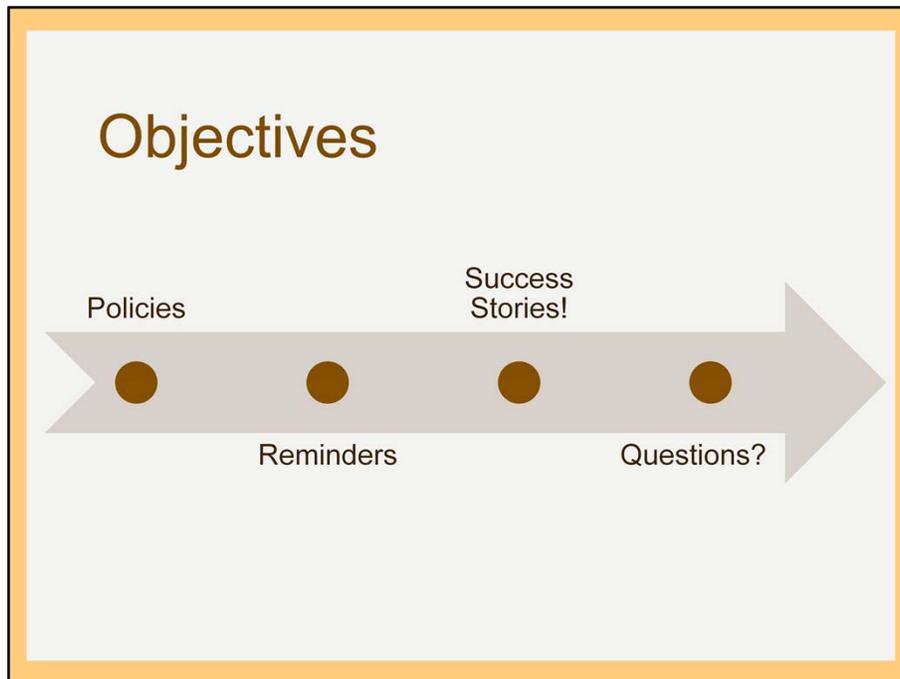




Good Afternoon! And welcome to the October 2016 National School Lunch Program Webinar. My name is Jennifer Butler and I am a coordinator with the Idaho Child Nutrition Programs. I will present the October webinar as Heather Blume is out of the office.



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

Professional Standards

Key Areas

Administration – 3000

<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.

KEY AREAS	TRAINING TOPICS
NUTRITION - 1000	Menu Planning (1100) Nutrition Education (1200) General Nutrition (1300)
OPERATIONS - 2000	Food Production (2100) Serving Food (2200) Cashier and Point of Service (2300) Purchasing/Procurement (2400) Receiving and Storage (2500) Food Safety and Hazard Analysis and Critical Control Point (HACCP) (2600)
ADMINISTRATION 3000	Free and Reduced-Price Meal Benefits (3100) Program Management (3200) Financial Management (3300) Human Resources and Staff Training (3400) Facilities and Equipment Planning (3500)
COMMUNICATIONS AND MARKETING - 4000	Communications and Marketing (4100)

While on the topic of Professional Standards, USDA has updated a couple of Training Topic and Learning Objectives Codes. Allergen training has been added to “2640 Food Safety Culture” under Food Safety and HACCP, and First Aid and CPR training have been added to “3450 Employee Health, Safety and Wellness” under Human Resources and Staff Training.

Please remember to log the key area and training topic codes on your professional standards tracking forms.



Lets begin with policies...



Memos



SP 58-2016: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools

SP 59-2016: Modifications to Accommodate Disabilities in the School Meal Programs

SP 60-2016: Indirect Costs Guidance for State Agencies and School Food Authorities

SP 61-2016: *Community Eligibility Provision: Planning and Implementation Guidance*

SP 03-2017: *Revised Draft Tool for Local Agency Procurement Reviews for School Food Authorities in SY16-17*

SP 04-2017: Model Functional Requirements for State and Local Information Technology (IT) Systems

CACFP 02-2017: Grain Requirements in the Child and Adult Care (CACFP) Food Programs; Questions and Answers

There are several policy memos that we will discuss today. They are seen here and we will cover each in more detail.

