

September Monthly Call



September 1, 2026

Today's Agenda

26-27 SY Administrative Reviews and Procurement Reviews
SSO Overview
26-27 SY Reminders
2026-2027 SY NSLP Application
Claims for Reimbursement
Memos/Resources
Upcoming Trainings and Events



Administrative Reviews and Procurement Reviews



26-27 SY Administrative Reviews and Procurement Reviews

- 32 Administrative Review and Procurement Reviews scheduled
- SFAs scheduled for a AR/PR for the 26-27 SY were notified in May
- Official Announcement letters are forthcoming, if not already received
- SA staff have been conducting technical assistance visits for those SFAs being reviewed during the 26-27 SY
- LDOE is planning to conduct approximately 50% of the scheduled AR/PR
- The rest of the scheduled reviews will be conducted by the contractor
- 26 Follow Up Review scheduled



For the 26-27 SY, there are currently 32 reviews scheduled.

SFAs scheduled for a AR/PR for the 26-27 SY were notified in May via email. The official announcement letters are forthcoming, if you have not already received.

SA staff have been conducting technical assistance visits for those SFAs being reviewed during the 26-27 SY.

LDOE is planning to conduct approximately 50% of the scheduled AR/PR for the 26-27 SY.

The rest of the scheduled reviews will be conducted by the contractor.

In addition, there are 26 Follow Up review scheduled that will be conducted after the AR/PR are completed .

Seamless Summer Option (SSO) Reminders



SSO Application for July/August

- If a SFA operated SSO in July, a new application must be submitted for each site that operated (since this reflects a new school year)
- Submit your NSLP application, then submit your SSO application



The SSO follows the academic school year which is July 1st - June 30th. Therefore, if the sponsor operated SSO beyond June 30th, the sponsor will need to submit a new SSO application for sites that operated in July and/or August. Submit your 26-27 SY NSLP application, then the system will allow you to submit the SSO application.

2026-2027 SY Reminders



Reimbursement Rates for 26-27 SY

NATIONAL SCHOOL LUNCH PROGRAM ¹		LESS THAN 60%	LESS THAN 60% + 9 cents ²	60% OR MORE	60% or MORE + 9 cents ²	MAXIMUM RATE	MAXIMUM RATE + 9 cents ²
CONTIGUOUS STATES	PAID	0.45	0.54	0.47	0.56	0.53	0.62
	REDUCED-PRICE	4.36	4.45	4.38	4.47	4.53	4.62
	FREE	4.76	4.85	4.78	4.87	4.93	5.02

SCHOOL BREAKFAST PROGRAM		NON-SEVERE NEED	SEVERE NEED
CONTIGUOUS STATES	PAID	0.42	0.42
	REDUCED-PRICE	2.24	2.75
	FREE	2.54	3.05

AFTERSCHOOL SNACKS SERVED IN AFTERSCHOOL CARE PROGRAMS		
CONTIGUOUS STATES	PAID	0.12
	REDUCED-PRICE	0.65
	FREE	1.30

<https://www.fna.usda.gov/schoolmeals/reimbursement-rates>



On this slide are the 26-27 SY Reimbursement Rates for NSLP, SBP, and Afterschool Snacks

For 26-27 SY SBP/NSLP reimbursement rates, SFAs will use either the Less than 60% + 9 cents column or the 60% of More + 9 cents column.

The lower payment level applies to lunches served by school food authorities in which **less than 60 percent of the lunches served during the second preceding school year were served free or at a reduced price.**

The higher payment level applies to lunches served by school food authorities in which **60 percent or more of the lunches served during the second preceding school year were served free or at a reduced price.**

For SBP reimbursements, SFAs will use the Non-Severe Need or the Severe Need column.

Schools are eligible for severe need breakfast reimbursement rates if **40 percent or more of NSLP lunches served to students at school during the second preceding school year were at the free or reduced price rate.**

School Meals Reimbursement Rates

<https://www.fna.usda.gov/schoolmeals/reimbursement-rates>

Buy American Provision Requirements

Requires SFAs to purchase, to the maximum extent practicable, domestic commodities or products.

7 CFR 210.21(d)

Domestic commodity or product means:

- An agricultural commodity that is produced in the United States; and
- A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States
 - Substantially using agriculture commodities that are produced in the United States means over 51 percent of a food product must consist of agricultural commodities that were grown domestically.
- The non-domestic food purchases cap for 26-27 SY is 10 percent
- SFAs must include the Buy American provisions in all procurement procedures, solicitations, and contracts



The Buy American provision requires SFAs to purchase, to the maximum extent practicable, domestic commodities or products.

Per 7 CFR 210.21(d)

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- The non-domestic food purchases cap for 26-27 SY is 10 percent
- SFAs must include the Buy American provisions in all procurement procedures, solicitations, and contracts

Buy American Exceptions Tracking

[Buy American Exceptions Tracking Standard Form Template](#)

- Optional template that school food authorities can use to document the use of exceptions to purchase non-domestic foods
- Purpose of this form is to track both the exceptions and costs related to non-domestic product purchases
- SFAs can input data related to non-domestic product costs in the Exceptions Tracker tab
- Exceptions Summary tab will help the SFA calculate its percentage of costs from non-domestic products within a specified time frame
- When SFAs purchase a product found on the FAR 25.104 Nonavailable articles list, **this must be included on the tracker** for the purpose of accurately tracking total non-domestic costs.
- SFAs must maintain documentation, to demonstrate that when using an exception their non-domestic food purchases do not exceed the annual threshold.



