



Child Nutrition & Wellness

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July Update

Distributed to the School Nutrition Program Authorized Representatives and
Food Service Directors via Listserv
July 31, 2018

Administrative Update

Important updated information is being presented at Administrative Update Workshops through August 6. 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 2019 are posted at www.kn-eat.org, School Nutrition Programs, Key Links.

Indirect Cost Rates

Indirect Cost Rates for 2018-2019 are now available at www.kn-eat.org, School Nutrition Programs, What's New. The rate for private schools is 13.31%.

Attendance Factor

The state-wide attendance factor for SY2018-2019 is 95%.

Monthly Financial Management Reports

In order to complete the Annual Financial Report in KN-CLAIM by August 15, you **MUST** complete the on-line Monthly Financial Management Reports for Program Year 2018. The Monthly Financial Reports will automatically roll-up to create the Annual Financial Report.

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 and Guidance

SP 18 2018 – Child Nutrition Flexibilities for SY 2018-19

These flexibilities are effective July 1, 2018:

- **Milk:** Sponsors in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) have the option to offer flavored, low-fat (1 percent fat) milk as part of a reimbursable meal for students in grades K through 12. Flavored, low-fat (1 percent fat) milk may be provided to Special Milk Program and Child and Adult Care Food Program (CACFP) participants 6 years of age and older. **No demonstration of hardship will be required.** Schools will also be able to offer flavored, low-fat milk as a competitive beverage for sale.
- **Whole Grains:** KSDE continues to have the discretion to grant whole grain-rich exemptions to Sponsors that can demonstrate hardship(s) in procuring, preparing, or serving specific products that are acceptable to students and compliant with the whole grain-rich criteria. Sponsors that receive exemption approval must offer at least half of the grains as whole grain-rich.
- **Sodium:** Sodium Target 1 will continue as the regulatory limit in the NSLP and SBP.

USDA is currently developing a final rule that will address the availability of flexibilities beyond SY 2018-2019.

Purchasing Thresholds

The Federal thresholds for micro-purchasing has increased to \$10,000 and simplified acquisitions to \$250,000. Kansas statute requires formal purchasing procedures be used for non-food items and services valued at \$20,000 or more.

Rebate Guidance from USDA

Discounts, rebates, and credits periodically become available for a variety of reasons such as when a manufacturer or distributor offers special incentives to sell products to eliminate surplus inventory. This is true even in a fixed-price contract. Sponsors learn of these potential resources when the manufacturer's/distributor's representative contact the Sponsor to "help" them obtain these resources, or when an unexpected rebate check is received. The Sponsor is eligible for the discount, rebated, or credit when they purchase the product, usually during a limited period of time.

Agreements, such as with IPS, allows IPS to facilitate movement of a manufacturer's/distributors surplus inventory and the representative "agrees" to provide the resource to the Sponsor based on the Sponsor purchases minus a percentage of the rebate value. This percentage value is why the practice is not allowable. The service must be competitively procured using the applicable procurement method and the cost of the service must be a fixed, not based on a percentage (2 CFR 200.323(d)). Also, if a Sponsor is in a cost-reimbursable contract, all discounts, rebates, or credits must be returned to the nonprofit food service account. If the Sponsor later obtains a discount, rebate, or credit based on their history of purchase from that contract, the full value of the discount, rebate, or credit must be credited without the reduction of a service fee such as that by IPS.

To competitively procure the service, the Sponsor will need to ensure the process of reporting the value of discounts, rebates, and credits obtained is transparent. This may include tracking the amount of product purchased using distributor invoices and reconciling this to the velocity report from the distributor to ensure the full value of discounts, rebates, or credits applicable are reported by the service provider. If the Sponsor allows the contracted service provider to debit the fixed-fee for service from the full value obtained, this option must be in the solicitation so all bidders/responders will know this option exists. The contracted service provider's statement must report the full value of the discounts, rebates, and credits obtained and the contracted fee to be paid to the Sponsor, or the contracted fee that was debited from the value, if applicable.

