Child Nutrition Operational Questions

Welcome to Child Nutrition Programs!

Your efforts in school meal programs will ensure Idaho students receive nutritious meals while contributing to their academic readiness and success. School Meals Programs are federally assisted meal programs operating in public and nonprofit private schools and residential child care institutions. Organizations operating in child nutrition programs are also known as sponsors. Idaho sponsors provide nutritionally balanced, low-cost, or free meals or snacks to children each school day.

This new director packet aims to assist new directors in forming a foundation to their new position. The information in this document is merely a stepping stone into the world of Child Nutrition Programs. Food Service Directors must ensure their programs abide by all federal regulations. When receiving federal funds, sponsors agree to abide by all regulations pertaining to Child Nutrition Programs. Directors are responsible for learning and following all USDA regulations.

New Foodservice Directors should complete training through the Child Nutrition Programs Learning Portal and take the necessary steps outlined in the Path to Success handout. Additional resources can be found on the Idaho Child Nutrition Programs Webpage.

Call our office at (208) 332-6821 should you have any questions.

Operational Questions

BENEFIT ISSUANCE

Who is the individual that determines eligibility for free & reduced applications?

[   ]

Who is the confirming official?

[   ]

Who is the hearing official?

[   ]

How are applications determined?

☐ Electronically (software that determines eligibility for you)

   System Name:

☐ Manually (determine the application by hand)

☐ Combination (determine both with an electronic system and manually)

How is the benefit issuance list maintained?

Definition: The Benefit Issuance List is a continually updated document that lists each student enrolled in a school site and their school meal eligibility status (free, reduced, or paid)

☐ Maintained electronically in Point of Service (POS)

☐ Manually check-off meals on a benefit issuance list

☐ Combination (electronically and manually)

How is benefit status handled for children who do not have an application on file?

If you have a student at the beginning of the school year that has NOT submitted a free & reduced application for the current school year, what do you enter for their eligibility on the benefit issuance list?

☐ Free   ☐ Reduced   ☐ Paid

If the electronic system goes down, what is the backup plan for approving applications?

_____

Where are approval/denial notification letter templates kept?

_____

Who notifies applicants of their determined eligibility? How are they notified?

_____

Who is the Homeless Liaison at the School District?

Click here to look up the assigned liaison.

_____

Have you registered for the State Direct Certification (DC) System?

☐ Yes ☐ No

If no, get access here.

Does the SFA use the Direct Certification Notification Letter provided by the State agency?

☐ Yes ☐ No

> If no, has the letter been approved by the State agency & does it include the current non-discrimination statement?
> ☐ Yes ☐ No

Where are DC reports kept that are pulled from the DC system?

_____

If a student is receiving SNAP, TANF, or FDPIR benefits, how are benefits extended to other children in the household?

Does the benefit issuance software (Rodlan, Nutrikids, Excel Spreadsheet, etc.) identify how eligibility was determined (App, DC, etc.)?

☐ Yes ☐ No

How are benefits issued to students (i.e. students scan their ID card, students enter a PIN code, etc.)?

How are eligibility determinations (made on an application, DC list, homeless list etc.), transferred to the benefit issuance list?

How is data moved from the benefit issuance list to the point of service system?

How often is the benefit issuance list updated and by whom?

VERIFICATION

What is the SFA's step-by-step process for Verification (i.e. gather all error prone apps, then determine how many need to be verified, etc.)?

MEAL COUNTING & CLAIMING

Have you completed the MyIdahoCNP User Authorization Form?

☐ Yes ☐ No

If no, get access here.

Who submits the claims for reimbursement?

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| |

How are reimbursable meals counted and consolidated?

☐ Electronically (software counts and consolidates reimbursable meals for you)
☐ Manually count and consolidate reimbursable meals
☐ Combination

If manually, what is the edit check process?

| |
| |

Is there a backup system for meal counting and claiming should the primary system fail?

☐ Yes ☐ No

If yes, explain the backup system.

| |
| |

How are all of the daily meal counts by category (free, reduced, paid) from each school collected once meal service has concluded for the day?

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| |

If a school has more than one meal service line, how does the POS prevent duplicate or second meals from being claimed?

| |
| |

How does each school site submit their daily meal counts to the Foodservice Director?

Once daily meal counts for each school are collected, how are the counts consolidated in order to submit the claim?

SMART SNACKS

Smart snacks are any food or beverage sold to students at schools during the school day other than those foods provided as part of the reimbursable school meal programs.

Examples of Smart Snacks include:
- a la carte items sold in the cafeteria
- foods sold in vending machines
- foods sold in school stores
- food sold in snack bars

Does the SFA sell snacks, second meals, and/or provide catering?

☐ Yes ☐ No

How are accompaniments (cream cheese, jelly, butter, ranch cups, etc.) accounted for when determining whether food items meet the Smart Snack standards?

Helpful Tip: Have a process in place to determine the portion sizes (or average portion sizes) and associated nutrients (calories, fat, sodium, sugar). Remember SFAs cannot sell accompaniments on their own (e.g. a side of ranch) unless they meet the Smart Snack standards. Best practice to pre-portion accompaniments for greater control.

Are taxes (unrelated business tax income) included on snacks, second meals, adult meals and catering?

☐ Yes ☐ No

Who is responsible for tracking fundraisers at each level?

