April Update
Distributed to the School Nutrition Program Authorized Representatives Listserv
and the Food Service Directors Listserv
April 28, 2017

Program Renewal Webinars
KSDE plans to send program renewal information to all current Sponsors of School Nutrition Programs by May 16. Mark your calendar to attend a SY 2018 Program Renewal Webinar. The same webinar will be offered on two days – May 16 and 23 at 2 pm each day. Join the webinar at https://ksde.zoom.us/j/487420836. New guidance for SY 2017-18 will be detailed – including Buy American, procurement plan, updated meal modification information, Unpaid Meal Charge Policy requirements, school meal application changes, new program addendum, sodium target flexibility, and updated Kansas Wellness Policy Model Guidelines. Determining Officials and those helping to process applications for free and reduced price meals are encouraged to listen to the webinar and attend Administrative Update this summer along with the Authorized Representative and Food Service Director.

USDA Guidance
SP 26-2017: Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers (Q&As). This Q&A is designed to provide practical guidance related to accommodating disabilities in the School Meal Programs. The Q&As illustrate certain principles and give general direction on what local educational agencies (LEAs), Sponsors, and schools must do to comply with Federal law and ensure children with disabilities have an equal opportunity to participate in the School Meal Programs. The Q&A is available at www.kn-eat.org, School Nutrition Programs, What’s New. The Meal Modification Form 19B is being revised to incorporate this new guidance and will be ready to release at the time of Program Renewal. Current meal modification forms signed by a licensed healthcare professional are still valid and obtaining a new form will not be required.

Q. How has the Americans with Disabilities Act (ADA) changed since the Food and Nutrition Service (FNS) last issued guidance on meal modifications?
A. The ADA Amendments Act of 2008 made important changes to the meaning and interpretation of the term “disability” under the ADA and under Section 504 of the Rehabilitation Act of 1973. The ADA Amendments Act simplified the question of whether a child has a disability by requiring a broad interpretation of what constitutes a disability. Under the ADA, anything that substantially limits a major life activity (most physical and mental impairments) constitutes a disability. This includes conditions that impair immune, digestive, neurological, and bowel functions, as well as many others. Sponsors should not be engaged in weighing medical evidence against legal requirements in order to determine if a medical or physical condition is severe enough to meet the definition of a disability. Rather, the focus should be on what can be done to ensure equal opportunity to participate in or benefit from the Programs. A discussion of the legal definition of disability can be found on page 5 of SP 59-2016: Policy Memorandum on Modifications to Accommodate Disabilities in the School Meal Programs, http://www.fns.usda.gov/policy-memorandum-modifications-accommodate-disabilities-school-meal-programs. The process of providing modified meals for children with disabilities should be as inclusive as possible. It is essential that Sponsors work collaboratively with parents and guardians to ensure children receive a safe meal and have an equal opportunity to participate in the School Meal Programs. FNS recommends using a team approach that includes parents and guardians and (as age-appropriate) the child, when providing modified meals. If a team (Individualized Education Plan (IEP) or 504) already exists, the Sponsors may use this team to address a child’s nutritional needs.
Q. **Is a food allergy considered a disability?**
A. A food allergy will generally be considered a disability. Under the definition of disability in the ADA, a food allergy does not need to be life-threatening or cause anaphylaxis in order to be considered a disability. A non-life-threatening allergy may be considered a disability and require a meal modification, if it impacts a major bodily function or other major life activity (such as digestion, respiration, immune response, skin rash, etc.).

Q. **Is a food intolerance recognized as a disability?**
A. A food intolerance may be considered a disability if it substantially limits a major life activity. For example, if a child’s digestion (a major bodily function) is impaired by gluten intolerance, their condition may be considered a disability regardless of whether or not consuming wheat causes severe distress.

