

SEPTEMBER 2018

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 September 2018 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 trainings through an Administrative Review and Training Grant, and I work with the NSLP team to conduct reviews.

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 standards. These hours will 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

Policies → Reminders → Success Stories → Questions



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.



We only have a few policy memos to discuss today.



SP18-2018 addresses the continuation of flexibilities allowed last year. The following three flexibilities apply to SY 2018-2019 only. USDA is currently developing a final rule that will address the availability of flexibilities beyond SY 2018-2019.

Milk: Operators in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) will have the option to offer flavored, low-fat (1 percent fat) milk as part of a reimbursable meal to students in grades K through 12. Flavored, low-fat (1 percent fat) milk may be provided to Special Milk Program and Child Care and Adult Food Program participants 6 years of age and older. No demonstration of hardship will be required. Schools will also be able to offer flavored, low-fat milk as a competitive beverage for sale. Remember, children served the CACFP meal pattern who are younger than 6 years old may not have flavored milk. Additionally, if you are considering serving flavored 1% milk, please remember to complete a *Whole Grain-Rich-Flavored Milk Exemption Form* (available in Download Forms in MyIdahoCNP) and email it to the State agency.

Whole grains: State agencies will continue to have the discretion to grant whole

grain-rich exemptions to School Food Authorities (SFAs) that can demonstrate hardship(s) in procuring, preparing, or serving specific products that are acceptable to students and compliant with the whole grain-rich criteria. SFAs that receive exemption approval must offer at least half of the grains as whole grain-rich. Please refer to SP 33-2016 for guidance on the exemption process.

Sodium: Sodium Target 1 will continue as the regulatory limit in the NSLP and SBP.



SP19 clarifies regulations that water made available to students in the National School Lunch Program and School Breakfast Program 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.

Although potable water must be available to students during the meal service, it is not part of the reimbursable meal and students are not required to take water. Bottled water may be available to students on the serving line, but water should be offered after the student has the option to select milk and signage should be clear that water is not a meal component. If the school is not participating in Offer Versus Serve (OVS), a reimbursable meal must contain milk in addition to the other required meal components. If the school participates in OVS, the student has the option to decline milk. Whenever choices are available, meal identification signs that instruct students on how much food may be selected from each meal component are required.



SP20-2018 clarifies the guidance for State agencies regarding the *60 Day Claim Submission and 90 Day Reporting Requirements for Child Nutrition Programs* which was released in April 25, 2018. FNS issued this edition to consolidate and clarify longstanding law, regulation, and guidance regarding claim submission and reporting timeframe requirements for Child Nutrition Programs, including the timeline for which final claims must be submitted to the State agency, in what circumstances exceptions and adjustments are allowed, and the State agency's reporting requirements.

FNS would like to highlight the following changes included in this guidance, as it:

1. Extends the ability to withhold payments in circumstances outlined in this guidance to all Child Nutrition Programs (not just School Meal Programs).
2. Provides clarification to deadlines that fall on Saturday, Sunday or a Federal Holiday. In cases where a deadline falls on one of these days, the due date is the next business day.
3. Per the SFSP Simplified Cost Accounting Final Rule, it includes new SFSP flexibilities for combined claims.
4. Revisions to program requirements after the 90-day deadline now require an explanation in the "Remarks" section of the report. The guidance provides examples in Attachment B of this guidance.

5. Any significant variations between the 30-day and 90-day report now require an explanation in the “Remarks” section of the report. The guidance provides examples to this in Attachment C.
6. Tolerance levels have been removed.



FM-03-2018 announces an increase to the threshold for micro-purchases under Federal financial assistance from \$3,500 to \$10,000. It also increases the threshold for simplified acquisitions to \$250,000 for all Federal agencies that award grants and cooperative agreements. For our Food and Nutrition Services Programs, unless precluded by regulatory requirements, the changes are effective immediately and can be applied to federal assistance awards made in Fiscal Years 2017 and 2018.

To clarify the definition of micro-purchase, think of a good or service that has a relatively low value and does not require the government to follow the more restrictive procedures in place for purchases or contracts of a higher value. These purchases still need to be necessary, reasonable, and allocable and need to be distributed equitably among qualified suppliers.

Simplified acquisitions are small purchases that use simple and informal procurement methods to get goods, supplies, or other property that fall below the established threshold. Though they are simplified, these purchases must still be made in a competitive manner.



**PROGRAM
REMINDERS**

We will now move on to program reminders...



