

# **CHILD NUTRITION MANUAL FOR SCHOOLS FY2025**

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**Oklahoma State Department of Education  
Child Nutrition Programs Section  
2500 North Lincoln Boulevard, Room 310  
Oklahoma City, Oklahoma 73105-4599  
405-521-3327  
Fax: 405-521-2239**

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1. mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. fax: (833) 256-1665 or (202) 690-7442; or

3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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# CHILD NUTRITION PROGRAMS

## CHILD NUTRITION MANUAL

### Foreword

The Child Nutrition Manual was developed by the Oklahoma State Department of Education (OSDE) Child Nutrition Programs (CNP) Section (hereinafter referred to as the *State agency*) with the intent to assist school personnel in understanding the policies and procedures of CNP. All items discussed in the manual specifically deal with the requirements of the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) and how implementation of these requirements may be accomplished.

#### *National School Lunch Program*

The National School Lunch Act (NSLA), passed in 1946, established school lunch programs across the nation. The purpose of the program is to safeguard the health and well-being of the nation's children and to encourage the consumption of agricultural abundance. The objectives of the NSLP are to make available to all students a lunch that is nutritionally adequate and acceptable, to provide assistance to participants to ensure that minimum meal requirements are met, and to ensure that all programs are accountable. Lunch meals are only reimbursable when school is in session. (Reference eCFR 210.1-210.33)

#### *School Breakfast Program*

Established by federal legislation in 1966, the SBP received permanent authorization by Public Law 94-105, enacted October 7, 1975. The purpose of this program is to make breakfast available for students who, for various reasons, come to school without an adequate breakfast. Breakfast meals are only reimbursable when school is in session. (Reference eCFR 210.1-210.33)

Other programs administered by the State agency in which schools can participate are as follows:

- Special Milk Program (SMP)—Milk is only reimbursable when school is in session (Reference eCFR 215.1-215.18)
- After-School Snack Program (ASSP)
- Seamless Summer Program (SSO)
- Summer Food Service Program (SFSP) (Reference eCFR 225.1-225.2)
- Fresh Fruit and Vegetable Program (FFVP)—Fresh fruits and vegetables are only reimbursable when school is in session (Reference FNS Instruction 786-7, Rev. 1)

The manual is updated annually, incorporating the latest changes, and is available to all program participants at the CNP Web site listed on the next page. If you have questions concerning any part of the manual, please contact the State agency at 405-521-3327.

The following Websites are provided for your information:

- CARS Website is <https://cnp.sde.ok.gov/OKNSLP/>
- OSDE Website address is [www.sde.ok.gov](http://www.sde.ok.gov)
- Code of Federal Regulations Web site address is [www.ecfr.gov](http://www.ecfr.gov)
- Food and Nutrition Service (FNS) Web site address is [www.fns.usda.gov/cnp](http://www.fns.usda.gov/cnp)
- Commodities Distribution Web site address is [www.okdhs.org](http://www.okdhs.org)
- Institute of Child Nutrition (ICN) Web site address is [www.theicn.org](http://www.theicn.org)

## Technical assistance

The State agency strives to provide SFAs and their staffs with quality service and on-site technical assistance. The State agency has an outstanding staff of Child Nutrition Program Specialist available to offer their expertise and guidance in all areas or issues pertaining to CNP. Some of the areas are as follows:

- (1) Qualifying for Severe Need Breakfast Program (SNB)
- (2) Analyzing meals per labor hour (MPLH) to determine food service labor productivity
- (3) Determining the highest free and reduced-price eligible students enrolled at school sites
- (4) Conducting a financial analysis of school food service income and expenditures
- (5) Conducting a nutrient analysis of site menus and identifying areas of improvement
- (6) Training new staff in Child Nutrition regulations
- (7) Qualifying for the Afterschool Snack Program (ASSP)
- (8) Completion of the annual National School Lunch Program (NSLP) and School Breakfast Program (SBP) Application and Agreement and Policy Statements
- (9) Assistance with the electronic claims software
- (10) Assisting with Menu Planning and Cycle Menus