

# Food Service Facts Table of Contents

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## 2. Organization & Administration

Child Nutrition & Wellness, Kansas State Department of Education (KSDE) administers the following federal Child Nutrition Programs (CNP) in Kansas:

- ◆ National School Lunch Program (NSLP)
- ◆ School Breakfast Program (SBP)
- ◆ Afterschool Snack Program (ASP)
- ◆ Special Milk Program (SMP)
- ◆ Seamless Summer Option (SSO)
- ◆ Summer Food Service Program (SFSP)
- ◆ Fresh Fruit & Vegetable Program (FFVP)
- ◆ Child and Adult Care Food Program (CACFP)
  - At-Risk Afterschool Meals
- ◆ Team Nutrition (TN)
- ◆ Farm to Plate

### Federal Level Responsibilities

At the federal level, the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) administers the CNPs. USDA is authorized to issue regulations for the operation of these programs. Federal funds are apportioned among the states to reimburse participating schools. KSDE signs an agreement with FNS for the administration of the programs in Kansas. FNS periodically issues regulations, reviews the programs to determine compliance with the federal-state agreement, provides technical assistance, assists with Administrative Review (AR), performs audits of KSDE records and conducts management evaluations of KSDE activities.

The USDA Mountain Plains Regional Office is located in Denver, Colorado. Refer to Chapter 1 for contact information for the USDA Regional Office.

### State Level Responsibilities

KSDE is the liaison between FNS, USDA and local CNP sponsors in Kansas. Through this partnership of federal, state and local sponsors, program services and benefits are delivered to schools, child care facilities and other organizations. Employees of Child Nutrition & Wellness are directly accountable to KSDE.

KSDE receives federal rules and regulations governing the CNPs from USDA. KSDE passes this information on to each sponsor through its designated Authorized Representative.

The primary function of KSDE's Child Nutrition & Wellness Team is to assist local CNP sponsors in operating their programs. KSDE provides sponsors with:

- ◆ Reimbursement for qualifying meals, snacks and milk
- ◆ Supervisory oversight through the program review process
- ◆ Guidance through handbooks, publications and websites
- ◆ Consultative services and technical assistance on program management and administration
- ◆ Training for food service personnel through in-person and/or online classes, workshops and in-service meetings
- ◆ Information and resources on all aspects of program management, administration, nutrition and nutrition education

### Local Sponsor Level Responsibilities

The local school's governing body (i.e. board of education, etc.), referred to as the sponsor or Local Education Agency (LEA) administers the Child Nutrition Programs.

The sponsor appoints an "Authorized Representative" who has responsibility for the program. The Authorized Representative must assure that the sponsor is in compliance with the Program Agreement between the sponsor and KSDE.

The requirements for operating the Child Nutrition Programs are outlined in the Program Agreement, refer to Chapter 3 of *Food Service Facts* concerning information about the Program Agreement.

The sponsor's responsibilities include:

- ◆ Implementing the reduced price and free meal policy
- ◆ Preparing and submitting the reimbursement claim
- ◆ Hiring employees to plan, prepare and serve meals
- ◆ Supervising operation of the programs
- ◆ Compliance with the terms outlined in the Program Agreement

The success of Child Nutrition Programs hinges upon the dedicated efforts of local personnel.

## Overview of the Child Nutrition Programs

### National School Lunch Program (NSLP)

Kansas school sponsors that choose to take part in the lunch program receive reimbursement from USDA for each meal served to eligible students. In return, they must serve lunches that meet federal requirements, and offer reduced price and free lunches to eligible students.

School lunches must meet meal pattern and nutrition standards based on the latest *Dietary Guidelines for Americans*. The current meal pattern increases the availability of fruits, vegetables, and whole grains in the school menu. The meal pattern's dietary specifications set specific calorie, saturated fat and sodium limits to ensure age-appropriate meals for grades K-5, 6-8, and 9-12.

Any student enrolled in a participating school and in the building at the time of lunch service, may purchase a meal through the National School Lunch Program (NSLP). Students from households with incomes at or below 130 percent of the federal poverty level are eligible for free lunches. Those between 130 percent and 185 percent of the poverty level are eligible for reduced price lunches, for which students can be charged no more than 40 cents. Students from households with incomes over 185 percent of the poverty level pay full price, though their lunches are still subsidized with federal and state funds. Local sponsors set their own prices for full price lunches.

