

**Cafeteria Managers' Meeting at St. Amelia School**  
**August 4, 2025 - Christian Riso**

1. NYS Child Nutrition Knowledge Center website: <http://www.cn.nysed.gov/>
  - a. The following notice was posted here when I accessed this site on 7/30/25: "Please be advised that federal funding has not yet been released to our agency, which prevents us from processing school meal reimbursements and summer meal program advances at this time. We expect funds to be available in the next 2-3 weeks and will resume payments as soon as possible. Thank you for your patience and understanding."
2. Go here for a list of everything you could ever want to know from NYSED Child Nutrition:
  - a. Webinars: <https://www.cn.nysed.gov/content/webinar-library>
  - b. Tutorials: <http://www.cn.nysed.gov/content/tutorials> - step by step instructions on completing forms and reports that are required to be submitted to SED.
  - c. "Snip-its" - PowerPoint presentations with speaker notes on specific topics: <http://www.cn.nysed.gov/content/cn-snip-its>
  - d. Training Opportunities: <https://www.cn.nysed.gov/content/sy-2024-2025-training-opportunities>
3. National School Lunch Program (NSLP) Information: <http://www.cn.nysed.gov/national-lunch-program>
  - a. How to Become a New School Food Authority (SFA) - **7/31/25 Deadline already passed:**
    - i. <http://www.cn.nysed.gov/content/child-nutrition-programs-application-submission-process>
    - ii. <https://www.cn.nysed.gov/sites/cn/files/new-sfa-website-pdf.pdf>
  - b. Recipient Agency (RA) applications were also due by 7/31/25.  
<https://www.cn.nysed.gov/content/changes-recipient-agency-application-submission-window>
4. SY 2025-2026 In-Person Training Opportunity for New Food Service Directors/Managers
  - a. <https://www.cn.nysed.gov/content/2025-training-opportunities-new-food-service-directorsmanagers> (Includes instructions for registering)
  - b. The Buffalo session is on 8/7/25 at Erie 1 BOCES in West Seneca, but you may attend another session elsewhere in NYS if the session is already full.
5. School Year 2025-2026 Program Operations
  - a. A consolidated list of information available on the website regarding program operations for school year 2025-2026 Program operations can be found at <https://www.cn.nysed.gov/content/sy-25-26-program-operations> (and below):
    - i. 2025-26 School Breakfast Program Exemption only applies to public schools.
    - ii. [2025-2026 Provision 2 Base Year: Income Eligibility Guidelines, Application, and Related Information](#)
    - iii. [Changes to Recipient Agency Application Submission Window](#)
    - iv. [New York State Universal Free Meals](#)
    - v. [CEP and P2 Application and Guidance](#)
    - vi. [Buy American: Provision, Exceptions, and Accommodation](#)
    - vii. [Fresh Fruit and Vegetable Program \(FFVP\)](#)
6. [New York State Universal Free Meals](#)
  - a. <https://www.cn.nysed.gov/content/new-york-state-universal-free-meals>