SP 58-2016: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools

<http://www.fns.usda.gov/school-meals/unpaid-meal-charges>



On September 19, 2016, USDA's Food and Nutrition Service (FNS) issued Policy Memo SP 58-2016 introducing the first edition of *Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools*. This guide summarizes the best practices and strategies FNS has collected from State and local program operators with direct experience managing unpaid meal charges. This guide is designed to support program operators in their efforts to find workable solutions to this challenge and ensure children continue to have access to the healthy school meals. Additional information, policy guidance, and best practice resources may be found on the FNS Unpaid Meal Charges webpage: <http://www.fns.usda.gov/school-meals/unpaid-meal-charges>

SP 59-2016: Modifications to Accommodate Disabilities in the School Meal



On September 27, 2016, FNS issued Policy Memo SP 59-2016. This memo includes important updates to requirements related to accommodating children with disabilities participating in the School Meal Programs. Previous FNS guidance on this issue was included in FNS Instruction 783-2, Rev. 2, *Meal Substitutions for Medical or other Special Dietary Reasons*. This new memorandum supersedes that Instruction as it relates to the National School Lunch Program, School Breakfast Program, Special Milk Program for Children, and the Fresh Fruit and Vegetable Program. Instruction 783-2, Rev. 2 remains in effect for the Child and Adult Care Food Program and the Summer Food Service Program until further guidance is issued, at which time Instruction 783-2 will be rescinded.

SP 60-2016: Indirect Costs Guidance for State Agencies and School Food Authorities



On September 30, 2016, FNS issued Policy Memo SP60-2016. This memo is a new guidance on indirect costs describing the Federal requirements State agencies and school food authorities must comply with in the National School Lunch and School Breakfast Programs, with respect to indirect costs. This guidance reflects current cost principles in 2 CFR 200 Subpart E and updates SP41 - 2011, *Child Nutrition Reauthorization 2010: Indirect Cost Guidance*, dated July 7, 2011 to reflect changes by the Office of Management and Budget (OMB) in 2 CFR 200.

SP 61-2016: Community Eligibility Provision: Planning and Implementation Guidance



On September 30, 2016, FNS released the Fall 2016 Edition of *Community Eligibility Provision: Planning and Implementation Guidance*. The manual includes new information codified in the final rule, *National School Lunch Program and School Breakfast Program: Eliminating Applications through Community Eligibility*, as required by the Healthy, Hunger-Free Kids Act of 2010, and consolidates existing CEP guidance, policy, and best practices from the local level. This edition supersedes SP 22-2016: *Community Eligibility Provision: Planning and Implementation Guidance*.

SP 03-2017: *Revised* Draft
Tool for Local Agency
Procurement Reviews for
School Food Authorities in
SY2016-2017



On October 6, 2016, FNS issued a memorandum to provide information on the revised Draft Local Agency Procurement Review Tool. While the concepts of the Tool remain the same, the revision provides clarity, improves functionality, and expands instructions for school food authorities and State agencies. Remember that State agencies are now required to conduct a Procurement Review separate from the Administrative Review.



SP 04-2017: Model Functional Requirements for State and Local Information Technology (IT) Systems

On October 7, 2016, FNS issued Policy Memo SP04-2017. This memo announces the release of the first version of the “Model Functional Requirements for State School Meal Programs Information Systems” and “Model Functional Requirements for Local School Meal Programs Information Systems” tools. Functional requirements describe the function of an information technology (IT) system, or what the IT system will do. They were created to align the school meal programs with technology guidance already available in other FNS programs. While not required, local agencies may choose to use these tools in the development or enhancement of IT systems for the school meal programs, or in the procurement for the development or enhancement of their IT systems.

