



Child Nutrition Programs

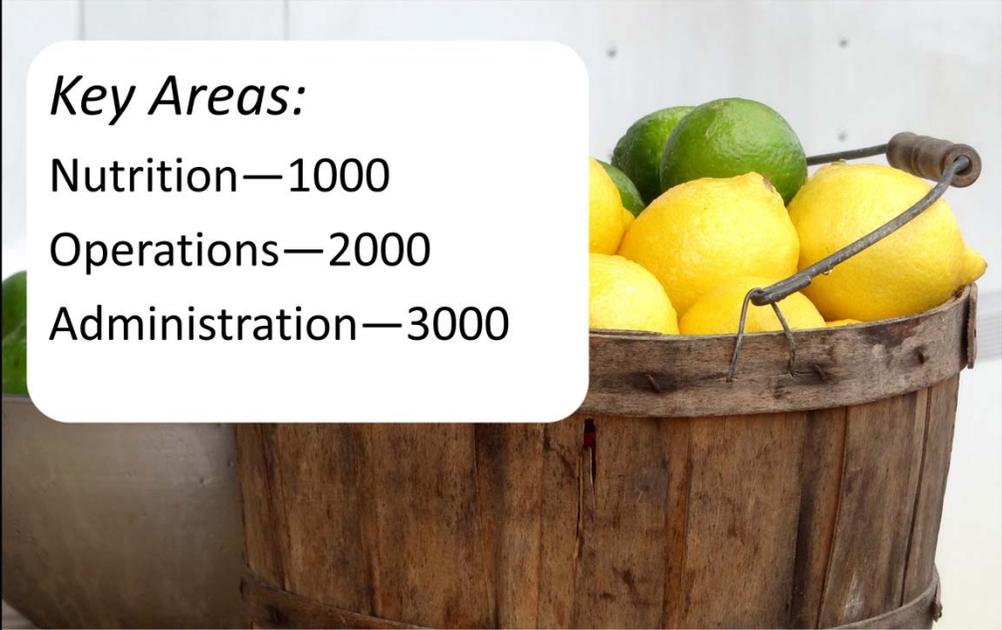
Idaho State Department of Education

Jennifer Butler

Child Nutrition Program Coordinator

January NSLP Webinar

Good Afternoon! And welcome to the January 2018 National School Lunch Program Webinar. My name is Jennifer Butler and I am a coordinator with the Child Nutrition Programs. I work with the National School Lunch Team to conduct Administrative Reviews and coordinate the Fresh Fruit and Vegetable Program.



Key Areas:
Nutrition—1000
Operations—2000
Administration—3000

Professional Development

Please remember to track the time spent viewing this webinar towards professional development hours to meet USDA Professional Standards requirements. We will discuss topics that fall under the key areas of Nutrition (1000), Operations (2000), and Administration (3000) and the relevant learning code is indicated on the bottom of the slide to which it pertains.

Policies → Reminders → Success Stories → Questions



Learning Objectives

We will start today's webinar with a recently released policy memo and then move on to program reminders. We will end the webinar with a success story and time for questions.



Policies

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We will now discuss the policy memo...

Policy Memo

- **SP 04-2018:** Market Basket Analysis when Procuring Program Goods and Modifying Contracted-For Product Lists

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A policy memo released on January 17, 2018, was SP 04-2018: Market Basket Analysis when Procuring Program Goods and Modifying Contracted-For Product Lists



The purpose of SP04-2018 is to provide clarity on how to ensure the market basket analysis and award process utilized by Program operators is compliant with the Federal procurement standards. Questions and Answers are included with the memo.

A “market basket analysis” involves awarding contracts based on an evaluation of the lowest price a vendor can offer for a representative sample of goods the Program operators wish to obtain. Although USDA recognizes this simplified analysis, evaluating the price on all goods, either as an aggregate cost or by line item, is the preferred method of awarding a contract. Remember, program operators must comply with the requirements of 2 CFR Part 200.

This policy is effective immediately and the market basket procurement methods used by Program operators will be subject to monitoring during State agency procurement reviews.