- b. Beginning in school year 2025-2026, New York State School Food Authorities (SFAs) participating in the federal school lunch and/or breakfast programs are required to provide reimbursable school meals at no cost to all students. The state will reimburse SFAs up to the combined state and federal reimbursement rate for a free meal for each federally reimbursed reduced-price and paid meal claimed.
  - c. The Universal Free School Meals Program requires SFAs to maximize federal reimbursement by operating in the Community Eligibility Provision (CEP), if eligible, or Provision 2.
    - i. For recipient agencies/school buildings (RAs) currently operating in CEP: [Reapply for CEP if RA Individual Student Percentages \(ISPs\) based on April 1, 2025, enrollment result in a higher CEP ISP\(s\).](#)
    - ii. For RAs potentially eligible to operate CEP: [Apply for CEP if a CEP ISP\(s\) of at least 25% can be obtained.](#)
    - iii. For RAs not eligible to operate CEP: [Apply to operate Provision 2.](#)
  - d. **Required:** Maximize the Number of Children Eligible for Federal Free Meals
    - i. SFAs are required to conduct the Direct Certification Matching Process at least three times a year and designate children eligible for free meals (other source categorically eligible) who are siblings or household members of SNAP or Medicaid recipients, or who are foster, homeless, migrant, runaway, or HeadStart/Evenstart participating children.
  - e. **Required:** Promotion of SNAP
    - i. SFAs must actively promote the Supplemental Nutrition Assistance Program (SNAP) to students and their parents. Further guidance on how to fulfill this requirement is currently being developed and will be provided once available.
7. USDA Updated Nutrition Standards Must Be Implemented beginning July 1, 2025
- a. <https://www.cn.nysed.gov/content/reminder-updated-nutrition-standards-implementation-7125>
  - b. The following NSLP and SBP meal pattern changes must be implemented by **July 1, 2025**:
    - i. **Added Sugars:** Schools must meet the following product-based added sugar limits:
      - 1. **Breakfast cereals** must contain no more than 6 grams of added sugars per dry ounce (7 CFR 210.10(c)(2)(iii)(B)).
      - 2. **Yogurt** must contain no more than 12 grams of added sugars per 6 ounces (2 grams per ounce) (7 CFR 210.10(c)(2)(iv)(C)).
      - 3. **Flavored milk** must contain no more than 10 grams of added sugars per 8 fluid ounces, or 15 grams of added sugars per 12 fluid ounces for flavored milk sold as a competitive beverage for middle and high schools (7 CFR 210.10(d)(1)(iii)).
    - ii. **NSLP Afterschool Snacks** – Schools serving NSLP afterschool snacks to children in grades K-12 must serve the meal components and quantities found at 7 CFR 210.10(o)(2)
      - 1. Highlights include:
        - a. No more than half of the weekly fruit or vegetable offerings at NSLP snacks may be in the form of juice.
        - b. At least 80 percent of the grains offered during the week for NSLP snacks must be whole grain-rich.
        - c. Grain-based desserts, except for sweet crackers such as animal and graham crackers, do not contribute toward the grains requirement.
    - iii. **Meal Modifications** – Schools must accept medical statements from registered dietitians requesting meal modifications on behalf of students with disabilities in the school meal programs. Refer to 7 CFR 210.10(m)(1)(i) for more information.
    - iv. **Substitution of Vegetables for Fruits at Breakfast**

1. Schools that choose to substitute vegetables for fruit at breakfast one day per school week may offer any vegetable, including a starchy vegetable.
2. Schools that choose to substitute vegetables for fruit at breakfast on two or more days per week are required to offer vegetables from at least two different vegetable subgroups. Refer to [SP 02-2025](#) and [SP 13-2025](#) for more information.
- v. **Sodium** – The current sodium limits at breakfast and lunch will remain in place until July 1, 2027. Schools are encouraged to gradually work toward meeting the future sodium requirements ([7 CFR 210.10\(c\)](#)). Visit the following website for more information: <https://www.fns.usda.gov/school-meals/nutrition-standards/sodium-limits>.
- vi. **Buy American** – Schools’ non-domestic food purchases must not exceed 10 percent of total annual commercial food costs as outlined in [7 CFR 210.21\(d\)\(5\)\(ii\)\(A\)](#) and [7 CFR 220.16\(d\)\(5\)\(ii\)\(A\)](#). As outlined in recent guidance, State agencies have the ability to approve a temporary accommodation to those school food authorities that demonstrate they cannot meet the threshold requirement for non-domestic purchases (see [SP09-2025](#)).
- c. To assist schools in meeting the updated nutrition standards, the following resources are available from Team Nutrition and the Institute of Child Nutrition (all items are web links):
  - i. [Crediting Tip Sheets in Child Nutrition Programs](#)
  - ii. [Offering Meats and Meat Alternates at School Breakfast](#)
  - iii. [Reducing Added Sugars at School Breakfast](#)
  - iv. [Serving School Meals to Preschoolers](#)
  - v. [The Whole Grain Resource for the National School Lunch and School Breakfast Programs](#)
  - vi. [Nutrition Standards for Added Sugars Fact Sheets](#)
8. School Year 2025-2026 Approved Waivers, Flexibilities, and Guidance:
  - a. **CEP Deadline Extension Waiver (Approved)**, <https://www.cn.nysed.gov/content/waiver-approval-notification-annual-community-eligibility-provision-cep-deadline> - This waiver allows NYSED to extend the deadline for School Food Authorities (SFAs) to apply for CEP for the 2025-2026 school year to August 31, 2025. This extension will ensure SFAs have ample time to assess their CEP status and apply for CEP participation.
  - b. **Unanticipated School Closure Waiver Allows SFAs to Utilize Meal Operational Flexibilities and Non-Congregate Meal Service (Approved)**, <https://www.cn.nysed.gov/content/25-26-sy-unanticipated-school-closure> - Waiver allows flexibility with non-congregate meal service, meal service times, parent and guardian pick up, offer versus serve (NSLP only), and meal service at school sites (SFSP/SSO), when congregate meal service operations are limited due to natural disasters, unscheduled major building repairs, court orders relating to school safety or other issues, labor-management disputes, or similar unanticipated causes during the 2025-26 school year. These waivers allow NYSED and local Program operators to quickly respond to unanticipated school closures. With these waivers, NYSED can approve non-congregate meals, with or without virtual learning, for up to 10 consecutive operating days for local Program operators through June 30, 2026.
    - i. SFAs that experience an unanticipated school closure and want to continue to serve meals must [complete this form](#) (<https://www.cn.nysed.gov/sites/cn/files/2526syunanticipatedschoolclosurewaiverfrm.pdf>) and email it to [CN@nysed.gov](mailto:CN@nysed.gov). A Child Nutrition Representative will contact the SFA to

