

## Meal Certification Policy for New Applicants

### New Applicants

New schools that apply for the National School Lunch and/or School Breakfast Program as part of the application process must provide a complete planned menu for the minimum period of one week for the respective meal types that they plan to serve. For schools that serve different age groups, the school must provide portion sizes planned for the respective age groups in the school. The menus must comply with the meal pattern requirements as set forth in [§210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks](#), and [§220.8 Meal Requirements for Breakfasts](#). These planned menus must be submitted with the program application materials. Vermont Agency of Education Child Nutrition Programs staff will review the proposed menus for compliance. Technical assistance will be provided as necessary.

The school must also complete the Performance Based Reimbursement Certification Worksheets for each of the respective age groups for the period of one week for all meal types served. The school must submit the worksheets, documentation (including meal production records, recipes, product labels, and specifications) to support the information included in the worksheets, as well as the signed Attestation. The worksheets will be reviewed by Child Nutrition Program staff for completeness and accuracy. Any errors found will require corrective action. The additional meal reimbursement will not be received until the worksheets for each meal type and grade grouping are in the green compliant status and have been reviewed and signed off by a second party reviewer. Information about the meal certification process as well as resources (including Certification Worksheets) can be found at the [USDA Certification of Compliance](#) webpage.