Public schools and non-profit private schools of high school grade or under are eligible to participate in the NSLP. Residential Child Care Institutions (RCCIs) are also eligible.

For more information about the National School Lunch Program, visit the USDA Food and Nutrition Service website at <http://www.fns.usda.gov/nslp>.

### School Breakfast Program (SBP)

Students in a majority of Kansas schools start each school day with a nutritious school breakfast. The School Breakfast Program (SBP) is a federal program that provides states with cash assistance for non-profit breakfast programs in schools and RCCIs. Participating schools and institutions must serve breakfasts that meet federal nutrition standards and must provide reduced price and free breakfasts to eligible children. The same Income Eligibility Guidelines apply for the SBP as were described in the previous section for the National School Lunch Program. Schools that serve a high percentage of lunches to students eligible for reduced price or free meals may be eligible for higher reimbursements through the Severe Need Breakfast reimbursement option. Refer to Chapter 25 for additional information.

Making breakfast a part of the school day by using innovative breakfast delivery models (such as Breakfast in the Classroom, Grab and Go Breakfast and 2<sup>nd</sup> Chance Breakfast) can address the common barriers of traditional breakfast and help ensure more students are able to start their day with a healthy meal. Innovative breakfast delivery models can help support school redesign, can impact all grade levels, and aligns with several Kansas State Board of Education (KSBE) goals.

Public schools in Kansas are required to offer the SBP in each public school building under the jurisdiction of the school district's board of education. Kansas law allows public school sponsors to apply for SBP waivers for individual attendance centers, if the attendance center has 35% or less of its enrolled students eligible for reduced price or free meals during March of the preceding year. The KSDE appoints a committee to evaluate the waiver applications, determine the validity of the reason(s) for which a waiver is requested, and recommend to the Kansas State Board of Education (KSBE) whether to grant or deny the waiver request. The KSBE evaluates the committee's recommendations and makes the final decision to approve or deny the request.

The SBP's meal pattern and nutrition standards are based on the latest *Dietary Guidelines for Americans*. The current meal pattern offers more whole grains and fruit. The meal pattern's dietary specifications set specific calorie, saturated fat and sodium limits to ensure age-appropriate meals for grades K-5, 6-8, and 9-12.

For more information about the School Breakfast Program, refer to Chapter 25 of *Food Service Facts* or visit the USDA Food and Nutrition Service website at <http://www.fns.usda.gov/sbp/school-breakfast-program>.

### Afterschool Snack Program (ASP)

The Afterschool Snack Program (ASP) was first implemented in 1999 as a result of the 1998 reauthorization of the Child Nutrition Act. This program provides funds for the service of nutritious snacks for children enrolled in eligible after school care programs. To qualify for the reimbursement, the snacks must meet nutritional standards and must be served to students enrolled in after school programs that include an education or enrichment component.

For more information about the Afterschool Snack Program refer to Chapter 26 of *Food Service Facts* or visit the USDA Food and Nutrition Service website at <http://www.fns.usda.gov/cn/afterschool-snacks>.

### Special Milk Program (SMP)

The Special Milk Program (SMP) provides milk to children attending schools and childcare institutions who do not have the opportunity to participate in other federal Child Nutrition Programs. The program reimburses schools for the milk they serve. The SMP is also available to children who attend half-day classes and do not have breakfast or lunch available to them.

For more information about the Special Milk Program, refer to Chapter 28 of *Food Service Facts* or visit the USDA Food and Nutrition Service website at <http://www.fns.usda.gov/smp/special-milk-program>.

### Seamless Summer Option (SSO)

Sponsors participating in the National School Lunch Program or School Breakfast Program are eligible to operate the Seamless Summer Option, at eligible sites. Seamless Summer has less paperwork, making it easier for schools to feed children during the traditional summer vacation periods and unanticipated school closures during the school year. Once approved, sites may serve meals free of charge to children, including teenagers through age 18, under the school meal program rules. Meals are reimbursed at the free rate for school lunch, breakfast and afterschool snacks.

Participants at open or enrolled sites may receive either one or two of the following meal types: breakfast, lunch, snack, or supper. However, Sponsors may not serve lunch and supper on the same day. Residential and nonresidential camps and migrant sites may be approved to serve up to three meals per day.