provide technical assistance. SED must request USDA approval for any SFA serving meals during unanticipated closure exceeding 10 consecutive operating days.

9. 2025-2026 SY Annual Online Renewal, Electing Waiver Flexibilities:
  - a. Instructions: <http://www.cn.nysed.gov/content/annual-renewal-instructions> (2024-25 version)
  - b. Tutorial: <https://www.cn.nysed.gov/sites/cn/files/annualrenewaltutorial.pptx> - (2024-25 version)
10. 2024-2025 Reimbursement Rates: <https://www.cn.nysed.gov/content/2024-2025-reimbursement-rates>
  - a. 2025-26 Reimbursement Rates not available as of 7/31/25. Check the right side of <https://www.cn.nysed.gov/national-lunch-program> under “Annual Requirements” for updates.
11. Access to the 2025-26 School Year Direct Certification Matching Process (DCMP) Data Now Available
  - a. <https://www.cn.nysed.gov/content/25-26-sy-dcmp-data-now-available>; Data updated monthly.
12. 2025-2026 SY Income Eligibility Guidelines, Application, and Related Information & Letters:
  - a. Chart: <https://www.cn.nysed.gov/sites/cn/files/incomeeligibilitygdlns.pdf>
  - b. Application: <https://www.cn.nysed.gov/sites/cn/files/appfrpschmeals.pdf>
  - c. Parent Letter: <https://www.cn.nysed.gov/sites/cn/files/parentletter.pdf>
13. Paid Lunch Equity Tool and Guidance for School Year 2024-25 (2025-26 not yet available):
  - a. <https://www.cn.nysed.gov/content/paid-lunch-equity-ple>
  - b. <https://www.cn.nysed.gov/sites/cn/files/2425pletool.xlsx>
14. 2025-2026 Community Eligibility Provision (CEP) Application and Instructions – 8/31/25 Deadline: <http://www.cn.nysed.gov/content/CEP> - **Lower percentage to qualify still in place!**
  - a. To qualify for CEP, your school must have **25%** Identified Student Percentage (ISP) certified for free meals by a means other than a household application (Ex. Child/Family receives SNAP or Medicaid) when compared to the total enrollment of that SFA/group of recipient agencies (RAs)/Individual RA on April 1, 2025.
  - b. CEP Q and A Resource: <https://www.fns.usda.gov/cn/cep-guidance-updated-qas>
  - c. A complete list of SFAs/RAs currently operating CEP and/or whose Direct Certification data has returned a potential identified student percentage of at least 15 percent can be found on the SED annual CEP notification report found at <https://www.cn.nysed.gov/sites/cn/files/cepnotificationreport.xlsx>
15. Provision 2 - <https://www.cn.nysed.gov/content/provision2>
  - a. The Provision 2 (P2) is a meal service option for School Food Authorities (SFA) to serve breakfast and/or lunch at no cost to all enrolled students while reducing the burden of collecting household applications to once every 4 years and simplifying meal counting and claiming procedures by allowing meal reimbursement to be based on claiming percentages.
  - b. Provision 2 Application, Guidance - <https://www.cn.nysed.gov/content/provision2#Attachments>
    - i. <https://fns-prod.azureedge.us/sites/default/files/Prov2Guidance.pdf>
  - c. Overview:
    - i. School offers all students free lunches, but only collects income information from students every 4 years.

