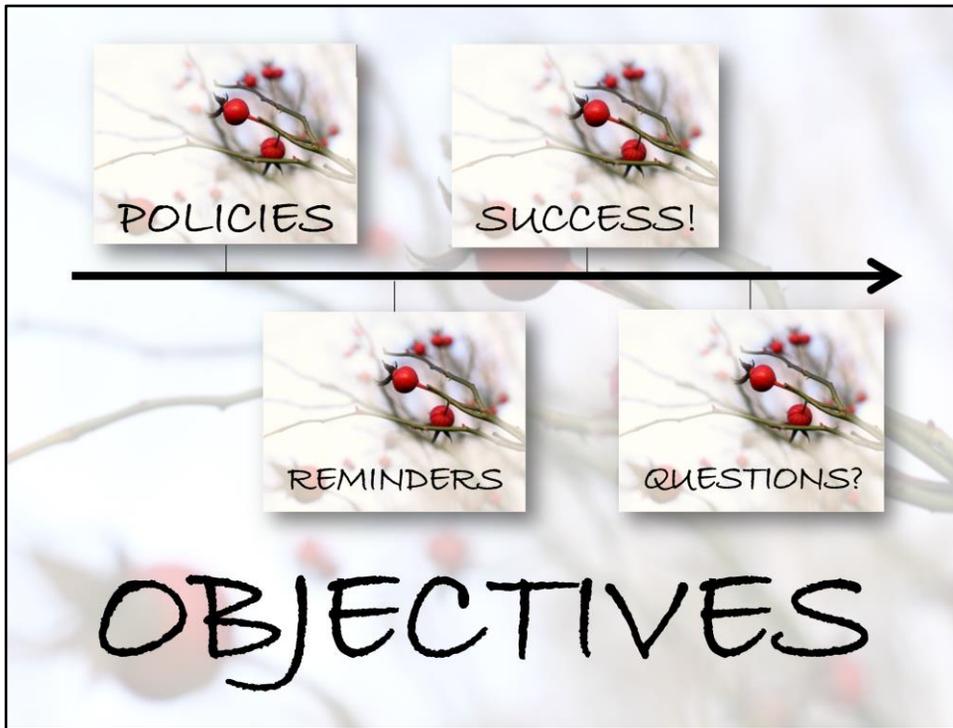




Child Nutrition Programs
Idaho State Department of Education
Heather Blume, MS, RD, LD
Nutrition Assessment and Promotion/NSLP

December NSLP Webinar

Good Afternoon! And welcome to the December National School Lunch Program Webinar. My name is Heather Blume and I am a coordinator with the Idaho Child Nutrition Program. In addition to working with the National School Lunch team to conduct Administrative Reviews, I also work on a grant with the Centers for Disease Control to enhance school wellness.



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

Professional Standards: Key Area

Operations—2000

- Purchasing/Procurement—2400

Administration—3000

- Financial Management—3300
- Free and Reduced Price Meal Benefits—3100
- Human Resources and Staff Training—3400

<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, so for the purpose of today's webinar please select only one code per 15 minute interval. There are professional development tracking forms available in MyIdahoCNP under the Download Forms section, or available at the link seen here. These will be checked during a review and need to be uploaded.



To start, we will look over the recently released policy memos.

Policy Memos

SP 11-2016:

Release of the FNS-828 Paid Lunch Price Data for School Year 2014-2015

SP 12-2016:

Guidance on Competitive Procurement Standards for Program Operators

SP 14-2016:

Flexibility for CEP Certification Document Review during SY 2015-2016

SP 15-2016:

Community Eligibility Provision: State Agency Procedures to Identified Student Percentage Accuracy

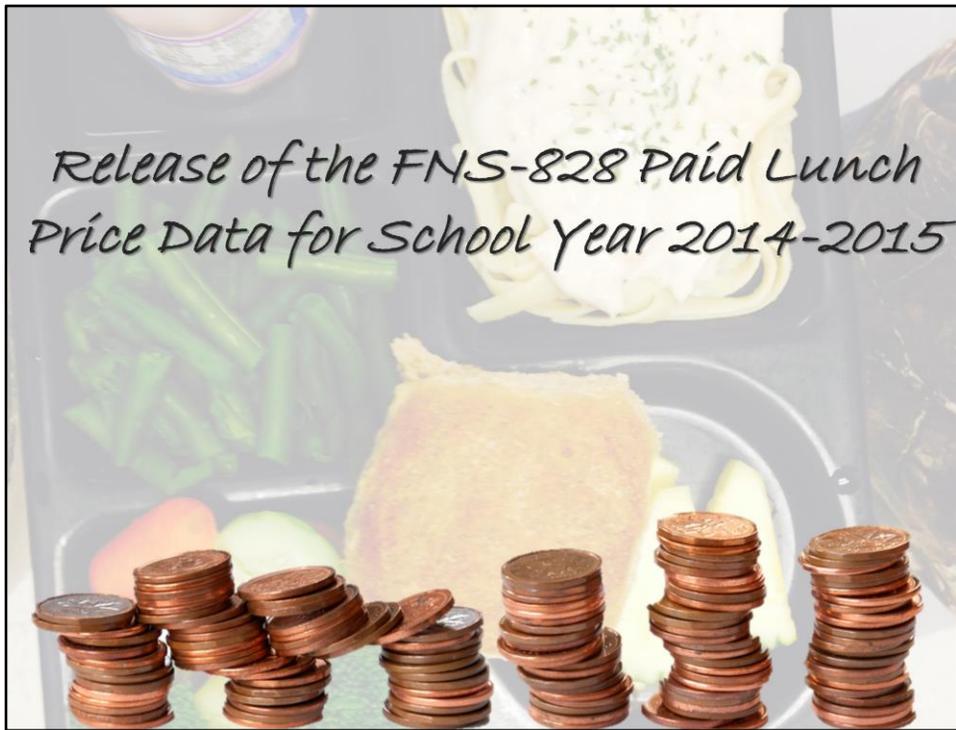
SP 16-2016:

Disclosure Requirements for the Child Nutrition Programs

SP 19-2016:

Community Eligibility Provision: Guidance and Updated Q&As

The policy memos we will discuss today range from topics such as paid meal prices to community eligibility questions. As well as guidance on procurement and disclosing meal eligibility data.



