

March NSLP Webinar



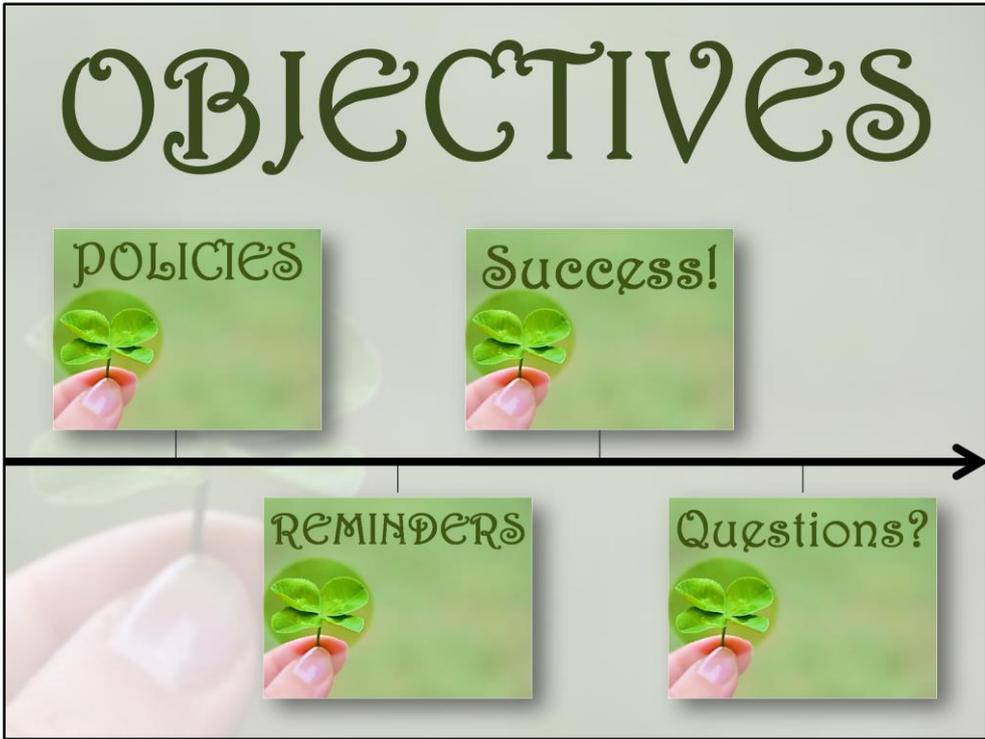
Child Nutrition Programs

Idaho State Department of Education

Heather Blume, MS, RD, LD

Nutrition Assessment and Promotion/NSLP

Good Afternoon! And welcome to the March National School Lunch Program Webinar. My name is Heather Blume and I am a coordinator with the Idaho Child Nutrition Program. In addition to working with the National School Lunch team to conduct Administrative Reviews, I also work on a grant with the Centers for Disease Control to enhance school wellness.



Today our objectives are to go over the recently released policy memos, then to cover a number of program reminders. We will also share some success stories and then allow time for questions.

Professional Standards

Key Areas

Administration—3000

Free and Reduced Price Meal Benefits—3100

<http://professionalstandards.nal.usda.gov/>



Please remember that you can count the time spent viewing this webinar as training for professional development. I have included the learning codes applicable to the topics I will discuss today. As a reminder, you need to track training hours in 15 minute increments. There are tracking forms available in MyIdahoCNP under the Download Forms section, or available at the link seen here.



Beginning with policies...