- ii. Reimbursement during these years is determined by applying the percentages of free, reduced price, and paid meals served during the base year to the total meal count for the claiming period in subsequent years. Federal reimbursement is based on these percentages and the meals are reimbursed at the free, reduced price and paid rates.
- iii. Because all meals are served at no charge to children in Provision 2 schools, the school is no longer receiving payment from households who would normally be paying the reduced price and full price for meals. Therefore, the school must make up the difference between Federal reimbursement and meal costs. A school considering Provision 2 must evaluate whether the savings in administrative costs associated with reducing application burdens and simplifying meal counting and claiming procedures under Provision 2 offset the costs of providing meals to all children at no charge.
- iv. There is no requirement that a minimum percentage of children enrolled are eligible for free or reduced price meals. However, Provision 2 may be a good alternative for schools in the school food authority with a very high percentage of children eligible for free and reduced price meals.

16. SFAs Scheduled for Administrative Review: <https://www.cn.nysed.gov/content/cycle-4-year-2>

- a. Catholic Academy West Buffalo
- b. Northern Chautauqua (via Dunkirk City SD)
- c. St Gregory The Great School

17. Meal Charge and Prohibition Against Meal Shaming Policy Template:

<http://www.cn.nysed.gov/content/meal-charge-and-prohibition-against-meal-shaming-policy-template>

18. Sign up for the NYS Child Nutrition Listserv: On the [Child Nutrition Website](#) homepage, hover over the “Training” link on right side of the top of the page and then select “[Training Listserv](#)”. [This webpage](#) explains how you register to receive notice of new training material. Summary:

- a. To subscribe, send an e-mail message to [LISTSERV@LISTSERV.NYSED.GOV](mailto:LISTSERV@LISTSERV.NYSED.GOV)
- b. The **body** of the message must read: **SUBSCRIBE CNTRAIN firstname lastname**
- c. Click the link in the email sent to you to confirm your addition to the listserv.

19. NYS Child Nutrition Representatives (from <http://www.cn.nysed.gov/contact>):

- a. See [the website](#) for who to contact for Program Maintenance, Compliance, Reports, Summer Food Service Program, Financial Management, Administrative Services, Training, Outreach & Marketing, and Culinary Enhancement.

20. Geographic Preference Option Questions & Answers (7/10/24)

- a. <https://www.cn.nysed.gov/content/geographic-preference-option-questions-answers>
- b. Starting July 1, 2024, the geographic preference option includes two strategies that may be used to procuring unprocessed locally grown, raised, or caught agricultural products.

21. Summer EBT:

- a. <https://www.cn.nysed.gov/content/resources-communicating-families-availability-summer-ebt>



- b. <https://otda.ny.gov/programs/summer-ebt/>
- c. Recipient Agencies were required to do this this summer.

