of the application process for the National School Lunch Program. Menu certification demonstrates that menus meet USDA meal pattern components and dietary specifications, as required by program regulations.

Requirements:

- LEAs must submit one week of menus for both breakfast and lunch.
- LEAs must complete USDA Worksheets for both breakfast and lunch for each applicable grade group configuration.
- LEAs must complete a nutrient analysis or simplified nutrient assessment by either:
 - USDA approved software or
 - Nutrient Assessment using the USDA Worksheet
- LEAs must meet meal pattern requirements and will be monitored during the Administrative Review.

Items required to be submitted for Menu Certification:

- District / School Calendar
 - School year calendar showing any school holidays or closures.
- Menus
 - One week of menus for both breakfast and lunch within the same month.
 - Menus must be representative of current meal service.
 - The grade grouping/menu planning of each school will determine which USDA Worksheets you will need to complete.

USDA Worksheet grade groupings	
Breakfast	Lunch
Grades K–5	Grades K–5
Grades K–8	Grades K–8
Grades 6–8	Grades 6–8
Grades 9–12	Grades 9–12
Grades K–12	



- The number of menus is dependent upon the grade configuration and menu selection at each site.
- USDA Worksheets
 - A completed USDA Worksheet for each menu.
 - USDA Worksheets are available at:
<https://www.fns.usda.gov/cn/certification-compliance>
- Nutrient Analysis/Simplified Nutrient Assessment
 - Nutrient analysis or a simplified nutrient assessment for calories, saturated fat, and sodium for all items served during the menu week.
 - Use USDA approved software programs to complete the nutrient analysis or use the Simplified Nutrient Assessment tab on the USDA Worksheet.

Resources

- [Meal Patterns and Menu Planning Toolkit](#)
- [USDA Menu Worksheets](#)

Acronym Reference

- LEA – Local Education Agency
- OSPI – Office of Superintendent of Public Instruction
- NSLP – National School Lunch Program
- USDA – United States Department of Agriculture