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

KN-CLAIM Upgrade – Coming in August!
The upgrade of the KN-CLAIM system is now tentatively scheduled for August 8 but could be delayed if data migration testing determines additional time is needed. A listserv message will be sent to all Authorized Representatives and Food Service Directors at least one day prior to its release with detailed information and links to training and Quick Reference Guides.

Administrative Update
Important updated information is being presented at Administrative Update Workshops through August 1. Each Sponsor is required to have at least one person attend this training annually. Go to www.kn-eat.org, School Nutrition Programs, Training for registration information.

Reimbursement Rates
Reimbursement Rates for FY 2018 are posted at www.kn-eat.org, School Nutrition Programs, Key Links.

Indirect Cost Rates
Indirect Cost Rates for 2017-2018 are now available at www.kn-eat.org, School Nutrition Programs, What’s New. The rate for private schools is 13.08%.

Attendance Factor
The state-wide attendance factor for SY2017-2018 is 95%.

Monthly Financial Management Reports

Spanish Translations
Spanish translations of KSDE’s documents related to program renewal are available at www.kn-eat.org, Administration, Foreign Language Translations.

New USDA Policy Memos
Flexibility for Co-Mingled Preschool Meals: Questions and Answers (SP 37-2017)
USDA offers a new Preschool and K-5 National School Lunch Program single-menu flexibility option when students are in the same service area at the same time. This flexibility is called Co-Mingled Preschool Meals. Read the USDA memo and Q&As for more information.

Grain-Based Desserts in the Child and Adult Care Food Program (CACFP 16-2017)
USDA has provided flexibility in the service of grain-based desserts in the Child and Adult Care Food Program. Graham crackers and animal crackers are now excluded from being designated as grain-based desserts. The flexibility provided in this memorandum does not apply to the National School Lunch Program or School Breakfast Program.
Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program (SP 38-2017)

USDA has continued to receive a number of inquiries relating to the details and enforcement of the Buy American provision in 7 CFR 210.21(d). This memorandum replaces SP 24-2016, Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, dated February 03, 2016. This guidance provides several updates, including suggested contract language to be utilized in solicitations, and serves to reinforce the importance of the Buy American provision to our economy and its positive effects on small and local businesses. Read the policy memo at www.kn-eat.org, School Nutrition Programs, What's New.


The 2017 Edition of the Eligibility Manual for School Meals is now available at www.kn-eat.org, School Nutrition Programs, What's New. The manual provides comprehensive information on Federal requirements, policies, and procedures, and is intended to help State agencies and Sponsors accurately determine, certify, and verify children's eligibility for free and reduced price school meals and free milk.


This guide, posted at www.kn-eat.org, School Nutrition Programs, What's New, provides guidance on the requirement for Sponsors to ensure equal access to Program benefits for children with disabilities, which includes providing special meals to children with a disability that restricts their diet. This resource is a companion piece to policy memos SP 59-2016 and SP 26-2017, and is designed to provide additional guidance on how the broader vision of the American for Disabilities Act can be implemented in school cafeterias nationwide. Plan to attend Leadership Connections this fall to discuss this guidance!

Web Based Interactive Food Buying Guide - NEW

Start using the new Web-based Interactive Food Buying Guide at https://foodbuyingguide.fns.usda.gov. This tool incorporates an interactive Product Formulation Statement Workbook that allows manufacturers to easily search and populate selected food items, calculate their product's contribution statement and generate a document that provides crediting information for Child Nutrition Program Sponsors.

Excel Application for Child Nutrition Program (CNP) Benefits

The Excel Application is now available in KN-CLAIM. Use of the form is OPTIONAL. The Excel Application is NOT to be posted on a district’s website. It automatically determines student eligibility for reduced price or free CNP benefits based on the information entered. The Excel Application CAN be used by school personnel as follows:

- During enrollment, parents/guardians complete the Excel Application with assistance from school personnel. A paper copy is printed and the parents/guardians signs the excel application. The Determining Official will sign the Certification Worksheet and attach it to the Excel Application signed by the parents/guardians.
- Parents/guardians submit paper applications as usual. School personnel enter the data from the paper application on the Excel Application and use the Certification Worksheet to compute the household size and income. The Determining Official will sign and date the original paper application attaching the Certification Worksheet.
- Error-prone applications are identified on the Certification Worksheet.

Breakfast Outreach

Schools participating in the School Breakfast Program must inform families of the availability of breakfast prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced price meal applications for the new school year. In addition, schools should send reminders regarding the availability of the School Breakfast Program multiple times throughout the school year.
Wellness Policy Committee
It is time for each sponsor to organize its Wellness Policy Committee. The committee should involve representatives of parents, students, the School Nutrition Program, the school board, school administration, teachers, school health professionals and the public.

