



# NSLP Webinar November 2019

Child Nutrition Programs  
Idaho State Department of Education

National School Lunch Program Team



*Supporting Schools and Students to Achieve*  
SHERRI YBARRA, ED.S., SUPERINTENDENT OF PUBLIC INSTRUCTION

12/6/2019

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

# Professional Development



## Key Areas:

Nutrition—1000

Operations—2000

Administration—3000

Communications—4000



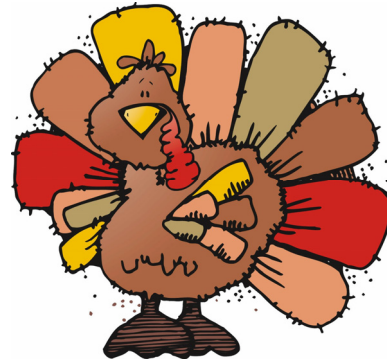
Please remember to track the time spent viewing this webinar towards professional development hours to meet USDA Professional Standards requirements. Be sure to track under the key areas of Nutrition, Operations, Administration, and Communications.

# Learning Objectives



## Today's Agenda:

- Policy Memos
- Procurement Pointers
- Program Updates
- Success Stories
- Holiday Lunch Ideas
- Questions



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



# Policy Memos

Lynda Westphal

Let's get started with policy memos.

# SP20-2019-Revised



*Federal Micro-Purchase/Simplified Acquisition Thresholds for Procurement, Applying the Simplified Acquisition Threshold in the NSLP, CACFP, and SFSP Procurement Standards, and SFA Operations*



SP20-2019-Revised supersedes SP20-2019, CACFP07-2019, and SFSP06-2019, published April 17, 2019, regarding the increase in the value of the micro-purchase and simplified acquisition thresholds (SATs):

The Federal micro-purchase threshold is \$10,000 or less; and  
The Federal small purchase threshold (as also known as the Federal SAT) is \$250,000 or less.

These thresholds apply to all Child Nutrition Programs including the National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). The updates to these thresholds were made effective June 20, 2018. By superseding the previous policy memos, USDA hopes to better streamline the guidance regarding the Federal micro-purchase threshold and Federal small purchase threshold.

# SP 04-2020



## *Meal Service During Unanticipated School Closures*



The purpose of SP 04-2020 is to provide updated guidance on the Child Nutrition Program flexibilities available during unanticipated school closures. Schools may face unanticipated closures due to natural disasters, unscheduled major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the State agency, a similar cause. Unanticipated school closures prevent children from receiving educational instruction and the nutritious meals they would normally receive. The Food and Nutrition Service encourages school food authorities participating in the National School Lunch Program and/or the School Breakfast Program, institutions participating in the Child and Adult Care Food Program, and sponsors participating in the Summer Food Service Program to use the flexibilities described in this memorandum to help ensure that children do not experience a lapse in food security when extreme weather or other events force area schools and child care facilities to close.

As those are the only two policy memos we have today, I will now introduce Kat Forstie who will go over today's procurement pointers.



# Procurement Pointers

Kat Forstie



Hello! Today's procurement pointer is in regards to the written Code of Conduct.

# Written Code of Conduct



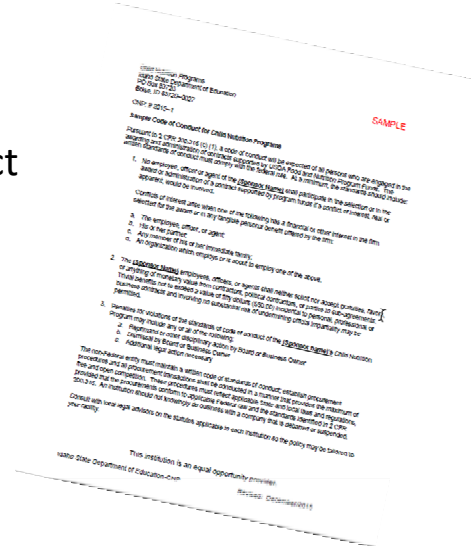
Required by Federal Law

Must be districts own code of conduct

Encompasses staff members who:

- Solicit and award contracts
- Buy goods and services
- Oversee ordering and receiving

Must include penalties for violations



The written code of conduct along with written procurement procedures is required by Federal Law, designed to ensure that those involved in purchasing are aware of their responsibilities and the expectations of procuring properly. The code of conduct should include staff members who are responsible for soliciting and awarding contracts as well as those who buy goods and services and oversee the ordering and receiving of these goods and services.

A sample code of conduct is available in download forms in MyIdahoCNP. Please make sure to change the information so that it pertains to your district. You should consult with your board and legal advisors to tailor the policy to your facility.

This policy must include penalties of violation of the Code of Conduct. Examples of this would be a reprimand or other disciplinary actions, dismissal or additional legal action if necessary.



## Written Code of Conduct Best Practice



Each employee should receive copy of Code of Conduct

Acknowledge in writing receipt of document with signature and date

If breach occurs this will be the districts proof that employee was made aware of policies

Employees should be given a copy of the Code of Conduct (and any updates that occur). Have the employee sign and date the receipt of this policy. In the event a breach of ethics occurs this will be your back-up that the employee was made aware of the policies.



# Program Reminders

Jessica Spoja

That is it for procurement pointers, so I will now go over the program reminders.

# Nonprogram Food Revenue Tool



USDA  
Approved!