22. Adult Selling Prices:

- a. Will be found here - <https://www.cn.nysed.gov/content/selling-prices> - when available.
- b. From 2024-25: <https://www.cn.nysed.gov/content/24-25-adultstudent-selling-prices>

23. Buy American Provisions Related to the Final Rule (6/5/24)

- a. <https://www.cn.nysed.gov/content/buy-american-provision-exceptions-and-accommodation>
- b. The Buy American provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products which are defined as **agricultural commodities that are produced in the United States (U.S.) and food products that are processed in the U.S. substantially using agricultural commodities produced in the U.S.**
- c. There are two limited exceptions when non-domestic foods may be purchased:
  - i. The product is listed on the [Federal Acquisitions Regulations Nonavailable articles list](#) found at 48 CFR 25.104 and/or is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
  - ii. Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.
- d. The limit on the percent of **total** commercial food costs from non- domestic foods will be phased in over the next seven school years.
  - i. **Beginning in SY 2025-2026, the non-domestic food purchases cap will be 10 percent.**
  - ii. Beginning in SY 2028-2029, the non-domestic food purchases cap will be 8 percent.
  - iii. Beginning in SY 2031-2032, the non-domestic food purchases cap will be 5 percent.
- e. SFAs must track and demonstrate compliance with the Buy American provision and cap on non-domestic food purchases. To facilitate this process, a standard excel tracking form can be found here: [Buy American Exceptions Tracking Standard Form](#).
- f. For the 2025-2026 School Year, the temporary accommodation will allow SFAs to exceed the 10 percent cap on non-domestic food purchases provided the SFA demonstrates to SED that they are unable to meet the threshold requirement. SFAs may only seek a temporary accommodation for non-domestic purchases that qualify under one or more of the allowed Buy American exceptions. SFAs approved for the accommodation are expected to work with SED through on-going technical assistance and training while making progress toward compliance with the Buy American requirements.
  - i. To request an accommodation for the 2025-2026 School Year, SFAs must complete the [SFA Accommodation Plan SY 2025-2026](#) and email it to [CN@nysed.gov](mailto:CN@nysed.gov)

24. Food Service Management Company Guidance: <http://www.cn.nysed.gov/fsmc>

- a. [Click here to download a copy of the 2025-2026 Food Service Management Company Contract](#).
- b. If you have any questions, please call (518) 473-8781.

25. NY State's Ban on Foam Containers Used for Prepared Food and Beverages –

<http://www.cn.nysed.gov/content/ny-state%E2%80%99s-ban-foam-containers> “Effective January 1, 2022, no covered food service provider or store is allowed to sell, offer for sale, or distribute disposable food service containers that contain expanded polystyrene foam in New York State. This includes elementary and secondary schools, colleges, and universities.”

- a. 12-Month Waiver Application – may no longer be allowed:  
[https://extapps.dec.ny.gov/docs/materials\\_minerals\\_pdf/newfoamwaiverform.pdf](https://extapps.dec.ny.gov/docs/materials_minerals_pdf/newfoamwaiverform.pdf)
- b. Guidance and Educational Materials are also on this website.

26. Requirement to Accept Medical Statements from Registered Dietitians

- a. <https://www.cn.nysed.gov/content/accepting-medical-statements-registered-dietitians>
- b. A medical statement is only required by USDA when the requested modification cannot be accomplished within the Program meal pattern requirements.
- c. However, Program operators may choose to require a written medical statement for all disability meal modifications, even those that fall within the Program meal pattern requirements. Program operators should consider the burden of requiring medical statements and must inform parents, guardians, and their children, if age appropriate, of the process for requesting meal modifications

**Information about Special Programs:**

27. Special Milk Program: <http://www.cn.nysed.gov/special-milk-program>

- a. The Special Milk Program provides milk to children in schools, child care institutions and eligible camps that do not participate in other Federal child nutrition meal service programs. The program reimburses schools and institutions for the milk they serve.

28. Afterschool Snack Program (ASP): <http://www.cn.nysed.gov/afterschool-snacks>

- a. School Food Authorities (SFAs) can receive reimbursement through the National School Lunch Program (NSLP) for snacks served to children through age 18. The intent is to use snacks as an incentive for children to participate in programs organized to provide after school care that include education or enrichment activities known to help reduce or prevent children's involvement in juvenile crime or other high risk behavior.
- b. If an eligible after school program operates in a school in which at least 50 percent of the enrolled children are eligible for free or reduced price meals, the school will receive reimbursement at the free rate for all snacks served. Schools operating snack programs in non-needy areas (less than 50 percent of the children are eligible for free or reduced priced meals) are also eligible to participate in the snack program, although they would have to count and claim snacks by reimbursement category for free, reduced price and paid snacks.