For more information about the Seamless Summer Option and other Summer Nutrition Options, refer to *Food Service Facts*, Chapter 27, Summer Nutrition Options or visit the USDA Food and Nutrition Service website at <https://www.fns.usda.gov/sfsp/seamless-summer-and-other-options-schools>.

### Summer Food Service Program (SFSP)

The Summer Food Service Program (SFSP) provides nutritious meals at no charge to low-income children during the summer months when school is not in session. Children 18 years of age and younger and individuals over 18 who are mentally or physically disabled and who participate in a school program for the disabled, may receive meals through the SFSP.

Sponsors are reimbursed for meals served at eligible sites such as schools, parks, playgrounds, churches, college campuses and/or community centers. Refer to *Food Service Facts*, Chapter 27 for more information on site types and eligibility requirements.

Participants at open or enrolled sites may receive either one or two of the following meal types: breakfast, lunch, snack, or supper. However, Sponsors may not serve lunch and supper on the same day. Residential and nonresidential camps and migrant sites may be approved to serve up to three meals per day.

For more information about the Summer Food Service Program, refer to *Food Service Facts*, Chapter 27, Summer Nutrition Options or visit the USDA Food and Nutrition Service website at <http://www.fns.usda.gov/sfsp/summer-food-service-program>.

### Fresh Fruit & Vegetable Program (FFVP)

The Fresh Fruit and Vegetable Program (FFVP) became a permanent program as a result of The Food, Conservation and Energy Act of 2008 (Farm Bill). The FFVP provides all children in participating schools with a variety of free fresh fruits and vegetables throughout the school day. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. The FFVP also encourages schools to develop partnerships at the State and local level for support in implementing and operating the program.

The goal of the FFVP is to create healthier school environments by providing healthier food choices, expand the variety of fruits and vegetables children experience, increase children's fruit and vegetable consumption, and make a difference in children's diets to impact their present and future health. Grantee schools receive reimbursement for the cost of making free fresh fruits and vegetables available to students during the school day. These fresh fruits and vegetables must be provided separately from the lunch or breakfast meal service periods, in one or more areas of the school during the official school day.

For more information refer to *Food Service Facts*, Chapter 32 Related Forms, Fresh Fruit & Vegetable Program or visit the USDA Food and Nutrition Service website at <http://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program>.

## Child and Adult Care Food Program (CACFP)

The goal of the Child and Adult Care Food Program (CACFP) is to improve the health and nutrition of children and older adults or those chronically impaired, while promoting the development of good eating habits.

To be eligible to participate in the CACFP, a sponsor must meet one of the following criteria:

- ◆ Be a public entity  
OR
- ◆ Have tax-exempt status under the Internal Revenue Code of 1986  
OR
- ◆ Meet the requirements for a “for-profit” center

All participating childcare centers must also be licensed by the Kansas Department of Health and Environment.

Most Kansas CACFPs are non-pricing. A non-pricing program includes the price of meals served in the fee charged for childcare. For information about pricing programs, contact KSDE.

Centers and day care homes may serve one or more of the following meal types: breakfast, lunch, supper and snack. Reimbursement is limited to no more than two meals and one snack or two snacks and one meal per child per day. Reimbursement rates are determined by (1) the meal type and (2) the income level of the families of the children served. The income levels are free, reduced price and paid. For information on meal patterns and guidelines, refer to Chapter 4 of *CACFP Administrative Handbook*, Meal Guidelines.

### At-Risk Afterschool Meals

The At-Risk Afterschool Meals component of the CACFP provides free reimbursement for meals and snacks served to children, through age 18, who participate in eligible afterschool programs in low-income areas. CACFP meals may also be served in Outside school hours care programs (OSHCC). For further information refer to *Food Service Facts*, Chapter 28, Other Related Programs, *CACFP Administrative Handbook*, or visit the USDA Food and Nutrition Service website at <http://www.fns.usda.gov/cacfp/afterschool-meals>.

For additional information about CACFP Programs, refer to *CACFP Administrative Handbook* via the KSDE CNW website or visit the USDA Food and Nutrition Service Website at <https://www.fns.usda.gov/cacfp>.

