

### **6 Cent Certification for New School Food Authorities/School Administrative Units**

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires an additional 6 cents per lunch reimbursement be provided to School Administrative Units (SAU)/Reporting Agency (RA) certified by New Hampshire Department of Education as being in compliance with the new meal pattern requirements. The new meal pattern requirements that became effective July 1, 2012, are not optional. The 6 cents reimbursement is meant to encourage SAUs/RAs to implement the updated requirements as quickly as possible and also to ease the financial burden associated with implementing the new meal pattern. The HHFKA explicitly states that SAUs/RAs found out of compliance will not receive the additional reimbursement and also jeopardize program funding. All new SAUs/RAs are required to meet the new meal pattern requirements and be certified for the 6 cents reimbursement as part of the application and approval process.

The SAU/RA is required to use the United States Department of Agriculture (USDA) *Menu Planning Tool for Certification for Six Cent Reimbursement (or other approved)* to assess compliance with meal components. There are two options for the nutrient assessment portion of certification. Option 1 requires a nutrient analysis using USDA approved software. Option 2 requires the USDA created Simplified Nutrient Assessment tool to be completed with each of the menu worksheets. The SAU/RA must complete either a weighted nutrient analysis of calories and saturated fat using USDA-approved nutrient analysis software or the simplified nutrient assessment.

### **Required Supporting Documentation for Certification for both Lunch and Breakfast**

- **USDA (or other approved) Certification Worksheet for the week selected for certification. You can find these worksheets on our website: [http://education.nh.gov/program/nutrition/six\\_cent\\_cert\\_index.htm](http://education.nh.gov/program/nutrition/six_cent_cert_index.htm)**
- **Monthly Menus for each age/grade group that contains the week selected for certification.** Include all distinct menus for lunch and breakfast (where applicable). You may submit a menu for the calendar month in which you are submitting, the month prior to submission, or the month after. For example, if you submit for the 6 cents in November, you may use December Menus, October Menus, or November Menus. Make sure that you have all documents that support each of your distinct menus. If the SAU/RA serves multiple distinct menus within one age/grade group, the SAU/RA must submit all menus served. For example, if the SAU has two high schools that offer lunch menus with different reimbursable main dishes, both lunch menus and accompanying menu worksheets must be completed and submitted. If the SAU has two high schools that offer lunch menus with the same reimbursable main dishes, but one has a vegetable bar and the other serves similar vegetables on the line each day, the SAU would only need to submit one of these menus and the accompanying menu worksheet. In such situations, the SAU/RA must ensure that any menu variations not submitted for certification are consistent with the meal pattern and nutrient requirements.

- **Nutrient Analysis completed using either USDA approved software (Option 1) or the USDA simplified nutrient assessment tool (Option 2) which is found at:**  
[http://education.nh.gov/program/nutrition/six\\_cent\\_cert\\_index.htm](http://education.nh.gov/program/nutrition/six_cent_cert_index.htm)
- **Attestation Statement** - The attestation statement must be signed by an authorized official as defined in the attestation statement. Scan and save this document in a file so that it can be uploaded with all the required files at the same time for submission. If you are unable to scan the attestation statement, you can fax it to our office (603-271-1953) to the attention of Tami Drake. You must notify our office prior to faxing the attestation statement in your submission so that a Bureau member can look for the fax. If it is not received, your submission will be denied for missing items.

#### **Tips for Submission**

- Be sure that you have downloaded and used the correct worksheets for each grade group and menu type.
- If you are participating in the School Breakfast Program, you must provide breakfast menus and menu worksheets as well. These worksheets can also be found at:  
[http://education.nh.gov/program/nutrition/six\\_cent\\_cert\\_index.htm](http://education.nh.gov/program/nutrition/six_cent_cert_index.htm) If choosing Option 2, ensure that the USDA Simplified Nutrient Assessment tab is completed on the breakfast worksheets. If using Option 1, ensure you have uploaded the nutrient analysis for breakfast to support each menu.

#### **Process for Submitting Certification Documentation**

Documents for 6 cents are to be submitted into the NH DOE for approval. The documents include:

- Attestation, signed by the superintendent/director or other authorized official.
- Breakfast (if applicable) and Lunch Worksheets for the specified week and for the grade groups served reimbursable meals in the SAU/RA
- The monthly menu that shows the week specified for assessment
- Either the completed Nutrient Analysis using USDA approved software (Option 1) or USDA simplified nutrient assessment tool (Option 2).
  - a. Scan and submit documents via email to Tami Drake ([tami.drake@doe.nh.gov](mailto:tami.drake@doe.nh.gov)) If you do not have the ability to scan, then send the documents to: Tami Drake, NH Dept. of Education, 101 Pleasant St., Concord, NH 03301
  - b. Once the documents have been submitted to the NH DOE, the receipt date will be recorded and this date will begin date of your 60 day certification period.

- c. Each certification document is reviewed. During the certification process, you may be contacted to clarify or correct information that has been reviewed. It is very important to respond in a timely manner so that the certification process can be completed within the 60 day time period.
- d. The State signed copy of the Attestation form and the Approval letter will be emailed to the superintendent and food service director once 6 cents approval has been given.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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