[Buy American Exceptions Tracking Standard Form Template](#)

The Exceptions Tracking Standard Form is an optional template that school food authorities can use to document the use of exceptions to purchase non-domestic foods under the Buy American provision.

The link on this slide will take you to the USDA website where you can find the tracking form which is under the resources materials.

The Buy American Exceptions Tracking Standards Form template has been added to the CNP website as well.

The purpose of this form is to track both the exceptions and costs related to non-domestic product purchases.

SFAs can input data related to non-domestic product costs in the Exceptions Tracker tab, and the Exceptions Summary tab will help the SFA calculate its percentage of costs from non-domestic products within a specified time frame.

When SFAs purchase a product found on the FAR 25.104 Nonavailable articles list, this must be included on the tracker for the purpose of accurately tracking total non-domestic costs.

SFAs must document the use of exceptions to purchase non-domestic products and must be able to produce this documentation as needed.

SFAs must maintain documentation, to demonstrate that when using an exception their non-domestic food purchases do not exceed the annual threshold.

Buy American Accommodation Process for SY 26-27

- USDA has provided guidance on the SY 2026-2027 Buy American accommodation process
- The accommodation process provides the State agency the ability to approve temporary relief for SFAs that demonstrate they cannot meet the thresholds for non-domestic food purchases
- For SY 2026-2027, the annual threshold for non-domestic food purchases will continue to be **10 percent** of total commercial food expenditures
- SFAs seeking a temporary accommodation from the Buy American threshold requirement may complete and submit the SFA Accommodation Plan SY 2026-2027 to ChildNutritionPrograms@LA.GOV
- State agency will provide technical assistance to SFAs to support the temporary accommodation as SFAs demonstrate they are unable to meet the requirement and work with the SFA to increase their domestic purchases



Buy American Accommodation Process for SY 26-27

USDA has provided guidance on the SY 2026-2027 Buy American accommodation process.

The accommodation process provides the State agency the ability to approve temporary relief for school food authorities (SFAs) that demonstrate they cannot meet the thresholds for non-domestic food purchases.

The first threshold limit for non-domestic food purchases was implemented in SY 2025-2026 and was 10 percent of total commercial food expenditures.

Non-domestic food purchases made by SFAs could not exceed this annual threshold which was intended to shift more purchases toward domestic products.

For SY 2026-2027, the annual threshold for non-domestic food purchases will continue to be 10 percent of total commercial food expenditures.

SFAs seeking a temporary accommodation from the Buy American threshold requirement may complete and submit the SFA Accommodation Plan SY 2026-2027 to ChildNutritionPrograms@LA.GOV

State agency will provide technical assistance to SFAs to support the temporary accommodation as SFAs demonstrate they are unable to meet the requirement and work with the SFA to increase their domestic purchases.

SFA Buy American Accommodation Plan SY 2026-2027

SFA Accommodation Plan SY 2026-2027

Select all categories of food that require accommodation from the threshold requirement (i.e. exceeding 10 percent):

- ☐ Fruits
- ☐ Vegetables
- ☐ Fruit/Vegetable Juices
- ☐ Meats/Meat Alternates
- ☐ Grains (Cereals)
- ☐ Other, please specify:

Select all that apply as reasons for the accommodation from the threshold requirement (i.e. exceeding 10 percent):

- ☐ Timing of procurement cycle
- ☐ Student preference/anticipated participation impacts
- ☐ Items that help meet meal standards
- ☐ Items that facilitate meal service models (grab n' go, Breakfast in the Classroom)
- ☐ Difficulty in procuring items due to seasonality
- ☐ Vendor-related issues (e.g., pricing, documentation, and tracking)
- ☐ Other, please specify:

Briefly describe the anticipated timeline to make modifications to meet the Buy American requirements (This could include timing of calculating the baseline percentage of non-domestic food purchases (or include the baseline percentage, if available), obtaining documentation, and balancing the accommodation and exception process with making menu changes).



This is what the SFA Buy American Accommodation Plan for SY 26-27 looks like. It can be found on the LDOE CNP website.

SFAs seeking a temporary accommodation from the Buy American threshold requirement may complete and submit the SFA Accommodation Plan SY 2026-2027 to ChildNutritionPrograms@LA.GOV

Capital Expenditure and Equipment Pre-Approval

2 CFR 200.439

- SFAs are required to obtain purchasing approval from the LDOE prior to incurring the cost of equipment and other capital expenditures with a **per-unit acquisition cost of \$10,000 or more**
- SFAs must complete the Equipment Purchase/Capital Expenditure Pre-Approval Request Form
- Submit form with supporting documentation to childnutritionprograms@la.gov
- Prior to submitting a request, check the State Agency Pre-Approved Equipment List
- Any item on this equipment list receives automatic LDOE approval without needing to submit a pre-approval request
- **Equipment must be properly procured according federal regulations and the SFA's procurement plan**



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- Equipment must be properly procured according federal regulations and the SFA's procurement plan.

Rent

Per [USDA's Indirect Cost Guidance](#), rent is often aligned with capital infrastructure costs which must be borne by the school district's general funds.

The State agency (SA) is requiring building rental expenses to be submitted on the Equipment Purchase/Capital Expenditure Pre-Approval Request Form

Effective School Year 26-27, all building rental expenses must be pre-approved and assessed for allowability by the SA before they can be incurred by the Nonprofit School Food Service Account.



Per [USDA's Indirect Cost Guidance](#), rent is often aligned with capital infrastructure costs which must be borne by the school district's general funds.

The State agency (SA) is requiring building rental expenses to be submitted on the Equipment Purchase/Capital Expenditure Pre-Approval Request Form

Effective School Year 26-27, all building rental expenses must be pre-approved and assessed for allowability by the SA before they can be incurred by the Nonprofit School Food Service Account.