SP 11-2016:

Addresses the paid lunch prices that were reported for school year 14-15. SFAs reported the most frequently charged price for elementary, junior high and high school levels to their State agency. A complete list of prices, submitted to USDA's Food and Nutrition Services by State agencies, is attached to this memorandum in a Microsoft Excel worksheet. The memorandum announces the publication of the paid lunch prices for SFAs participating in the National School Lunch Program for School Year 2014-2015.



SP 12-2016:

Is a memo focused on procurement standards for food service directors. These standards ensure that program operators conduct procurement transactions in accordance with governing regulations and in a manner that facilitates full and open competition. Full and open competition is achieved when potential bidders receive all information necessary to respond properly to a solicitation; and responses are accurately evaluated for contract award. Contracts must be awarded to the responsive and responsible bidder whose bid is lowest or most advantageous to the program with price. (See *Procurement Questions* dated July 14, 2005. <http://www.fns.usda.gov/sites/default/files/2005-07-14.pdf>).

State agencies have been trained in procurement regulations and will be conducting reviews of procurement activities by Program operators. In order to prepare for procurement reviews and to ensure compliance with all Federal procurement standards, Program operators are strongly encouraged to review the documentation of their procurement solicitations, responses, and evaluation procedures used to award contracts. This includes ensuring all existing contracts were evaluated and awarded without unallowable cost provisions and that cost was the primary evaluation factor among factors considered. If issues with unallowable cost provisions are identified in contracts, these contracts must be amended immediately to remove these provisions. For contracts awarded without cost as the primary factor, school food authorities will be required to begin the rebidding process to allow for a new,

compliant contract to be awarded by the beginning of the next school year.

Moving forward, all new solicitations must include provisions for evaluation and scoring factors with cost as the primary factor. Solicitations must include language on prohibited expenditures found in program regulations, as well as, required contract provisions in Program and Uniform Administrative regulations in 2 CFR Part 200, if adopted. As a reminder, all food service management company contracts must be reviewed by the State agency prior to execution.



SP 15-2016:

Clarifies how the State agency will review CEP documentation. When an LEA elects CEP, the State agency will review documentation to evaluate whether or not the school, group of schools, or LEA:

1. Meets the minimum ISP level of 40%
2. Participates (or plans to participate) in both the National School Lunch Program and School Breakfast Program and
3. Has a record of administering the Programs in accordance with Program regulations (as indicated by the most recent AR)

Electing CEP is an LEA-level decision. If the State agency determines that the LEA has met the above requirements, the LEA may elect CEP.

Once elected, State agencies will examine documentation submitted by the LEA to substantiate:

- (1) the number of identified students based on directly certified students.
Documentation needed for this are direct certification lists and other lists certifying that students are either migrant, homeless, runaway, foster, or siblings of students found on the direct certification list.
- (2) the number of enrolled students based on the school enrollment data

LEAs/schools must maintain the source documentation used to develop the ISP for the entire time while operating under CEP, and for three years after submission of the final claim for reimbursement for the last fiscal year of CEP.

If you are thinking of starting CEP, please be aware the you will need enrollment numbers and identified student numbers as of April 1st.



SP 14-2016:

Allows for flexibility when reviewing CEP documentation. As part of the certification documentation review for CEP schools, State agencies may select 10% of identified student names at random or a statistically valid sample. However, if more than 10% of the reviewed sample cannot be properly verified on source documentation, the SFA must still be required, as part of the corrective action plan, to provide source documentation for every students used to establish the free claiming percentage.

SP 19-2016:

Provides further guidance on CEP in the form of a Q&A. This is a useful resource for those of you who are operating under the community eligibility provision or are interested in starting CEP, and it has recently been updated.

<i>Recipient of Information</i>	<i>What May Be Disclosed</i>	<i>Requirements</i>
<i>Programs under the National School Lunch Act or Child Nutrition Act</i>	All eligibility information	Prior notice and consent not required
<i>Federal/State or local means tested nutrition programs with eligibility standards comparable to the NSLP</i>	Eligibility status only	Prior notice and consent not required
<i>Federal education programs</i>	Eligibility status only	Prior notice and consent not required
<i>State education programs administered by a State agency or local education agency</i>	Eligibility status only	Prior notice and consent not required
<i>Local education programs</i>	NO eligibility information, unless parental consent is obtained	Must obtain parental consent
<i>Medicaid or the State children's health insurance programs (SCHIP), administered by a State or local agency authorized under titles XIX or XXI of the Social Security Act to identify and enroll eligible children</i>	All eligibility information, unless parents elect not to have information disclosed	Must give prior notice to parents and opportunity for parents to decline to have their information disclosed
<i>State health programs other than Medicaid/SCHIP, administered by a State agency or local education agency</i>	Eligibility status only	Prior consent not required
<i>Federal health programs other than Medicaid/SCHIP</i>	NO eligibility information, unless parental consent is obtained	Must obtain parental consent
<i>Local health program</i>	NO eligibility information, unless parental consent is obtained	Must obtain parental consent
<i>Comptroller General of the United States for purposes of audit and examination</i>	All eligibility information	Prior notice and consent not required
<i>Federal, State or local law enforcement officials investigating alleged violations of any of the programs under the NSLA and CNA or investigating violations of any of the programs that are authorized to have access to names and eligibility status</i>	All eligibility information	Prior notice and consent not required

