



## Child Nutrition & Wellness

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### June Update

Distributed to the School Nutrition Program Authorized Representatives and  
Food Service Directors via Listserv  
June 27, 2018

#### Distribution of Applications

Remember that the application packet for CNP benefits is not to be distributed to households before July 1.

#### Reimbursement Rates

Reimbursement rates for FY2019 will be posted at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Key Links as soon as they are available from USDA.

#### Program Renewal

The Program Renewal memo and webinar recording are available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Administration, Program Renewal (Program Renewal is in the drop-down list when you scroll over Administration).

- Program renewal documents are due by **July 15, 2018**.
- Reimbursement claims for school year 2018-2019 cannot be processed until all program renewal documents are approved by KSDE.
- Reminder: The Wellness Impact Tool and Annual Financial Report must be completed in Program Year **2018**.
- **Important:** The prototype Procurement Plan Appendix A: Buy American Documentation log cannot be completed at the time of Program Renewal for the entire year. **It is an optional prototype that can be used to document justifications for limited product exceptions if needed during the school year.**

#### 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.

**Important Reminder: Make transfers to the Food Service Fund for low priced adult meals, gratis other adult meals and/or paid lunch equity before the end of the state fiscal year - June 30!**

#### Wellness Policy Data

Complete the Wellness Impact Tool in PY2018 in KN-CLAIM to accurately reflect the sponsor's status in relation to the current Kansas School Wellness Policy Model Guidelines as of the end of SY 2017-18. School Wellness Policy data for every school district in Kansas is available to the public at KSDE Data Central: [www.ksde.org](http://www.ksde.org), Data Central, Child Nutrition & Wellness Reports.

#### Community Eligibility Provision – Application Available in KN-CLAIM

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. Sponsors must complete the application at [www.kn-eat.org](http://www.kn-eat.org), KN-CLAIM, School Nutrition Programs, Applications, Community Eligibility Application by **June 30** if applying to elect the Community Eligibility Provision for SY 2018-19. If you have questions, please contact Julie Henry at [jhenry@ksde.org](mailto:jhenry@ksde.org) or 785-296-2276.

### Indirect Cost Rates

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

### Spanish Resources

#### Prototype Application and Letter to Household

The USDA Spanish version of the revised [Prototype Application for Free and Reduced Price School Meals](#), along with the translated prototype letter to households and the instructions document, are available at <http://www.fns.usda.gov/school-meals/translated-applications>. KSDE has Spanish application materials available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Program Renewal, Foreign Language Translations.

### An At-Risk Afterschool Meals Toolkit is Now Available!

Kansas Team Nutrition has developed a toolkit for At-Risk Afterschool Meals sponsors. Check it out today! Resources in the toolkit include: sample social media posts to promote your program, a 2-week hot menu, 2-week cold menu, 4-week snack menu, program administrative tools, and supplemental menu resources. The toolkit can be found on the CACFP website at: [www.kn-eat.org](http://www.kn-eat.org), CACFP, Resources, At-Risk Afterschool Meals.

### Direct Certification – SY 2018-19

All sponsors are required to use the Direct Certification system to assure that all foster students and students eligible for Food Assistance or Temporary Assistance to Families (TAF) are approved to receive free school meals. A complete list of all foster students and students eligible for Food Assistance or TAF will be available online after **July 9**. **The Direct Certification System displays daily matches**. Check the Direct Certification List frequently. The sponsor list will show new students added at the top with the date matched.

### Time to Review and Update the Food Safety Training Record

Please review the Food Safety Training Record located in KN-CLAIM to ensure all of your school's food service staff including the Food Service Director are current on Food Safety training. Please update the information or if needed, make plans now to send employees to training this summer or next fall. Food Safety training is required for all school foodservice staff every 5 years. Sponsors who contract with a Food Service Management Company (FSMC) must also report food safety training for FSMC employees on the training record. Food Safety Basics training is offered at various locations across the state and the KSDE Training Portal (<https://learning.ksde.org>) free of charge.

### USDA Updates

In a [Federal Register Notice](#) published on May 23, 2018, the U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) announced that they're seeking comment on a revision of their currently approved information collection from State agencies, School Food Authorities and schools for the administration of the School Breakfast Program. FNS is inviting comment on the necessity and utility of the program's reporting and record keeping requirements, the accuracy of their time burden estimates, ways to minimize reporting and recordkeeping burdens, and ways to enhance the quality of the information collected. Comments must be received on or before July 23, 2018.