**Nonprogram Food Revenue Tool**

**Sponsor Name:** \_\_\_\_\_

**Background:**

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

**Determine How Many Menus Need to be Completed:**

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

**Required Documentation for the One Week Selected for Review:**

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

**Steps:**

1  
Lunch Recipe Calculator

2  
Lunch Menu

3  
Fruit & Veg Bar

4  
Breakfast Recipe Calculator

5  
Breakfast Menu

6  
A La Carte

7  
Compliance

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



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

# TIG Mini Grant



Apply for up to \$24,000 in technology funds!

Announced last Friday

Applications due: **December 16 by 5:00pm**



Great news! The Idaho Department of Education - Child Nutrition Programs is now accepting **Technology Improvement Grant (TIG) Mini-Grant Applications** from Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP) and National School Lunch Program (NSLP) sponsors to request funding to **upgrade software and/or hardware systems and/or technology services such as training**. The State Agency has identified a need for these upgrades within many food service operations throughout the state. Funding is only available to support the purchase of technology solutions for use by food service operations to support child nutrition programs.

A complete application packet must be submitted to the State agency no later than **5:00 p.m. Pacific time on December 16, 2019**.

# Administrative Reviews



*Review season has begun!*

Make sure you complete the appropriate sections in the off-site assessment of Review Forms

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

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

# ACDA Scholarships



# SCHOLARSHIP

MOVING THE NEEDLE TO  
NOURISH THE NATION



APRIL 27-30, 2020  
HYATT REGENCY  
SEATTLE  
SEATTLE, WA

AMERICAN COMMODITY DISTRIBUTION ASSOCIATION

45<sup>th</sup> Annual Conference

SEATTLE | WASHINGTON



The American Commodities Distribution Agency has scholarships available for Recipient Agencies (RAs) who are interested in attending the 2020 American Commodity Distribution Association (ACDA) 2020 Annual National Conference in April. If you are interested in attending the conference, please watch for the release of a scholarship announcement in the coming weeks!

# XChange



There are still over 20 products available on the Xchange

- Peaches
- Pears
- Spaghetti
- Beef
- Beans
- Strawberries
- Mixed berry cups
- Chicken fillets



Be sure to claim what you can use at least one week prior to the next inventory release software system ordering cycle

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

# Important Dates



NATIONAL GREENS AND PLANTAINS MONTH						
NOVEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3 Daylight Savings Time Ends	4	5	6	7	8	9
	← Run Direct Certification →					
10	11	12	13	14	15 Verification Report Due	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving Day	29	30
SQUASH THE DEBATE - VEGETABLE OR FRUIT? EITHER WAY - IT'S GOOD FOR YOU!						

NATIONAL ROOT VEGETABLE MONTH						
DECEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Christmas Day	26	27	28
29	30	31				
WINTER VEGETABLES - BROCCOLI, CAULIFLOWER, LEEKS, CARROTS, CABBAGE, SQUASH						

The verification report was due last Friday, so hopefully everyone can breathe a sigh of relief that the verification process is over for the year. Besides the upcoming holidays, make sure to submit your claims and release your USDA Foods inventory for the month.



# “Show us Your Tray” Photo Contest



USDA has announced its fourth annual “Show Us Your Tray Photo Contest.” This contest begins on November 1, 2019, and the goal is to see how foodservice professionals can creatively “Serve up USDA Foods” in school meals. An individual may enter by submitting a photo that highlights the innovative ways in which USDA Foods can be utilized in a meal. Submissions are due by January 15, 2020.



# Success Stories!



Lynda Westphal

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

## Co-Op Meetings!



We had fantastic participation in the facilitated discussions between the USDA Foods team and various co-ops across the state! Thanks everyone for your participation! If you have additional questions, please remember to email [USDAFoodsteam@sde.idaho.gov](mailto:USDAFoodsteam@sde.idaho.gov)



# Holiday Lunch Ideas

Jessica Spoja

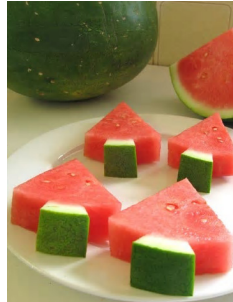


The holidays are upon us! With that in mind, we wanted to share some ideas for spicing up the meal service with some seasonal sensations!

# Merry Meal Service!



Grinch Fruit Kabobs



Watermelon Christmas Trees



Reindeer Applesauce



Santa Fruit Kabobs



Snowman String Cheese



Snowman Fruit Cup

It is that time of year when cafeteria elves serve up a merry meal service. There are a number of ways to show holiday spirit including grinch fruit kabobs, watermelon Christmas trees, reindeer applesauce, Santa fruit kabobs, snowman string cheese, and snowman fruit cups.

# Seasonal Sensations!



Here are some seasonal sensations for decorating your cafeteria or doors. Remember, there are snow many ways to stay healthy during the holidays!

# Photos



Be featured in our next webinar!  
Email photos of your work to Jessica  
[jspoja@sde.idaho.gov](mailto:jspoja@sde.idaho.gov)



Are you and your team decorating the cafeteria or serving holiday themed food? Be sure to take photos of your work and email them to me so you can be featured in our next webinar.



# Questions?

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



# Thank you for attending!



Please contact Child Nutrition Programs at (208) 332-6820 if you have any questions regarding information in this webinar.



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

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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:

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

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



This institution is an equal opportunity provider.

This concludes today's webinar, Thank you all and have a happy Thanksgiving!