Disclosure Requirements for the Child Nutrition Programs

[7 CFR 245.6\(a\) and \(f\)-\(k\)](#)

The last policy memo we will discuss today is SP 16-2016, which talks about disclosure requirements for the Child Nutrition Programs. USDA Food and Nutrition Services encourages and supports appropriate disclosure of information, but each request must be carefully reviewed. In order to disclose individual eligibility information, an official must first determine if the request is from one of the programs or sources authorized under the statute. If so, the official must ensure that the person(s) who would receive and use the information has a legitimate need for this information in order to carry out authorized activity. The disclosure of individual student eligibility information for purposes other than establishing eligibility for school meals generally is not permitted without parental consent. USDA recommends that there be a primary contact for such requests at the Local Education Agency level, such as the food service director, rather than staff at individual schools. The link for the full list of requirements can be seen on this slide, as well as a chart, which briefly outlines various types of requestors and the requirements associated with the requests.



Now we will move on to program reminders

Procurement Training-ICN

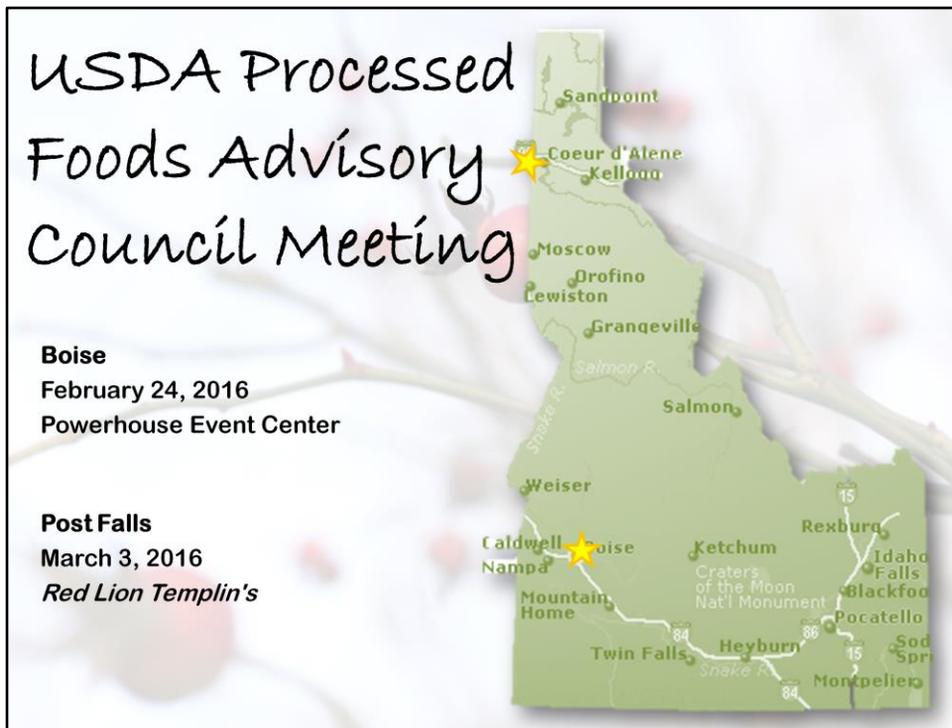
Idaho Falls
 January 27-28, 2016
Hampton Inn- Idaho Falls, Lindsey Blvd

Nampa
 March 9-10, 2016
Nampa Civic Center

Coeur d'Alene
 April 28-29, 2016
Best Western Inn – Coeur d'Alene

<http://www.databasesdoneright.com/nutrition/>

Our first reminder pertains to in-person Procurement trainings that will be held across the state in early 2016. The course is called “Procurement in the 21st Century” and is a 2-day, 16-hour course for School Nutrition Program Directors and personnel involved in purchasing and procurement for School Nutrition Programs. The course covers general concepts about procuring goods, products and/or services. Topics covered by sections include: Procurement Principles, Competitive Purchasing, Solicitation of Goods, Products, and Services, Contracts and Cooperative Purchasing Groups. This course is limited to 40 participants, so register online and send in your \$60 payment today! Dates and locations can be seen here and the link to register is included in blue at the bottom of the slide. Please note that each class requires a minimum of 20 participants. If less than 20 participants register, the class will be canceled.



Another in person meeting that will be taking place in the next couple months is the USDA Processed Foods Advisory Council Meeting. This meeting has been scheduled in the Child Nutrition Programs Training Resource Center and will be held in Boise and in Post Falls Idaho.