This is an important reminder that the **due date** for the submission of the **2018 Equipment Grant application** is **Thursday, September 27, 2018, 5:00 pm** Pacific time.

USDA grant funding provided Idaho with \$132,068 to allocate to school food authorities to purchase equipment for the use in National School Lunch Programs based on a competitive grant process. The grants will allow SFAs to purchase equipment needed to: serve healthier school meals, improve food safety, improve the overall energy efficiency of school food service operations, and expand access to school meals.

As with all Federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317 through 326 applies, and equipment competitively procured using these grant funds must be necessary, reasonable, and allocable. SFAs must follow all Federal, State, and local procurement laws when purchasing equipment with grant awards. All awards are contingent upon available USDA funds.

The grant application is available on the CNP website. Read through the application

to ensure submission of a **complete** packet of information; a checklist is provided on page 13 of the application for this purpose.



Remember to register for the Procuring Local Foods Training that will be held in Twin Falls on October 12th! This training will be conducted by the Institute for Child Nutrition and answers questions about how to source and purchase local foods.



Make sure you are tracking food quantities so that you have information available when you go to place your first order in February in the Web-Based Supply Chain Management, or WBSCM system for ordering USDA Foods.



Please remember to use the CNP Training Portal! There are many trainings available, covering a wide range of school meal topics. Newly added is a Manual Meal Counting training that was released earlier in September. Be sure to register for the courses that indicate they were updated for the 2018-2019 school year.

Additionally, be on the lookout for the training on the new USDA Foods process, coming in the next couple months.

Register for courses on the CNP Training Portal at <https://cnp.idiglearning.net/>.



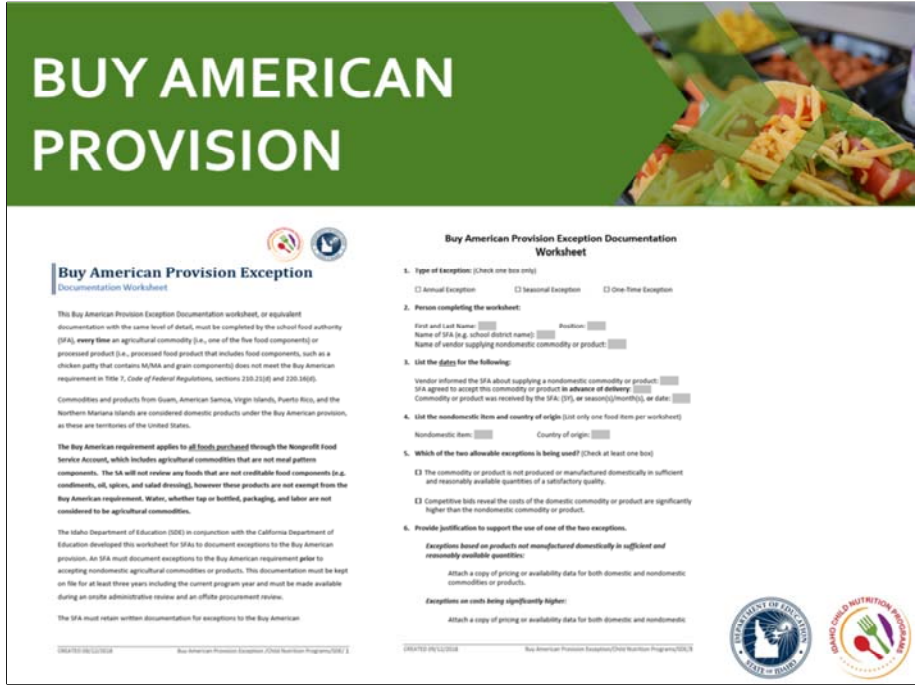
If your district operates the Special Milk Program, then be sure to complete the Online SMP Training in the CNP Training Portal. Additionally, there is an SMP Training Sheet that may be used to document additional staff training (such as kindergarten teachers) that hand out the milk and record milk counts in the classrooms.

Completing the SMP course in the training portal is required of one person per SMP sponsor (who will then facilitate the training of others and may use the sheet for training and or documentation). The person who completes the online course is to generate a certificate of completion to retain on file.

FOOD SAFETY REQUIREMENTS



Make sure your Food Service Director has had 8 hours of Food Safety Training within the last 5 years to meet the Professional Standards Compliance requirements. This could be accomplished by taking the ICN's Serving Safe Foods in Schools on-line class for free.