Refresh your efforts to engage students with a new SNA’s resource tool developed with the National Dairy Council and Fuel Up to Play 60. *Ingredients for Increased Student Engagement* is designed for school nutrition professionals at all levels to help open the lines of communication and empower students to become more involved in the school meal program.

Third Wednesday Webinar – August 16
Join us on **August 16 at 2:00 pm** to learn about CN Labels, Product Formulation Statements and Nutrition Facts Labels. 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.

Meal Modification Webinar – Form 19B Updated!
Join us on August 8 at 10:00 am or August 29 at 2:00 pm to learn more about the new guidance to accommodate children with disabilities and the revision of Form 19B Medical Statement to Request School Meal Modification. Join the webinar at https://ksde.zoom.us/j/279495772. 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.

Leadership Connections – Fall 2017
Watch for the schedule of Leadership Connections meetings that will be posted in August at www.kn-eat.org, School Nutrition Programs, Training. Plan now to attend to learn more about *Accommodating Children with Disabilities in the School Meal Programs* including meal and service modifications, substitutions, procedural safeguards and non-disability situations.

Annual Civil Rights Training
“Front line staff” and their supervisors must have civil rights training annually. “Front line staff” includes employees who interact with program applicants or participants regarding program services and benefits. Plan now to attend the KSDE School Nutrition Programs Administrative Update, read Chapter 5 in Food Service Facts and/or use the Annual “Front-Line Staff” training handout and the Civil Rights Quick Tutorial posted at www.kn-eat.org, School Nutrition Programs, Food Service Facts to conduct the training session. Child nutrition professionals can also individually take the online Civil Rights Compliance in Child Nutrition Programs 2017 for professional development credit. Information is available at www.kn-eat.org, School Nutrition Programs, Training, Online Classes. Be sure to keep documentation of civil rights training on file. Training rosters must also be uploaded annually during Program Renewal.

Verification Training
Plan now to attend Verification training in September! This face-to-face 2-hour training will be available regionally. The schedule will be posted at www.kn-eat.org, School Nutrition Programs, Training. If you are unable to attend a face-to-face training, a webinar will be held on September 29 at 10:00 am. Webinar details will be provided in the August Update.

Food Safety Training
The schedule for Summer Food Safety Basics classes is posted 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 Professional Development Classes and Tutorials
Implementing HACCP in Kansas in now available online! Other classes available through the KSDE Training Portal: Menu Planning for the SFSP, CACFP At-Risk Afterschool Meals, Civil Rights Compliance in Child Nutrition Programs, Confidentiality in Child Nutrition Programs, Income Based Eligibility Determination, Paid Lunch Equity SY17-18, Online Training for KN-CLAIM, Smarter Lunchrooms, and Sodium Savvy. These classes are available at www.kn-eat.org, School Nutrition Programs, Training, Online Classes.

At-Risk Afterschool Meals
Help students make the grade this coming school year by serving At-Risk Afterschool Meals to school aged children in lower income areas. Help ensure that children have access to nutritious meals and snacks for students to achieve both in and outside of the classroom. Qualified sites providing educational or enrichment activities after the end of the school day, on weekends or on holidays during the school year can receive reimbursement at the free rate for all meals/snacks that are served. For more information call 785-296-2276 and ask for Mark or Laura.

Fresh Fruit & Vegetable Program (FFVP) Participants for SY 2017-18
The FFVP is a USDA program that provides funds to elementary schools for the purpose of serving additional fresh fruits and vegetables to students at times other than at breakfast or lunch. For SY 2017-18, 147 Kansas elementary schools will be provided FFVP funds totaling over $2 million. Grant funds will be used to pay the cost of FFVP food, supplies, labor and program administration. The grants will directly benefit approximately 50,000 Kansas students. A list of schools that were selected to participate in the FFVP for the 2017-18 school year is available at www.kn-eat.org, Fresh Fruit & Vegetable Program.

Is This Meal Reimbursable Training – Lunch & Breakfast
The Child Nutrition & Wellness team has developed two short training modules that can be used to train school food service professionals and cashiers how to identify a reimbursable lunch and breakfast meal. Go to www.kn-eat.org, School Nutrition Programs, Guidance, Menu Planning and Production Records for the slides as well as complete trainer notes! A 2-hour class about lunch and a 1-hour class about breakfast are also available to be requested for an in-service or regional training event, for in-depth training with hands-on activities! Contact Cindy Johnson at cljohnson@ksde.org to schedule these important classes!

Farm to Plate in Kansas
Berries, corn and melons - Oh My! Many Kansas grown fruits and vegetables are now in peak season. It is time to plan your back to school menus by checking the availability in your area and making some seasonal swaps. Work with a producer using our resources for easy record keeping. Building a Successful Farm to School/Preschool Model - Top 10 Tips for Success in Kansas and the food safety HACCP guidance, vendor letter, and informal bid document are found on our website at www.kn-eat.org, Farm to School, Guidance.

