



Hello there and welcome to the March National School Lunch Program Webinar. My name is Heather Blume and I am a coordinator for the National School Lunch Program and I will be presenting the monthly webinar.

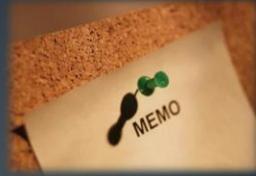
Objectives:

- Policy Memos
- Renewal
- CEP
- Reminders:
 - Buy American Clause
 - Inventory
 - Record keeping



Today we will be discussing the most recently released policy memos as well as the renewal process and community eligibility, or CEP. We will end with a few program reminders, including the Buy American Clause and the annual storage self-evaluation requirement as well as what needs to be on file for adequate record keeping

Policy Memos



SP 40-2014

- Smart Snacks Nutrition Standards and Culinary Education Programs

SP 41-2014

- Clarification of the Policy on Food Consumption Outside of Foodservice Area, and the Whole Grain-Rich Requirement

SP 42-2014

- Sharing Aggregate Data to Expand Program Access and Services in Child Nutrition Programs

SP 43-2014

- Questions & Answers on the School Breakfast Program Meal Pattern in SY 14-15

SP 44-2014

- Questions and Answers Related to the Independent Review of Applications

SP 45-2014

- Prototype Household Application for SY 14-15

SP 47-2014

- Flexibility for Whole Grain-Rich Pasta in School Years 2014-2015 and 2015-2016

The policy memos we will be discussing can be seen here. They include topics smart snacks and culinary schools, some clarification on whole grain rich requirements and taking food outside the designated food service area. The next couple policies will discuss sharing aggregate data, and the school breakfast meal pattern. The last three policy memos we will discuss cover the new independent review requirements, the FNS prototype for free and reduced applications, and a newly released flexibility for whole grain rich pastas.

SP 40-2014

Smart Snacks Nutrition Standards and Culinary Education Programs

- Smart Snacks standards apply to Culinary Education Programs
- All foods sold to students during the school day must meet Smart Snack nutrition criteria
- Alternatives to Culinary Programs selling food to students during school hours:
 - Expand catering to adults
 - Sell to restaurants
 - Off-campus school events
 - Increase sale of foods that meet Smart Snack standards
- Curriculum changes not required



SP 40-2014 refers to the requirements for Smart Snacks standards in culinary education programs. While smart snack standards do not apply to foods sold to adults or to events outside of the school day, any food that is sold to students during the school day must comply with the Smart Snack nutrient standards. USDA has offered a list of alternative sources of revenue for culinary programs that significantly rely on the sale of foods. These include expanding catering to adults, restaurants, and at off-campus school events. Any foods sold outside of school hours are not subject to the Smart Snacks criteria. Another alternative is to increase the sale of foods that do meet the Smart Snack standards.

It is important to note that these regulations do not in any way require culinary education programs to alter their existing curriculum.

SP 41-2014

Clarification of the Policy on Food Consumption Outside of Foodservice Area, and the Whole Grain-Rich Requirement

1. Meal Items Outside the Foodservice Area

- Students can take food out of the cafeteria
- Only nonhazardous food items
- Sharing tables allowed (*check with Health District*)
- Does not intend for a child to take an entire meal home

2. Whole Grain-Rich Requirement

- Not 100% whole grain
- WGR = 50% whole grain ingredients and the remaining grains enriched
- SY 14-15 all grains offered must be WGR



SP 41-2014 covers two different clarifications regarding the implementation of School breakfast and lunch. The first clarification is that it IS allowable for students to take food items out of the food service area to be eaten at a later date. These food items should be limited to foods that do not need to be time and temperature controlled, such as a whole piece of fruit or a bag of baby carrots. Another suggestion to reduce waste is to have a sharing table. This practice can be very beneficial, just make sure that the practices in place meet the local food safety requirements. Lastly, while there are flexibilities for students to take food out of the cafeteria, this clarification is not intended to imply that school meals may be given to children to take home. Additionally, while USDA has made the practice of taking food out of the lunch room allowable, it is still up to the Local educational agency's discretion whether they want to allow it or not.