Avoid Review Findings: Professional Standards

Professional Standards Training Log

EMPLOYEE NAME & TITLE _____ Required Hours of Training per Year _____
 Hiring Date _____

Institution/School District & Site _____ School Year Training Applied to _____

Key Areas	Key Topics	Training Title / Subject	Completion Date	Creditable Training Time (Length in hours, minutes)	Total Hours This Page

Annual Training Standards Training must be job-specific and is intended to help employees perform their duties well. Training needs are best assessed by an employee in consultation with their manager, director, or State agency. Training may be obtained in many ways, such as in-person, online, through local meetings, webinars, conferences, etc. Supporting documentation for all completed trainings (i.e., agendas, sign in sheets, certificates of completion, etc.) must be maintained on file.

We will now briefly discuss some common review findings to avoid. After conducting reviews this fall, we have compiled a list of common review findings that may easily be avoided. To begin we will discuss professional standards.

The most common finding related to professional standards is a lack of documentation. In addition to attending training, it is necessary to track the training hours of each eligible employee in a log. Included on this screen is an example of a Professional Standards Training log that can be downloaded from the Download Forms Section of MyIdahoCNP.

Avoid Review Findings: Production Records

1. Breakfast Lunch ASSP

2. Name of School/Site: Little School District

3. Date: _____ Weather: _____

4. Write/Paste Menu Here:
Taco (Salsa)
Spanish Rice
Kale
Peaches

5. Planned # of Students to be served:
K-5 Grade Group 150
6-8 Grade Group 100
9-12 Grade Group 75

6. Actual # of Students Served:
K-5 Grade Group 142
6-8 Grade Group 110
9-12 Grade Group 60

7. Planned # of Adults to be Served: Adults 10

8. Actual # of Adults Served: Adults 7

9. Planned Number of Milk by Type: Non-Fat (WIC/O) 25 1% (unflavored) 20

10. Food/Menu Items	11. Recipe/Product Reference #	12. Planned Portion Size (by grade groups)			13. Meat/Meat Alternatives	14. Grains/Breads Equivalents	15. Fruit Equivalents	16. Vegetable Cup Equivalents	17. Planned # Adults to be Served	18. Planned quantity of food to be used	19. Actual # Servings prepared	20. Leftovers and many leftover and items? If so, state as seconds, to serve tomorrow, etc.	21. Cooked Temperature		22. Start of Service Line Temperature	
		K-5	6-8	9-12									Time	Temp	Time	Temp
K-5 Taco	4021	1								142	One	10:00	168	12:00	150	
6-8 Taco	4022		2		2	2.0			100(2)	110	See below	10:05	170	12:25	155	
9-12 Taco	4023			2	2	2.0			75(3)	60	5(served as seconds)	10:10	166	12:45	155	
Rice, w/g	159	.5 c	.5 c	.5 c					325	38#	332	2 large hotel pans. Will freeze for later use	10:00	170	12:00	170
Kale cooked	998	.5 c	.5 c	.5 c			.5 c	100	15#	105	1 cup left will make more next time	10:15	155	12:00	160	
Peaches, canned	564	.5 c	.5 c	.5 c			.5 c		325	17#10cans	333	1/2 pan will refig and use at tomorrow's b'fast	10:04	40	12:00	38
23. Condiments or Other Foods																
Salsa							25 c	325	7 #10 cans	345		Put in refig. Will use later in week. 4 cups left	9:00	65	11:30	40

Signature of verifier: lms @bner

Production records are another common review finding. Please make sure that these are consistently completed and kept on file as documentation that a reimbursable meal was served. The example on the screen was completed with the production record template that is available in the download forms section of MyIdahoCNP and you can that it includes notes regarding how many leftovers there were and how they were used. Additionally, please make sure to indicate your milk counts

On site, production records serve three very important purposes: 1) The give food service staff the information they need to prepare the meal or snack according to the menu planner's instructions 2) They document what was actually prepared and served at each serving site and 3) They Prove that reimbursable meals were offered. If you have concerns about your production records, or additional questions please refer to the templates and examples that are available in MyIdahoCNP as well as the resources available in the Idaho School Nutrition Reference Guide.

Child Nutrition Programs
Idaho State Department of Education
PO Box 83720
Boise, ID 83720-0027

CNP: # 2015-1

Sample Code of Conduct for Child Nutrition Programs

Pursuant to 2 CFR 200.318 (c) (1), a code of conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by USDA Food and Nutrition Program Funds. The written standards of conduct must comply with the federal rule. At a minimum, the standards should include:

1. No employee, officer or agent of the **(Sponsor Name)** shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award or in any tangible personal benefit offered by the firm:

- a. The employee, officer, or agent;
- b. His or her partner;
- c. Any member of his or her immediate family;
- d. An organization which employs or is about to employ one of the above.

2. The **(Sponsor Name)** employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, political contractors, or parties to sub-agreements. Trivial benefits not to exceed a value of fifty dollars (\$50.00) incidental to personal, professional or business contracts and involving no substantial risk of undermining official impartiality may be permitted.
3. Penalties for violations of the standards of code of conduct of the **(Sponsor name)'s** Child Nutrition Program may include any or all of the following:
 - a. Reprimand or other disciplinary action by Board or Business Owner
 - b. Dismissal by Board or Business Owner
 - c. Additional legal action necessary

The non-Federal entity must maintain a written code of standards of conduct, establish procurement procedures and all procurement transactions shall be conducted in a manner that provides the maximum of free and open competition. These procedures must reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR 200.318. An institution should not knowingly do business with a company that is debarred or suspended.

Consult with local legal advisors on the statutes applicable to each institution so the policy may be tailored to your facility.

Avoid Review Findings: Procurement

Please make sure you review the procurement requirements as the Administrative Review now includes a Procurement Review module. The most common findings we have discovered are missing or inadequate written procurement plans and a written code of conduct. Please discuss your district's procurement plan with your business manager in order to make sure you have a written plan in place.