Q. **When is a medical statement required?**
A. Sponsors must obtain a written medical statement from a State licensed health care professional in order to receive reimbursement for meal modifications when the modified meal does not meet the Program meal pattern requirements (7 CFR 210.10). Sponsors may receive reimbursement for a meal modification request without a medical statement when the accommodation can be made within the Program meal pattern. For example, if a child has a common allergy to one fruit or vegetable, the school food service can simply substitute another fruit or vegetable.

**SP 24-2017: Local School Wellness Policy Guidance and Q&As**
Sponsors participating in the National School Lunch Program and/or School Breakfast Program are required to develop a local school wellness policy that promotes the health of students. The Local School Wellness Policy Final Rule is effective July 1, 2017, read the new guidance and Q&As at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Guidance, Wellness Policies. Information about the update of the Kansas Wellness Policy Model Guidelines and changes made to implement the final rule will be provided in the Program Renewal Webinars and at Administrative Update classes.

**Community Eligibility Provision**
All sponsors with at least one site eligible to elect participation in the Community Eligibility Provision will be notified and provided detailed information. For USDA guidance and Q & A’s that address common questions, go to [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Administration, Community Eligibility Provision. Contact Julie Henry at jhenry@ksde.org if you are interested in applying or have questions.

**Unpaid Meal Charges: Local Charge Policy Requirement**
No later than July 1, 2017, all Sponsors operating the National School Lunch and/or School Breakfast Program must have a written policy in place to address situations where children participating at the reduced price or paid rate do not have money to cover the cost of a meal at the time of the meal service. Sponsors have discretion in developing the specifics of their policies, and charge policies will vary based on local circumstances and available resources. The requirement for Sponsors to establish a local charge policy is outlined in **SP 46-2016: Unpaid Meal Charges: Local Meal Charge Policies**. To view the memorandum, go to: [https://www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies](https://www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies). Other resources related to this topic may be found on USDA’s Unpaid Meal Charges Webpage: [https://www.fns.usda.gov/school-meals/unpaid-meal-charges](https://www.fns.usda.gov/school-meals/unpaid-meal-charges).

USDA will rebroadcast a webinar on this topic on May 11 at 1:00 CST that will provide an overview of the local charge policy requirement and share best practices for successful policy development. Participants will have the opportunity to submit questions during the Q&A portion of the webinar. To register: [https://cc.readytalk.com/registration/#/?meeting=uzl03u3ze725&campaign=h2sgocix4htr](https://cc.readytalk.com/registration/#/?meeting=uzl03u3ze725&campaign=h2sgocix4htr).
Fresh Fruit & Vegetable Program
The application to apply to participate in the Fresh Fruit & Vegetable Program (FFVP) for school year 2017-2018 is available at www.kn-eat.org, Fresh Fruit & Vegetable Program. The FFVP provides all children in participating elementary schools with a variety of free fresh fruits and vegetables throughout the school year. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. Participation in the FFVP is limited to elementary schools with priority given to schools with the highest percentage of students eligible for reduced price or free school meals.

To apply for the FFVP, complete the application and return it to KSDE no later than May 19, 2017. Schools selected to participate will be notified in July 2017. Participating schools will be reimbursed for their documented expenses on a monthly basis. If you have any questions, please contact Emily Brinkman at 785-368-8039 or ebrinkman@ksde.org.

USDA Professional Standards Training Grant – Last Chance to Apply!
Through the USDA Professional Standards Training Grant, Child Nutrition Program Sponsors including school districts, private schools, and RCCI’s have the opportunity to apply for grant funds to provide training opportunities for their school food service employees. Grant funds can be used to encourage participation in professional development by helping to defray the costs for travel, per diem, and class registration fees. Grants can also be awarded to Sponsors to offset costs of an in-service training; such as, cadre trainer stipend and expenses. The grant application is available at www.kn-eat.org, School Nutrition Programs, What’s New.

Request to Use Online Application for Child Nutrition Program Benefits
Any sponsor wishing to use an online free and reduced price application must complete and submit to KSDE the Request to Use Online Application for Child Nutrition Program Benefits (available at www.kn-eat.org, School Nutrition Programs, Food Service Facts, Chapter 7 Related Forms, Form 7F) for review annually.