Level	Person Responsible
District Level	
Foodservice Level	
School Level	

Because all fundraisers must be tracked (both food AND non-food), it is common for the secretary at each school site to utilize the fundraising tracking form. A copy of the Smart Snacks Tracking Form can be found under *Download Forms.*

11 NSLP Resources (15)			
MyIdahoCNP User Manual - NSLP	MyIdahoCNP User Manual - NSLP	06/22/2016	N
OVS Manual	Offer versus Serve Guidance Manual 2015-16	06/22/2016	Y
SFA On-Site Monitoring Review	On-site monitoring review form to be completed by Feb. 1. Formerly "Point of Service Counting Review Form" (Revised SY16-17)	09/17/2018	Y
Recipe Calculation Worksheet	Recipe Calculation Worksheet	06/22/2016	Y
Recipe Calculation Example	Recipe Calculation Worksheet Example	06/22/2016	Y
Smart Snacks Tracking form	Track fundraisers for Smart Snacks	06/22/2018	N
Whole Grain Resource	A Guide to Meeting the Whole Grain Rich Criteria	06/22/2016	Y

FINANCIAL MANAGEMENT

Can the Foodservice Director access the Fund 290 to maintain proper financial oversight?

☐ Yes ☐ No

Is the Fund 290 currently under the 3-month operating requirement?

☐ Yes ☐ No

Who is in charge of ordering food and/or supplies for foodservice?

Who is in charge of procurement?

Does the SFA requisition USDA Foods through the State agency via the Web-Based Supply Chain Management (WBSCM) system?

☐ Yes ☐ No

If yes, email the USDA Foods team at USDAFoodsTeam@sde.idaho.gov to get set-up in their systems.

MENU PLANNING

Who plans out the menus and determines crediting & compliance with weekly requirements?

Who completes the nutrient analysis or enters meals into the USDA Meal Compliance Worksheet to ensure meals comply with the meal pattern?

How often are Product Formulation Sheets or CN Labels on purchased products reviewed to ensure accurate crediting?

How does the SFA determine if non-packaged foods or recipes used follow USDA regulations?

CIVIL RIGHTS

Is the correct non-discrimination statement on all program materials?

☐ Yes ☐ No

Do kitchen staff have a copy of the most current Civil Rights Procedures and Complaint Log and know where it is located?

☐ Yes ☐ No

Where are meal accommodation forms kept?

Have all staff completed annual civil rights training for the school year?

☐ Yes ☐ No

Helpful Tip: You must have certificates of completion OR a sign-in sheet & agenda for the <u>full</u> civil rights training from the following:

- Foodservice Director
- Foodservice Manager(s)
- Foodservice Staff
- Determining, Confirming, and Hearing Officials

FOOD SAFETY

Does the Hazard Analysis Critical Control Point (HACCP) plan include a Bodily Fluid Clean-up Plan?

☐ Yes ☐ No

When was the HACCP plan last updated?

WELLNESS

Where can the public find the Local Wellness Policy and Progress Report?

Here is a great example of posting the progress report online.

Who reviews and updates the Local Wellness Policy?

PROFESSIONAL STANDARDS

Did the new School Nutrition Program Director meet the hiring standard requirements?

☐ Yes ☐ No

You can find the Professional Standards Questionnaire under *Download Forms.*

	14 NSLP Professional Standards (6)			
	Excel Training Tracker	Professional Standards Excel Training Tracker	09/14/2018	N
	Prof'l Standards Training Log	Professional Standards Training Tracking Log	09/14/2018	N
	Prof Stds USDA Flyer	Professional Standards Final Rule Summary	09/14/2018	N
	Prof Stds training topics	USDA Professional Standards Training Topics	09/18/2019	N
	Prof Stds learning objectives	USDA Professional Standards learning objectives	09/18/2019	N
	Prof. Stds. Questionnaire	Professional Standards Questionnaire	01/09/2020	N

Did the new School Nutrition Program Director complete 8 hours of food safety training within 30 days of being hired?

☐ Yes ☐ No

Does the new School Nutrition Program Director have Food Safety Manager Certification (ServSafe, Prometric, etc.)?

☐ Yes ☐ No

Where are annual training logs for the Food Service Director and all food service staff kept?

You can find a training log under *Download Forms*.

14 NSLP Professional Standards (7)			
Training Log - EXCEL	Professional Standards Excel Training Tracker in Excel. This version automatically calculates training hours.	06/08/2021	Y
Training Log - WORD	Professional Standards Training Tracking Log in Word.	06/08/2021	N
Prof Stds USDA Flyer	Professional Standards Final Rule Summary	09/14/2018	N
Prof Stds training topics	USDA Professional Standards Training Topics	09/18/2019	N
Prof Stds learning objectives	USDA Professional Standards learning objectives	09/18/2019	N
USDA Guide to Professional Stds	USDA Guide to Professional Standards in NSLP Program	12/09/2020	N
Prof. Stds. Questionnaire	Professional Standards Questionnaire	01/09/2020	N

RECORDKEEPING

Where are three years plus the current year records kept?

Does the SFA operate any provisional programs?

☐ Provision 2

☐ Community Eligibility Provision (CEP)

If so, where are the records for these programs kept?

MISCELLANEOUS

If you serve breakfast, how does the SFA inform families of the availability of the School Breakfast Program at the beginning of the school year? (e.g. promote on website)