



# NSLP Webinar September 2019

Child Nutrition Programs  
Idaho State Department of Education

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National School Lunch Program Coordinators



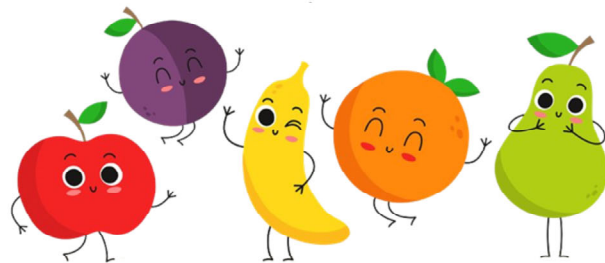
Good Afternoon! And welcome to the September 2019 National School Lunch Program Webinar. My name is Jessica Spoja and I am here with Jennifer Butler. We are coordinators with the Child Nutrition Programs. As we move through today's presentation, please submit any questions by entering them in the chat box. We will answer submitted questions at the end.

# Professional Development



## Key Areas:

- Nutrition—1000
- Operations—2000
- Administration—3000
- Communications—4000

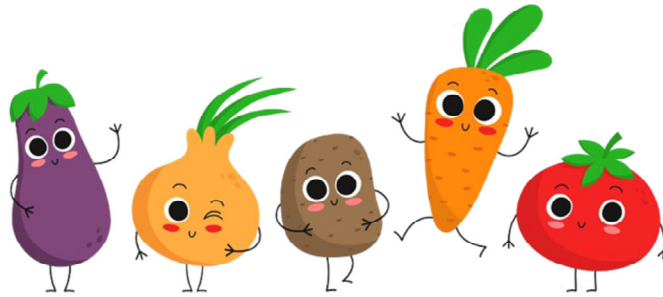


Please remember to track the time spent viewing this webinar towards professional development hours to meet USDA Professional Standards requirements. We will discuss topics that fall under the key areas of Nutrition (1000), Operations (2000), Administration (3000), and Communications (4000).

# Learning Objectives



**Policies → Updates → Reminders →  
Success Stories → Questions**



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



# Policies



We have a few policy memos to discuss today.



# SP30 -2019

Reminder: Requirements for Students Transferring from Provision to non-Provision Schools

SP30-2019, released on June 10, 2019, is a reminder about a provision effective July 1, 2019, relating to free and reduced price eligibility for students transferring between LEAs during the school year. 7 CFR.9(l) requires free reimbursable meals to be provided to students who have been receiving free meals at a Provision school for up to 10 operating school days or until a new eligibility determination is made.



# SP31 -2019



Farm Bill Implementation Memo: Donated Traditional Foods and Civil Liability

This memorandum, issued July 17, 2019, notifies Child Nutrition Program operators of the 2018 Farm Bill's expansion of the provision stating that certain groups are not liable in civil cases regarding the donation and service of traditional foods. This provision only applies to food service programs at public and nonprofit facilities that primarily serve Indians, including those operated by Indian Tribes and Tribal organizations.



# SP32 -2019

Buy American and the Agriculture Improvement Act of 2018

On August 15, 2019, USDA released a memo with information from the Agriculture Improvement Act of 2018. Section 4207 of the Agriculture Improvement Act of 2018 specifies that, in order to be compliant with the Buy American requirements, agricultural commodities and the products of agricultural commodities shall be processed in the United States and substantially contain meats, vegetables, fruits, fish, and other agricultural commodities produced in the United States or any territory or possession of the United States.

The Act provides clarification on the treatment of harvested fish under the Buy American requirements. In order to be compliant:

- Farmed fish must be harvested within the United States or any territory or possession of the United States.
- Wild caught fish must be harvested within the Exclusive Economic Zone of the United States or by a United States flagged vessel.



# SP33 -2019

Updated Template: Local Agency Procurement Review Tool for School Food Authorities Beginning in School Year 2019-2020

Released August 19, 2019, this memorandum provides information on the updated Procurement Review Tool for school year 2019-2020. The concepts of the original tool remain the same, but the updated tool is now streamlined to reduce burden, consolidate questions, clarify instructions, and improve functionality for school food authorities and state agencies.





# SP34 -2019



Crediting Coconut, Hominy, Corn Masa, and Masa Harina in the Child Nutrition Programs

SP34-2019 provides guidance on crediting coconut, hominy, corn masa, and masa harina and clarifies how to identify popular products made from corn that can credit towards the grain requirements in the Child Nutrition Programs. This memorandum was issued on August 22, 2019, and rescinds and replaces SP 22-2019.