Avoid Review Findings: Afterschool Snack

School/Site: _____

Week of: _____

AFTER SCHOOL SNACK PRODUCTION RECORD
NSLP After-School Snack Program

	A	B	C	D	E	F	G	H
	Check (✓) Menu Components for each day (must ✓ at least 2 required components)	Snack Menu	No. of Planned Snacks	Serving Size	Amount needed to meet requirements (A x D)	Total Amount Prepared	# Students Served	# Adults Served
Monday	<input type="checkbox"/> M/M/A (1 oz) <input type="checkbox"/> Milk (½ pt) <input type="checkbox"/> F/V (¾ cup) <input type="checkbox"/> G/B (1 serving) <input type="checkbox"/> Other							
Tuesday	<input type="checkbox"/> M/M/A (1 oz) <input type="checkbox"/> Milk (½ pt) <input type="checkbox"/> F/V (¾ cup) <input type="checkbox"/> G/B (1 serving) <input type="checkbox"/> Other							
Wednesday	<input type="checkbox"/> M/M/A (1 oz) <input type="checkbox"/> Milk (½ pt) <input type="checkbox"/> F/V (¾ cup) <input type="checkbox"/> G/B (1 serving) <input type="checkbox"/> Other							
Thursday	<input type="checkbox"/> M/M/A (1 oz) <input type="checkbox"/> Milk (½ pt) <input type="checkbox"/> F/V (¾ cup) <input type="checkbox"/> G/B (1 serving) <input type="checkbox"/> Other							
Friday	<input type="checkbox"/> M/M/A (1 oz) <input type="checkbox"/> Milk (½ pt) <input type="checkbox"/> F/V (¾ cup) <input type="checkbox"/> G/B (1 serving) <input type="checkbox"/> Other							

After School Snack Production Record 1

Common Findings regarding the Afterschool Snack program are inadequate production records, which must include the snack item, the serving size in cups or ounces, the amount served, and the items leftover. Please remember that a serving of fruit must be ¾ of a cup and that there is no offer versus serve allowance in Afterschool Snack. Two different food components must be served and meals may not be comprised of two liquids, such as a juice and a milk. Production records must be completed and kept on file for three years plus the current. A sample production record can be seen on this slide.

In addition to adequate production records, you must review the afterschool snack program within 4 weeks of its initiation and then again before the end of the program or June 30th if you are an RCCI. These reviews must assess each site's compliance with counting and claiming procedures, and the snack meal pattern. Please make sure that the Afterschool Program Coordinator is counting complete meals by the students who take them, and not taking a roster count of students in attendance.

The Afterschool Snack Program (ASSP) may be started at any point in the year, with approval from the State agency. More information can be found at the Idaho School Nutrition Reference Guide and in MyIdahoCNP.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found on the www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (202) 690-7442; or
- (2) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

As a reminder the Civil Rights non-discrimination statements have recently been changed. The newly updated USDA Non-Discrimination Statement must be included on any document that references USDA Child Nutrition Programs: the short statement, "This institution is an equal opportunity provider", is for use on documents less than one page (double-sided) in length; the long statement is for use on longer documents and can be found on the SA website under Civil Rights : <http://www.sde.idaho.gov/site/cnp/civilRights/>

The timeline for public notification is:

- Websites must be updated by December 31, 2015;
- Documents, pamphlets, brochures, etc., using non-discrimination statement (NDS) language prior to 2013 must be updated by December 31, 2015;
- Documents, pamphlets, brochures, etc., using 2013 NDS language should be updated when supplies are exhausted or by September 30, 2016; and
- All new printing must use the 2015 NDS.



Review findings in the storage areas relate to proper time-stamping protocols. When you are dating cans and products with the received by date, make sure to include the year in addition to the day and month, since there are a few dates were it is possible to invert the can and misinterpret the date.