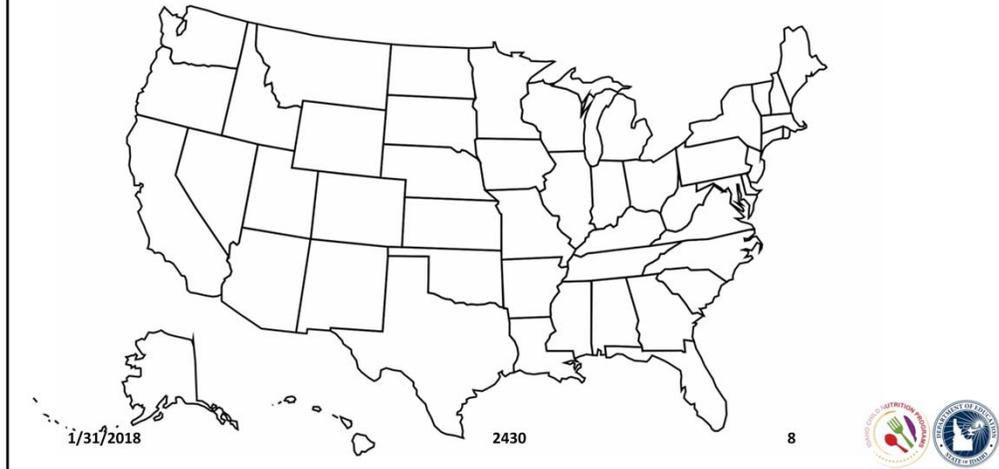


Program Reminders

That is all we had for policy updates, so we will now move on to program reminders.

AR Tips and Tricks

- Buy American Provision (7 CFR 210.21 (d))
- Afterschool Snack



As the State agency conducts Administrative Reviews, we have noticed some common review findings. The first is the “Buy American Provision” per (7 CFR 210.21 (d)). In school meal programs, it is a requirement to purchase food from the United States unless the food is unavailable from the U.S. or has a significantly higher cost. If you purchase foods from outside the U.S. you will need to have documentation showing why it was not available or more expensive to buy American. Make sure to include the Buy American Provision in your bid documents and check deliveries when they arrive to make sure that your vendors are delivering products from the U.S.

Another common area for review findings is in the Afterschool Snack Program. This program must be reviewed twice a year to make sure that Afterschool Program Coordinators are correctly counting and claiming snacks. Offer versus Serve is not allowed in the Afterschool Snack Program and two full components must be selected to count toward a reimbursable meal. Don’t forget that the fruit or vegetable components must be a full $\frac{3}{4}$ of a cup and grain components must be a full ounce equivalent in order to count.



Food Safety Requirements

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Another review finding is related to food safety training. The USDA Professional Standards require that Food Service Directors must have had at least eight hours of food safety training within the last 5 years. If you have not been trained on food safety recently, make sure that you receive the necessary training to keep food safe for children to eat.

Please keep in mind that food safety certification requirements are changing. By July 1, 2018, The Idaho Food Code will require a Person in Charge who can demonstrate knowledge of food safety practices. Completion of one of the approved examinations and courses will meet the demonstration of knowledge requirements in Section 2-102.11 of the Idaho Food Code. Some courses will result in a fee so the user should review the course before deciding whether to use it or not. The State of Idaho does not endorse any one particular course, but a list of adequate courses is included on the Food Protection page of the Idaho Department of Health and Welfare website.

Available Trainings



The screenshot displays the 'Child Nutrition Programs' section of a 'Professional Development Catalog'. On the left, there is a photograph of fresh vegetables including carrots, tomatoes, and onions. To the right of the image, the text 'Professional Development Catalog' is visible. Below this, there is a search bar with the placeholder text 'Search Courses & Events'. To the right of the search bar are two buttons labeled 'SEARCH' and 'FILTER'. In the top right corner of the interface, there is a small logo with the letters 'C', 'N', and 'P' in colored boxes.

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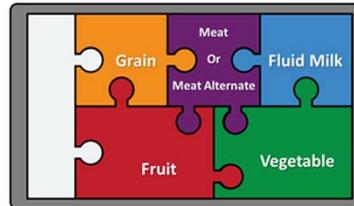


Remember to use the CNP Training Portal! There are many trainings available covering a wide range of school meal topics listed under the Professional Development Catalog. Please register for courses on the CNP Training Portal - <https://cnp.idiglearning.net/>.

