

## Administrator’s Reference Manual (ARM) Section Description Chart

Section	Contents for Section
<b>Program Application</b>	
<b>1 Program Overview</b>	<ul style="list-style-type: none"> <li>▪ General information on the Child Nutrition Programs (CNPs)</li> </ul>
<b>2 Program Application &amp; Agreement</b>	<ul style="list-style-type: none"> <li>▪ School Nutrition Program (SNP) application and application forms</li> <li>▪ Program agreement</li> <li>▪ Amendments to the program agreement</li> </ul>
<b>2a Meal Pattern Certification</b>	<ul style="list-style-type: none"> <li>▪ Process for certification of the meal pattern</li> </ul>
<b>Certification and Benefit Issuance</b>	
<b>3 Civil Rights &amp; Confidentiality</b>	<ul style="list-style-type: none"> <li>▪ Participant civil rights and related forms</li> <li>▪ Requirements for sharing program eligibility information</li> <li>▪ Civil rights training</li> <li>▪ Collection of racial and ethnic data</li> <li>▪ Use of nondiscrimination statement</li> <li>▪ Use of nondiscrimination poster</li> <li>▪ Complaint process</li> </ul>
<b>4 Eligibility Determination</b>	<ul style="list-style-type: none"> <li>▪ Eligible participants</li> <li>▪ Household applications</li> <li>▪ Categorical eligibility</li> <li>▪ Direct Certification</li> <li>▪ Carryover eligibility</li> <li>▪ Household notifications</li> <li>▪ Eligibility forms and letters</li> </ul>
<b>5 Special Provision Options</b>	<ul style="list-style-type: none"> <li>▪ Community Eligibility Provision (CEP)</li> <li>▪ Provision 2 (P2)</li> <li>▪ Carryover for special provisions programs</li> <li>▪ Notification</li> <li>▪ Reporting</li> </ul>
<b>6 Verification of Eligibility</b>	<ul style="list-style-type: none"> <li>▪ Verification process</li> <li>▪ Confirmation reviews</li> <li>▪ Direct Verification (DV)</li> <li>▪ Household notifications</li> <li>▪ Verification reporting</li> <li>▪ Verification for cause</li> <li>▪ Reporting</li> </ul>
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<b>7 Breakfast Meals</b>	<ul style="list-style-type: none"> <li>▪ Breakfast meal pattern—components and dietary specifications</li> <li>▪ Menu planning</li> <li>▪ Identification of a reimbursable meal</li> <li>▪ Water</li> <li>▪ Meal pattern resources</li> </ul>
<b>8 Lunch Meals</b>	<ul style="list-style-type: none"> <li>▪ Lunch meal pattern—components and dietary specifications</li> <li>▪ Menu planning</li> <li>▪ Identification of a reimbursable meal</li> <li>▪ Water</li> <li>▪ Meal pattern resources</li> </ul>

Section	Contents for Section
<b>9 Pre-Kindergarten Meals</b>	<ul style="list-style-type: none"> <li>▪ Pre-kindergarten meal pattern—components</li> <li>▪ Menu planning</li> <li>▪ Identification of a reimbursable meal</li> <li>▪ Water</li> <li>▪ Pre-kindergarten (pre-K) meal pattern for SNPs</li> <li>▪ Commingle meals</li> <li>▪ Meal pattern resources</li> </ul>
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Section	Contents for Section
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<b>17b Buy American</b>	<ul style="list-style-type: none"> <li>▪ Program integrity and internal controls</li> <li>▪ Buy American requirements</li> <li>▪ Third-party contracts</li> </ul>
<b>17c Cooperative Purchasing</b>	<ul style="list-style-type: none"> <li>▪ Program integrity and internal controls</li> <li>▪ Cooperative agreements</li> <li>▪ Types of cooperatives</li> <li>▪ Allowed practices</li> <li>▪ Credits, rebates, discounts, and USDA Foods values</li> </ul>
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<b>24 Disaster Situations</b>	<ul style="list-style-type: none"> <li>▪ Types of disasters</li> <li>▪ Flexibility allowed during a disaster</li> </ul>
<b>25 Meal Accommodations</b>	<ul style="list-style-type: none"> <li>▪ Meal pattern accommodations for students with and without a medical statement</li> </ul>
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<b>27 Professional Standards</b>	<ul style="list-style-type: none"> <li>▪ Child nutrition director hiring standards</li> <li>▪ Hiring exemption</li> <li>▪ Required staff training</li> </ul>
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<b>29 Local Wellness Policy, Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>▪ Local wellness policy requirements</li> <li>▪ Stakeholder engagement</li> <li>▪ Complaints</li> </ul>
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