Food Safety Inspections
All Sponsors are required to have two food safety inspections each year. If you have not received two (2) inspections by May 1, 2017, you must send a letter to the Kansas State Department of Agriculture (KDA) requesting the needed inspection(s). The annual license fee now covers the costs of the two required inspections. A sample letter is available at www.kn-eat.org, Food Safety. Remember that the most recent KDA inspection must be printed and posted.

Celebrate School Nutrition Employee Week – May 1-5
School nutrition professionals are true heroes. On Friday, May 5, 2017, School Nutrition Employee Week (May 1-5) will end with a bang by celebrating the 5th Annual School Lunch Hero Day! School Lunch Hero Day is a chance to showcase the difference school nutrition professionals make for every child who comes through the cafeteria. The School Nutrition Association (SNA) is offering veggie-rific School Lunch Hero Day logos and artwork that can be downloaded and used over social media.

Summer Outreach Required by All NSLP Sponsors
National School Lunch Program Sponsors are required to inform families of the availability and location of free meals for students when the regular school year ends. The location of SFSP sites will be available at www.kn-eat.org, Summer Food Service Program, Locate a Site Near You. If your school sponsors the SFSP, consider whether there are other programs to advertise in your community as well. In addition to communicating about local programs, if available, let families know about the “Locate a Site Near You” feature and the National Hunger Hot Line www.whyhunger.org which will track Summer Food Service Programs nationally.
Summer Food Service Program Renewal Webinar
Please note that the webinar link for the Summer Food Service Program Renewal Webinar scheduled for 10 am on May 16 has changed. Join the webinar at https://ksde.zoom.us/j/772939149. Audio for the webinar can be heard either through your computer speakers or by calling 1-866-620-7326 and entering the conference code 7852962276# when prompted.

At-Risk Afterschool Meals – Supper Anyone?
Contact Mark Thompson or Laura Hodgson at 785-296-2276 if you are interested in learning about providing a supper meal to hungry children in your area for SY2017-2018.

Retirement Recognition
Please let your area consultant know of upcoming retirements so Child Nutrition & Wellness can recognize them with a letter and certificate.

Preparing for Summer Checklist
The Preparing for Summer Checklist is now posted at www.kn-eat.org, School Nutrition Programs, What's New.

Scheduling Body Venture for SY2017-18
Body Venture is KSDE’s traveling health education exhibit for students in grades K-5. Each year this exciting exhibit visits approximately 100 schools and helps students learn why it is so important to “Eat Smart. Play Hard.”. Requests to schedule Body Venture for the 2017-2018 school year are still being accepted. The Request to Schedule form is available at www.bodyventure.org, Schedules.

Third Wednesday Webinar – May 17
Join us on May 17 at 2:00 pm to learn about the updated CACFP Meal Pattern and how it affects School Nutrition Programs. Join the webinar at https://ksde.zoom.us/j/134705959. Audio for the webinar can be heard either through your computer speakers (if your computer has a microphone) or by calling 1-866-620-7326 and entering the conference code 7852962276# when prompted.

Professional Development Opportunities
A wide range of face-to-face, high quality, professional development opportunities are available for Child Nutrition Program personnel. These include KSDE’s Child Nutrition Management Academy, Administrative Update, Menu Planning classes, and Food Safety Basics classes.

Administrative Update 2017-18
SY2017-18 Administrative Update will be offered during CNMA and at additional regional locations throughout the summer. Topics will include new policy guidance for SY 2017-18 including Procurement and Buy American, Meal Modifications, Comprehensive Resource Management, Sodium Target Flexibility, Unpaid Meal Charge Policy, Professional Standards, Annual Civil Rights Training, Confidentiality, Verification and Determining Eligibility. In-depth Verification training will also be offered in September. Registration information is available at www.kn-eat.org, School Nutrition Programs, Training. Remember the authorized representative or designee is required to attend administrative training annually!