Equipment Purchase/Capital Expenditure Pre-Approval Request Form



Division of Nutrition Support

Equipment Purchase/Capital Expenditure Pre-Approval Request

School Food Service Form

Equipment acquisitions of \$10,000 or more per item, that are not on the Louisiana pre-approved equipment list, require School Food Authorities (SFA) to obtain prior written approval from the State agency before incurring any associated cost. Capital expenditures for general purpose equipment, buildings (rent) may be allowable as direct costs, but only with the prior written approval of the Federal agency or pass through entity (2 CFR 200.439 and 2 CFR 200.460). To request prior written approval, complete the following information for submission to ChildNutritionPrograms@la.gov. The SFA will be notified in writing of the State agency decision.

School Food Authority: _____

Address: _____

Email: _____ Phone Number: _____

Equipment Description: _____

Estimated Per Unit Cost: _____ Quantity: _____

School/Other Site where equipment will be located: _____

Site Name: _____

Address: _____

Is the equipment requested above replacement equipment? ☐ YES ☐ NO

If so, explain the purpose of the new equipment:

Provide justification explaining why this equipment is reasonable, necessary, and allocable for the operation of School Food Service:

I Hereby Certify That:

- This equipment will be used only for the purpose of operation of the Child Nutrition Program.
- Funds currently available in the Child Nutrition Program account in the amount of \$ _____, as of (state) _____.
- The item(s) described above meet(s) the definition of equipment in 2 CFR 200.313.
- The SFA will follow the conditions for use and disposal of the property in accordance with 2 CFR 200.313.
- Procurement regulations in 2 CFR Part 200 Subpart D will be followed, including but not limited to ensuring:
 - Free and Open Competition
 - Compliance with written standards of conduct for procurement
 - Proper procurement procedures for informal and formal purchases are followed
- All supporting documentation will be maintained on file for review in accordance with program regulations, including documentation of the procurement process, written approval of the purchase(s) and receipt(s) for the equipment purchased.
- All information provided in this request for use of the non-profit School Food Service (SFS) account in the purchase of equipment is true and correct to the best of my knowledge.
- I understand that it is the institution/sponsor's responsibility to comply with all applicable Federal, State and local laws, regulations and/or policies regarding procurement, inventory, and disposal of items purchased with United States Department of Agriculture, Child Nutrition Program funds.
- I certify that if approved, I will provide the State agency with documentation demonstrating that equipment was purchased with SFS funds in accordance with regulations, upon request.

Signature of Authorized Representative: _____ Date: _____

STATE USE ONLY

APPROVAL: EFFECTIVE DATE: _____

☐ FULL ☐ PARTIAL ☐ DENIED

APPROVED BY: _____ DATE: _____

Director, Division of Nutrition Support



Here is the updated LDOE Equipment Purchase/Capital Expenditure Pre-Approval Request Form

The form is the first 2 pages and the pre approved equipment list is the last page.

Please submit for approval with supporting documentation to

childnutritionprograms@la.gov.

Louisiana State Agency Pre-Approved Equipment List

Technology/Hardware/Software Software/Programs for Management (Inventory/Point of Service/Benefit Issuance) Cashier Station/Cash Register Point of Sale Equipment Refrigerator/Freezer Temperature Monitoring System	Food Serving Equipment Sneeze Guard Salad Bar/Free-Standing or Self-Serve Serving Line: Hot/Cold/Stationary/Mobile Serving Counter: Stationary/Mobile Vending Machine (Used for Reimbursable Meals)
Cooking Equipment Commercial Range Oven/Combi Oven Oven-Rethermalization and Holding Pizza Oven Tilting Skillet (Braising) Kettle Steamer Broiler/Salamander Grill/Griddle	Storage and Transport Freezer: Reach-In, Chest Refrigerator/Cooler: Reach-in/Under counter/Mobile Coolers: Beverage/Milk/Merchandiser/Display Case Cart: Hot/Cold Mobile Cabinet: Hot/Cold Holding; Mobile/Transport Storage Racks/Shelves for dry and refrigeration
Food Preparation Hood/Vent (Exhaust Hood, Systems) Hood Fire Suppression System Ice Machine for kitchen only Blast or Tumble Chiller Food Processor Chopper/Grinder Slicer Mixer Blender Prep Sink Holding/Proofing Cabinet Processing/Packaging Machines Work/Prep Tables	Dishwashing/Sanitation/Cleaning In-Sink Food Disposal System (Garbage Disposal) Dishwashing Machine Booster Heater for kitchen Handwashing Sink 3 Compartment Sink

*The purchase of any of the above items must be for Child Nutrition Program use only.



On this slide is the Louisiana State Agency Pre-Approved List.
Any item on this equipment list receives automatic LDOE approval without needing to submit a pre-approval request

Noncompetitive Procurement

2 CFR 200.320(c) states that there are specific circumstances in which noncompetitive procurement may be utilized.

1. The aggregate amount of a transaction does not exceed the micro-purchase threshold.
2. Procurement can only be fulfilled by a single source (Sole Source Procurement).
3. Public exigency or emergency does not lend itself to competitive solicitation.
4. The sponsor requests noncompetitive procurement in writing and receives written State agency approval.
5. After soliciting several sources, competition is determined inadequate.

Complete the Noncompetitive Procurement Request Form, and receive State agency approval prior to any noncompetitive procurement, except micro-purchases.



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Noncompetitive procurement has a foothold in informal procurement. Micro-purchasing is a form of noncompetitive procurement.