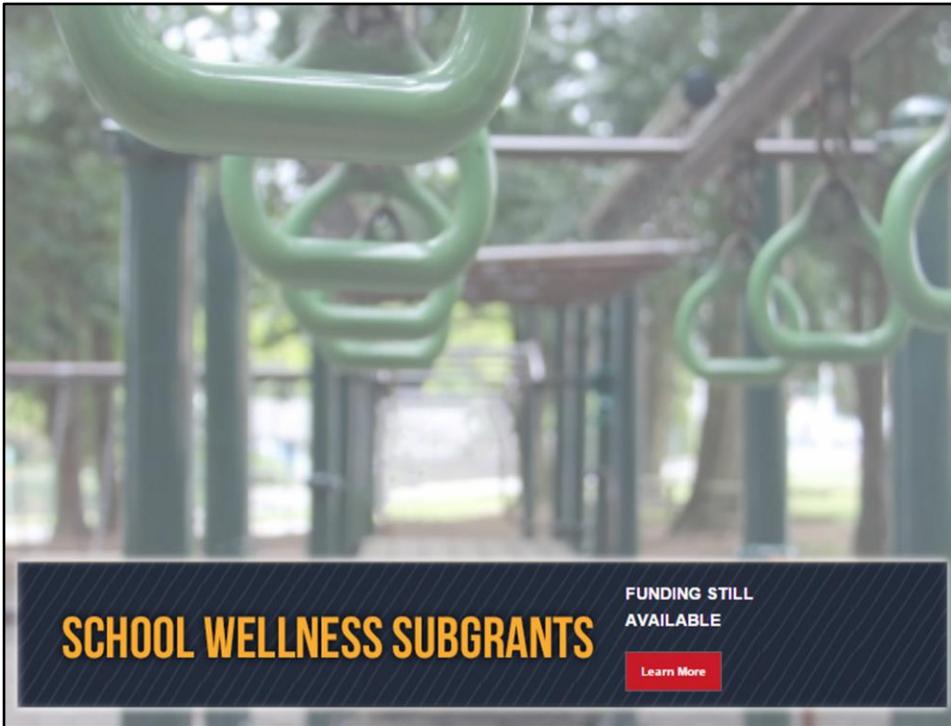
Avoid Review Findings: Smart Snacks



While Smart Snacks regulations are no longer new, we continue to see schools that struggle with these requirements. Please be sure to discuss food fundraising with your administration and teachers to increase awareness of the Smart Snacks regulations.



Along the same lines as Smart Snacks findings, reviewers are continuing to find wellness policies that are out of date. While your school may not have a strong advocate for wellness, school wellness policies are reviewed during the Administrative Review and require corrective action if they are not up to date. Currently wellness policies must include reference to the wellness committee, a designee of compliance, nutrition guidelines, and goals for nutrition promotion, nutrition education, physical activity, and other school based wellness. Please refer to the Idaho Wellness Policy Progress Report for a guide to reviewing your wellness policy and its implementation.



If you have great ideas regarding school wellness and just don't have the funds to accomplish them, then apply for a school wellness grant! Schools are eligible for awards up to \$1,000 and the deadline to apply is January 15th.

POS Counting Review: FEB 1st

POINT OF SERVICE COUNTING REVIEW

This is to be completed by FEBRUARY 1 and kept on file in your office for review by the State Agency.

Only one review per monitor can be scheduled and completed per day.

First Review
 Second Review

District No. _____ School Name _____

Cashier's Name _____ Date _____

School districts with two or more feeding sites are required to visit each site and complete one form for each cashier. Single site districts may complete this form, but are not required to. You must observe the process of selling tickets or collecting pre-payments, identifying reimbursable meals at the Point of Service and cashing procedures including preparation of the day's bank deposit at the end of the day. Each cashier needs to be reviewed using a separate form.

Application Approval and Master Lists	Yes	No	N/A	Comments
1. Are applications approved correctly for this school?				
2. Does the master list/backup cashier Point of Service system accurately reflect the correct eligibility status for all students?				
3. Does the master list (frequency of authorization list) correctly document student withdrawals, transfers, new students or changes in eligibility status?				
4. Do students on the master list/backup POS match currently approved applications on file or students who are approved as categorically eligible?				

Meal Count System	Yes	No	N/A	Comments
1. Is the meal count taken at the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or paid meal has been served to an eligible child?				
2. Does the meal count system procedure accurately count of reimbursable meals (free/reduced-price/paid) served to eligible children on a daily basis?				
3. Does the meal count procedure ensure that only one meal (lunch and/or breakfast) per child per day is claimed for reimbursement?				
4. Is the identification of free/reduced-price and paid status adequately concealed during ticket issuance, payment collection and meal service?				
5. Are payment options and meal service made available to all students at the same location?				
6. Is there a trained backup cashier available when the primary cashier is not available?				
7. Does the school have a backup counting system in case of mechanical failure of an automated system?				

Food Safety	Yes	No	N/A	Comments
1. Does the school have a food safety plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures?				
2. If yes, has the food safety plan been reviewed/revised for the current school year?				
3. If yes, is the food safety plan (responsibilities for example, temperature logs, SOP for hand washing, accepting food deliveries, etc)				

Meal Service	Yes	No	N/A	Comments
1. Does the school verify that the meals claimed for reimbursement meet meal pattern requirements?				
2. Are correct portion sizes served to all students consistent with the planned portion size indicated on the production record?				
3. Are employees knowledgeable of the regulations regarding reimbursable meals under offer vs. serve to correctly identify reimbursable meals if offer vs. serve is utilized at this site?				
4. If offer vs. serve is utilized at this site, does each meal contain a fruit or vegetable (at least 1/2 cup) and a minimum of two additional full serving components?				
5. Were all required food components available throughout the meal service on all serving lines?				

Meal Count Recording and Edit Checks	Yes	No	N/A	Comments
1. Are meals served to eligible children claimed in the appropriate free, reduced-price or paid categories?				
2. Are transfer meals reported and counted on the day that the meals are served?				
3. Does the school perform edit checks daily and monthly?				
4. Are the meal counts claimed daily by eligibility category compared to the number of students approved for each category to assure that over-claiming does not occur?				

If the review discloses problems with the feeding site meal counting or claiming procedures, the district shall ensure that the feeding site develops and implements a corrective action plan. The plan should be in writing and developed jointly by the child nutrition manager and POS reviewer. It should detail the corrective action necessary to bring the feeding site into compliance and assign responsibility for implementing the plan. The district must conduct a follow up on site review within 45 days to determine that the corrective action resolved the problem.

Write your corrective action plan here if applicable.

Cashier's Signature _____ Reviewer/Monitor Signature _____

Date _____ Date _____

For those of you with multiple points of service, make sure you are thinking about the Point of Service Counting Reviews. School Food Authorities with only one school are not required to conduct a point of service counting review, but are strongly encouraged to complete a self-assessment to ensure integrity and accountability of the program. While point of service counting reviews are only required for lunch, it is best practice to conduct a POS counting review if you have any concerns about how breakfast meals are being counted. This is especially true for breakfast in the classroom. As a reminder, if corrective action is required, please be sure to conduct a follow-up on-site review within 45 days to be sure that the corrective action resolved the problem.