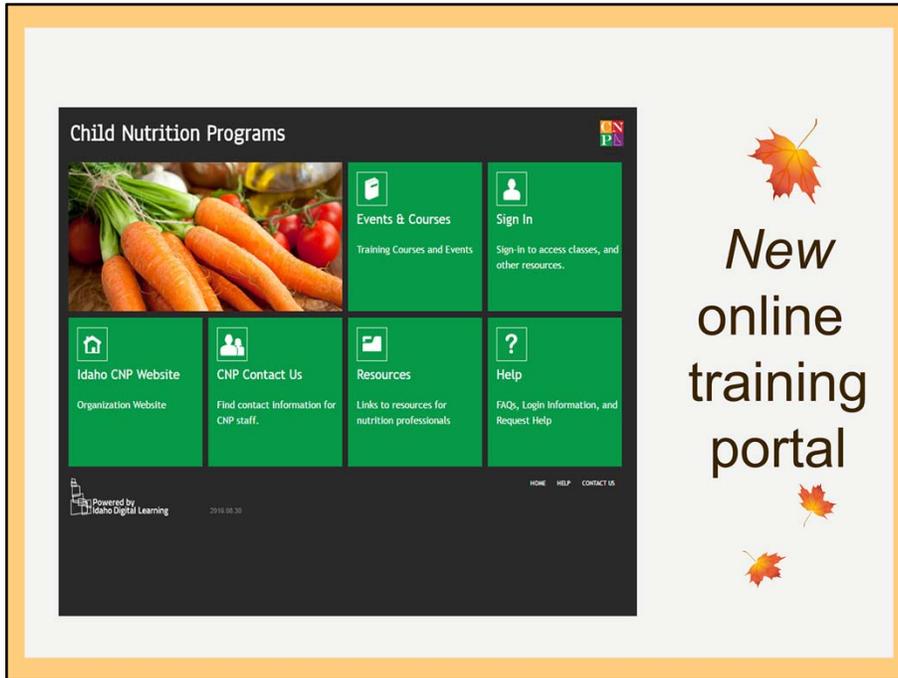
CACFP 02-2017: Grain Requirements in the Child and Adult Care (CACFP) Food Programs; Questions and Answers



On October 14, 2016, FNS issued Policy Memo CACFP 02-2017. This memo explains the grain requirements for the Child and Adult Care Food Program (CACFP) and includes questions and answers to explain changes in the updated CACFP meal patterns, including information on whole grain-rich foods, grain-based desserts, and the breakfast cereal sugar limit. Remember, if your district or school serves infant and preschool meals, the updated CACFP meal pattern must be followed no later than October 1, 2017. We encourage you to be familiar with the new infant and preschool meal pattern and start determining how best to incorporate this separate meal pattern in conjunction with the National School Lunch and School Breakfast Programs' meal patterns.



Now on to reminders.



The first program reminder that we will discuss is the availability of the new Child Nutrition Program Digital Learning Portal. This portal will soon be posted to the Child Nutrition Program website under the CNP Resource Center and will replace the current training database. Be sure to watch for training announcements on how to create an account to utilize this new resource.



Also, the current Training Resource Center will go offline on November 30th of this year. If you want copies of your training certificates of completion that are stored in this system, be sure to go into your account and print them off before November 30, 2016.

**Provision 2
Base Year
Records**

District/Site: _____ Base Year: _____
 Printed Name: _____ Title: _____

Record Retained		Required Documents	Notes
NO	YES		
		Benefit issuance list including any changes in eligibility	
		All approved free & reduced applications	
		All denied applications	
		Categorically eligible student data including certified list for DC siblings, homeless, migrant, runaway & foster students	
		Verification file validate any changes in eligibility on the benefit issuance list	
		Calculation of claiming percentages or RACs based on claims entered and automatically calculated in <i>Middlesex</i>	
		Daily meal counts by student name and eligibility	
		Monthly claims with backup CNF2000 or <i>Middlesex</i> claims with daily roster	
		Socioeconomic data of school population State Direct Certification list, Health and Welfare issues, or Dept. of Labor unemployment list	
		Attendance area documentation or boundary map may be located in District office	
		Public release announcing free breakfast	
		SA approval extension authorization letters if prior to application approval in <i>Middlesex</i>	

I certify that the above is true and correct.
 Signature: _____ Date: _____

If you operate Provision 2, please be sure to retain all documentation the entire time the district operates under Provision 2. The checklist seen here lists all items that are required to be retained. If you are establishing a Provision 2 Base year, it is critical that retain your daily meal counts by student name and eligibility to serve as back up documentation for your monthly claim. The State agency will be conducting Provision 2 Base year reviews and looking to see that all required documentation is retained.



