

**MARCH 2019**  
**NSLP WEBINAR**

*Child Nutrition Programs*  
*Idaho State Department of Education*  
**Heather Blume**, MS, RD, LD, SNS  
*National School Lunch Program Coordinator*



Good Afternoon! And welcome to the March 2019 National School Lunch Program Webinar. My name is Heather Blume and I am a coordinator with the Child Nutrition Programs. I work with the National School Lunch Team to conduct Administrative Reviews and trainings for NSLP and USDA Foods topics.

# 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



We will start today's webinar discussing the policy memos that were released recently and then move on to program reminders. We will end the webinar with success stories and time for questions.



# POLICIES

We only have a few policy memos which were released since the last webinar to discuss today.

## HIRING FLEXIBILITY UNDER PROFESSIONAL STANDARDS FINAL RULE



On Friday, March 1, the Food and Nutrition Service published a Final Rule entitled, “Hiring Flexibility Under Professional Standards.” This final rule adds four flexibilities to the hiring standards for new school nutrition program directors in small local educational agencies and new school nutrition program State directors under the professional standards regulations for the National School Lunch and School Breakfast Programs. These changes are expected to expand the pool of candidates qualified to serve as leaders in the school nutrition programs while continuing to ensure that school nutrition professionals are able to perform their duties effectively and efficiently.

# SP 15-2019: FY 2019 NSLP EQUIPMENT ASSISTANCE GRANTS



SP15-2019 announces that Idaho has been approved for equipment grant funding for school year 2019-2020! Keep an eye out for more information on this exciting opportunity to apply for equipment funds to support and improve your program.



# PROGRAM REMINDERS

We will now move on to program reminders...

**April 1 school  
enrollment list for  
each CEP site**

**DC documents for SY  
2018-19 with individual  
student names**

**CEP!**

Now is the time to mark **April 1** on your calendar with the task: “*Get a Student Enrollment List for EACH school site AND THEN Run a DC Match for EACH School Site*”!

April 1 is the date to capture and save a list of enrolled student names by school site(s) from your school district *and* a list(s) of Directly Certified (DC) student names by school site(s) from the state DC matching system (these are lists generated through the state DC system that have the DC header at the top).

This year, April 1 falls on a Monday. This is the USDA-designated day to **collect required data** for **Community Eligibility Provision (CEP)\***. **This data collection must be done** if you are *considering* implementing CEP for SY 2019-20 OR if you are *already currently operating CEP*. CEP reimbursement is based on a school site’s validated April 1 **enrollment list** by student name *and* the school site’s **DC student list(s)**. Collecting this April 1 data is a best practice measure even if you are not considering CEP. Contact the State agency if you would like to start operating CEP.

***Reminder – do not email sensitive student information, only upload data into MyIdahoCNP.***

Contact the State agency regarding information on electing a grace year for schools that are



currently on a CEP cycle that will expire at the end of SY 2018-19. USDA grace year regulations require April 1, 2019, data to calculate CEP percentages.



Heads up that renewal opens next month – once notified that it is available, please complete and submit EARLY due to summer breaks

# COMMON AR FINDINGS

1) Ensure full  
NDS statement is  
on CNP Website

2) Conduct 2<sup>nd</sup>  
Review of ASSP

As the NSLP Team has identified a number of common review findings, we wanted to make everyone aware of those issues to correct or avoid for your district. The first is to ensure the full nondiscrimination statement is listed on child nutrition program websites. The second is to ensure staff conduct the second review of the afterschool snack program and complete the review form before the afterschool program ends.

# 3) BUY AMERICAN PROVISION

**Buy American Provision Exception Documentation Worksheet**

This Buy American Provision Exception Documentation worksheet, or equivalent documentation with the same level of detail, must be completed by the school food authority (SFA), every time an agricultural commodity (i.e., one of the five food components) or processed product (i.e., processed food product that includes food components, such as a chicken pizza that contains chicken and green components) does not meet the Buy American requirement in Title 7, Code of Federal Regulations, sections 225.212(f) and 225.245(f).

Commodities and products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are considered domestic products under the Buy American provision, as these are territories of the United States.