NSLP 202 – *Crafting Cycle Menus*

February 8, 2018 at 2:00 pm – 5:30 pm MST

**LEARNING
OPPORTUNITY!**



Register online at the [Idaho CNP Digital Learning Portal](#)

Training locations include Moscow, Boise, Gooding, and Blackfoot, Idaho.

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CNP is excited to present a learning opportunity funded through an Administrative Review Training grant. This training, NSLP 202 – Crafting Cycle Menus, will cover steps involved in creating a cycle menu. Utilizing a cycle menu can save time, save money, and increase participation. If you would like to know more about crafting cycle menus, please attend one of the regional trainings held from 2:00 – 5:30 PM Mountain Standard Time on Thursday, February 8, 2018. Training locations include Moscow, Boise, Gooding, and Blackfoot, Idaho. Reserve your place on the Idaho CNP Training Portal today.

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.

School Name: _____ Review Date: _____

First Review Lunch (NSLP) Date of last SBP review: _____
 Follow Up Review Breakfast (SBP) SBP must be observed at least once every two years

READILY OBSERVABLE GENERAL AREAS

YES	NO	Maintenance of the Nonprofit School Food Service Account (7 CFR 210.2, 210.14, 210.19(a), 210.21)
<input type="checkbox"/>	<input type="checkbox"/>	Is all revenue used only for the operation or improvement of school food service?
<input type="checkbox"/>	<input type="checkbox"/>	Are net cash resources less than the three months' average expenditure?
YES	NO	Food Lunch Equity (7 CFR 210.14(g))
<input type="checkbox"/>	<input type="checkbox"/>	Is the paid lunch price equal to or greater than the reimbursement difference between the free and paid lunch reimbursement rates?
YES	NO	Revenue from Nonprogram Foods (7 CFR 210.14(f))
<input type="checkbox"/>	<input type="checkbox"/>	Is the revenue from Nonprogram Food sales equal to or greater than the purchasing cost?
YES	NO	Indirect Costs (2 CFR Part 200 and 7 CFR 210.14(g))
<input type="checkbox"/>	<input type="checkbox"/>	Are indirect costs applied consistently and equitably between all other programs?
GENERAL AREAS		
YES	NO	Free and Reduced Price Process—verification, notification, and other procedures (7 CFR Part 245)
<input type="checkbox"/>	<input type="checkbox"/>	Is the application process and benefit issuance list distribution handled at the district office? If no, describe the current process in the Correction Action Plan area below.
YES	NO	Civil Rights (7 CFR 210.22(a))
<input type="checkbox"/>	<input type="checkbox"/>	Are all children receiving equal benefits without discrimination?
<input type="checkbox"/>	<input type="checkbox"/>	Is the current "And Justice for All" poster on display?
<input type="checkbox"/>	<input type="checkbox"/>	Did all applicable employees participate in the required annual Civil Rights training?
<input type="checkbox"/>	<input type="checkbox"/>	Does the non-discrimination statement appear on permanent materials?
<input type="checkbox"/>	<input type="checkbox"/>	Are written procedures and forms for receiving and handling complaints readily available to staff?
YES	NO	Reporting and Recordkeeping (7 CFR Parts 210, 220, and 245)
<input type="checkbox"/>	<input type="checkbox"/>	Are all program records maintained for a period of three years after the submission of the final Claim for Reimbursement for the fiscal year (unless on a Provision program)?
YES	NO	Food Safety (7 CFR 210.13)
<input type="checkbox"/>	<input type="checkbox"/>	Does the school have a Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures and is the plan readily available to all staff?
<input type="checkbox"/>	<input type="checkbox"/>	Has the Food Safety Plan been reviewed/revised for the current school year?
<input type="checkbox"/>	<input type="checkbox"/>	Does the HACCP plan contain SOPs for all areas where food is stored, prepared, or served?
<input type="checkbox"/>	<input type="checkbox"/>	Does the HACCP plan include a SOP for clean up of bodily fluids?
<input type="checkbox"/>	<input type="checkbox"/>	Are stored and handled foods properly safeguarded against theft, spoilage, and other loss?
<input type="checkbox"/>	<input type="checkbox"/>	Are proper food storage practices followed and the First-In, First-Out inventory method used?
<input type="checkbox"/>	<input type="checkbox"/>	Are daily temperature logs maintained and retained?
<input type="checkbox"/>	<input type="checkbox"/>	Is the most recent food safety inspection report visible to the public?
<input type="checkbox"/>	<input type="checkbox"/>	Do food and beverage products comply with the Buy American requirements?
YES	NO	Competitive Food Service (7 CFR 210.11 and 220.12)
<input type="checkbox"/>	<input type="checkbox"/>	Do all foods and beverages sold on campus during the school day meet Smart Snacks regulations?
<input type="checkbox"/>	<input type="checkbox"/>	Are fundraisers tracked and limited to no more than 10 non-compliant fundraisers per year?
YES	NO	Water (7 CFR 210.10(a)(1)(i) and 220.8(a)(1))
<input type="checkbox"/>	<input type="checkbox"/>	Is free potable water available during meal service?