USDA has just released a Farm to Child Nutrition Programs Planning Guide which directs you through questions to consider when starting or growing a Farm to School, Farm to CACFP, or Farm to Summer program. This planning guide should be used as a supplemental tool to the Farm to School Planning Toolkit. This guide can be updated annually to ensure you are working towards your long-term goals. Now is the perfect time to plan your farm to school activities for the next school year!

Target Field Trip Grants
The Target Field Trip Grants program provides funds for K-12 field trips in order to give students throughout the country the opportunity to explore more of the world outside the classroom. Online applications will be accepted between August 1 and October 1, 2017. Learn more and apply.
Project Produce: Fruit and Veggie Grants for Schools
The Chef Ann Foundation presents Project Produce: Fruit and Veggie Grants for Schools. This grant is designed to help increase kids' access to fresh fruits and vegetables and create experiential nutrition education when and where students make their food choices: in the cafeteria. The $2,500 one-year grants support food costs to incorporate school-wide fruit and vegetable tastings into the school’s nutrition program. Grants will be determined on an ongoing basis depending on available funding. Learn more and apply.

Breakfast Blueprint
FRAC and the American Federation of Teachers (AFT) have partnered to develop Breakfast Blueprint: Breakfast After the Bell Programs Support Learning, a comprehensive guide for planning, implementing, and evaluating breakfast after the bell programs. It also includes a section on incorporating farm to school in breakfast after the bell programs, created in partnership with the National Farm to School Network.

National School Lunch Week – October 9-13
This year’s theme for National School Lunch Week (NSLW) “School Lunch: Recipes for Success”, was designed to help you tell your school lunch story, including the “secret ingredients” to your success. Share with students, parents, and school officials during NSLW to show them what makes your school lunch program special. Download the tool kit at www.schoolnutrition.org.

Leadership Forum 2017
The annual Leadership Forum for School Food Service Directors will be held October 6 in Topeka. There is no registration fee and KSDE will provide lunch at no charge. Save the date and watch for registration details in August. Plan now to attend the Leadership Forum and stay for SNA-KS Fall Conference. You will not want to miss either of these amazing professional development opportunities!

2016-17 Team Up for Smart Snacks Challenge: Celebration Edition Recipe Book
Family and Consumer Science educators, students, and School Nutrition Program staff “teamed up” to enhance the healthy school environment. Teams were encouraged to use their ingenuity and food innovation skills to develop recipes that taste great, that students will want to eat, and that meet the “Smart Snacks in School Nutrition Standards.” Over 102 teams from 24 Kansas Nutrition and Culinary classes took on the challenge. The effort tapped into the creativity of students from large schools, small schools, private schools, high schools and middle schools. Team submitted their recipes to KSDE Child Nutrition & Wellness. Recipes were evaluated for compliance with the “Smart Snacks in School Nutrition Standards” and judged for taste. Selected recipes are presented in this “Team Up for Smart Snacks Recipe Challenge – Celebration Edition” Recipe Book found at www.kn-eat.org, School Nutrition Programs, Guidance, Smart Snacks.

Sunflower Spotlight
Sunflower Spotlights are posted on our website at www.kn-eat.org, School Nutrition Programs, Recognition!

Lawrence USD 497 has been awarded the USDA Farm to School Planning Grant for 2017! This grant will allow USD 497 to lead Douglas County schools through a planning phase aimed at developing a successful farm to school program in Douglas county school districts. They will contract with a farm to school strategic planner as well as a public relations/marketing consultant to build a unique identity while supporting local farmers in the region. They anticipate reaching approximately 15,000 students across the county!
**Staffing Update**
Heidi Wells, Child Nutrition Consultant, will be leaving the Child Nutrition & Wellness team effective July 28, 2017. Please join us in thanking her for her excellent work in monitoring and providing technical assistance and training to Sponsors of Child Nutrition Programs, especially in Central Kansas, for the past 5 years. Heidi has taken the position of Food Service Director for the Renwick School District.

Kelly Wayner, Health Educator, left the Child Nutrition & Wellness team effective July 19. She has accepted a position as a Physical Education teacher in the Auburn Washburn School district. The Child Nutrition & Wellness team thanks Kelly for her efforts to increase physical activity in schools and in helping Sponsors achieve healthier school environments through strong wellness policies.

**Get Ready for Back to School**
School year 2017-2018 is right around the corner and everyone is busy preparing. The Child Nutrition & Wellness team has developed a new resource “Why Work in Child Nutrition Programs” posted at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, What’s New, that can be used to recruit new staff to fill vacancies. The CNW team is looking forward to teaming up with each of you for a successful new school year! As always, please contact the Topeka office or your area Child Nutrition Consultant with any questions or if we can assist in any way!

Cheryl, Kelly, and Mark