# SP35 -2019

The USDA logo is positioned on the right side of the green banner. It features the letters 'USDA' in a bold, blue, serif font, with a green horizontal bar underneath. The background of the banner is a photograph of a green field with trees under a blue sky.

Administrative Review Manual Addendum: Effective School Year 2019-2020

SP35-2019 was issued August 23, 2019, and provides changes and clarifications to the School Meal Programs Administrative Review (AR) process. In previous years, AR materials have been updated annually. This school year's updates to the AR process were issued through this addendum document.



# Updates



We have some important updates to share today.

## Equipment Grants!



<http://www.sde.idaho.gov/events/grant-opportunities/>

The Idaho State Department of Education Child Nutrition Programs is now accepting National School Lunch Program (NSLP) Equipment Grant Applications from School Food Authorities (SFAs) throughout the state of Idaho. A complete application packet must be submitted to the State agency no later than 5:00 pm Pacific time, **Monday, September 30, 2019**.

This funding was made available through the United States Department of Agriculture (USDA) Fiscal Year 2019 Consolidated Appropriations Act. Idaho will allocate \$126,712 to SFAs to purchase needed equipment based on a competitive grant process.

The awards 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 200.317-326 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 at the web address shown here. Please read through the application to ensure submission of a complete packet of information; a checklist is provided on page 12 of the application. A document containing frequently asked questions and answers was emailed to all NSLP Sponsors.. For more information, contact the Child Nutrition Programs at 208-332-6820.

# Exhibit A Grains tool



An official website of the United States government [Here's how you know](#) ✓



**USDA** Food Buying Guide for Child Nutrition Programs  
U.S. DEPARTMENT OF AGRICULTURE

HOME ▾ MEAL COMPONENTS ▾ FOOD ITEMS ▾ TOOLS ▾ APPENDICES ▾ HELP ▾ LOG OUT

## Exhibit A Grains Tool - My Products

Exhibit A Grains Tool

This online tool will determine:

1. the ounce equivalent (oz eq) grains or grains/bread servings for your grain product, and
2. amount of a grains product to serve in order to provide a specific ounce equivalent (oz eq) grains or grains/bread servings.

Please note: Only Registered Users will be able to save and retrieve the calculated result of your grain product at any time.

If you are not a Registered User, download the PDF of the calculated result of your grain product before exiting the Exhibit A Grains Tool.

[Enter Exhibit A Product](#)

An enhancement to the Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool is now available. The Exhibit A Grains Tool allows users to search their grain product, as listed on Exhibit A, and enter in the serving size as listed on the product label. The tool determines the ounce equivalent grains or grains/bread servings for the grain product. It also determines the number of servings a program needs to serve to obtain a specific meal pattern contribution.

# AND Justice for all Posters



Poster graphic available at  
<https://www.fns.usda.gov/cr/and-justice-all-posters-guidance-and-translations>

USDA has released the new “And Justice For All” posters! The State agency has ordered the new posters and will be distributing them to sponsors as they become available. In the meantime, do not remove the current poster (Revised December 2015) featuring the Statue of Liberty. They will need to be replaced when the updated poster is received. Images of the current 2015 poster should be removed from websites, training presentations, and any pending printing materials as soon as possible. Replace the graphic with the appropriate PDF version available on the USDA Civil Rights And Justice for All Posters website.



# Program Reminders



We will now move on to program reminders...



## 30 Day Carryover



Mark your calendars and be sure to change individual students' eligibility to Paid if no eligibility determination has been made by the 30<sup>th</sup> operating day of the new school year.

Carryover refers to a child's eligibility from the previous school year being carried over into the current or new school year. According to 7 CFR 245.6(c)(2), an individual student's eligibility from the previous school year (before July 1) carries over for up to 30 operating days into the new school year, or until a new eligibility determination is made, whichever comes first. The 30 operating days begins on the first operating day of school. Operating days are the days on which reimbursable meals or milk are provided by a school or another program sponsor [7 CFR 245.2]. Remember, adverse action requirements do not apply to any reduction of benefits for the new school year from the previous year's eligibility.

# Special Milk Program (SMP)



## SMP Online Training

Required for SMP operators

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

Completing the Special Milk Program course in the training portal is required of one person per Special Milk Program sponsor. This person should then facilitate training others and may use the training sheet for training and documenting. The person who completes the online training should retain the certificate of completion in their professional standards training file.