The other clarification covered in this memo is that whole grain rich does not mean that products must be 100% whole grain. Whole grain-rich refers to products which contain at least 50% whole grains with remaining grains being enriched. This is an important note to make as starting July 1, 2014, all grains offered in both breakfast and lunch must be whole grain rich.

SP 42-2014

Sharing Aggregate Data to Expand Program Access and Services in Child Nutrition Programs

- CNP operators may disclose student-specific eligibility status to other CNP operators
 - Need a release
- Aggregate data does not need parental notification
 - Average daily participation
 - Number of meals served
 - Site and sponsor info
 - Aggregate free/reduced eligibility percentages
 - Aggregate enrollment data
- FNS encourages operators to share aggregate data with partners
 - i.e. anti-hunger advocacy organizations



SP 42 discusses the sharing of aggregate data within the child nutrition programs. It states that CNP operators may disclose student specific eligibility status to other CNP operators. Data relating to individual children is strictly regulated however so make sure if sensitive information is shared it is shared in the appropriate manner. Aggregate data pertaining to the program may be shared without parental notification. This can include average daily participation, number of meals served, site and sponsor info, aggregate free/reduced eligibility percentages, and aggregate enrollment data. FNS encourages operators to share aggregate data with partners, i.e. anti-hunger advocacy organizations.

SP 43-2014

Questions and Answers on the School Breakfast Program Meal Pattern in SY 14-15

- 1 cup fruit offered
 - OVS: must take $\frac{1}{2}$ cup fruit for a reimbursable meal
- 1 oz eq. WGR grain
 - All grains WGR
 - Additional grains offered during week to meet weekly minimum
- 1 cup milk
 - unflavored/flavored fat free
 - unflavored low-fat milk
- Target 1 Sodium (weekly avg.)
 - K-5: ≤ 540
 - 6-8: ≤ 600
 - 9-12: ≤ 640



SP 43-2014 Is a Q and A regarding the School Breakfast Meal Pattern this upcoming year. The basic things to know are that the meal pattern for SY 14-15 requires that a full cup of fruit be offered, that a minimum of 1 oz of whole grain rich bread be offered, and that a cup of flavored or unflavored milk be offered daily. Since there are also weekly grain minimums, additional whole grain rich grains must be offered over the course of the week to meet the minimum. If the program is operating Offer Versus Serve, then only a half of cup is required to be taken for a reimbursable meal. If offer versus serve is not being followed, then the full cup of fruit must be taken for the meal to be reimbursable. As a reminder, signage identifying reimbursable meals is required at breakfast as well as lunch.

The dietary specifications for the breakfast meal pattern will remain the same with the addition of a limit on the sodium that is served over the course of the week. Target 1 sodium restrictions are less than or equal to 540mg for K-5, less than or equal to 600mg for 6-8, and less than or equal to 640mg for 9-12 graders.

Since this policy memo is a Q and A, there are more detailed descriptions of the meal pattern if you have further questions.

SP 44-2014

Questions and Answers Related to the Independent Review of Applications

- $\geq 10\%$ error rate = Independent review of applications
- Independent review:
 - Completeness
 - Accuracy of initial determination
- Different reviewer than original determining official
- Reviewed before notifying household
 - Within 10 operating days
- Annual report of results



The next policy memo relates to the independent review of applications. During the current school year, no schools were required to conduct an independent review of applications. As part of an effort to decrease certification error during the eligibility determination process, it is required for local education agencies with a greater than 10% error rate during the benefit issuance process to conduct a second, independent review of applications for free and reduced price meal benefits before eligibility determinations are made.

The second review will essentially review the applications for completeness and the accuracy of the original determination. It must be conducted by an individual or entity that is separate from the original determining official. This person does not need to be an employee of the local education agency, but must be trained on how to approve applications.

The second review must be conducted before the household is notified of eligibility, and cannot result in a delay of notification. The household must still be notified within 10 operating days of receiving the application.