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**SFA On-Site
Review Checklist**
*Formerly the POS Counting
Review*
Complete by February 1

As we begin the spring semester, make sure you are thinking about completing the School Food Authority On-Site Review Checklist. 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.

A new School Food Authority On-site Review Form, previously called the Point of Service Counting Review Form, has been enhanced by USDA and must be the utilized form from November 2016 forward. This form can be located in Download Forms under section 10 NSLP Resources.



The USDA would like to recognize SFAs and individual schools on their accomplishments in operating the School Breakfast Program through the 2018 Champions of Breakfast Awards. If you have a breakfast success story, please send nominations to the Idaho National School Lunch team for the following three categories:

1. Successful Startup of a New School Breakfast Program
2. Implementation of an Innovative School Breakfast Model
3. Boosting Breakfast Meal Quality

The deadline for submitting these nominations to the State agency is January 19, 2018.

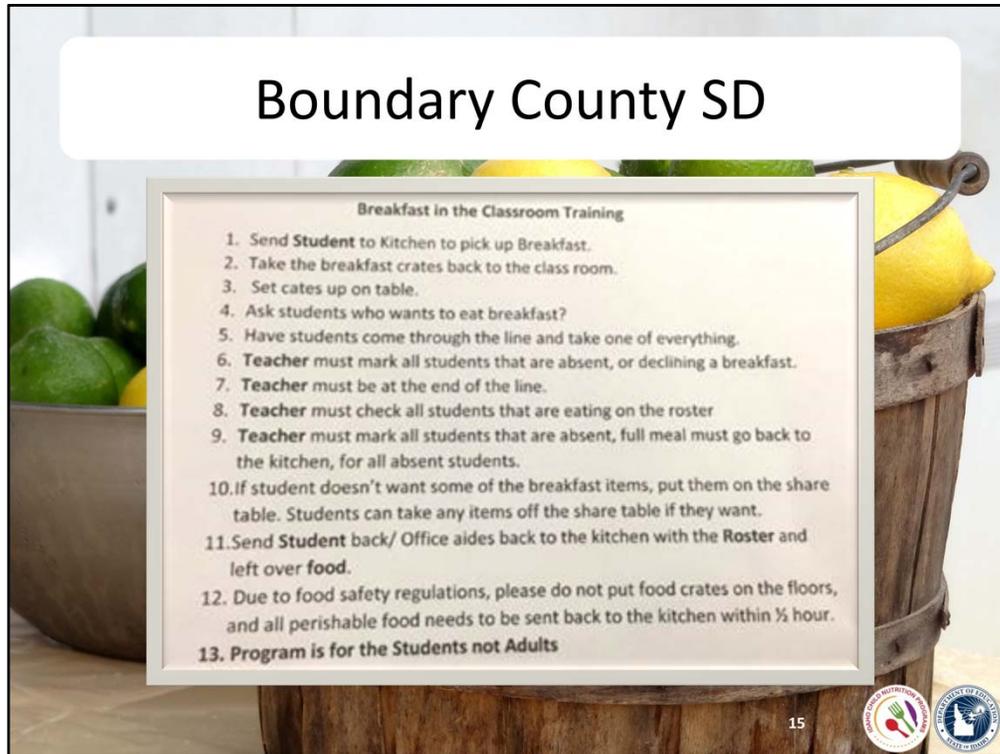
The Western Regional Office (WRO) will notify winners in time for National School Breakfast Week: March 5-9, 2018. Selected nominees and category winners may be featured in regional or statewide publications and/or invited to participate in a webinar promoting SBP best practices. Please be aware that there is no monetary compensation for these awards.