The Buy American requirement applies to all foods purchased through the Nonprofit Food Service Account, which includes agricultural commodities that are not meal pattern components. The SA will not review any foods that are not creditable food components (e.g., condiments, oil, spices, and salad dressing), however these products are not exempt from the Buy American requirement. Water, whether tap or bottled, packaging, and labor are not considered to be agricultural commodities.

The Idaho Department of Education (IDE) in conjunction with the California Department of Education developed this worksheet for SFAs to document exceptions to the Buy American provision. An SFA must document exceptions to the Buy American requirement prior to accepting non-domestic agricultural commodities or products. This documentation must be kept on file for at least three years including the current program year and must be made available during an onsite administrative review and an offsite procurement review.

The SFA must retain written documentation for exceptions to the Buy American

004782 06/11/2018 Buy American Provision Exception (Child Nutrition Program)00271

**Buy American Provision Exception Documentation Worksheet**

1. Type of Exception (Check one box only)  
 Annual Exception  Seasonal Exception  One-Time Exception

2. Person completing the worksheet:  
First and Last Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Name of SFA (e.g. school district name): \_\_\_\_\_  
Name of vendor supplying non-domestic commodity or product: \_\_\_\_\_

3. List the dates for the following:  
Vendor informed the SFA about supplying a non-domestic commodity or product: \_\_\_\_\_  
SFA agreed to accept this commodity or product in advance of delivery: \_\_\_\_\_  
Commodity or product was received by the SFA (by its season/term/year), or date: \_\_\_\_\_

4. List the non-domestic item and country of origin (list only one food item per worksheet)  
Non-domestic item: \_\_\_\_\_ Country of origin: \_\_\_\_\_

5. Which of the two allowable exceptions is being used? (Check at least one box)  
 The commodity or product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality.  
 Competitive bids reveal the costs of the domestic commodity or product are significantly higher than the non-domestic commodity or product.

6. Provide justification to support the use of one of the two exceptions.  
Exceptions based on products not manufactured domestically in sufficient and reasonably available quantities:  
Attach a copy of pricing or availability data for both domestic and non-domestic commodities or products.  
Exceptions on costs being significantly higher:  
Attach a copy of pricing or availability data for both domestic and non-domestic

004782 06/11/2018 Buy American Provision Exception (Child Nutrition Program)00271

Another common review finding is not maintaining documentation for food items that do not meet the Buy American Provision. Make sure to download the *Buy American Exception form* from the Download Forms section in MyIdahoCNP to keep documentation on hand for all products you serve that do not meet the Buy American Provision, including well-known items such as canned pineapple, mandarin oranges, tropical fruit, etc.





# ONLINE CNP TRAININGS

*Afterschool Snack Program   Local Meal Charge Policy   Professional Standards*

To help correct some of these problems, or simply get ahead of them, please be sure to check out the online trainings available in the CNP Training Portal. The State agency recently released a training on conducting the Afterschool Snack Program as well as the requirements for Local Meal Charge Policies and Professional Standards. When you take an online training, be sure to print or save your certificates for Administrative Reviews.



Just a reminder that there is a new final rule that makes specific modifications to the milk, grain, and sodium requirements beginning in SY 2019-2020. The purpose of this rule is to ease operational burden and provide school nutrition professionals the flexibility needed to successfully operate the Child Nutrition Programs. This final rule makes the following changes **beginning in SY 2019-2020**:

1. It allows NSLP and SBP operators the option to offer flavored low-fat milk and also requires that unflavored milk be offered at each meal service. For consistency, the flavored milk flexibility will be extended to beverages for sale during the school day, and will also apply in the SMP and CACFP for participants ages 6 years and older. This flexibility is not necessary for the Summer Food Service Program, as flavored low-fat milk is already allowed in that Program.
2. The new final rules requires that at least half of the weekly grains offered in the NSLP and SBP be whole grain-rich.
3. It also retains Sodium Target 1 through the end of SY 2023-2024 and requires compliance with Sodium Target 2 in SY 2024-2025, which begins July 1, 2024.

# POLICY MEMO LINK

**National School Lunch & Breakfast Programs**

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public, nonprofit private schools, and residential child care institutions. It provides nutritionally balanced, low-cost, or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946. In addition, sponsors of NSLP may also choose to offer School Breakfast and the After School Snack Programs. The Special Milk Program is available for children who do not have access to lunch.

