# Ohio ODE_195

# Office for Child Nutrition

# Provision 2 Base Year APPLICATION

**DEADLINE: August 31, 2017, for Program Year 2018 (July 1, 2017 to June 30, 2018)**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Sponsor)

IRN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hereby amends the Policy Statement for Free and Reduced Price-Meals by requesting to establish a base year for ***Provision 2 - Special Assistance Certification & Reimbursement Alternative*** for the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP)

for a four-year cycle to begin

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and to conclude at the end of the

 (Month, Year)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Year for the following site(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Site** | **IRN** | **SBP****Breakfast Base Year** | **NSLP****Lunch****Base Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*attach additional pages if necessary

**The sponsor certifies** it will immediately return to standard meal counting and claiming procedures if during this four-year cycle:

* The geographic attendance area for any Provision 2 site is changed;
* The student population or any portion thereof is reassigned out of the site(s);
* The student population is merged with another site’s population;
* The name of any site is changed;
* The IRN of any site is changed.

**The sponsor certifies** that the socioeconomic data submitted on

***Attachment A*** is:

* Reflective of each individual site’s population;
* Will be used to support future cycle extensions.

**The sponsor agrees** that during the base year the site(s) must meet the following criteria as outlined in 7 CFR §245.9(b):

* Serve reimbursable meals, as determined by a point-of-service observation, to all participating children at no charge.
* Must pay with funds from non-federal sources the difference between the cost of serving meals at no charge to all participating children and federal reimbursement.
* Count meals by type (free, reduced price and paid) at the point of service in the base year and take a total daily meal count at the point of service in non-base years.
* Establish monthly percentages for each meal type during the base years to be applied to the corresponding monthly claims in non-base years.
* Review the lunch count data for accuracy of the monthly claim for reimbursement in accordance with §210.8 (a)(2) – “Edit Check.”
* Notification by media release for the public and written notification to all households of students enrolled in the school.
* Make eligibility determinations in accordance with §245.5 and §245.3 during base year.
* Conduct verification in base year in accordance with §245.6a.
* Begin the base year at the start of the school year or at State Agency discretion may delay implementation for a period of time not to exceed the first claiming period of the school year.

**The sponsor agrees** that failure in any critical area of a Coordinated Review Effort (CRE) conducted during the base year in addition to normal three-year review cycle, may require the site(s) to return to standard meal counting and collection procedures.

**The sponsor agrees** that during non-base years the site(s) must meet the following criteria as outlined in 7 CFR §245.9(b):

* Serve reimbursable meals, as determined by a point-of-service observation, to all participating children at no charge.
* Must pay with funds from non-federal sources, the difference between the cost of serving meals at no charge to all participating children, and federal reimbursement.
* Take a total daily meal count at the point-of-service.
* Monthly site percentages for each meal type during the base years will be applied by CRRS (Claims Reimbursement and Reporting System) to the corresponding monthly site claims in non-base years.
* Review the lunch count data for accuracy of the monthly claim for reimbursement in accordance with §210.8 (a)(2) – “Edit Check.”
* Notification by media release for the public.

**The sponsor agrees** to retain records as outlined in 7 CFR §245.9(g), §210.15(b) and §220.7(e) during the period that Provision 2 is in effect, including all extensions, plus 3 fiscal years after the submission of the last Claim for Reimbursement which employed the base year data or until all resolution of all issues raised by audit. These records include but are not limited to:

* Documentation of participation data by school in support of the Claim for Reimbursement and data used in the claims review process, as required under §210.8(a), (b), and (c);
* Production and menu records and, if appropriate, nutrition analysis records as required under §210.10, whichever is applicable;
* Participation records to demonstrate positive action toward providing one lunch/breakfast/snack per child per day;
* Edit Check and on-site review documentation;
* Base year approved and denied applications for free and reduced-price meals and a description of the verification activities, including any verified applications, and any accompanying source documentation in accordance with 7 CFR §245.6(a);
* Available and approved socioeconomic data that is used to determine the income level of the site’s population for the base year and year(s) in which extensions are made;
* Description of the geographic attendance area of each Provision 2 site.

**The sponsor agrees** that failure to maintain sufficient records shall require the site(s) to return to standard meal counting and claiming procedures and /or fiscal action.

**The sponsor agrees** that if it elects to discontinue Provision 2 at any time during this four-year cycle, the sponsor will return to the standard meal counting and collection procedures by sending written notification to the Office for Child Nutrition and by revising the site application in *CRRS* (Claims & Reimbursement Reporting System).

**The sponsor agrees** that in the fourth year of the new cycle it will notify the State Agency by May 1 of that year of its intent to:

* Revert to standard meal counting and claiming procedures;
* Apply for an extension;
* Apply to operate a new Provision 2 base year in the next school year;
* Apply to operate a Provision 3 base year in the next school year; or

Apply to convert to Provision 3 using the original Provision 2 base year as the base year for Provision 3.

**The sponsor agrees** to notify the state agency and immediately return to standard meal counting and claiming procedures if they are unable to comply with all terms of this agreement.

**Agreed to By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Sponsor Superintendent/Administrator) (Date)

**Approved By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of State Director) (Date)

**Denied By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of State Director) (Date)

# Attachment: (A) Socioeconomic Data

**Attachment A - Socioeconomic Data**

**Instructions:**

* Data submitted will be used for comparison with data in the fourth year of this cycle to substantiate future cycle extensions.
* Data must directly correspond to the geographic area covered under each individual site’s attendance area.
* Data that cannot be disaggregated to the individual school or SFA subgroup will not be accepted.
* Pre-approved sources include:

–Information collected by the city or county zoning and economic planning office;

–Unemployment data;

–Local Food Assistance Program (SNAP, Former Food Stamp Program) certification data, including direct certification;

–Statistical sampling of the school’s population using the application or equivalent income measurement;

–Ohio Works First (OWF) data;

* USDA must approve any other data.

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, 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.

This institution is an equal opportunity provider.