Policy Memos

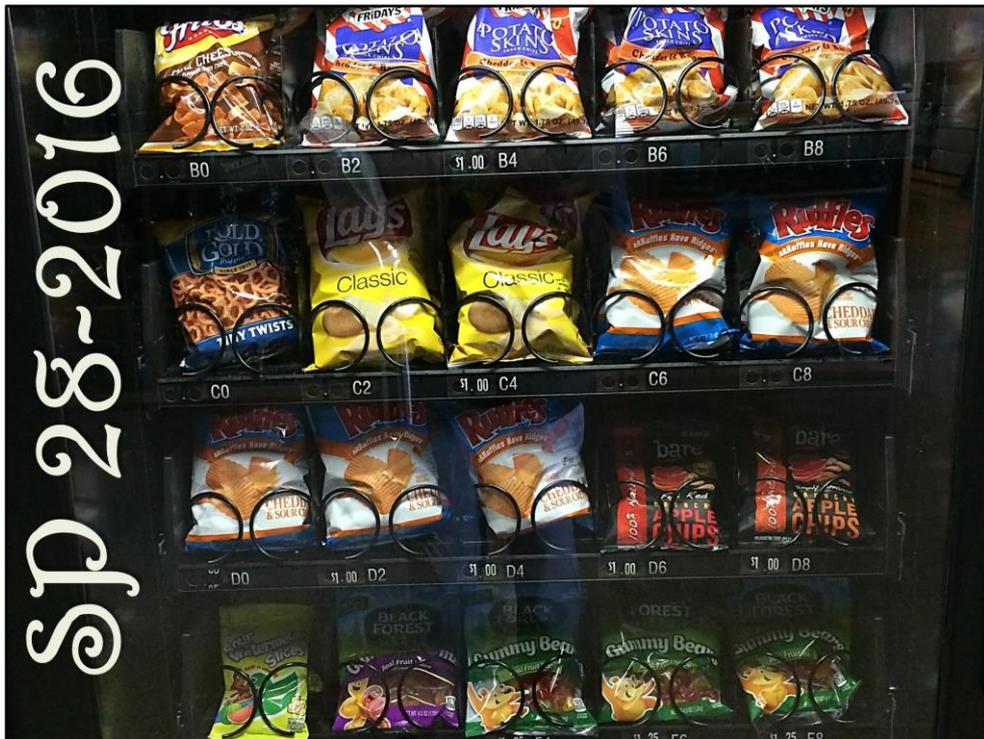
SP 28-2016:

Food and Drug Administration Requirements for Vending Machines

SP 30-2016:

Extension of the Deadline for Local Educational Agencies to Elect the Community Eligibility Provision for School Year 2016-17

There are two policy memos that we will discuss today. Those are SP 28-2016, which discusses nutrition labeling requirements from the Food and Drug Administration and SP 30-2016, which announces an extension of the deadline to apply for CEP.



SP 28-2016:

Food and Drug Administration Requirements for Vending Machines

According to the FDA final rule, *Food Labeling: Calorie Labeling of Articles of Food in Vending Machines*, covered vending machine operators with 20 or more vending machines must disclose calorie information for foods or beverages sold from their machines. This regulation pertains to any person or entity that controls or directs the function of the vending machine or the placement of the articles of food within the vending machine, and is compensated for the control or directions of the function of the vending machine. Since many school districts utilize vending machines, schools with 20 or more vending machines will need to disclose calorie information in a clear, conspicuous, and prominently placed manner. This may include signs, posters, stickers, or electronic displays. In addition to posting calorie information, vending machine operators must also disclose their contact information on the machine.

Child Nutrition Program Operators may wish to incorporate requirements of this FDA regulation into their vending machine contracts in order to ensure that covered vending machine operators contracted by the CNP operator include the calorie information when it is required.

SP 30-2016



SP 30-2016: Extension of the Deadline for Local Educational Agencies to Elect the Community Eligibility Provision for SY16-17

This memo extends the CEP election deadline from June 30, 2016, to August 31, 2016, and clarifies that State agencies will be permitted to facilitate CEP implementation beyond the extended deadline of August 31, 2016, throughout the remainder of SY 2016-17. The Food and Nutrition Service (FNS) is continuing to offer this flexibility to ensure that State and local agencies requiring more time to consider their CEP elections will be able to take immediate advantage of CEP's numerous benefits, rather than wait until the following school year to provide free meals to their students.



Since those were the only two policy memos this month, we will now move on to a number of reminders.



