



NSLP Webinar October 2019

Child Nutrition Programs
Idaho State Department of Education

National School Lunch Program Team



Supporting Schools and Students to Achieve

SHERRI YBARRA, ED.S., SUPERINTENDENT OF PUBLIC INSTRUCTION

10/21/2019

Good Afternoon! And welcome to the October 2019 National School Lunch Program Webinar. My name is Jessica Spoja and joining me today are Jennifer Butler and Kat Forstie. As we move through today's presentation, please submit any questions by entering them in the chat box. We will answer submitted questions at the end of the presentation.

Professional Development



Key Areas:

- Nutrition—1000
- Operations—2000
- Administration—3000
- Communications—4000



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), Administration (3000), and Communications (4000).

Learning Objectives



Today's Agenda:

- Policy Memos
- Program Updates
- Verification
- Procurement
- Success Stories
- Halloween Lunch Ideas
- Questions



During today's webinar, we will discuss recently released policy memos, verification, provide program updates and reminders. We will end the webinar with success stories, fun ideas for Halloween, and time for questions.



Policy Memos

Jennifer Butler & Jessica Spoja



Let's get started with policy memos.

Updated School Meal Guidance



SP16 -2019



- Temporary allowance that has been extended to November 21, 2019

SP16-2019 *School Breakfast Program: Substitution of Vegetables for Fruit* was originally issued March 18, 2019. This memo allowed short-term flexibility in serving starchy vegetables without the other subgroups during the week when vegetables were served in place of a fruit at breakfast. This flexibility was effective until September 30, 2019. However, this short-term flexibility has now been extended through November 21, 2019.

Updated School Meal Guidance



SP36 -2019



- 5 different memos were issued

SP36-2019, released on September 23, 2019, advises that a suite of memoranda providing updated guidance has been issued. The new memoranda do not include additional requirements, but are intended to help implement regulatory changes. These memos include SP37-2019 through SP40-2019, which we will address separately.

Q&A on the Final Rule Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements



SP37 -2019



- Questions include:
 - Do these flexibilities apply to Smart Snacks in Schools (SSIS)?
 - How will the whole grain-rich flexibility impact breakfast when meats/meat alternates are used to meet part of the requirement?

This memorandum outlines Questions and Answers on the final rule *Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements*. These flexibilities went into effect July 1, 2019, for the 2019-2020 school year.

We highly recommend reviewing this Q&A if you are looking for further clarification on menu planning flexibilities. USDA answered 107 questions and provided additional resources at the end of the policy memo.

Q&A on Meal Requirements under the National School Lunch Program and School Breakfast Program



SP38 -2019



- Questions include:
 - Are frozen and dried fruit with added sugar allowed?
 - If a school has multiple serving lines with different menu items, must each serving line offer all of the vegetable subgroups weekly?

- This memorandum includes questions and answers updated to incorporate changes codified by two final rules: (1) *Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010* and (2) *Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements*. This document also includes updated crediting questions and a new resources section. Outdated references, citations, and questions have been removed throughout the document, and minor edits were made to clarify content. Questions include, “Are frozen and dried fruit with added sugar allowed?” and “If a school has multiple serving lines with different menu items, must each serving line offer all of the vegetable subgroups weekly?” To find out the answers to these questions, be sure to review the policy memo.

Clarification on the Milk and Water Requirements in the School Meal Programs



SP39 -2019



- Water made available to students in the NSLP and SBP *shall not* compete with the milk requirement
- Schools can offer water pitchers and cups on lunch tables, a water fountain, or a faucet that allows students to fill their own bottles or cups with drinking water

This memorandum rescinds and replaces SP 19-2018, issued August 6, 2018. This updated memorandum clarifies regulations that water made available to students in the NSLP and SBP shall not compete with the milk requirement. While water must be made available, schools must not directly or indirectly restrict the sale or marketing of fluid milk.