2 CFR 200.320(c) states that there are specific circumstances in which noncompetitive procurement may be utilized.

- (1) The aggregate amount of a transaction does not exceed the micro-purchase threshold.
- (2) Procurement can only be fulfilled by a single source. This refers to Sole Source Procurement, that often falls between the micro-purchase and small purchase thresholds. Software updates, renewals, or maintenance fall under the sole source umbrella. The original software company is usually the only vendor who can update/maintain or renew the software.
- (3) Public exigency or emergency does not lend itself to competitive solicitation. This refers to emergency situations. If the SFA has an emergency, call the State agency to let them know that a noncompetitive procurement approval must be requested and State agency staff will inform you of next steps. Even though the situation may be emergent, the Noncompetitive Procurement Request Form still needs to be completed and submitted.
- (4) The sponsor requests noncompetitive procurement in writing and receives written State agency approval. This refers to the SFA wanting to work with a specific vendor and forego competitive procurement. State agency approval is required every time. The Noncompetitive Procurement Request Form must be submitted with sufficient justification. Be aware, requests will not be approved if the SFA's only justification is that they do not want to go through the competitive procurement process. The justification has to be overwhelming for this type of procurement request to be approved.
- (5) After soliciting several sources, competition is determined inadequate. This refers to a situation where you have requested quotes and no vendor met all the specifications required in the solicitation. For instance, you requested quotes. You received the required three quotes. However, no vendor was able to meet the required delivery schedule. Another example is if you have one vendor respond to your bid. In these instances, you have solicited several sources and the competition was inadequate. The SFA would submit a noncompetitive procurement request form to procure necessary items.

Please be sure that you understand the noncompetitive procurement policies. The Noncompetitive Procurement Request Form can be found on the CNP website. Complete the Noncompetitive Procurement Request Form, and receive State agency approval prior to any noncompetitive procurement, except micro-purchases. Follow the instructions listed in the form and submit the form and all required documentation to the childnutritionprograms@la.gov

Noncompetitive Procurement Request Form

Sponsor Name:	
Type of Noncompetitive Procurement: Describe the proposed non-competitive procurement, in detail. What is the product/service? Why is this the only product/service or vendor that meets the sponsor's needs?	
Provide an explanation and documented proof why the only option for this procurement is noncompetitive procurement. (Attach all supporting documentation.)	
Did the sponsor use the State Contract, as one source, during solicitation?	If prior approval is required for services or updates to existing equipment/software, explain and attach all supporting documentation related to the original purchase.
Provide the cost/price analysis conducted in relation to this procurement.	
Certification: I hereby certify the information provided is correct, true, and, supports the submitted request to the best of my knowledge. I hereby certify that I am an Authorized Representative of the sponsor and am not a Consultant or Food Service Management Company employee.	
Name of Authorized Representative	Title of Authorized Representative
Signature of Authorized Representative	Date



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Here is the updated LDOE Noncompetitive Procurement Request Form. It can be found on the CNP website.

The form must be completed and submitted prior to executing noncompetitive procurement. Prior approval is required to comply with state and federal regulations and to utilize Child Nutrition Program funding to pay for said procurement.

Email the completed, signed form to childnutritionprograms@la.gov.

Make sure to attach all supporting documentation when submitting.

The first page explains the types of noncompetitive procurement.

The second and third page are the pages the SFAs completes.

The fourth page is the official use only page that is completed by LDOE.

LDOE CNP Agreement Amendment Information Sheet Form

LOUISIANA DEPARTMENT OF EDUCATION	
Operations – Division of Nutrition Support	
CNP Agreement Amendment Form	
State-Use Only:	
Current Agreement #	Prior Agreement #
Program Designation	
☐ School Food Authority (SFA only)	☐ SFA and Non-SFA Institutions
Institution Info: MUST match information on WS documentation (include this if applicable)	
Institution Name	
Mailing Address	
Physical Address	
City, State, Zip + 4	
Parish / County	
Phone (+ area code)	IRS EIN SAM UEI
Head of the Organization (Include Name and Title):	
Mailing Address	
City, State, Zip + 4	
Email Address	
Phone (+ area code)	Date of Birth
Previously Used Names	

Board Chair / Owner:	
Mailing Address	
City, State, Zip + 4	
Email Address	
Phone (+ area code)	Date of Birth
Previously Used Names	

THIS SECTION MUST BE COMPLETED

Authorized Representative (include name and title):

Mailing Address	
City, State, Zip + 4	
Institution Email	
Phone (+ area code)	Date of Birth
Previously Used Names	

Date Completed Printed Name and Title Signature

TO BE COMPLETED BY LDOE

Approved By Director, Division of Nutrition Support Date



Now is the time to check to ensure your authorized contacts for your SFA are correct in the CNP system.

If contacts need to be updated, here is the updated LDOE CNP Agreement Amendment Information Sheet Form. The form can be found on the CNP website.

This is the form that is completed when there is a change in the superintendent, authorized representative, address, email, etc. changed.

Please note that you no longer need to mail the original form, you just need to email the form to childnutritionprograms@la.gov.

Previously the form was 1 page. It is now 2 pages.

CNP User Accounts

Now is the time to check user roles and permissions for those who have accounts in the CNP system.

Home tab > Administration > Account Maintenance

- Ensure contact information is current (email address and phone).
- Disable the accounts of anyone who is no longer with your organization.
- Create accounts for additional users as needed.

User account logins and passwords should never be shared!