If a local educational agency is required to conduct an independent review of applications, they will be notified by June 30th, 2014. If an independent review is required, the local educational agency will be required to submit an annual report on the results of the second review to the state agency.

SP 45-2014

Prototype Household Application for SY 14-15

- Prototype available
- Has not been translated since 2011

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

PART A: ALL HOUSEHOLD MEMBERS

Number of household members (Please include infant, last)	Name of each child, adult or student 18 & over school	Place a check in the box below if child is father, homeless, migrant, runaway, or Head Start child. If each child attending school is a foster, homeless, runaway, migrant or in Head Start, also to part 2 on page 2 of this form.	Place a check in the box if you receive						
			Foster	Homeless	Migrant	Runaway	Head Start		

PART C: BENEFITS

IF ANY MEMBER OF YOUR HOUSEHOLD RECEIVES (State SNAP), (SUNW), OR (State TANF Assistance), PROVIDE THE NAME AND GALE NUMBER FOR THE PERSON WHO RECEIVES BENEFITS AND SNAP TO PART 5. IF NO ONE RECEIVES THESE BENEFITS, SKIP TO PART 5.

NAME: _____ PROGRAM/NAME: _____

GALE NUMBER (NOT SET CARD NUMBER): _____

Free and Reduced Price School Meals Application
Application
Page 2 of 4
SY 2014-2015

The next policy memo we will cover is SP 45-2104, which states that the SY 14-15 FNS school meals application prototype is now available. This prototype is currently undergoing an extensive review. Once the review has been conducted, translations of the application will be made available. This form is a more lengthy alternative to the State application that is available in MyIdahoCNP under the Download forms section. Remember that while you may print these forms at this time, you cannot accept applications until after July 1st.

SP 47-2014

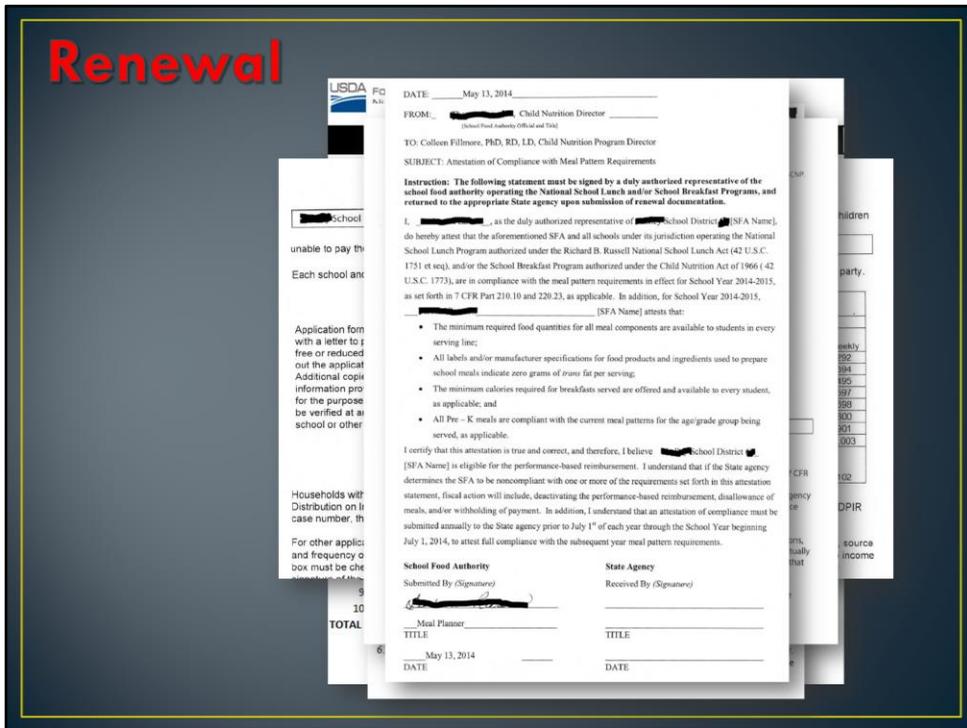
Flexibility for Whole Grain-Rich Pasta in School Years 2014-2015 and 2015-2016