Success Stories!

That is all we had for program reminders, so we will now end with a school success story.

Boundary County SD



During an Administrative Review, reviewers witnessed a great example of a Breakfast in the Classroom service operation at Bonners Ferry High School. A “Breakfast in the Classroom Training” handout was posted near the kitchen and provided to all teachers. This handout was also attached to the food crates picked up by students in the kitchen each morning. This handout clearly outlined the expectations for operating this alternate service style.

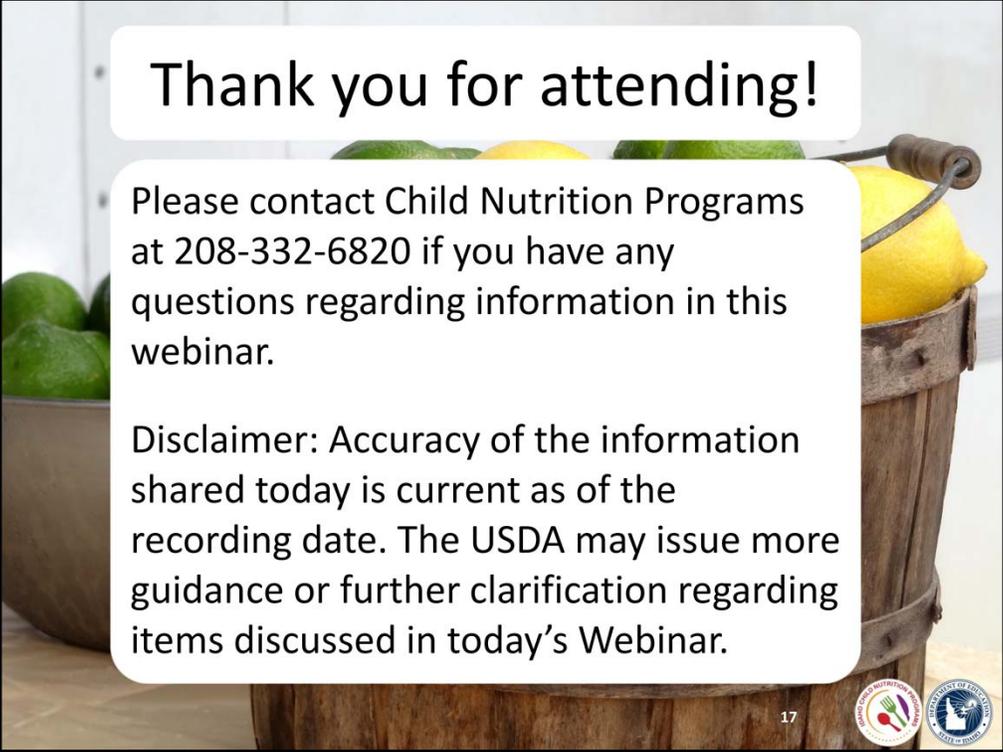
A list of students was included with the classroom crate. This list was placed in a plastic sleeve for teachers to mark on to indicate which students took a reimbursable meal in the classroom. This list was returned with the baskets to the kitchen and the students added to the Point of Service software. The plastic sleeve was wiped off and reused the next day. One teacher explained he liked filling out the form because he used it as his opportunity to greet each student and take attendance. In the classroom, the teacher sat the food baskets on a table and the students lined up and selected items. This was done in an orderly fashion and all students selected a reimbursable breakfast. It was clear that students and teachers alike had been trained on Offer versus Serve. At the end of the line, they set down items they selected, but didn't want to consume and students who wanted to take those items picked them up. Remaining foods were promptly returned to the kitchen.



Questions?

That was this month's success story. The State agency always welcomes successes you wish to share. Please email us with stories or best practices you feel may benefit your counterparts.

Does anyone have any questions at this time? Go ahead and use the text box on your screen to type your questions 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 information in this webinar.

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

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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.

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This concludes today’s webinar. Thank you all and have a good day.