## Team Nutrition (TN)

Team Nutrition (TN) is an initiative of the USDA Food and Nutrition Service to support Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthier eating and physical activity. Team Nutrition messages include:

- ◆ Eat a variety of foods
- ◆ Eat more fruits, vegetables, and whole grains
- ◆ Eat lower fat foods more often
- ◆ Get your calcium rich foods
- ◆ Be physically active

USDA established Team Nutrition with the mission of improving the health and education of children by creating innovative public and private partnerships that promote food choices for a healthful diet through the media, schools, families and the community. Team Nutrition's goal is to improve children's lifelong eating and physical activity habits by using the principles of the Dietary Guidelines for Americans and MyPlate.

Team Nutrition is implemented through three behavior-oriented strategies providing:

1. Training and technical assistance for Child Nutrition food service professionals to enable them to prepare and serve nutritious meals that appeal to children.
2. Increase nutrition education through multiple communication channels to help children have the knowledge, skills, and motivation to make healthy food and physical activity choices as part of a healthy lifestyle.
3. Build support for healthy school and child care environments that encourage nutritious food choices and physically active lifestyles.

For additional information on TN programs and activities, visit the USDA Food and Nutrition Service website at <http://www.fns.usda.gov/team-nutrition>.

## Farm to School Program

The USDA Farm to School Program connects schools and local farms with the objective of serving healthy school meals, improving student nutrition, and supporting local and regional farmers. School gardens and agricultural education programs provide opportunities to educate students about health, wellness and where their food comes from.

In Kansas, Farm to School is referred to as Farm to Plate, to broaden the scope to include all Child Nutrition Programs. Farm to plate activities should be considered for all child nutrition programs, from schools and preschools to centers and summer sites. Farm to Plate initiatives can be incorporated and support school redesign plans.

On an annual basis, USDA awards competitive Farm to School grants that support planning, developing and implementing farm to school programs. These are a way to help state, regional and local organizations as they initiate, expand, and institutionalize farm to school efforts. Additional grant details can be found on the USDA Food and Nutrition Services website here: <https://www.fns.usda.gov/f2s/farm-school-grant-program>

For more information, visit the USDA Food and Nutrition Service website at <https://www.fns.usda.gov/f2s/farm-to-school>.



## Calendar of Sponsor Responsibilities

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- |            |   |
|------------|---|
| <b>May</b> | <ul style="list-style-type: none"><li>◆ Begin Program Renewal Process/Participate in Program Renewal Webinar.</li><li>◆ Update Wellness Impact Tool to reflect progress during the current school year and plans for next school year.</li><li>◆ If contracting with Food Service Management Company, submit renewal addendum and School Board minutes to KSDE.</li></ul>   |
| <hr/>      |   |
| <b>Jun</b> | <ul style="list-style-type: none"><li>◆ Attend KSDE summer classes and workshops.<ul style="list-style-type: none"><li>• SNP Administrative Update</li><li>• SNP Nutrition Standards</li><li>• Calculating Components</li><li>• SNP Determining Eligibility</li></ul></li><li>◆ Review and revise HACCP plan.</li><li>◆ Elect Community Eligibility Provision by June 30, if applicable.</li></ul>  |
| <hr/>      |   |
| <b>Jul</b> | <ul style="list-style-type: none"><li>◆ Appoint Authorized Representative, Hearing Official and Determining Official for new school year.</li><li>◆ Establish prices for meals and milk.</li><li>◆ Submit Program Renewal Documents to KSDE by July 15.</li><li>◆ Print “Household Application for Child Nutrition Program Benefits” and letter to households.</li><li>◆ Distribute “Household Application for Child Nutrition Program Benefits” and letter to households of all enrolled students.</li><li>◆ Begin processing applications for free and reduced-price benefits and notify households of eligibility status within 10 days of receipt.</li><li>◆ Access Direct Certification List, save documentation and begin direct certification notifications.</li></ul> |
| <hr/>      |   |
| <b>Aug</b> | <ul style="list-style-type: none"><li>◆ Extend eligibility benefits from previous year for the first 30 operating days of current school year.</li><li>◆ Submit Annual Financial Status Summary for prior fiscal year to KSDE by August 15.</li><li>◆ Participate in back-to-school training opportunities including Is This Meal Reimbursable – Breakfast and Lunch</li></ul>  |
| <hr/>      |   |
| <b>Sep</b> | <ul style="list-style-type: none"><li>◆ Complete on-site review of Afterschool Snack Program within first four weeks of operation (if applicable).</li><li>◆ Attend Verification training.</li><li>◆ Attend Administrative Review training (if applicable).</li><li>◆ Attend update training for Sponsors Contracting with a Food Service Management Company (if applicable).</li><li>◆ Meet with Wellness Policy Committee/School Health Council to review Implementation Plans for this school year.</li><li>◆ After 30 operating days, change students without current applications to paid status.</li></ul>  |
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## Food Service Facts – Chapter 2, Organization & Administration