- May serve enriched pasta if:
 - Waiver approved by State
 - WGR pasta not accepted by students
 - Hardship finding a WGR pasta



The last policy memo we will cover today is SP 47-2104, which allows SFAs to serve an enriched pasta product if they have a waiver from the state agency. While there is no waiver in place yet, it will be dependent on the SFA demonstrating that previously popular pasta items that were made with whole grain rich pasta did not hold well or were no longer accepted by the students. This must be accompanied by the SFA demonstrating that they experience hardship obtaining an acceptable whole grain rich pasta product for that item. The State agency will notify you when a waiver system is in place.

Renewal



As a reminder, the Renewal process is currently underway. In order to complete your application, you will need to answer the questions under application packet and enter information under school nutrition program for the individual site information. The documents you will need to upload include: (click)

The completed PLE tool for SY 14-15 (click)

The new public release form (click) which was updated in MyIdahoCNP, so make sure you have the most up to date form when you upload it,

The Wellness policy (click)

The Health inspection request form (click)

And the Annual attestation

Additionally if you operate with a food service management company you will need to upload your FSMC contract or vended meal contract if applicable. RCCI's will need to upload a copy of their license

All of the forms needed for renewal are available on MyIdahoCNP under the Download forms section.

Community Eligibility Provision

IDAHO STATE DEPARTMENT OF EDUCATION

Child Nutrition Home Page

Child Nutrition Staff

NSLP

- Guidance
- NSLP Manual
- Verification
- Video Module Trainings
- SMART School Meals
- Smart Snacks
- Community Eligibility Provision (CEP)
- Professional Standards
- Wellness Policy
- HealthierUS School Challenge

Community Eligibility Provision

- CEP brochure
- CEO Memo
- Implementing Community Eligibility
- Successful Implementation of the CEP SNA
- Universal Service Administrative Company E Rate Letter
- USDA Community Eligibility Calculator**
- For additional information Click Here
- Dept of Ed Guidance-on CEP 2014
- CEP Notification Report Webinar

Certified Enrollment Report

- CNP DC Certified/Enrolled Report**

4 Things You Should Know About The Community Eligibility Provision
 Here are the top 4 questions we received from states regarding the Community Eligibility Provision:

1. Can any school, regardless of its Identified Student Percentage (ISP), be included in a group or

If you are interested in exploring the community eligibility provision option that is now available you must indicate this in your renewal application. More information on whether your district or schools qualify can be found in the CNP DC Certified Enrolled Report on the Child Nutrition Programs website (click). To help determine if community eligibility would be a financially viable option for your district you can use the USDA Community Eligibility Calculator also on the Child Nutrition Program Website. (click)

If you opt to enroll in CEP, you will need to answer additional questions in MyIdahoCNP and input your identified students and enrollment at each site in the Community Eligibility section of MyIdahoCNP. Please call the State agency if you have questions about this process.



Now we will cover some program reminders

Buy American Provision

- Foods domestically grown
- Waiver for
 - Bananas
 - Mandarin oranges
 - Pineapple



As a reminder all purchases must comply with the “Buy American Provision”. The only fruits that have a waiver are bananas, mandarin oranges and pineapple. All other products must be domestically grown.

Annual Storage Self Evaluation

- Required to conduct inventory
- Ending inventory of all foods
- Preventative Maintenance



STATE DEPARTMENT OF EDUCATION Rev. 7/06
 Child Nutrition Programs
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ANNUAL STORAGE FACILITY SELF-EVALUATION FORM
USDA COMMODITY FOODS

This form may be duplicated for multiple site reviews. Review storage and handling annually by June 30.
 Keep on file for State Office review.