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 patty that contains M/NA and grain components) does not meet the Buy American requirement in Title 7, Code of Federal Regulations, sections 205.211(f) and 205.216(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 meat or pattern components. The SA will not receive any foods that are not available food components (i.e., 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 nondomestic 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

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 nondomestic commodity or product: _____



3. List the dates for the following:
 Vendor informed the SFA about supplying a nondomestic commodity or product: _____
 SFA agreed to accept this commodity or product in advance of delivery: _____
 Commodity or product was received by the SFA (S/F, or season(s)/month(s)), or date: _____

4. List the nondomestic item and country of origin (List only one food item per worksheet)
 Nondomestic 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 nondomestic 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 nondomestic commodities or products.
Exceptions on costs being significantly higher:
 Attach a copy of pricing or availability data for both domestic and nondomestic

DEPT OF EDUCATION Buy American Provision Exception (Child Nutrition Programs) 2021
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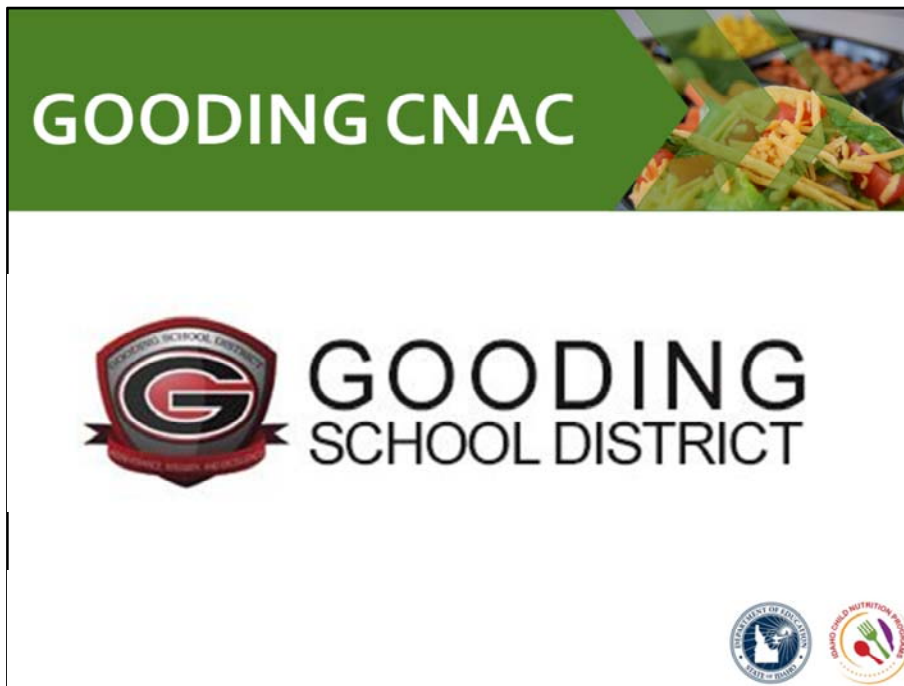
Make sure to download the newly released *Buy American Exception form* from the Download Forms section in MyIdahoCNP to keep documentation on hand and for any products you serve that do not meet the Buy American Provision.



Now is the time of year to start thinking about how to implement your wellness policies. While you may or may not be involved in school wellness efforts, USDA requires that each local education agency evaluate their wellness policy at least once every three years on the extent to which schools are in compliance with the district policy, the extent to which the local wellness policy compares to model local wellness policies, and the progress made in attaining the goals of the local wellness policy. So make sure to take credit for any healthy practices or wellness activities going on in your schools.



That's it for program reminders, we will now move on to success stories and updates.



This month we wanted to share the best practice of forming a student advisory council. The Gooding School Nutrition Program has a Child Nutrition Advisory Council with middle school students, high school students, and even a principal in their district and uses the input from these students to guide the menu development and food ordering process. Oftentimes the feedback from these students will help inform the decisions made by the Magic Valley Co-Op when it comes to purchasing commercial products. So this is a beneficial practice both for school wellness efforts as well as program integrity, and quality control, and procurement. So good job Gooding!



Those are the success stories we have for 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.



We do not currently have any questions at this time, so thank you for attending today's webinar. Please contact the Child Nutrition Programs at 208-332-6820 if you have any questions regarding the information in this webinar.

Please remember the accuracy of the information shared today is current only as of the recording date. The USDA may issue more guidance or further clarification regarding items discussed in today's webinar.

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

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