Our first reminder pertains to CEP. The timeframe to collect data in order to apply for the Community Eligibility Provision is just around the corner, being April 1st. Since there are a number of different pieces of information to gather for the application, we wanted to be sure to cover those today.



Outline

- Requirements for Participation
 - Identified Students
 - Election and Eligibility Criteria
 - Claiming Percentages
 - Special Procedures
- Notification & Publishing Requirements
- Approval Process
 - State Approval Process
 - LEA's responsibilities

In order to give everyone a clearer picture of the Community Eligibility Provision process we will discuss the requirements for participation, the requirements for notification and publishing, and the approval process.

Requirements for Participation

40% ISP

In order to qualify, schools, groups of schools, or districts must have a minimum percentage ($\geq 40\%$) of identified students in the school year prior to implementing CEP. This means 40% or more of the students in a school are categorically eligible via direct certification, foster care, migrant lists, homeless lists, or runaway lists.

Once a school has been determined to be eligible, the school must serve breakfast and lunch to all students for a cycle of 4 years. Sponsors will claim meals by counting total breakfasts and total lunches served to students daily and claim based on the percentages determined by their identified student population in the data collection year. No free or reduced price meal applications will be collected during this time frame.

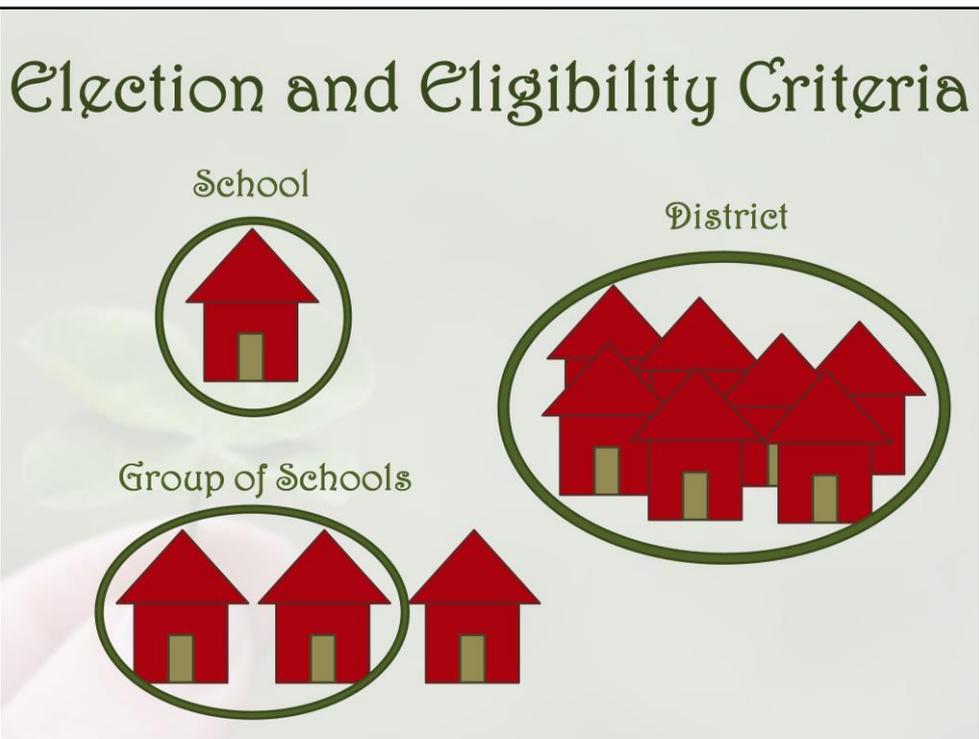
Identifying Students



Identified students are those that were:

- Directly Certified through the DC Match List
- DC SNAP or TANF siblings which are documented (hand written) on the DC List from the state
- Migrant Students (who are not on the DC List)
- Homeless Students (who are not on the DC List)
- Runaway Students (who are not on the DC List)

Any students not on the DC List from the state, must be identified through documentation by their appropriate liaison (Signed list, email with list attached). These will not include Administration approved applications.

