

Certification for Performance-Based Reimbursement Checklist Card

Does TX-UNPS have the correct information?

- Contact information, including, but not limited to, the name of the current superintendent, child nutrition director and other authorized representative
- Names and addresses for all sites operating under the CE
- Correct grades for each sites
- Breakfast and lunch meal times
- Menu planning method for breakfast
- Availability of offer versus serve

Has the CE gathered the right documents to prepare the certification documentation?

- One week of planned menus for each menu type with dates of service for each age/grade group
- Production records, which include the portion sizes for each menu item, for each menu type for each age/grade group
- Standardized recipes for applicable menu items
- Nutrition fact labels and ingredients for all food items
- Child Nutrition (CN) Labels for menu or food items, as applicable
- Whole grain statements/labels for each whole grain menu or food item, as applicable
- Product Analysis Sheet/Manufacturer's Statement to Provide for a Grains Product*, as applicable
- Product Analysis Sheet/Manufacturer's Specification for Meat/Meat Alternate (M/MA) Products*, as applicable
- USDA Foods Fact Sheets* for all USDA Foods received through the TDA Commodity Operations unit
- USDA Food Buying Guide for Child Nutrition Programs*

Has the CE prepared the certification submission correctly?

- Planned menus for each age/grade group served by menu type (CE Form)
- Certification Menu Worksheet* (USDA form or approved software form) for the one week of planned menus
- Simplified nutrient assessment (incorporated into the *Certification Menu Worksheet*) or a nutrient analysis (using USDA approved software)