Smoothies Offered in the Child Nutrition Programs



SP40 -2019



- FNS permits the crediting of any vegetables contained in smoothies
- Yogurt is the only creditable meat/meat alternate allowed in a smoothie

This memorandum supersedes all previous guidance on smoothies including SP 10-2014 (v.3), CACFP 05-2014 (v.3), and SFSP 10-2014 (v.3). This updated memorandum clarifies juice and yogurt allowances based on the childcare and preschool meal pattern updates and incorporates the meal pattern flexibilities related to flavored milk. This memorandum also changes the policy for commercially prepared smoothies. Commercially prepared smoothies can now contribute to the meat/meat alternate, fruit, vegetable, and milk components of the Federal meal requirements for all Child Nutrition Programs.

Salad Bars in the National School Lunch Program and School Breakfast Program



SP41 -2019



- Salad bars can feature a special fruit and vegetable theme, a baked potato bar, or side salads.
- When planning a salad bar as part of a reimbursable meal, minimum portion sizes must be consistent with the meal pattern for the age-grade group

This memorandum supersedes policy memo SP 31-2013. This revised memorandum includes policy changes and general updates to outdated resources/website links and updated questions and answers. This memorandum discusses how salad bars can effectively improve the service of reimbursable meals and includes information on portion size, location of the salad bar, production records, and food safety.



Updates

Jennifer Butler



We have some important updates to share today.

AND Justice for all Posters



Poster graphic available at
<https://www.fns.usda.gov/cr/and-justice-all-posters-guidance-and-translations>

USDA has released the new “And Justice For All” posters! The State agency has ordered the new posters and will be distributing them to sponsors as they become available. In the meantime, do not remove the current poster (Revised December 2015) featuring the Statue of Liberty. They will need to be replaced when the updated poster is received. Images of the current 2015 poster should be removed from websites, training presentations, and any pending printing materials as soon as possible. Replace the graphic with the appropriate PDF version available on the USDA Civil Rights And Justice for All Posters website.

Nonprogram Food Revenue Tool



USDA approved

Nonprogram Food Revenue Tool

Sponsor Name: _____

Background:

This tool focuses on nonprogram food costs as a percent of total food costs in an effort to streamline the requirements under 7 CFR, 210.14(f). This simplified approach allows us to calculate 5 consecutive operating days (or 4 consecutive days for schools that operate on a 4-day school week). For additional background information, please see SP 20-2016. [SP 20-2016](#)

Determine How Many Menus Need to be Completed:

<input type="checkbox"/> K-5 Lunch Menu	<input type="checkbox"/> K-5 Breakfast Menu	You will need to complete _____ lunch menus.
<input type="checkbox"/> K-8 Lunch Menu	<input type="checkbox"/> K-8 Breakfast Menu	You will need to complete _____ breakfast menus.
<input type="checkbox"/> 6-8 Lunch Menu	<input type="checkbox"/> K-12 Breakfast Menu	You will need to complete _____ fruit & vegetable bar.
<input type="checkbox"/> 9-12 Lunch Menu	<input type="checkbox"/> 6-8 Breakfast Menu	
<input type="checkbox"/> Fruit & Veg Bar (sales bar)	<input type="checkbox"/> 6-12 Breakfast Menu	
	<input type="checkbox"/> 9-12 Breakfast Menu	

Required Documentation for the One Week Selected for Review:

1. Breakfast menu and recipes for all grade levels
2. Lunch menu and recipes for all grade levels
3. Food and milk invoices and/or receipts relating to the breakfast and lunch menu items
4. Adult meal prices for breakfast and lunch
5. Reduced and paid student meal prices for breakfast and lunch
6. Breakfast and lunch reimbursement claim rates
7. Breakfast and lunch participation totals and food sale records for the week by day
8. Other food sales/revenue for the week, such as catering or ordering for other departments

Steps:

1	2	3	4	5	6	7
Lunch Recipe Calculator	Lunch Menu	Fruit & veg bar	Breakfast Recipe Calculator	Breakfast Menu	A La Carte	Compliance

1. Enter recipes you need calculated into the Lunch Recipe Calculator
2. Next, go to the Lunch Menu tab and fill in the applicable green fields. Don't forget to add in your a la carte sales for each item. Add additional lunch menus as needed



The newly designed nonprogram food revenue tool has been approved by USDA! It is now available in download forms and can be used for your administrative review. If you have any concerns using the document, please reach out to Jessica.