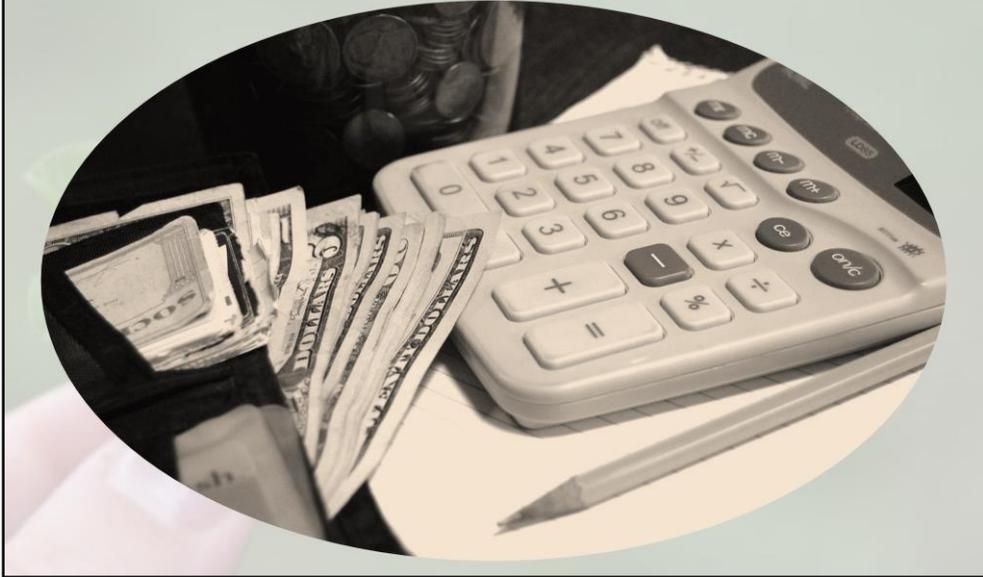


LEAs may elect the Community Eligibility Provision for:

all district schools
a group of schools or
an individual school

Eligible school or group of schools must have an identified student percentage of at least 40% by April 1st of the school year prior to implementing CEP.

Claiming Percentages



The free reimbursement rate is determined by multiplying the Identified Student Percentage by a factor of 1.6. The remaining percent of total meals is reimbursed at the Federal paid rate. With the Community Eligibility Provision there is no reimbursement at the reduced rate.

Any meal costs in excess of the total Federal reimbursement must be covered through non-Federal sources (General Funds)



There are two deadlines in the notification and reporting process

- April 15th

- May 1st

No later than April 15 of each SY, State Agency must notify LEAs about their CEP district wide eligibility status and provide participation guidance. No later than May 1 of each SY, State agency must publish lists of LEAs on their website and provide the link to USDA. State agencies must notify LEAs of district wide eligibility status by April 15th of each year:

Approval Process

A hand holding a small green plant against a light green background. The text "Approval Process" is overlaid on the image in a dark green, serif font.

State Approval Process

- Direct Certification Lists
- DC Sibling documentation
- Homeless Lists
- Migrant Lists
- Runaway Lists
- List of Total Student Enrollment by name

April 1st!

DO NOT EMAIL LISTS OF STUDENT NAMES!!!

An LEA must obtain State agency approval in order to elect CEP. The State agency must review documentation submitted by the LEA to ensure the LEA/school:

- Meets the minimum identified student percentage
- Participates in both the NSLP and SBP
- Has a record of administering the meal program in accordance with program regulations

LEAs interested in participating must provide full identified student counts reflective of (on or as near to) April 1st in order to participate.

The School Roster uploaded will need to mirror the number of students entered into MyIdahoCNP

The DC Data uploaded must match the number entered into MyIdahoCNP

April 1st – Run a complete list, by school, from the DC system and gather the school enrollment list. Compare the two lists

If there are single child matches or children not on the April 1st DC list (which is possible) be prepared to scan these in to validate your percentages

Gather the appropriate, signed Homeless, Migrant and Runaway lists

Keep these documents to scan into MyIdahoCNP for renewal so the SA can verify your percentages before approving your CEP application

DO NOT EMAIL LISTS OF STUDENT NAMES!!!

