



TIPS FOR AR SUCCESS

The entire NSLP and SBP programs are evaluated during an Administrative Review. Here are a few simple things that can be done before the review even starts to help ensure compliance within the programs.



PORTION SIZES

The School Breakfast Program and the National School Lunch Program have defined portion sizes for meat/meat alternate, milk, fruits, vegetables, and grains. These portion sizes change with certain grade groupings.



[NSLP Meal Pattern](#)

[SBP Meal Pattern](#)

MEAL SIGNAGE

USDA requires that meal signage is posted in a visible area for Breakfast and Lunch. The signage must identify the components of a reimbursable meal. If the site participates in Offer vs Serve, OVS signage must also be posted.

[USDA Meal Signage](#)



DISCRIMINATION COMPLAINTS

Discrimination complaints cannot be processed internally. Sponsors must have a policy in place.

[Complaint Template](#)

PROGRAM OUTREACH

All sponsors must provide outreach materials for the Summer Food Service Program, and the School Breakfast if SBP is provided.

[SFSP Template Flyers](#)

BUY AMERICAN

Schools are required to make every effort to purchase fruits and vegetables grown in the United States. Sometimes this is not always possible. When items are purchased that were grown outside the United States, documentation must be maintained showing that the school tried to find domestic items first.

[USDA Buy American](#)

PROFESSIONAL STANDARDS- FOODSERVICE STAFF

School Foodservice personnel and anyone with NSLP responsibilities must receive training related to their duties each school year. Documentation must be kept showing that training was attended as required and annual training hours are met. The sponsor should outline planned training for the entire year, on a training tracker that includes all USDA requirements.

[USDA Professional Standards Tracker](#)

NON-DISCRIMINATION STATEMENT

USDA updated the Non-Discrimination statement in 2022. Ensure that all program materials have the current statement.

[USDA Non-Discrimination Statement](#)

LOCAL SCHOOL WELLNESS POLICY

USDA requires that all sponsors have a Local School Wellness Policy in place. The policy must include these [USDA-established criteria](#). Once every three years an assessment of the Wellness Policy must be completed, and the results must be made available to the public.

[USDA Assessment Resources](#)