Equipment Grant



- Received 23 applications
- Applications were reviewed this past Friday
- Press release announcement is forthcoming



Equipment grant awardees will be announced very shortly! The review team met on Friday and evaluated all the applications. It was a competitive grant process with 23 SFA's applying. Thank you to all of the applicants. We encourage all sponsors to consider applying next year if you find you need new capital equipment. Keep a look out for the press release announcing the awardees.

Administrative Reviews



- Review season has begun!
- Make sure you complete the appropriate sections in the off-site assessment of *Review Forms*

Action	Form	Reviewer	Status
	Off-site Assessment (17)		
	SFA Forms (16)		
View Modify	100 - Certification and Benefit Issuance		
View Modify	200 - Verification		
View Modify	300 - Meal Counting and Claiming		
View Modify	600 - Dietary Specifications and Nutrition Analysis		Incomplete
View Modify	700 - Resource Management		
View Modify	800 - Civil Rights		
View Modify	900 - SFA On Site Monitoring		
View Modify	1000 - Local School Wellness Policy		
View Modify	1100 - Smart Snacks		
View Modify	1200 - Professional Standards		
View Modify	1600 - School Breakfast and SFSP Outreach		
View Modify	Other Federal Programs		
View Modify	RMCR - Nonprofit School Food Srvc Act		
View Modify	RMCR - Paid Lunch Equity		
View Modify	RMCR - Revenue From Nonprogram Foods		
View Modify	RMCR - Indirect Costs		



Administrative review season has begun! If you are having a review this year, please work on the off-site assessment of review forms as soon as possible. You can find review forms under review tools. As you can see, there are quite a few modules to complete so please make sure you start early. We ask that you answer every questions to the best of your ability. Should you have any questions, review the administrative review notification letter as it lists all of the items you will need to upload into order to complete the modules. If you have additional questions, please do not hesitate to reach out to your lead reviewer. We are frequently out of the office so if you can't reach us via phone, send us a quick email.

ACDA Scholarships



= SCHOLARSHIP =

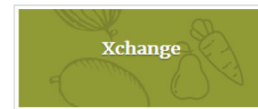


The USDA Foods team plans to offer an exciting opportunity for Recipient Agencies (RAs) interested in attending the 2020 American Commodity Distribution Association (ACDA) 2020 Annual National Conference in April. If you are interested in attending the conference, please watch for the release of a scholarship announcement in the coming weeks!

XChange



- There are still over 20 products available on the Xchange
 - Peaches
 - Pears
 - Rotini
 - Beef
 - Beans
 - Strawberries
 - Mixed berry cups
- Be sure to claim what you can use at least **one week** prior to the next inventory release software system ordering cycle



The USDA Foods Team would like to remind sponsors about the xchange. Currently, there are over 20 products up for grabs including peaches, pears, beef and more. If you decide to claim any items, make sure you do so at least one week prior to the next inventory release software system ordering cycle. Remember, you can find the xchange under Child Nutrition Programs (pause) USDA Foods and processing (pause) select xchange to access available items.



Program Reminders

Jessica Spoja

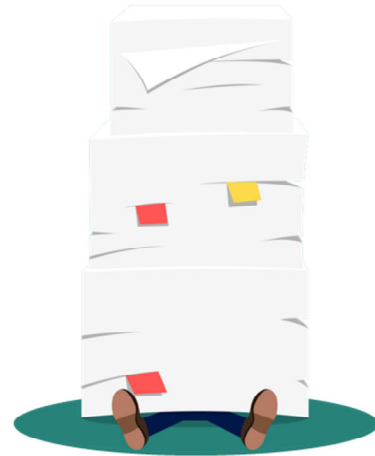


We will now move on to program reminders...

Verification



- Follow-up with all non-respondents and send final notices
- Please make sure you file all documents related to verification in its own folder
- If you need any assistance with the report or anything verification related, call **Melissa Cook** at **(208) 332-6830**



As you all know, we are currently in the middle of verification. At this point in time, you should be following up with any non-respondents and send out final notices. Be sure to file all of your verification documents in a separate verification folder. This will come in handy when you have your next administrative review. If you need any assistance with the verification report or have any general questions regarding verification, please contact Melissa Cook at (208) 332-6830.