- Any actions in the CNP site are the responsibility of the user logged in.
- Accounts must be created for additional users as needed, and authorizations can be adjusted to allow or disallow users from accessing programs and permissions as necessary.
- This includes accounts for consultants. (Consultants may not complete any non delegable tasks that are the responsibility of the SFA)

If you need assistance, please contact the State agency



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Authorized Representatives, now is the time to check user roles and permissions for those who have accounts in the CNP system. You can do this by clicking on the gray Home tab > Administration > Account Maintenance. Ensure contact information is current (email address and phone). Disable the accounts of anyone who is no longer with your organization. Create accounts for additional users as needed.

User account logins and passwords should never be shared! Any actions in the CNP site are the responsibility of the user logged in. Accounts must be created for additional users as needed, and authorizations can be adjusted to allow or disallow users from accessing programs and permissions as necessary. This includes accounts for consultants. (As a reminder, consultants may not complete any non delegable tasks that are the responsibility of the SFA)

If you need assistance creating or editing Sponsor users, please contact the State agency.

2026-2027 SY NSLP Application



SY 2026-2027 NSLP APPLICATION

- The deadline for submitting was **August 31, 2026**
- If the application was not submitted by the deadline, the SFA will not be approved to claim meals served in August
- If financial books were not closed and a partially completed Income and Expense report was submitted, please ensure to submit a revision at a later date.



The deadline for submitting the 26-27 SY application was **August 31, 2026**.

If the application was not submitted by the deadline, the SFA may will be approved to claim meals served in August.

If financial books were not closed and a partially completed Income and Expense report was submitted, please ensure to submit a revision at a later date.

Claims for Reimbursement Reminders



Requirements for Reimbursement

The SFA:

- can use either a manual or an electronic system for counting and consolidating meals at each school
- must have a system that accurately counts, records, consolidates, and reports the number of reimbursable meals by eligibility status and meal type
- must also include Edit Checks
- must maintain adequate supporting documentation on file for the number of meals claimed
- must have an accurate, up-to-date Benefit Issuance Document



3 Categories of Meal Counts

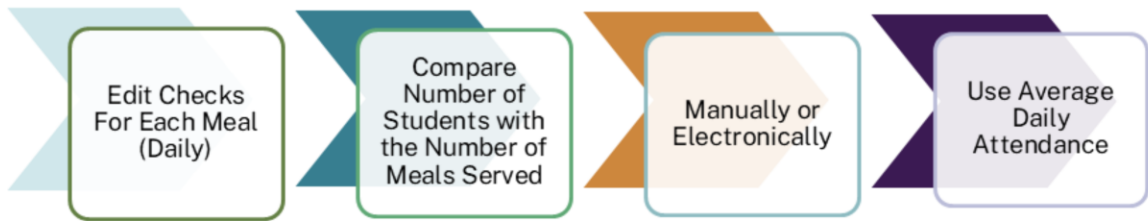
1. FREE
2. REDUCED
3. PAID



What are the Categories Meal Counts are Separated By?

1. FREE - All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), homeless or foster can receive free meals regardless of your income. Also, the children can receive free price meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
2. REDUCED – Due to the passing of HB 282, students will not be charged the reduced price, but they MUST maintain their reduced-price status on all documentation.
3. PAID - Children who live in a household that do not qualify for Free and Reduced Price Meals will be listed in the PAID category.

Edit Checks



Edit checks must be completed for each meal each day.

The Edit Checks must compare the number of free, reduced, and paid students with the number served in each category to prevent errors in charging, recording and consolidating meal counts prior to submitting a claim

Edit checks can be done manually or electronically.

Edit checks use the Average Daily Attendance to determine if excess meals are served. An Explanation is required if an excess has been determined. Please be reminded that the number of meals claimed should not exceed the Average Daily Attendance, nor should the number of meals served exceed enrollment.

Claim Reimbursement

- SFAs must have a complete and approved NSLP/SBP application
- Claims must be submitted through the Louisiana Child Nutrition Website under the green School Food Service tab
- A separate claim **must** be submitted every month, even if the month consists of only one day
- SFAs **should** submit claims by the 10th of the month following the claim period
- SFAs **must** submit by the 60th calendar day following the claim period
- SFAs may only submit one claim for each Child Nutrition Program per processing period



To be eligible for claim reimbursement, the organization must have a complete and approved NSLP/SBP application. All claims must be submitted electronically by accessing the Louisiana Department of Education (LDOE) Child Nutrition Program website. A separate claim must be submitted for every month, even if the month consists of only one day of meal service to students.

SFAs **should** submit claims by the 10th of the month following the claim period.

SFAs **MUST** submit by the 60th calendar day following the claim period.

SFAs may only submit one claim for each Child Nutrition Program per processing period.

What Happens If the Claim Is Not Submitted by the 60th Day?

- A one time exemption may be awarded every three years – subject to approval
- Requires a written justification submitted to the State agency
- Confirmation letters are provided to schools regarding the results of an exemption request



So, What if you don't submit by the 60th calendar day?

If the claim is not submitted by the 60th calendar day, SFAs may request a one time exemption that can only be awarded once every three years – pending Program Manager approval • This exemption requires a written justification to be submitted to the State agency and then SFAs are provided a confirmation letter regarding the results of the exemption request.

Claims Reminders

Claims are color-coded on the CNP website

Completed claims, those that have been paid, display in **pink**

Waiting claims, those that have been submitted and are waiting to be processed and paid, are displayed in **blue**

Open claims, those claims that are un-submitted, are displayed in **yellow**

-  Completed Claims
-  Waiting Claims
-  Open Claims



Claims are color-coded on the CNP website.

Completed claims, those that have been paid, display in pink

Waiting claims, those that have been submitted and are waiting to be processed and paid, are displayed in blue

Open claims, those claims that are un-submitted, are displayed in yellow

What do I do if I made an error on my claim?