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<b>Oct</b>	<ul style="list-style-type: none"><li>◆ Begin verification of reduced price/free eligibility.<ul style="list-style-type: none"><li>• On October 1, count approved applications.</li><li>• On October 31, count students by eligibility category.</li><li>• Determine sampling method.</li><li>• Determine number of applications to verify and select sample.</li><li>• Complete confirmation reviews of applications in sample.</li><li>• Notify households selected.</li><li>• Review income documentation.</li><li>• Verify eligibility and notify households of changes in benefits.</li><li>• Report results using KN-CLAIM's Post Verification Results.</li></ul></li><li>◆ Celebrate National School Lunch Week.</li><li>◆ Begin 1<sup>st</sup> on-site Food Service Management Company reviews (if applicable)</li></ul>
<b>Nov</b>	<ul style="list-style-type: none"><li>◆ Complete all verification activities by November 15.</li></ul>
<b>Dec</b>	<ul style="list-style-type: none"><li>◆ Submit verification summary and results to KSDE by December 15.</li><li>◆ Begin on-site accountability reviews (if applicable).</li><li>◆ Submit 1<sup>st</sup> Food Service Management Company Monitoring Form(14A) to KSDE by December 1 (if applicable).</li></ul>
<b>Jan</b>	<ul style="list-style-type: none"><li>◆ Begin 2<sup>nd</sup> on-site Food Service Management Company review (if applicable)</li></ul>
<b>Feb</b>	<ul style="list-style-type: none"><li>◆ Complete on-site accountability reviews for all attendance centers by February 1 (if applicable).</li></ul>
<b>Mar</b>	<ul style="list-style-type: none"><li>◆ Celebrate National School Breakfast Week.</li><li>◆ Celebrate National Nutrition Month.</li></ul>
<b>Apr</b>	<ul style="list-style-type: none"><li>◆ Complete the Community Eligibility Notification Screen using April 1 data by April 15th.</li><li>◆ Submit 2<sup>nd</sup> Food Service Management Company Monitoring Form (14A) to KSDE by April 1 (if applicable).</li><li>◆ Participate in Summer Food Service Program Training.</li><li>◆ Apply for the Fresh Fruit &amp; Vegetable Program (if applicable).</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>◆ Submit reimbursement claims within 60 days of last day of month claimed.</li><li>◆ Complete the Monthly Financial Report within 90 days of the end of the claim month.</li><li>◆ Complete Afterschool Snack Program on-site review twice a year; conduct first review within four weeks of beginning operation (if applicable).</li><li>◆ Review and reconcile Food Service Management Company billing monthly (if applicable).</li><li>◆ Update Food Safety Training (<b>Training Tab</b>) in KN-CLAIM.</li><li>◆ Attend training sessions offered by Child Nutrition &amp; Wellness, <a href="https://cnw.ksde.org">https://cnw.ksde.org</a>, Training, CNW Calendar or complete online training classes and tutorials at <a href="https://learning.ksde.org/">https://learning.ksde.org/</a>.</li><li>◆ Check <a href="https://cnw.ksde.org">https://cnw.ksde.org</a>, School Nutrition Programs, What's New frequently for the latest updates from the Child Nutrition &amp; Wellness team.</li><li>◆ Complete annual Civil Rights Training for Frontline Staff.</li><li>◆ All School Food Service personnel complete annual training requirements: Authorized Representatives and Food Service Directors-12 hours, Managers-10 hours, Staff-6 hours, Part-time staff-4 hours. Tracking training hours on the Training Tab in KN-CLAIM is optional.</li><li>◆ Match students with Direct Certification List and notify households with the Notify Household about School Meal Benefits.</li><li>◆ Approve/deny income applications and notify households within 10 days of receipt of application for new students and households with changes in circumstances.</li></ul>