Enter Info by Renewal

The screenshot displays the MyIdahoCNP School Nutrition Program interface. At the top, the title "School Nutrition Program" is centered, and "MyIdahoCNP" is in the top right corner. Below the title is a navigation bar with links for "Applications", "Claims", "Compliance", "Reports", "Security", and "Search". On the right side of the navigation bar are links for "Programs", "Year", "Help", and "Log Out". The main content area shows a table with two columns: "Item" and "Description". The "Community Eligibility Provision" row is highlighted in yellow. The table also includes rows for "Application Packet", "Verification Report", "Second Review of Applications", "Food Safety Inspections", "Capital Expenditure Request", and "Download Forms".

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Second Review of Applications	FNS-742A report for LEAs selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

By renewal each year, LEAs must complete the Community Eligibility Provision section in MyIdahoCNP for all schools contemplating CEP:



This is the next screen you will see

School Nutrition Program MyIdahoCNP

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > CEP Year List > CEP Site Eligibility > School Year: 2015 - 2016

Community Eligibility Provision (CEP) - Site Eligibility
For School Year: 2015 - 2016

General Information

Reporting Date: April 01, 2016
Due Date: August 30, 2016

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option. Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
	Middle School	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
	Elementary School	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
	Elementary School	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
	Senior High School	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
	Elementary	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
Sponsor Totals		0	0	0.00 %		

Total Sites: 5

Once you click detail, it will take you to the form which allows you to enter the identified student percentages.

Group or Individual school?

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Sites which have a 40% or greater percentage of DC are eligible for this option. Sites whose percentage is between 30.00% - 39.99% are potentially eligible.

For each site, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group").

Grouping

Site ID	Site Name	Group	First Year	Year Used	Eligible Students	Enrolled Students	Identified Student %	Reimburse % Free	Reimburse % Paid
0001		Group 1			44,444	99,999	44.44	71.10	28.90
0007		Group 1			99	99	100.00	100.00	0.00

Export Export All

Summary

Total Sites: 2

Group Name	Show Detail	Number of Sites	First Year	Year Used	Eligible Students	Enrolled Students	Identified Student %	Reimburse % Free	Reimburse % Paid
Unassigned	<input checked="" type="checkbox"/>	0			0	0			
Individual	<input checked="" type="checkbox"/>	0			0	0			
Group 1	<input checked="" type="checkbox"/>	2			44,543	100,098	44.49	71.18	28.82
Group 2	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00
Group 3	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00
Group 4	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00
Group 5	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00

In MyIdahoCNP, indicate whether you are enrolling individual schools, groups of schools, or the entire district into CEP. Based on what was entered into the Community Eligibility by schools under the sponsor application and which schools you group together, the system will assign percentages for the claim and show you the free and paid reimbursement rates.

New Question added to the Sponsor Application during renewal

CEP question added on the SNP Sponsor Application to initiate CEP Schedule on the Application Packet menu. The answer "Yes" will trigger the display of the CEP Schedule on the Application Packet.

Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program? Yes No

The last change in the Renewal application relevant to CEP is the question in the Sponsor Application which asks whether the district is operating CEP or not.



Direction Certification Mini-Grant

As a reminder, direct certification should be run every month in order to best serve the children who need it most. If you have not collected your direct certification numbers in a while then now is a good time to do it, especially if you are interested in electing CEP with the April 1 data, since April is just around the corner!