Idaho State Department of Education
New Website Launch on January 1, 2016

Homepage Screenshot

Main Navigation

HOME SCHOOLS STUDENTS PARENTS COMMUNITY TOPICS

Supporting Schools and Students to Achieve

2016 Teacher of the Year Award Winner

Sherril Thiers defers award to Malaysia Ferris, a science teacher at Spring Middle School in Caldwell.

WATCH HERE

Recent News

Grants for Afterschool Programs Now Available | October 26, 2015

Frequent Programs

ISSE CERTIFICATION Assessment Special Education Child NUTRITION

Sherril Thiers, Superintendent of Public Instruction — I am humbled and honored to serve Idahoans as Superintendent of Public Instruction. Education has always been my focus and passion. With nearly 28 years of experience in all phases of education — from classroom teacher, to principal, and at the administrative level, ...

Read More

Upcoming Events

APR 5 Post Legislative Touch — 9 items | 04-13-2016 | Register at school personnel

APR 14 Idaho Prevention & Support Conference — 9 items | 04-13-2016 | Forward our commitment, share practices, collective problem-solving...

MAY 13 Idaho Indian Summit Conference — 8 items | 05-13-2016 | Help educators identify strengths...

About SDE

The Idaho State Department of Education is a government agency creating legislation that directly impacts educational entities; implements policy set forth by the

SDE Links

- Communications
- Departments
- Employee Resources
- Job Openings
- Educational Directory
- Educational Aids
- Professional Technical Education
- State Board of Education

Idaho State Department of Education
600 West State Street
Boise, ID 83720-0027
Phone: 208-333-6800

New State Department of Education website

Before we move on to success stories I wanted to let everyone know that the State Department of Education has been remodeling the SDE website and this will impact our the Child Nutrition Program website it organized. Please expect to see major changes and have some patience with us as we go through this transition.



Pocatello/Chubbuck Food Service

HIGH SCHOOL BREAKFAST MENU

<p>*HoneyBun (1G)</p> <p>* (1 EACH)Cereal (1G) w/ (4 OZ Yogurt) (1 M)</p> <p>* Fruitel (2 G)</p> <p>*SEC Sandwich (2.5 G)</p>	<p>*Mini Cinnis (2 G)</p> <p>* (1 EACH)Cereal (1G) w/ (4 OZ Yogurt) (1 M)</p> <p>*HEC Sandwich (2.5 G)</p> <p>* Saus/egg/cheese/potato Rolled Taco (1G) (1 M)</p>	<p>* (1 EACH)Cereal (1G) w/ Cinnamon Bun</p> <p>*Fruitel (2 G)</p> <p>*Combo Bar w/Cinnamon Bun (1.75 G)</p>	<p>*Mini Cinnis (2G)</p> <p>* (1 EACH)Cereal (1G) w/ (4 OZ Yogurt) (1 M)</p> <p>*SEC Sandwich (2.5 G)</p>	<p>*PopTarts (2 pk) ((2.25 G)</p> <p>* (1 EACH)Cereal (1G) w/ (4 OZ Yogurt) (1 M)</p> <p>*Fruitel (2 G)</p> <p>*HEC Sandwich (2.5 G)</p>
<p>Choice of Fresh Fruit, Canned Fruit, 100% Juice</p> <p>Choice of Milk</p>	<p>Choice of Fresh Fruit, Canned Fruit, 100% Juice</p> <p>Choice of Milk</p>	<p>Choice of Fresh Fruit, Canned Fruit, 100% Juice</p> <p>Choice of Milk</p>	<p>Choice of Fresh Fruit, Canned Fruit, 100% Juice</p> <p>Choice of Milk</p>	<p>Choice of Fresh Fruit, Canned Fruit, 100% Juice</p> <p>Choice of Milk</p>

USDA is an equal opportunity provider and employer

Thank you to Pocatello School District's Dawn Stone for developing an effective tool to communicate how to count menu items at breakfast. This document was a valuable resource for cashiers as they evaluated whether students had a reimbursable meal when they left the line.

ELEMENTARY SCHOOL MENU 2015-16

Breakfast: \$1.50
Visitor/Adult: \$2.25
Reduced Breakfast: \$0.30
Ala Carte Milk: \$0.40

Lunch: \$2.25
Visitor/Adult: \$3.50
Reduced Lunch: \$0.40
Ala Carte Milk: \$0.40

SCHOOLS: _____

*serves breakfast

Choose **MyPlate.gov**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Pizza	Chicken Nuggets	Crispito	Roast Beef and Potatoes	Hamburger
Pizza	Breakfast for Lunch	Chili	Chicken Fajita	Sloppy Joe
Pizza	Chicken Strips	Pulled Pork Sandwich	Roast Turkey and Potatoes	Hoagie
Pizza	Cheese Ravioli	Taco	Macaroni and Cheese	Corn Dogs
Pizza	Beef Nachos	Chicken Sandwich	Chicken Fried Steak	Hot Dogs

SERVED EVERYDAY: A variety of fresh or canned fruit, a variety of fresh or steamed vegetables, and a choice of 1% white milk or fat-free chocolate milk.

NEW! Help us educate your children to make healthy choices.

Each student must take a fruit or vegetable serving as part of their lunch meal.