Child Nutrition Management Academy (CNMA) 2017
Planning is underway for CNMA 2017. Classes will be held at 6 locations in June and July 2017. This professional development program is designed specifically for directors, managers and supervisors of Child Nutrition Programs. Culinary classes taught by chefs will continue in 2017. We will also offer a track of Professional Development classes concurrent with CNMA for all Child Nutrition Program staff to attend. Save the dates and make it a staff training event! Registration information is available at www.kn-eat.org, School Nutrition Programs, Training.

- Haysville, Desoto and Hays – June 6-9
- Abilene, Chanute and Liberal – July 24-28
Updated CACFP Meal Pattern Training
Come learn about implementing the updated CACFP meal patterns that will go into effect October 1, 2017 for the Pre-K age group. Each sponsor that serves Pre-K meals is strongly encouraged to send at least one participant to training. Training will be offered at various locations and dates throughout the state between March 14-July 27. Visit www.kn-eat.org, School Nutrition Programs, Training for a list of trainings and registration details. Please note that the same training will be offered at each of the training locations. To begin implementation of the new CACFP meal pattern when the 2017-2018 school year begins, Sponsors must attend training and request approval for early implementation.

KSDE Training Portal: Online Professional Development Classes & Quick Train Tutorials
CNW staff are developing interactive online training classes and quick train tutorials that can be accessed free of charge 24/7 via the new KSDE Training Portal. The professional development classes offer a certificate which can be printed upon successful completion. Quick train tutorials are 5 minutes or less with no quiz and no certificate. Create an account now at https://learning.ksde.org/moodle/login/index.php. For detailed instructions on creating an account and accessing the training, go to www.kn-eat.org, School Nutrition Programs, Training.

Currently, available classes and tutorials include: Paid lunch Equity, Sodium Savvy, Smarter Lunchrooms, CACFP At-Risk Afterschool Meals, Civil Rights Compliance in Child Nutrition Programs, Confidentiality in Child Nutrition Programs, and Income Eligibility Determinations. When new professional development classes and quick train tutorials are added to the KSDE Training Portal, they will be highlighted in the monthly update.

Administrative Update 2017-18
SY2017-18 Administrative Update will be offered during CNMA and at additional regional locations throughout the summer. Topics will include new policy guidance for SY 2017-18 including the Wellness Policy Final Rule, Buy American, Purchasing, Bad Debt Policy Requirement, Updated CACFP Meal Pattern, Meal Modifications, Annual Civil Rights Training, Confidentiality, Determining Eligibility and Verification. In-depth Verification training will also be offered in September. Remember, the authorized representative or designee is required to attend administrative training annually. Registration information is available at www.kn-eat.org, School Nutrition Programs, Training for these free classes.

Nutrition Standards for School Meals and Calculating Components
Nutrition Standards for School Meals and Calculating Components classes will be taught numerous times throughout the summer. These classes provide important information for school nutrition professionals who plan menus and complete production records. Registration information is available at www.kn-eat.org, School Nutrition Programs, Training for these free classes.

Jump Start for Managers
Professional development can help new and aspiring managers successfully supervise a school's child nutrition program. Jump Start for Managers is designed to give a quick overview of program responsibilities, as well as provide tips, guidance and networking opportunities. The two-day Jump Start for Managers will be held in three locations in Kansas in Summer 2017.
- July 25-26 in Valley Center
- August 1-2 in Oakley
- August 2-3 in Topeka
Registration information is available at www.kn-eat.org, School Nutrition Programs, Training.

Food Safety Training
The schedule for Summer Food Safety Basics classes will be posted by the middle of May at www.kn-eat.org, School Nutrition Programs, Training. Remember to update your Food Safety Training Record in KN-CLAIM after your employees take a food safety class.
Online HACCP Class
The Online HACCP class will be available on a monthly basis and requires advance registration. Participants learn the material on their own schedule at a computer. The material must be completed within a 3-week time span. Proficiency in the material is measured through an online assessment which must be passed with a 90% grade. To register, call Cheri in Child Nutrition & Wellness, KSDE at 785-296-2276 or complete the registration form and mail or fax it as directed.