If your claim is still in Waiting Status:

Contact our department and we request it be returned for revision

If your claim has been Paid:
File an amendment

- ☐ Completed Claims
- ☐ Waiting Claims
- ☐ Open Claims

Claim Month : Jun 2024 Status: Closed/Approved Invoice Number: 2 Amendment: 0			
Amendment Number	Status	Submission Date	Decision Date
Original Claim	Closed/Approved	7/8/2024 1:14:57 PM	7/11/2024
School Participation Data SFA Claims Data Review Print This Page			
			Create Amendment
NUMBER OF STUDENT MEALS			



What to do if you made an error on your claim.

If your claim is still in Waiting Status:

- Contact our department and we request it be returned for revision

If your claim has been Paid:

- File an amendment

Memos/Resources



2026-2027 MFP

The statewide MFP formula allocation for FY 2026-2027 and the associated guidance are now available on the [LDOE website](#).

The USDA requires an annual match of state funds for the school lunch program. LDOE is provided a total state match amount by the USDA each year that must be divided into individual school system match amounts.

A memo explaining the requirements and the schedule for FY 2026-2027, which contains the required match for each school system, is available in the MFP Library under the USDA Required School Lunch Match Section.

[USDA Required School Lunch Match Memo](#)

Please contact ldoemfphelpdesk@la.gov with questions.



The statewide MFP formula allocation for FY 2026-2027 and the associated guidance are now available on the [LDOE website](#).

The USDA requires an annual match of state funds for the school lunch program. LDOE is provided a total state match amount by the USDA each year that must be divided into individual school system match amounts.

A memo explaining the requirements and the schedule for FY 2026-2027, which contains the required match for each school system, is available in the MFP Library under the USDA Required School Lunch Match Section.

[USDA Required School Lunch Match Memo](#)

Please contact ldoemfphelpdesk@la.gov with questions.

July SNAP and Medicaid Free Lunch and Medicaid Reduced Lunch

July SNAP and June TANF data have been loaded to eScholar DirectMatch. Districts (public and non-public) should first submit their students to eScholar PersonID for ID assignment and then run their own DirectMatch.

July Medicaid Free Lunch and Medicaid Free Lunch data have been loaded to eScholar DirectMatch. Districts (public and non-public) should first submit their students to eScholar PersonID for ID assignment and then run their own DirectMatch.

For assistance, please email Architha.Yerramalla@la.gov



The following memo was posted on August 17th.

Please be aware that the July SNAP and June TANF data have been loaded to eScholar DirectMatch.

Districts (public and non-public) should first submit their students to eScholar PersonID for ID assignment and then run their own DirectMatch.

Additionally, please be aware that the July Medicaid Free Lunch and Medicaid Free Lunch data have been loaded to eScholar DirectMatch. Districts (public and non-public) should first submit their students to eScholar PersonID for ID assignment and then run their own DirectMatch.

For assistance, please email Architha.Yerramalla@la.gov

Resource Management Guidance

Resource Management in Child Nutrition Programs: Classification and Allocation of Costs to the Nonprofit School Food Service Account (NSFSA) 2026

This comprehensive resource provides SFAs and LEA Business Offices with the regulatory framework required to ensure cost allowability, prevent double-charging, and maintain audit-ready financial records.

- SFA's Role as Steward of the Nonprofit School Food Service Account
- Foundational Principles of Cost Allowability
- Distinguishing Direct vs Indirect Costs
- Critical Principle of Consistent Treatment
- Understanding the Indirect Cost Rate Agreement
- Guide to Allowability of Common SFA Expenditures
- Noncompetitive Procurement
- Equipment
- Adult Meals
- Revenue from Nonprogram Foods
- Financial System Controls and Accountability
- Key Principles for Compliant Resource Management



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LDOE Division of Nutrition Support (DNS) is pleased to announce the release of the updated guidance manual: [Resource Management in Child Nutrition Programs: Classification and Allocation of Costs to the Nonprofit School Food Service Account \(NSFSA\) 2026](#)

This comprehensive resource provides SFAs and LEA Business Offices with the regulatory framework required to ensure cost allowability, prevent double-charging, and maintain audit-ready financial records.

Sections of the resource include:

- The SFA's Role as Steward of the Nonprofit School Food Service Account
- Foundational Principles of Cost Allowability
- Distinguishing Direct vs Indirect Costs
- Critical Principle of Consistent Treatment
- Understanding the Indirect Cost Rate Agreement
- Guide to Allowability of Common SFA Expenditures
- Noncompetitive Procurement
- Equipment
- Adult Meals
- Revenue from Nonprogram Foods
- Financial System Controls and Accountability
- Key Principles for Compliant Resource Management

Required Action Steps for SFAs & Business Managers

- Review the Guidance: Download and review the complete 2026 Resource Management Manual with your finance team.
- Audit Allocation Methods: Reconcile your direct-charging methodologies against your LEA's Indirect Cost Rate Agreement to eliminate double-charging risks.
- Establish SOPs: Verify that written internal controls are in place for the annual Nonprogram Food Revenue assessment, equipment tracking, and time/attendance study documentation.

For questions regarding cost allowability, pre-approvals, or procurement, contact the Division of Nutrition Support at childnutritionprograms@la.gov or 225-342-9661.

For LEA/Charter indirect cost rate inquiries, email FedAudit@la.gov.

Upcoming USDA Proposed Rule

USDA's proposed rule, Child Nutrition Programs: Aligning Program Requirements with the 2025-2030 Dietary Guidelines for Americans, remains under review at the Office of Management and Budget (OMB) for review.