# Food Safety Requirements



## Remember!



Calibrate thermometers



Wash hands

All kitchen and food service staff must receive annual food safety training. This training should at a minimum cover the use and location of the HACCP manual and basic food safe practices such as handwashing and employee exclusion policies. Food Safety training should be on-going and address concerns as needed. Make sure training is documented and recorded on the training log for each employee.

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

# Offer versus serve (OVS)



All food service line and point of service staff must receive annual Offer versus Serve training. This training should cover the daily minimum meal component requirements and identifying a reimbursable meal under Offer versus Serve. As with all trainings, this training should be documented and recorded in the employee training log.

# 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/MA and grain components) does not meet the Buy American requirement in Title 7, Code of Federal Regulations, sections 210.21(f) and 230.24(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 food 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 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

CREATED 09/12/2018 Buy American Provision Exception/Child Nutrition Programs/202/1

## 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 (by, or issued to, month), 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

CREATED 09/12/2018 Buy American Provision Exception/Child Nutrition Programs/202/9

Make sure to download and use the *Buy American Exception form* located in Download Forms. Keep this completed form and required supporting documentation on hand for any products you serve that do not meet the Buy American Provision.



# Success Stories!

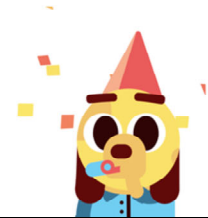


That is all we have for program reminders, so we will now end with updates and success stories.

# SY19-20 FFVP Grant Awardees



American Falls SD	Hansen SD	Notus SD
Boise SD	Heritage Academy Inc.	Orofino Jt. SD
Boundary County SD	Homedale Joint SD	Parma SD
Bruneau-Grand View Jt. SD	Idaho Falls SD	Payette SD
Buhl SD	Idaho School for the Deaf and	Plummer-Worley Jt. SD
Calwell SD	Blind	Pocatello SD
Cambridge SD	Jefferson Jt. SD	Richfield SD
Cassia County Jt. SD	Jerome SD	Salmon River SD
Castleford SD	Kamiah Jt. SD	Shoshone SD
Challis SD	Kellogg SD	Twin Falls SD
Clark County SD	Kootenai SD	Weiser SD
Coeur D'Alene SD	Lakeland SD	Wendell SD
Coeur D'Alene Tribal School	Lapwai SD	West Ada SD
Culdesac Jt. SD	Lewiston SD	West Bonner Co. SD
Emmett SD	Marsh Valley SD	West Jefferson SD
Future Public Charter School, Inc.	Marsing Jt SD	Wilder SD
Glenns Ferry SD	Minidoka Co. SD	
Gooding Jt. SD	Mountain View SD	
Hagerman SD	Nampa SD	



Congratulations to the 124 schools that were awarded the Fresh Fruit and Vegetable grant for SY19-20.

# Pilot Program



**Shadow Butte Elementary**  
Emmett SD

**Ustick Elementary**  
West Ada SD

Idaho Child Nutrition Programs received a \$36,000 No Kid Hungry grant through Share our Strength that will establish Breakfast After the Bell pilot sites in two Idaho elementary schools -- the Emmett School District's Shadow Butte Elementary School and Ustick Elementary in the West Ada School District. This pilot program will help Idaho CNP come up with best practices that can be used by schools across Idaho.



## Technology Information Grant (TIG)



The State Department of Education Child Nutrition Programs applied for and received a Technology Information Grant (TIG) to build a detailed Statewide Data Suite that will increase reporting ability, increase efficiencies, and help identify trends within programs. Of the \$1.48 million awarded, a total of \$250,000 will go toward mini-grants for Idaho sponsors for computers, software, and other technology used to run USDA programs.

## Administrative Review and Training (ART) Grant



Idaho Child Nutrition Programs also applied for and received \$825,241 for an Administrative Review and Training (ART) Grant. This grant will focus on making the National School Lunch Program sponsor application process easier for districts, schools, and families in this predominately rural state. Idaho CNP will develop and implement a web-based free and reduced price school meal application for use by local program participants. Online and in-person training will be developed to support adoption and implementation of the new web-based application.



# Questions?



Those are the success stories we have this month. Does anyone have any questions at this time? Go ahead and use the chat 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. 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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- (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).

This institution is an equal opportunity provider.

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