Team Nutrition – Grant Opportunities
Kansas Team Nutrition is actively working to promote health education programs supporting school wellness policy goals and is currently accepting applications for program materials and sub-grant funding for the following programs for SY2017-2018. Applications will be available after May 8 at: www.kansasteamnutrition.org. Deadline for both applications is May 31.

- **Fall Family Fun, Food and Fitness Event.** Apply for a $250 sub-grant to host a school sponsored health and fitness themed family night. In addition to sub-grant funds, grantees receive an event planning guide to assist in the planning process. Applications are due May 31.
- **Serving Up MyPlate and Discover MyPlate Standards Based Nutrition Education Curriculum.** Applications are being accepted for this standards-based USDA health education curriculum that helps elementary teachers integrate nutrition education into Math, Science, English, Language Arts and Health. In addition to classroom materials, sub-grant funds ($5 per student) are available to complete accompanying cooking/tasting activities. Applications are due May 31.

HealthierUS School Challenge – New Award Winners!
The U.S. Department of Agriculture and KSDE commends the following 6 schools for the exemplary steps, leadership, and team work employed to make changes to their schools’ nutrition environment; improve the quality of the foods served; provide students with more nutritious, healthy choices; and enhance their physical activity program. To acknowledge their achievement, the schools below will receive a HUSSC award plaque, a banner to display, and a monetary incentive award in the amount of $500 per school for those achieving the Bronze level award, and $1,000 per school for those achieving the Silver level award.

- USD #244 Burlington
  - Burlington Elementary School (Silver)
  - Burlington Middle School (Silver)
  - Burlington High School (Silver)

- USD #249 Frontenac
  - Frank Layden Elementary School (Bronze)
  - Frontenac Jr High School (Bronze)
  - Frontenac High School (Bronze)

Sunflower Spotlight – Celebrating Successes in Kansas Child Nutrition Programs
Additional information about all schools featured as a part of the Sunflower Spotlight can be found at www.kn-eat.org, School Nutrition Programs, Recognition.

Blue Valley School District USD 229 helps Harvesters fight hunger through a food recovery program. Since they started this program in 2011, they have donated enough food to provide 386,149 meals. They are easing hunger in their community by donating food to emergency food providers instead of feeding the dumpster. Charles Rathbun, Food Service Director, is being listed as a USDA Waste Warrior in an upcoming publication on food recovery.
Child Nutrition & Wellness KANSANS CAN 2016-17 Best Practice Awards
The Kansas State Board of Education has a new vision: Kansas leads the world in the success of each student. This new vision for education calls for a more child focused system that provides support and resources for individual success and will require everyone to work together to make it a reality. The academic achievement and physical well-being of our students in Kansas today will impact the success of our communities, our state and the nation in the future. The good health that results from good nutrition and physical activity, and the learning that is made possible as a result, is primary among those tools.

The purpose of this program is to encourage and reward outstanding practices in Child Nutrition & Wellness Programs in Kansas that support the Kansans CAN vision. There are many outstanding child nutrition programs in Kansas. We encourage you and your staff to make nominations for outstanding and/or innovative practices for recognition of your efforts. A nomination entry form is available at www.kn-eat.org, School Nutrition Programs, What's New. **Nominations are due to the Child Nutrition & Wellness office on or before May 31, 2017.** Winners will be notified by July 31 and presentations will be made at the August State Board of Education meeting.

Please do not hesitate to contact the Child Nutrition & Wellness team at (785) 296-2276 if we can be of assistance with this process. We look forward to receiving your nominations and celebrating the Kansans CAN Best Practice Awards with you at the August 2017 State Board of Education Meeting.

**You Are Appreciated**
School nutrition professionals serve more than food; you serve better concentration, improved test scores and healthy meals to over 350,000 Kansas kids each day. The Child Nutrition & Wellness team extends a sincere thank you to all school nutrition heroes.

**Cheryl, Kelly & Mark**