Agency Information Collection Activities; Proposals, Submissions, and Approvals: School Nutrition and Meal Cost Study-II

In a [Federal Register](#) notice published on June 27, 2018, USDA FNS [requested comment](#) on a newly proposed information collection for the School Nutrition and Meal Cost Study-II (SNMCS-II). The study aims to provide a comprehensive picture of school food service operations and the nutritional quality, cost, and acceptability of meals served in NSLP and the School Breakfast Program (SBP). Comments must be received on or before August 27, 2018.

Study of School Food Authority (SFA) Procurement Practices; Submission for OMB Review; Comment Request

In a [Federal Register](#) notice published on July 17, 2018, USDA FNS [requested comment](#) on a proposed information collection for a study to describe and assess the practices of SFAs related to procuring goods and services for several child nutrition programs, including NSLP and SBP. FNS is seeking comments on: whether the proposed collection of information is necessary for proper performance of the functions of the agency; the accuracy of the agency's burden estimate; ways to enhance the quality, utility and clarity of the information to be collected; and ways to minimize the burden of the information collection. Comments may be submitted to OIRA_Submission@omb.eop.gov and must be received by August 16, 2018.

Deadline Extension: Identifying Regulatory Reform Initiatives

In a [Federal Register](#) notice published on June 20, 2018, USDA [provided notice](#) that the comment period for their [July 2017](#) request for information has been extended until July 18, 2019. USDA is seeking public comment on regulations, guidance documents or any other policy documents that need reform.

Evaluation of the Independent Review of Applications Process; Submission for OMB Review; Comment Request

In a [Federal Register](#) notice published on July 18, 2018, USDA FNS [requested comment](#) on a proposed information collection for a voluntary study to provide key information about the processes and overall effectiveness of the Independent Review of Applications (IROA) requirement. FNS is seeking comments on: whether the proposed collection of information is necessary for proper performance of the functions of the agency; the accuracy of the agency's burden estimate; ways to enhance the quality, utility and clarity of the information to be collected; and ways to minimize the burden of the information collection. Comments may be submitted to OIRA_Submission@omb.eop.gov, and must be received by August 17, 2018.

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. Team Nutrition has developed a Local School Wellness Policy Outreach Toolkit. Download the toolkit at:

<https://www.fns.usda.gov/tn/wellness-policy-toolkit>.

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 in early August. Online verification training will be available September 25 at 2:00 pm after the conclusion of the face-to-face trainings. Join the webinar at

<https://meet.lync.com/ksde/kchanay/YFW7FJ2B>

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 Train 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 for professional development credit found on the KSDE Learning Portal (<https://learning.ksde.org>). Be sure to keep documentation of civil rights training on file. Training rosters must also be uploaded annually during Program Renewal.

Sponsors Contracting with a Food Service Management Company

All sponsors contracting with a Food Service Management Company are strongly encouraged to participate in the 2018 FSMC Fall Update on September 18 at 10:00 am. Join the webinar at <https://meet.lync.com/ksde/kchanay/F6V0FFV6>. The webinar will provide updates for the 2018-19 school year as well as review sponsor responsibilities for monitoring FSMC contracts.

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.

English for Food Service Train-the-Trainer

Train-the-Trainer opportunities for an “English for Food Service” course are available. This is an eight-week course designed to be taught by someone within the district to non-native English speakers with the goal of improving English language skills of food service personnel. After at least one person from the district has attended the Train-the-Trainer session, course materials will be provided to teach the course in the district. Future dates will be coordinated with interested sponsors. For more information on this course or to be contacted when train-the-trainer dates are scheduled, please contact Emily Brinkman at ebrinkman@ksde.org or 785-296-2276.

Fiscal Year 2018 National School Lunch Program Equipment Assistance Grants

Kansas has received an allocation of \$251,643 to competitively award equipment assistance grants to eligible Sponsors participating in the National School Lunch Program (NSLP). Priority must be given to high need schools where 50% or more of the enrolled students are eligible for free or reduced price meals and to those schools that did not receive a previous NSLP Equipment Assistance Grant. These funds will allow Sponsors who apply and are awarded equipment assistance grants to purchase equipment to improve nutritional quality of school meals, safety of food served, overall energy efficiency, ability to use locally grown fresh fruits and vegetables or implement Smarter Lunchroom techniques. The Kansas grant application is available at www.kn-eat.org, School Nutrition Programs, What’s New. Applications are due October 15, 2018.