This is a reminder that Medicaid coverage does not mean a child is automatically eligible for free or reduced cost lunches. Recently, we have received calls from adoptive parents and legal guardians who believed their adoptive child or ward was eligible to receive free lunches because the child was still receiving the Medicaid coverage they received prior to the finalization of adoption or guardianship. This is not correct. Medicaid coverage does not mean a child is automatically eligible for free or reduced cost lunches. Adoptive and guardianship families must meet family income criteria the same as any other family.



By now, you should have uploaded an enrollment list and run your Direct Certification reports, extending eligibility to all qualifying students. In an effort to make sure that ALL eligible students are captured through the Direct Certification system, the State agency requires that schools and/or districts match their Direct Certification students again - making a very specific effort to re-upload a list and/or download your state matches until October 31st.

If available, please include a student EDUID in your upload to ensure we are capturing all students who are attending Idaho schools. If you don't have EDUIDs (and are a public school/district), contact your ISEE coordinator to request those numbers, as this is now an important matching component in our improved matching algorithms. This effort will provide the most accurate October 31 numbers for verification reporting that is due November 15, 2016.

Please note that ALL schools/districts, regardless of participation in CEP or Provision 2, must run Direct Certification on all enrolled students before the end of October 31.

Verification Timeline

October 31: Determine the number of students approved in each:

- SNAP
- TANF/TAFI, Foster, FDPIR, Migrant, Homeless, Runaway
- DC by letter from food stamp issuing agency
- Income eligible free
- Income eligible reduced
- Categorically eligible

November 15: Verification Report due

You should be mid way through the annual verification process. Be sure to keep a copy of all notifications sent to households in your verification file. All verification processes must be complete and reports submitted in MyIdahoCNP by the November 15 deadline.

Verification documentation, including notification letters and instructions on completing the report can be found in Download Forms under section 7 NSLP Verification Reporting Documents. Additional information regarding Verification can be found in the Idaho School Nutrition Reference Guide on our website, in the Eligibility Manual for School Meals (also located in Download Forms under section 6), and by contacting the State agency office at 332-6830.



Another reminder we have for you today pertains to the availability of USDA Foods. Plenty of USDA Pollock is available, so please be aware of the recipes incorporating USDA Pollock as you are planning your menus. Featured here are four of the Chef Designed recipes for school meals created by our very own Chef Brenda.

Revenue from Nonprogram Foods

$$\frac{\text{Nonprogram food revenue}}{\text{Total revenue}} \geq \frac{\text{Cost of nonprogram food}}{\text{Total food cost}}$$

8 NSLP Financial Information (15)	
KS Non-program Revenue Tool	KS Non-program Revenue Tool (for Multiple Lines)
Non-program Food Tracking Tool	Non-program Food Cost Calculator (Tracking Tool) - NEW

Under 7 CFR 210.14(f), School Food Authorities (SFAs) are required to ensure that *revenues from the sale* of nonprogram foods generate at least the same proportion of total school food service account revenues that *expenses from the purchase* of nonprogram foods contribute to total school food service account food costs. Nonprogram foods include any nonreimbursable foods and beverages purchased using funds from the nonprofit school food service account. This involves all a la carte item, including milk; all adult or second meals; foods sold outside of school hours; and any items used for catering or vending activities.

SFAs are required to determine if the percent of total revenue that is generated from their nonprogram food sales is equal to or greater than the percent of total food costs. A simplified approach to this calculation allows SFAs to select a reference period by which compliance will be assessed. Rather than separating all costs for the entire year, SFAs will separate their nonprogram food costs from their program food costs for a period of at least 5 consecutive operating days (or 4 consecutive days for schools that only operate 4 days).

Idaho Child Nutrition Programs has made available two resources that you can use

to help you calculate if your food revenues are in excess of food costs. These tools are available under section 8 – NSLP Financial Information. You will be required to retain back up documentation to support these tools. If you are being reviewed this year, the State agency will be checking your Nonprogram Food Revenue.