The proposed rule is expected to update meal pattern and monitoring requirements across federal child nutrition programs.

OMB review is part of the federal rulemaking process and generally occurs before a proposed rule is released for public review and comment. Review timelines vary, but OMB consideration often provides an indication that publication of the proposed rule is forthcoming.

The comment period following publication is the formal opportunity to tell USDA what these requirements would mean for SFAs and the impact. Feedback submitted during this stage becomes part of the official record USDA must consider before issuing a final rule. Once the rule is final, the window to influence it is closed.



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USDA is currently developing a multi-year rulemaking effort to align Child Nutrition Programs with the Dietary Guidelines for Americans, 2025–2030.

USDA's proposed rule, Child Nutrition Programs: Aligning Program Requirements with the 2025-2030 Dietary Guidelines for Americans, remains under review at the Office of Management and Budget (OMB) for review. This marks the final stage of federal clearance before the proposal is released for public comment.

Some key details:

The proposed rule is expected to update meal pattern and monitoring requirements across federal child nutrition programs.

OMB review is part of the federal rulemaking process and generally occurs before a proposed rule is released for public review and comment. Review timelines vary, but OMB consideration often provides an indication that publication of the proposed rule is forthcoming.

The comment period following publication is the formal opportunity to tell USDA what these requirements would mean for SFAs and the impact. Feedback submitted during this stage becomes part of the official record USDA must consider before issuing a final rule. Once the rule is final, the window to influence it is closed.

Once the proposed rule is released LDOE will share with SFAs.

Updated: The Real Food Guides to School Breakfast and School Lunch for Families

Real Food Guides to School Breakfast and School Lunch for Families fact sheets were updated to showcase real, nutrient-dense foods that contribute to a balanced school breakfast and lunch and align with the Dietary Guidelines for Americans, 2025–2030.

Visit the [USDA Team Nutrition website](#) for more resources



Real Food Guides to School Breakfast and School Lunch for Families fact sheets were updated to showcase real, nutrient-dense foods that contribute to a balanced school breakfast and lunch and align with the Dietary Guidelines for Americans, 2025–2030.

Visit the [USDA Team Nutrition website](#) for more resources

Harvest to Hallways Initiative

On August 24, 2026 USDA Announced Harvest to Hallways Initiative to Invest in Child Nutrition Programs

The initiative includes several actions to improve school meals and strengthen the connection between American agriculture and America's children:

- Expanding Local Procurement
 - Resources for Procuring Local Foods in School Year 2026-2027
<https://www.fna.usda.gov/schoolmeals/harvest-to-hallways>
- Investing in School Kitchens
- Bringing More Local Food to Schools
- Accelerating Healthier Meals
- Investing in School Meal Nutrition Research

Learn more about the new Harvest to Hallways initiative at www.usda.gov/harvest-to-hallways



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Learn more about the new Harvest to Hallways initiative at www.usda.gov/harvest-to-hallways

2026 Equipment Assistance Grant

LDOE was selected to receive the FY 2026 Child Nutrition Equipment Assistance Grant

LDOE is in the process of getting the necessary forms completed and returned to USDA to receive the funds

The eligibility and procedures will be the same as in previous years

Equipment assistance grant training is forthcoming and the date will be announced soon



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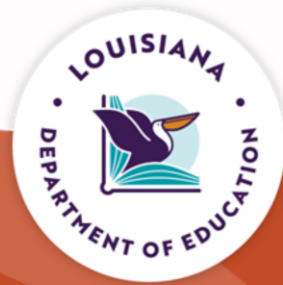
LDOE is in the process of getting the necessary forms completed and returned to USDA to receive the funds.

The grant eligibility and procedures will be the same as in previous years.

The Equipment assistance grant training date is forthcoming and will be announced soon.

More information to come

Trainings and Events



Upcoming LDOE Trainings

September

Monthly Call - September 1st

Verification Process: Part 1 - September 15th

October

State Update at SNAL Conference - October 2nd

Monthly Call - October 6th

Equipment Assistance Grant - TBD

Register on LA Fit Kids website

<https://www.louisianafitkids.com/Meetings/Home/MeetingRegistration/>



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Let's go over some upcoming LDOE trainings.

Today, September 1st is our monthly call.

September 15th will be the Verification Process: Part 1 training.

At the SNAL conference on October 2nd we will have a State Update at the Directors Luncheon

October 6th will be our monthly call.

Equipment Assistance Grant - TBD

Register on LA Fit Kids website

<https://www.louisianafitkids.com/Meetings/Home/MeetingRegistration/>



Louisiana Team Nutrition

1-Day Culinary Training
FUNDamentals of Weights & Measures
for School Nutrition Professionals



Monday, September 21, 2026

Pineville High School Cafeteria

Pineville, Louisiana

Rapides Parish Schools

Registration 7:30am

Workshop 8:00am - 3:00pm



Participants will apply the principles of weights and measures to enhance the quality and consistency of school meals, meet USDA meal pattern requirements, ensure nutrient crediting, and maintain recipe consistency. The training will include **hands-on activities** using a teach-it-forward curriculum.



[Register](#) on Louisiana Fit Kids website or use the QR code below:



Email Cathy Carmichael at
cathy.carmichael@pbrc.edu
with questions.



Louisiana Festival of Flavors Louisiana Team Nutrition has an upcoming 1 Day Culinary Training entitled “FUNDamentals of Weight and Measures for School Nutrition Professionals.

The training will take place on Monday, September 21, 2026 at Pineville High School Cafeteria from 8:00-3:00.