Webinar Recording: Professional Standards Training Tracker Tool 2.0: Enhancements for Training Tracking Success!

On June 6, 2018, the USDA Nutrition and Technical Assistance Branch held a webinar that provided an interactive demonstration showcasing the new enhancements, such as a streamlined and seamless way of creating user profiles, selecting managers, assigning employees, and easily creating user profiles for a large number of employees at one time. The link to the recording of the webinar is available on: Team Nutrition Webinar page (<https://www.fns.usda.gov/tn/webinars-and-training>) and Professional Standards page (<https://www.fns.usda.gov/school-meals/professional-standards>).

KSDE Training Portal: Online Professional Development Classes & Quick Train Tutorials

CNW staff continue to develop new interactive online training classes and quick train tutorials that can be accessed free of charge 24/7 via the KSDE Training Portal. The professional development classes offer a certificate upon successful completion which can be printed. Quick train tutorials are 5 minutes or less with no quiz and no certificate. Create an account now at <https://learning.ksde.org> and see the entire list of classes and tutorials available. For detailed instructions on creating an account and accessing the training, go to www.kn-eat.org, School Nutrition Programs, Training.

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 Laura.

Is This Meal Reimbursable Training – Lunch & Breakfast

The Child Nutrition & Wellness team has developed two training modules that can be used to train school food service professionals and cashiers how to identify a reimbursable lunch and breakfast meal. A 2-hour class about lunch and a 1-hour class about breakfast are also available to be requested for an in-service or a regional training event, for in-depth training with hands-on activities! Contact Cindy Johnson at cljohnson@ksde.org to schedule these important classes!

Who Are Your Local Food Champions?

Now is a great time to identify Local Food Champions in your community. Recruit a team that is willing to help generate enthusiasm for Farm to Plate initiatives. Consider putting together a team of community members, local farmers, administrators, staff, parents and students to set goals for nutrition education and adding local products in school meals and snacks to create awareness of where food comes from and healthy eating habits. Consider promotional activities- farm field trips, featuring a local product one day a week, such as Farm Fresh Fridays or plan an entire “in-season” meal and have a local farmer come to eat with students. Watch for a Farm Fresh Friday resource with a planning guide and suggested menus coming soon!

National School Lunch Week – October 15-19

This year’s theme for National School Lunch Week (NSLW) “School Lunch: Lots 2 Love”, was designed to help students and school nutrition professionals connect and share what each loves most about school lunch with parents, school officials, the media and the general public. Start planning your celebration today- get started with the help of resources from the School Nutrition Association. Download the tool kit at www.schoolnutrition.org.

Team Nutrition Grant Opportunity

Kansas Team Nutrition is actively working to promote health education programs supporting school wellness policy goals and is currently accepting applications for Serving Up MyPlate and Discover MyPlate program materials and sub-grant funding for the SY2018-2019. The application is available now at www.kansasteamnutrition.org. **Deadline for the application is August 31.**

KN-CLAIM Customer Satisfaction Survey

The Child Nutrition & Wellness Team would greatly appreciate sponsor feedback regarding KN-CLAIM. With the award of a Technology Innovation Grant (TIG) from USDA, CNW is designing updates to KN-CLAIM to increase integrity and reduce program errors across all programs. The goal of version 3 of KN-CLAIM is to make reviews and monitoring easier for our sponsors. In order to assess the success of this grant, baseline customer satisfaction data is needed. Please help our team make v3 of KN-CLAIM the best version yet by filling out this 5-minute survey:

https://forms.office.com/Pages/ResponsePage.aspx?id=c6CE4COUcUahq3FLtaSl4_5KabgoFJr_B7A5cxaSJURFNHWIVQNjJDUic4TIBZWlc3MkJVU0iMSi4u.

HealthierUS Schools Challenge – New Award Winners!

The U.S. Department of Agriculture and KSDE commends the following schools for the exemplary steps, leadership, and teamwork 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 in the amount of \$500 per school for achieving the Bronze level award.