The State agency has contracted with Keddington & Christensen, an accounting firm based out of Salt Lake City, to conduct Procurement Reviews in conjunction with the Administrative Review. If you are receiving an Administrative Review between November and April, you will be contacted by an employee of this firm. You will be requested to provide your written codes of conduct regarding procurement, your written procurement standards, and a vendor paid list or summary of total payments made to vendors for last school year. You will also be asked to complete an Excel spreadsheet meant to provide information on procurements you made during the last school year. After reviewing the requested items, the firm will select contracts and procurement files to review in greater detail. We appreciate your cooperation in working with this firm for this year's procurement reviews.

2-501.11 CLEAN-UP OF VOMITING AND DIARRHEAL EVENTS

A FOOD ESTABLISHMENT shall have procedures for EMPLOYEES to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the FOOD ESTABLISHMENT. The procedures shall address the specific actions EMPLOYEES must take to minimize the spread of contamination and the exposure of EMPLOYEES, CONSUMERS, FOOD, and surfaces to vomitus or fecal matter.^{Pf}

19 Food Safety (8)	
HACCP Food Safety	HACCP-Based Standard Operating Procedures Food Safety
HACCP Bodily Fluid Cleanup	Sample Standard Operating Procedure for Food Safety and clean up of bodily fluids
Temperature Recording Chart	Temperature Recording Log for Food Storage Areas
Thermometer Calibration Log	Thermometer Calibration Log
Food Safety Defense Plan	How to Create a School Food Defense Plan
Food Code	July 1, 2016 Idaho Food Code
Food Safety Requirement in NSLP	Food Safety Requirement in NSLP
Food Safety Training Log	Food Safety Training Log

Don't forget, as of July 1, 2016, the Idaho Food Code requires a procedure involving clean-up of vomiting and diarrheal events to be included with the kitchen's food safety plan. A sample clean-up procedure has been added to Download Forms in MyIdahoCNP. It is titled *HACCP Bodily Fluid Cleanup* and is located under section 19 Food Safety in Download Forms.

SCHOOL FOOD AUTHORITY ON-SITE REVIEW CHECKLIST
 ASSESSMENT OF THE MEAL COUNTING AND CLAIMING SYSTEM AND READILY OBSERVABLE GENERAL AREAS FOR THE SBP AND NSLP

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), each School Food Authority (SFA) with two or more feeding sites must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP) under its jurisdiction prior to February 1, every school year.

10 NSLP Resources (12)	
MyIdahoCNP User Manual - NSLP	MyIdahoCNP User Manual - NSLP
OVS Manual	Offer versus Serve Guidance Manual 2015-16
POS Counting Review Form	Point of Service Counting Review Form - REVISED SY16-17
Recipe Calculation Worksheet	Recipe Calculation Worksheet
Recipe Calculation Example	Recipe Calculation Worksheet Example
Whole Grain Resource	A Guide to Meeting the Whole Grain Rich Criteria

Due prior to February 1

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), each School Food Authority (SFA) with two or more feeding sites must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP) under its jurisdiction prior to February 1, every school year.

This School Food Authority On-site Review Form, also known as the Point of Service Counting Review Form, is available in Download Forms under section 10 NSLP Resources.



Next, we would like to take some time to address success stories...