Important Dates



NATIONAL CHILI MONTH							NATIONAL GREENS AND PLANTAINS MONTH						
OCTOBER 2019							NOVEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1 Count Free/Reduced Applications	2 ← Pull Verification Sample →	3	4	5						1	2
6	7 ← Run Direct Certification to	8	9	10 Directly Verify →	11	12	3 Daylight Savings Time Ends	4	5 ← Run Direct Certification	6	7	8	9
13	14 Columbus Day ←	15	16	17 National School Lunch Week →	18	19	10	11	12	13	14	15 Verification Report Due	16
20	21 ← Send 2 nd verification letter with 10 days notice →	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31 Count Students			24	25	26	27	28 Thanksgiving Day	29	30
PUMPKIN IS GOOD FOR THE HEART! HIGH IN FIBER, POTASSIUM & VITAMIN C							SQUASH THE DEBATE - VEGETABLE OR FRUIT? EITHER WAY - IT'S GOOD FOR YOU!						

Looking ahead, you should be getting ready to send out second verification letters with 10 days notice. Additionally, the verification report is due on Friday November 15th. The report can be complex so do not hesitate to reach out to Melissa.



Procurement

Kat Forstie



Procurement Reminders



- **Any** purchases made with the non-profit food service account (290 fund)
- Includes fuel, mileage, repairs, supplies, conference fees
- Purchases made from awarded Co-op vendors



Some questions I have received regarding procurement reviews include:

What vendors do I include?
(you will only need to send receipts and invoices for those selected from your list)

Does this include only food purchases?

What if I belong to a Co-op?
(I have the contracts from each of the co-ops and will review the receipts and invoices you send to make sure the pricing is what was agreed upon)

Procurement (cont.)



- Written Board procurement policies
- Code of Conduct
- Changes or additions must be approved by Board



You will need to attach your Board's district policies and code of conduct as when you receive a procurement review. If there are requirements missing you will be instructed as to what language needs to be added to the written procurement policies and code of conduct per USDA regulations. Any changes that are made need to be approved by the district Board before you add them to the policies.

You should always consult with your district's legal authority and the Board before signing or implementing any contract.



Success Story!

Jennifer Butler



Thanks Kat! That is all we have for program reminders. Next, we have a success story to share.

Farm to School Month



Notus School District



NATIONAL
FARM to
SCHOOL
MONTH



Creative ways to celebrate include:

- Harvest celebrations in school gardens or on local farms
- Create unique, all-Idaho meal menus
- Hold student recipe contests

First lady Teresa Little and state agriculture officials visited the Notus School cafeteria on October 2nd to kick off National Farm to School Month. The Notus event featured bread incorporating Idaho potato flakes! During Farm to School month, the Idaho State Department of Agriculture features local and in-season foods at schools, provides weekly themes, and online tours of dairies through videoconferencing in classrooms. Schools in Idaho can participate in diverse ways, from harvest celebrations in school gardens or on local farms, creating unique, all-Idaho meal menus, to student recipe contests. We encourage you to be creative. A huge congratulations to Notus for being featured for Farm to School month!



Halloween Lunch Ideas

Jessica Spoja



Halloween is just around the corner so we wanted to give you some spooky ideas for lunch service.

Eerie Entrees



Here are some eerie entrée ideas including bat cheese on a burger, Frankenstein pudding, monster pizzas, mummy dogs, and a ghostly string cheese.

Frightful Fruits and Vegetables



Frightful designs are a great way to encourage students to eat their fruits and vegetables. Here we have fruit cups with pumpkin faces, a pumpkin that is feeling a little green on a tray full of vegetables, and ghostly bananas with oranges disguised as pumpkins.

Creepy Cafeterias



Food service teams across the nation working together to turn their lunchrooms into creepy cafeterias. Halloween is fun for all ages so be sure to serve up some fun this year!

Photos



Be featured in our next webinar!

- Send photos from **National School Lunch Week** and **Halloween**
- Email photos of your work to Jessica at jspoja@sde.idaho.gov



Are you and your team decorating the cafeteria or serving themed food for Halloween? Did you celebrate National School Lunch week with any fun activities? Be sure to take photos of your work and email them to me so you can be featured in our next webinar.



Questions?



Does anyone have any questions at this time? Go ahead and use the chat box on your screen and type your questions. I will answer them as they are entered.

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

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 happy Halloween!