29. Fresh Fruit and Vegetable Program (FFVP): <https://www.cn.nysed.gov/ffvp>

- a. School Food Authorities (SFAs) with (pre-kindergarten through grade 6) elementary schools with 50 percent or more students eligible for free/reduced price lunch.
- b. The purpose of the Fresh Fruit and Vegetable Program is to provide fresh fruits and vegetables, free of charge, to all enrolled students in elementary schools with the highest percentage of students certified for free and reduced-price benefits. New York State will allocate \$60 per school-year, per enrolled child in the schools selected for funding. Selected schools must start serving fresh fruits and vegetables no later than the second week of operations in the 2025-26 school year.
- c. [Deadline for 2025-26 was May 16, 2025](#); consider applying for next year.

- d. Note to nonpublic schools (from last year?): Since the FFVP is not included in the child nutrition cluster, acceptance of the funds will entail an agency-wide audit instead of a program-specific audit. Any recipient that expends \$750,000 or more in Federal funds must conduct a single audit in accordance with A-133. The additional audit requirement may require you to reconsider your interest in applying for or accepting these awarded funds.
- e. For questions regarding the funding opportunity contact [FFVP@nysed.gov](mailto:FFVP@nysed.gov).

### Other Links:

30. Share Tables – Where students leave food they do not wish to eat:
  - a. [http://www.cn.nysed.gov/common/cn/files/The%20Use%20of%20Share%20Tables%20in%20CN%20Programs%20SP41\\_CACFP13\\_SFSP15\\_2016s.pdf](http://www.cn.nysed.gov/common/cn/files/The%20Use%20of%20Share%20Tables%20in%20CN%20Programs%20SP41_CACFP13_SFSP15_2016s.pdf)
  - b. <http://www.cn.nysed.gov/common/cn/files/Sharing%20Tables%20Guidance.pdf>
31. Daily Cash Tracking – There is no specific Diocesan form for this but the Diocese certainly recommends you have some kind of internal cash tracking for the cafeteria. Please see [the Diocese's standard "Cash Count Tally Sheet"](#) that could be used on a daily basis as a way to count the cash received. You may also want to use the ["Hot Lunch Program Daily Cash Report."](#)
  - a. Instructions for Preparing the Cash Analysis Report for Non-Public School Food Authorities
    - i. <http://www.cn.nysed.gov/content/instructions-preparing-cash-analysis-report-non-public-school-food-authorities>
    - ii. <https://www.cn.nysed.gov/sites/cn/files/completingcashanalysisnonpubcharter.pdf>
  - b. Here is [the Cash Analysis form from the Child Nutrition website](#):  
<http://www.cn.nysed.gov/file/analysis-cash-report-nonpublic-schoolssa603f>
32. BOCES Bid website –
  - a. Bid Awards are found here (find the category like "Breads" and open the folder for the bids):  
<https://wnyric.sharepoint.com/sites/Purchasing-Bid-RFP/Awarded%20Bids/Forms/AllItems.aspx?id=%2Fsites%2FPurchasing%2DBid%2DRFP%2FAwarded%20Bids%2FPublic%20Bid%20Listing&p=true&ga=1>
33. Free Resources (Posters/Signs) - <https://www.cn.nysed.gov/sites/cn/files/resourceorderform.pdf>
34. Local School Wellness Policy must be in place if you have a National School Lunch Program.  
<http://www.cn.nysed.gov/content/local-school-wellness-policy>
35. Terminating Participation in NSLP:
  - a. <http://www.cn.nysed.gov/content/terminating-participation-national-school-lunch-program-0>

### **Tax Rules:**

The Diocese of Buffalo Audit Department asked me to clarify the sales tax requirements from NYS, with regard to school lunches. Per NYS sales tax regulations:

- o All sales to students in the cafeteria are exempt from sales tax.
- o Student a la carte items are also tax free.
- o However, all sales to adults (including teachers) are subject to a sales tax (including ala carte items).