Participants will apply the principles of weights and measures to enhance the quality and consistency of school meals, meet USDA meal pattern requirements, ensure nutrient crediting, and maintain recipe consistency. The training will include hands-on activities using a teach-it-forward curriculum.

If interested, please [Register](#) on Louisiana Fit Kids or use the QR code.

Email Cathy Carmichael at cathy.carmichael@pbrc.edu with questions.

2026 Turnip the Beet!

USDA is accepting applications for the 2026 Turnip the Beet Campaign.

The Turnip the Beet! Award recognizes outstanding SFSP and SSO sponsors across the nation who work hard to offer children high-quality meals that are appetizing, appealing, and nutritious during the summer months.

Sponsors may submit a self-nomination or be nominated by another party.

Reach out to the LDOE SFSP Coordinator (Toya Porter) to complete the State Agency Checklist and Signature Form and to submit the application packet by **September 21st**.

<https://www.fna.usda.gov/sfsp/turnip-the-beet>
<https://www.louisianafitkids.com/Home/TurnipTheBeet>



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The Turnip the Beet Award, presented by the U.S. Department of Agriculture's (USDA) Food and Nutrition Administration (FNA), recognizes outstanding summer meal program sponsors across the nation who work hard to offer high quality meals that are appetizing, appealing, and nutritious during the summer months. The award is open to all sponsors.

All summer meal program sponsors, including Summer Food Service Program (SFSP) sponsors and National School Lunch Program (NSLP) Seamless Summer Option (SSO) sponsors, may be eligible for a Turnip the Beet Award. Nominated sponsors must be in compliance with all SFSP or NSLP/SSO regulations, as applicable. Nominated sponsors are required to be in good standing with the SFSP or NSLP/SSO. This means the sponsor had no major findings and program violations, or completed and implemented all corrective actions from the last compliance review, was not found seriously deficient in the past two years (at the time of the nomination), and has never been terminated from the Summer Meal Programs.

Sponsors may submit a self-nomination or be nominated by another party. Reach out to the LDOE SFSP Coordinator (Toya Porter) to complete the State Agency Checklist and Signature Form and to submit the application packet by **September 21st**.

For more information on Turnip the Beet you can refer to the USDA website <https://www.fna.usda.gov/sfsp/turnip-the-beet> and Louisiana Fit Kids website <https://www.louisianafitkids.com/Home/TurnipTheBeet>.

Louisiana Farm to School Conference

Attendees will participate in engaging sessions led by farm to school champions and build lasting relationships to nurture healthier futures for Louisiana's young learners.

This conference is ideal for school nutrition professionals.

Registration is required to attend.

<https://lsuagcenter.regfox.com/2026-louisiana-conference>

The cost is \$35 per person and will include a light breakfast, lunch, refreshments, and sessions throughout the day.



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Join Seeds to Success: Louisiana Farm to School Program for our annual Farm to School Conference in Baton Rouge on October 28th. The annual conference will take place at the Cook Hotel and Conference Center from 8 am to 3:30 pm.

The annual Louisiana Farm to School Conference brings together educators, farmers, school nutrition staff, school administrators, and community leaders from across the state to learn, share, and connect. This year's theme, Ten Years of Growing Together, highlights the impact of fresh ideas and strong partnerships in creating healthier school food systems. Attendees will participate in engaging sessions led by farm to school champions and build lasting relationships to nurture healthier futures for Louisiana's young learners. Please help us spread the word to your community of farmers, educators, child nutrition professionals, students, Master Gardeners, community members, and others that would benefit from learning about school gardens, education, local food systems, Louisiana agriculture, and healthy school meals!

This conference is ideal for school nutrition professionals.

Registration is required to attend. <https://lsuagcenter.regfox.com/2026-louisiana-conference>

The cost is \$35 per person and will include a light breakfast, lunch, refreshments, and sessions throughout the day.

Louisiana Tray of the Week

Louisiana Tray of the Week

August 17, 2026 - May 14, 2027

The Louisiana Tray of the Week Campaign is a year-long initiative celebrating high-quality school meals and the dedicated work of School Nutrition Professionals across the state. The campaign promotes excellence and inclusivity for all programs—regardless of size, location, or social media presence.



Each week, the Louisiana Fit Kids Team will highlight at least one school meal tray served within the past 1–4 weeks.

Meal photo submissions must meet the following criteria:

- Meet the USDA National School Breakfast or National School Lunch Meal Patterns, clearly showing all components (i.e., including Fruit, Vegetables, Grains, Meat/Meat Alternate and Fluid Milk as applicable).
- Include a **short description** of the menu items.
- Indicate the **school** where the meal was served.
- Provide the **date** of service.
- Food should be attractively plated on the tray and photographed.
- Be an accurate representation of what your students selected or could select.



LouisianaFitKids.com

Help us
showcase
Louisiana
school meals!

Email your tray photos to: louisianafitkids@pbrc.edu



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Louisiana Tray of the week will take from August 17, 2026 - May 14, 2027 for the 26-27 SY.

The Louisiana tray of the week campaign is a year long initiative.

Each week the Louisiana Fit Kids team will highlight at least one school meal tray served within the past 1-4 weeks.

Email your tray photos to louisianafitkids@pbrc.edu.

When submitting your meal tray photos:

- The meal should meet the SBP or NSLP meal pattern, clearly showing all components
- Include a short description of the menu items
- Indicate the school where the meal was served
- Provide the date of service
- The food should be attractively plated on the tray
- The tray should be an accurate representation of what your students selected or could select

QUESTIONS

Contact LDOE Division of Nutrition Support
(225) 342-9661

ChildNutritionPrograms@LA.GOV



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Support

(225) 342-9661

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