Neodesha School District USD #461

- Heller Elementary
- North Lawn Elementary
- Neodesha Middle and High School

Sunflower Spotlight

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

At Spring Hill USD 230 Skylar Kilbey & Hudson Sparks LOVE Tacos. These two girls wrote a letter to their principal Michelle Hackney and along with the letter they also presented her with a signed petition from fellow students to have a Taco Tuesday. The girls had t-shirts made so they would be ready if there was going to be a celebration for TACOS. The t-shirts were pink and said "Yesterday I wanted Tacos, Today I ate Tacos. I'm just following my Dreams". Mrs. Hackney approached Jayci Dalton, Nutrition Services Director with all the documentation that the students wanted a Taco Tuesday Celebration. Of course this was not a problem and the planning began. Taco Tuesday shirts were ordered for the nutrition services staff and of course each kitchen would need a TACO HAT. Flyers with pictures were placed around the school promoting "Taco Tuesday" and to be watching for Mrs. Hackney to be wearing a special hat. After the event was over students wrote letters to Mrs. Hackney and told her how wonderful she is and that they loved the taco hat. Pictures were even drawn of her wearing the hat and one even drew her wearing a bikini that consisted of tacos. Skylar and Hudson, the persuasive essay writers gave Mrs. Hackney a gift. Triceratato "Dinosaur" Taco Holder. Very cute. We were hoping that we would have an increase in participation and it definitely did what we hoped for. We involved all 3 elementary schools and the taco hats were a big hit. At Wolf Creek, Mrs. Hackney wore the hat, at Prairie Creek, we have a special needs worker who loved wearing the hat and at Spring Hill Elem. it was traded off between Connor who was subbing for us and Dave the custodian. We plan to continue wearing our shirts every time we have tacos and Jayci has promised when tacos are served it will be on Tuesdays!

Staffing Update

Tessa Adcock, Team Nutrition Project Director, has left the Child Nutrition & Wellness team effective July 27, 2018. Please join us in thanking her for her excellent work in directing Team Nutrition grant activities. Tessa has taken the position of Food Service Director for the Kansas School for the Deaf and the Kansas School for the Blind.

Kansas Awarded School Breakfast Leadership Grant from Share Our Strength

The simple act of feeding kids a healthy school breakfast can have a dramatic impact on their academic, health and economic futures. There is a large gap in Kansas between the number of kids who are eligible for free or reduced-price meals at school and those who are actually accessing these meals. In Kansas, only 39 percent of the children eligible for free/reduced price meals are currently eating school breakfast and only 17 percent of all K-12 enrollees are eating school breakfast. Too many children start their school day on an empty stomach. Whether they miss this vital meal simply due to a hectic morning schedule, or because there is not enough to eat at home, skipping breakfast comes at a high price for all students.

Kansas has been awarded a School Breakfast Leadership Grant from Share Our Strength to help bridge this gap and ensure more Kansas students are able to start the day with a healthy breakfast and be ready to learn. The Kansas School Breakfast Leadership Plan will be detailed at the August State Board of Education meeting. Watch for details, including grant opportunities to implement innovative breakfast models such as Second Chance and Grab and Go breakfast in the August Update. Could you be a breakfast champion and provide the opportunity for more students to have access to breakfast this coming school year?

Team Up for School Nutrition Program Success – Innovative Breakfast Delivery

KSDE is excited to be able to work with Share Our Strength to Offer Team Up for School Nutrition Success – Innovative Breakfast Delivery on November 6 in Salina at the Webster Conference Center from 9 am – 3 pm. The workshop will provide customized technical assistance and sessions highlighting best practices in the areas of Innovative Breakfast Delivery Models and Securing Administrative Buy-In. Team Up participants will develop personalized goals, strategies, and an action plan to assist with the administration of Innovative Breakfast Delivery. In addition to all the great resources that mentors will be sharing, there will also be several allied organizations along with Child Nutrition & Wellness staff in attendance to present information. Register online at <https://www.surveymonkey.com/r/WMP33QR>.

If you have questions or if we can assist in any way, please call your area Child Nutrition Consultant or the Topeka office. Together, let's make SY2018-19 the best yet!

Cheryl and Kelly