Smarter Lunchrooms Sub-Grant Awardees

- West Park ES, Moscow
 - Harwood ES, Jefferson
 - Terreton ES JHHS, West Jefferson
 - Liberty Charter School, LCS
 - Victory Charter School, VCS
 - Glens Ferry, Glens Ferry
 - Gooding HS, Gooding
 - Middleton MS Annex A, Middleton
 - McCain MS, Payette
 - Potlatch ES, Potlatch
 - Canyon Ridge HS, Twin Falls
 - Shoshone HS, Shoshone
 - Horizon ES, Jerome
 - Jefferson ES, Jerome
 - Jerome MS, Jerome
 - Jerome HS, Jerome
 - Summit ES, Jerome
 - Bickel ES, Twin Falls
 - Robert Stuart MS, Twin Falls
 - Timberline HS, Boise
 - Longfellow ES, Boise
 - Fairmont JHS, Boise
 - North JHS, Boise
 - Pierce Park ES, Boise
 - Liberty ES, Boise
 - Grace Jordan ES, Boise
 - Hawthorne ES, Boise
 - Morley Nelson ES, Boise
 - Mountain View ES, Boise
 - Cloverdale ES, Bonneville
 - Ammon ES, Bonneville
 - Falls Valley ES, Bonneville
 - Discovery ES, Bonneville
 - Woodland ES, Bonneville
 - Ucon ES, Bonneville
 - Tiebreaker ES, Bonneville
 - Rimrock ES, Bonneville
 - Hillview ES, Bonneville
 - Mountain Valley ES, Bonneville
 - Bridgewater ES, Bonneville
 - Summit Hills ES, Bonneville
 - Iowa ES, Bonneville
 - Fairview ES, Bonneville
- 

Congratulations to our Smarter Lunchrooms Movement Sub-Grant awardees! On October 11, 2016, 43 schools were awarded Smarter Lunchrooms Movement Sub-Grants. This opportunity was made available through the 2015 Team Nutrition Grant. Thank you to all the schools that applied for this funding opportunity and we look forward to seeing what Smarter Lunchrooms Movement techniques are implemented at the awarded schools.



South Fork Elementary



DRAB



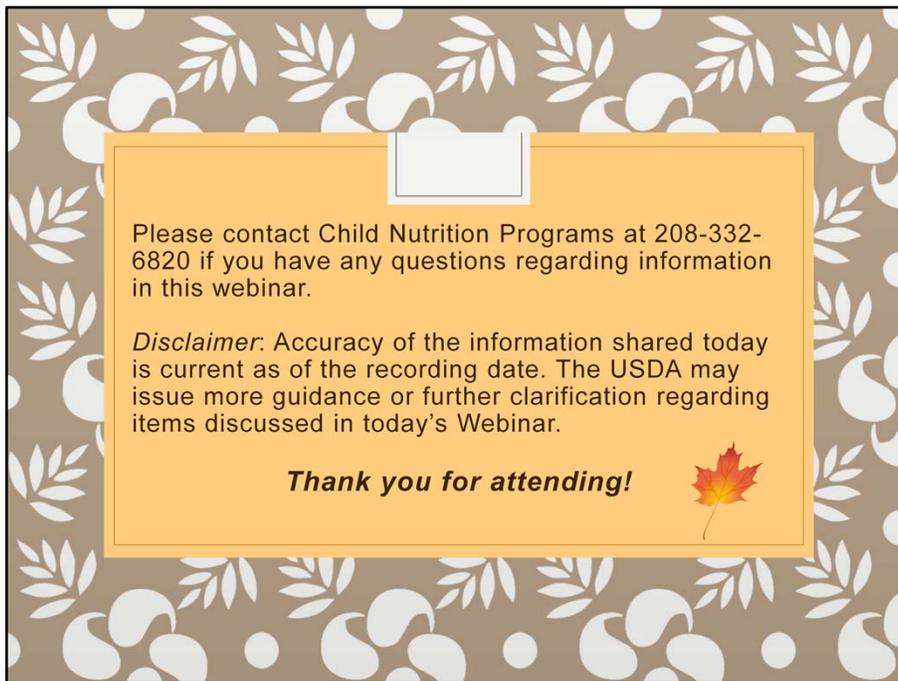
FAB

The rate at which students declined fruit dropped from 27% to 5%!

For inspiration on how to implement Smarter Lunchroom techniques, take a look at the small changes Debbie Hunter made at South Fork Elementary that turned the fruit offering from drab....into a vibrant attention-getter that really worked to get kids eating healthy! After implementing this low cost change, South Fork Elementary saw a huge increase in students choosing fruit with their lunches.



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 today's webinar. Please contact Child Nutrition Programs at 208-332-6820 if any additional questions arise regarding the information in this webinar.

Please remember that the 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.

USDA Child Nutrition Programs recognize the following protected classes: race, color, national origin, sex, age, and disability.

This institution is an equal opportunity provider.

Please note the civil rights statement shown here. This new statement was issued last December, and 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.