Additionally, more funds will be available in the next few months so please watch for emails and in the meantime discuss the possibilities for updating technology with your district IT professional – up to \$5000 per district will be awarded

Record Retained		Required Documents	Notes
NO	YES		
		SA approval/extension authorization letters <i>if prior to application approval in MICNP</i>	
		Attendance area documentation or boundary map <i>may be located in District office</i>	
		Socioeconomic data of school population <i>State Direct Certification lists, Health and Welfare letters, or Dept. of Labor unemployment lists.</i>	
		Categorically eligible student data <i>including certified lists for DC siblings, homeless, migrant, runaway & foster students</i>	
		Benefit issuance list <i>including any changes in eligibility</i>	
		Calculation of claiming percentages or RACs <i>based on claims entered and automatically calculated in MICNP</i>	
		All approved free & reduced applications	
		All denied applications	
		Verification file <i>validate any changes in eligibility on the benefit issuance list</i>	
		Monthly claims with backup <i>CNP2000 or MICNP claims with daily roster</i>	
		Daily meal counts by student name and eligibility	
		Public release <i>announcing free breakfast</i>	

Provision 2 Base Year Review Checklist

As an update for Provision documentation, the Provision 2 base year memo (SP46-2015) that was released in 2015 has updated the process for reviewing Provision 2 Base Year documents. The State agency is now required to not only observe that Provision 2 Base Year documents are saved and available while the SFA operates Provision 2, but is also required to review a statistical sample of the base year applications to ensure that the claiming percentages were calculated correctly. If it is determined that there are errors in the application then the claiming percentages will be adjusted and a new base year may be required. Those of you who are due to renew your Provision 2 Base Year will be asked to scan and upload your base year documents into MyIdahoCNP so the State agency can perform a desk review during the annual renewal process.



There is still one more Procurement Trainings to be held this year. The training will be an in-person trainings on procurement topics that will be held in Coeur d'Alene. The course is called "Procurement in the 21st Century" and is a 2-day, 16-hour course for School Nutrition Program Directors and personnel involved in purchasing and procurement for School Nutrition Programs. The course covers general concepts about procuring goods, products and/or services. Topics covered include: Procurement Principles, Competitive Purchasing, Solicitation of Goods, Products, and Services, Contracts and Cooperative Purchasing Groups. Register online and send in your \$60 payment to reserve a spot. Please note that the class requires a minimum of 20 participants. Currently there are 21 participants registered, so the class will be held. North Idaho School Nutrition Directors are encouraged to invite their colleagues from Washington state to attend also.



Upcoming Classes

Kitchen Math: Weights & Measures
Friday | March 18, 2016 | 3 pm – 6 pm
Renaissance High School Food Lab

Kitchen Math 3
Monday | March 28, 2016 | 3 pm – 7pm
Renaissance High School Food Lab

Great Whole Grains
Monday | April 4, 2016 | 3 pm – 7 pm
Renaissance High School Food Lab

Sensational Seasonings
Wednesday | April 13, 2016 | 3 pm – 7pm
Renaissance High School Food Lab

There are a number of classes available that address kitchen math and menu planning topics. Please contact Shawn Charters in the Child Nutrition Program office if you are interested in attending.

FUTP60 + Smarter Lunchrooms



<http://idahodairy.com/getting-started/>

If you need more ideas for enhancing what you've started with Smarter Lunchrooms, you may want to consider joining Fuel Up to Play 60 (FUTP 60). This is a great program that school cafeterias can use to promote wellness and receive funding in the process. Fuel Up to Play 60 is a collaborative effort of the National Dairy Council (NDC), local Dairy Councils, the National Football League (NFL), and the USDA in making wellness "part of the game plan in nearly 73,000 schools across the country." FUTP 60 and the Smarter Lunchrooms Movement go hand-in-hand when it comes to the best practice, *Moving More White Milk* in your school lunchroom. FUTP 60 focuses on a cooperative endeavor between students and their adult advisers to become the leaders in encouraging "a culture of health and wellness within their school and community." This competitive, nationwide program, offers K-12 schools that are enrolled in FUTP 60 an opportunity to be awarded up \$4,000 per school year. The funding is designed for schools that are actively participating and implementing the "Plays" outlined in the current FUTP 60 Playbook. The 2016-2017 Playbook has not been finalized yet, but the link for when it is available can be found at;

Action for Healthy Kids Grants

We're granting over \$1.6 million to schools for the 2016-2017 school year.
Learn more about the impact of our [School Breakfast Grants](#) and [Game On Grants](#).