MY SCHOOL BUCKS

- ✓ Check balances
- ✓ View purchases
- ✓ Pay with a credit card

[VIEW WEBSITE ► myschoolbucks.com](http://myschoolbucks.com)

Payments may also be made at the Food Service Office or to their school's lunch cashier.

FREE & REDUCED PROGRAM

All Free and Reduced Applications accepted online at: foodservice.msd321.com.

Application results at: schoolunchstatus.com.

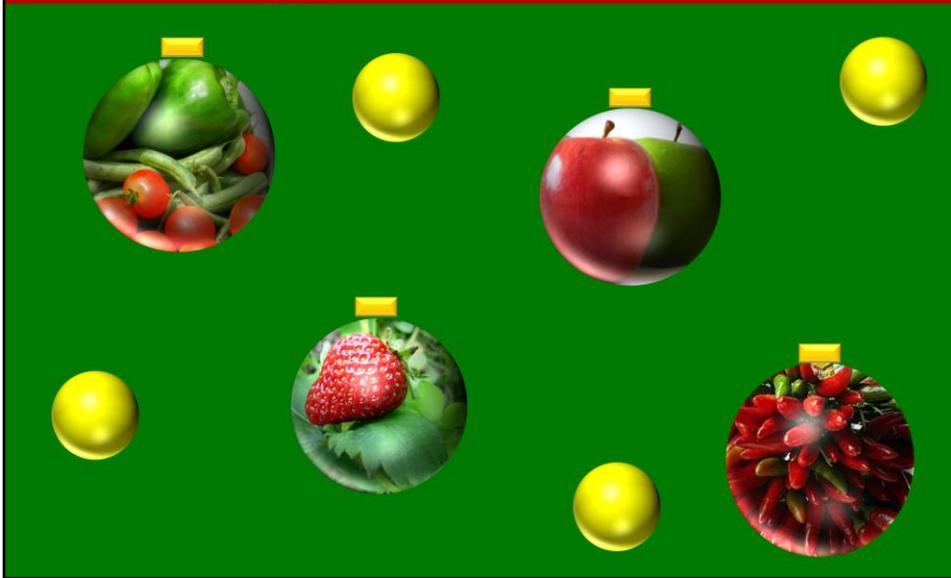
See back for more information.

BREAKFAST
Served Daily at Kennedy & South Fork Elementary

Menus subject to change. USDA is an equal opportunity provider & employer.

Our second success story centers on the beautiful cycle menus that Madison County Schools have adopted. These cycle menus are pre-planned prior to the school year and then color-coded to indicate which menu will be served that week. While variations are unavoidable due to the availability of product, this system and five week cycle has helped to control costs, simplify ordering, and ease the burden of menu planning. Congratulations Madison for implementing such a streamlined process!

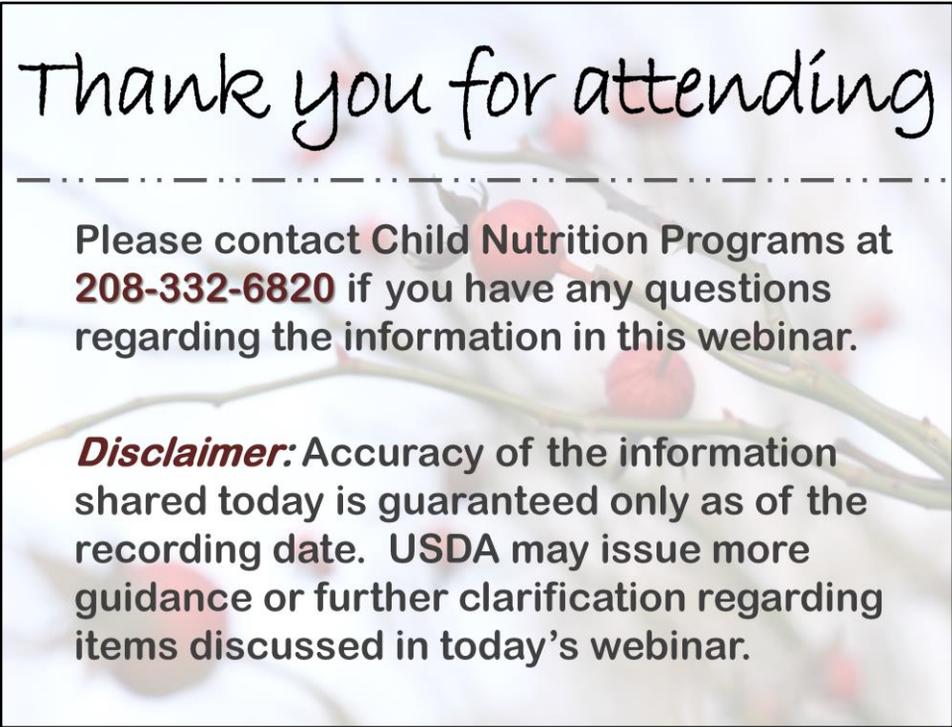
Holiday Theme Meal Tips



Finally, serving holiday themed meals is a great way to promote your program and encourage increased participation. It's simple too, menu items that are red and green and serve them together. Examples include as spinach and tomato salad, or kale and red pepper slices. Choose strawberries or red and green apples as your fruit for the day. Another way to make things festive is to creative naming for your sides and entrees, for instance serving "Santa's salad" or "Reindeer greens".



That concludes the content portion of our webinar, please type any questions you may have in the box 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 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.

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.

Disclaimer: 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.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (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.

This institution is an equal opportunity provider.

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