RECIPIENT AGENCY	DATE
ADDRESS	TELEPHONE
A. FACILITY REVIEW	
1. Does storage space appear to be adequate?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Is storage space in good repair?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Are supplies stacked to permit easy identification and provide accountability?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Are supplies stacked off the floor on pallets or shelves to allow for proper ventilation and air circulation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Are supplies stacked at least six inches from any walls and three feet from the ceiling? <small>Exception: Non-hazardous items such as small cottage cheese are allowed a one-foot separation from the wall.</small>	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. Are supplies stacked to prevent damage from excess weight to bottom layers?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7. Are out-of-condition foods stored separately?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8. Are food storage containers from pesticides, herbicides, chemicals, cleaning supplies and other materials that could contaminate foods, stored separately?	YES <input type="checkbox"/> NO <input type="checkbox"/>
9. Are shelves/tables clean to prevent spoilage of supplies?	YES <input type="checkbox"/> NO <input type="checkbox"/>
10. Is the storage area maintained in a way that prevents accidents?	YES <input type="checkbox"/> NO <input type="checkbox"/>
11. Is the storage area free from rodents, birds, insects, and other animal infestation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
12. Are required local/state health inspection certificates and inspection sheets current and on file?	YES <input type="checkbox"/> NO <input type="checkbox"/>
B. INVENTORY AND RECORDS REVIEW	
1. Is the agency utilizing food on a first-in, first-out basis? (Are cases marked with the date they are received?)	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Is the agency maintaining an inventory system? (NSLP agencies only)	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Are signed bills of lading for commodity deliveries current and on file?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Are temperature logs of all food storage areas current and on file?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Are the USDA Commodity Agreement and Amendment on file? (NSLPs only)	YES <input type="checkbox"/> NO <input type="checkbox"/>
C. TEMPERATURE CONTROL REVIEW	
1. Are daily temperature readings recorded for all storage facilities?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Are dry storage areas maintained between 50°F and 70°F?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Are refrigerated storage areas maintained at a temperature between 32°F and 40°F?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Are the freezer storage areas at a temperature of 0°F or below?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Are all perishable items stored at the temperature listed on the commodity label?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Another reminder is that you are required to conduct an annual storage self-evaluation. The form can be found on the Child Nutrition website under the USDA Foods tab. The first page of the form can be seen here. You should also be keeping track of your inventory at a minimum of one time a year. This means at an absolute minimum, you should know what your ending inventory of all foods is. The format of your inventory is at the discretion of the Food Service Director. As these are annual requirements, they will be reviewed during the Administrative Review.

In addition to the inventory, we recommend that you conduct preventative maintenance on your freezers. Over the summer we recommend that you check the temps of your refrigerators and food service equipment semi-regularly, ideally once a day. Also make sure that you are notified if any construction will be taking place over the summer, especially if it will affect the power, water, or utilities of your food service facility.

Record Keeping

- 3 years + Current
- Civil Rights Complaint Log
- Provision Base Year Records



All records needed for the administration of the child nutrition program should be kept for three years plus the current. This includes the civil rights complaint log, dated with the year it was used, even if there were no complaints.

Additionally, if you operate provision, you must keep your base year records for as long as you are on provision. If these documents cannot be found during a review then you will need to redo your base year.

Smart Snack Exemptions

- In process
- Awaiting response



The last update we have regards the smart snack exemptions policy. The State agency is awaiting a response from USDA. We will notify you when further information is known.

Recap:

- Policy Memos
- Renewal
- CEP
- Reminders
 - Buy American Clause
 - Inventory
 - Recordkeeping



To recap what we covered today, we discussed the most recent policy memos on smart snacks and culinary schools, clarification on whole grain rich requirements, sharing aggregate data, and the school breakfast meal pattern. We also discussed the new independent review requirements, the FNS prototype for free and reduced applications, and a new flexibility for whole grain rich pastas.

Additionally, we went over the documents that need to be uploaded as part of the renewal process and where to find more information regarding the community eligibility program. We ended with program reminders pertaining to the buy American clause, inventory and storage self evaluations, and proper record keeping.

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.

This concludes our webinar for today. If you have any questions you may type them into the question box for GoToWebinar and I will answer them as they come in. If you have questions after the webinar has ended you may contact Child Nutrition Programs at 208-332-6820.

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