School Breakfast Grants

Thanks to our school breakfast grants, schools have served more than 25 million new school breakfasts since 2009. Up to 550 schools will receive grant awards ranging from \$500 to \$5,000 to support increased breakfast participation. Eligible schools may apply to pilot or expand their School Breakfast Programs, including alternative or universal alternative.

Game On Grants

Action for Healthy Kids will award 500 schools with Game On grants for physical activity and nutrition initiatives that support schools in becoming nationally recognized as a health-promoting school. Grants range from \$500 to \$2,500.

Steps to Apply

Register for our introductory webinars and get valuable tips for applying. Recordings will be available.

Breakfast Grants Webinar: Tuesday, March 1, 2016, 2:00 - 3:00 PM (CT)

Game On Grants Webinar: Wednesday, March 2, 2016, 2:00 - 3:00 PM (CT)

Additional funding is available from the Action for Healthy Kids Foundation. If you are interested in these grants please apply by the deadline of April 1, 2016..



2016/2017 FFVP Grant applications will be released on or before April 4, 2016
Due April 29, 2016
Awards announced mid May.

Processed USDA Foods Results

- Thank you to everyone who participated in the Processed USDA Foods Advisory Council Meetings!
- Voting results posted on CNP website at:
<http://www.sde.idaho.gov/cnp/usda/files/2016-2017/2016-Processed-Foods-Advisory-Council-Meeting-Voting-Results.pdf>



Summer will be here before we know it! Make sure you are registered for sponsor training taking place next month. Also, now is the time to be proactive in your planning. If you haven't done so already, determine which sites will be returning and if there are any sites you'd like to add; reach out to community partners; start planning your menu; and set a participation goal!

Please contact Angela with any questions or for more information about the Summer Food Service Program.

Success!



Caldwell NSBW



Our first success story is the breakfast promotion that Caldwell School District did in conjunction with National School Breakfast week. In order to entice students into the lunch room to eat, Vicky, the food service director, coordinated with the Caldwell police force to come in and encourage the students to get a healthy start to their day. The celebration was well received by the children, the policemen, and the USDA representative who attended the event. Good work, Caldwell!

Cassia County NSBW



Cassia County also held a National School Breakfast promotion, but their unique outreach was to community members and health professionals in the Twin Falls area. In collaboration with the Dairy Council, Cassia prepared and served breakfast to a group of professionals attending a National School Breakfast Week presentation featuring Dayle Hays. The audience was very impressed with the breakfast and appreciated all the effort that Angela and her staff had put into preparing the meal for them. Thanks to Cassia County!

Twin Falls NSBW



Our last success story we will cover today relates to the work that Twin Falls puts into their child nutrition program. During National School Breakfast week, Twin Falls hosted a group of health professionals and community members to come eat lunch at Canyon Ridge High School where high school students have a full spice rack at their disposal, as well as the choice of gourmet sandwiches, pizza, salad bar, and a specialty line. The lines moved quickly and everyone enjoyed their food, thanks to Twin Falls for a fantastic lunch!

Filer S.D. Walking



Filer has spent the last year incorporating walking into the classroom curriculum so that by the end of the school year the staff and students were able to walk 50 miles in a week. The community donated equipment and water to the students.

Questions?



That is it for today's webinar. If anyone has questions, please feel free to type them into the sidebar and I will answer them now.

Thank You for Attending

Please contact Child Nutrition Programs at 208-332-6820 if you have any questions regarding the information in this webinar.

Disclaimer: Accuracy of the information shared today is guaranteed only as of the recording date. USDA may issue more guidance or further clarification regarding items discussed in today's webinar.

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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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Please note the updated civil rights statement, listed here. If you haven't already, you must update your non-discrimination statement to match this. This concludes today's webinar, Thank you all and have a good day.