**HIGHLIGHTS**

- WHY EAT SCHOOL LUNCH
- IDAHO SCHOOL NUTRITION REFERENCE GUIDE >>

**Resource Links**

**General Links**

- Food Safety Posters
- USDA School Meals Certification of Compliance
- USDA School Meals Policies**
- USDA School Meals Translated Applications

**Child Nutrition Programs >**

- Child and Adult Care Food Program
- Healthy Nutrition Environment
- School Meal Programs
  - Community Eligibility Provision
  - Fresh Fruit & Vegetable Program
  - Idaho School Nutrition Reference Guide
- National School Lunch & Breakfast
  - Archives
  - Review Documents
  - SMART School Meals
  - Smart Snacks
- Summer Food Service Program
- USDA Foods & Processing

**Archives >**

**Resource Center >**

**Contact Details**

Lynda Westphal, MHS, SNS  
Coordinator  
(208) 332-4825  
lwestphal@state.idaho.gov

**Staff >**

Remember if you ever need to access the Policy Memos or USDA updates, the State agency has link to the USDA policy memos on the Idaho Child Nutrition Program website.





Also available through the CNP website is the registration link for upcoming 2019 NSLP Mandatory Trainings to be held in-person in July and August. We are in the process of updating annual mandatory training to include online training modules to be completed prior to attending face-to-face training. Specific trainings will be designated depending on your job duties and are available in the CNP Training Portal. Register for both online and in-person trainings in the CNP Training Portal.

Face-to-face training is scheduled to occur on:

- July 30<sup>th</sup> and August 29<sup>th</sup> in Boise
- August 6 in Lewiston and Idaho Falls
- August 7<sup>th</sup> in CDA and Pocatello
- August 8<sup>th</sup> in Twin Falls



The USDA Foods Team is working hard to consolidate all the orders placed by districts over the past month. If you receive any requisition status reports that items you ordered have been updated or cancelled, please **do not** individually email the State as a summary email of changes will go out once all changes have been made.

Additionally, if you have not already done so, please respond to the DoD Fresh survey to indicate the amount of entitlement funds you would like to have available in FFAVORS. If you have already taken the survey, then thank you for your prompt response, no further action is needed!

Thank you for all your hard work during this transition! The USDA Foods team recognizes that the forecasting process was difficult, considering all the factors and that placing orders in the WBSCM system might have been challenging since the system has a few unique quirks.

Watch for notification that training is available for the inventory release software system in the upcoming months.

# STAFF CHANGES!

*Kat Forstie  
Financial Specialist*



*Duane Random-  
Administrative Assistant*



While Kat Forstie has been on our team for some time now, I wanted to let everyone know that her role with CNP has changed from Administrative Assistant to Financial Specialist on staff specializing in conducting procurement reviews starting next school year.

We also have a new Administrative Assistant to introduce: Duane Random. Duane will be answering phone calls, sending out broadcast emails, and supporting each of the program areas in Child Nutrition.



That is all we have for program reminders, so we will now end with updates and success stories.

# POCATELLO— LEWIS & CLARK ELEMENTARY



The Pocatello school district provided each of the kitchens with laminated photos of the entrees and food items served on their cycle menu. The staff at Lewis and Clark took the photos and used them on the What's for Lunch sign to indicate to students which food items fall under each food component to help identify a reimbursable meal.

Thanks for using such dynamic images to help students select their meal choices!

# MADISON — HIGH SCHOOL



The cafeteria in Madison High School used booth style seating and tall round tables to entice high school students to eat in the lunchroom. Thanks for putting such thought into making a pleasant environment for the students!

## BOISE — LES BOIS JH TWIN FALLS — CANYON RIDGE HS



We saw enticing and unique spice stations at a number of schools over the last couple months. Les Bois Junior High offered fiesta lime spice and buffalo ranch dressing as well as siracha ketchup and jalapeno verde sauce to participants in their meal programs. The tags they used to identify each flavor was bright and eye-catching.

Canyon Ridge High School in Twin Falls offers a series of highly used spicy pepper blends and a refreshing garden seasoning blend. Thank you to both of these schools for such awesome customer service!



Those are the success stories we have this month. 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 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 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.



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.

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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](mailto:program.intake@usda.gov).

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