### Deadline to Provide Comments on Program Simplification Extended

USDA [provided notice](#) that the comment period for their July 2017 request for comments on Identifying Regulatory Reform Initiatives has been extended until July 18, 2019. USDA is seeking public comment on regulations, guidance documents, or any other policy documents that need reform. SNA members are encouraged to submit their suggestions through the [SNA Legislative Action Center](#).

### Time to Review Annual Professional Standards Requirements

Now is the time for Authorized Representatives to review documentation and update the professional development tracking log or record of training for all Child Nutrition Program staff. It is important to make sure minimum requirements have been or will be met for all staff for the current program year.

### **Professional Development Opportunities**

A wide-range of 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. For a list of professional development classes with class descriptions that can be requested for face-to-face training, go to [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training, Kansas Professional Development Training System.

### **Administrative Update 2018-19**

SY2018-19 Administrative Update will be offered during CNMA and at additional regional locations throughout the summer. Topics will include new policy guidance for SY 2018-19 including Procurement, Buy American, Market Basket Analysis, Meal Modifications, Meal Pattern Flexibilities, 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](http://www.kn-eat.org), School Nutrition Programs, Training. **Remember the authorized representative or designee is required to attend administrative training annually!**

### **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. Registration information for these free classes is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.

### **Child Nutrition Management Academy and Staff Professional Development Classes**

CNMA 2018 classes will be held at two locations each during the weeks of **July 16-20** (Abilene and Garden City) and **July 23-27** (Garden Plain and Paola). This professional development program is designed specifically for directors, managers and supervisors of Child Nutrition Programs. Classes offered: Financial Management of School Nutrition Programs, Kansas Procurement, Personnel Management 1, Food Service Sanitation, My Role in Creating a Healthier School Environment, Build a Better Breakfast, The Many Sides of Sides, Speeding Up Speed Scratch and Administrative Update. Culinary classes will be taught by chefs again in 2018! We will also offer a track of Professional Development classes concurrent with CNMA for all Child Nutrition Program staff to attend. Registration information is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.

### **Microsoft Office in Child Nutrition Programs**

Make Microsoft Office work for you! KSDE will offer Microsoft Excel, Word, and PowerPoint in Child Nutrition Programs classes in August. Excel will be offered from 8:30-11:30 am. Word and PowerPoint will be offered from 1:30-3:30 pm. Learn how Microsoft Office can help you save time by streamlining and increasing efficiency in Child Nutrition Program operations. Technical assistance for program renewal will be available by a Child Nutrition & Wellness consultant at each location. Registration information is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.

### **English for Food Service Train-the-Trainer**

KSDE will be hosting a Train-the-Trainer opportunity for an "English for Food Service" course. 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. The Train-the-Trainer session will be on July 19 during CNMA in Abilene from 9:00 a.m. to 3:00 p.m. To register, or for questions on the course, please contact Emily Brinkman at [ebrinkman@ksde.org](mailto:ebrinkman@ksde.org) or 785-296-2276.

### **Baking Boot Camp – Quantity Baking Classes, More Classes Scheduled Due to High Demand!**

Save the Dates for Back-to-School Baking Boot Camp! This two-day hands-on baking experience will cover techniques for producing healthy quick breads and healthy yeast breads in quantity. Attend one or both days in either Renwick School District in Andale on August 14-15 or in Hays on July 30-31. Registration information is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.

### **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 2018. Registration information is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.

- Scott City, August 1-2, 2018
- Spring Hill, July 31-August 1, 2018
- Junction City, July 30-31, 2018

### **Food Safety Training**

The schedule for Summer Food Safety Basics classes is posted at [www.kn-eat.org](http://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.

### **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](http://www.kn-eat.org), School Nutrition Programs, Training.

### **Summer Nutrition Success – 177 Sponsors, 680 Sites!**

Kansas is pleased to show an increase in sponsors and sites for summer 2018. A listing of all Kansas SFSP sites, including addresses and meal times is available at [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program, Locate a Site Near You.

### **Lunch Across Kansas – Keeping the SFSP Momentum Going!**

Keeping the community engaged and coming back to sites week after week is essential to summer success. Having “Spike Events”, similar to kick-off events, to re-engage the community and remind families of the importance and availability of summer meals can ensure that you reach all the children in your community in need of healthy meals! **July 2018 has been designated Lunch Across Kansas. That's right – a whole month devoted to promoting the Summer Food Service Program!** This summer a goal of providing meals and snacks to 500,000 Kansas kids during the month of July has been set! Historically, site attendance drops off after July 4. Take advantage of community events surrounding Independence Day and make a plug for summer meals at parades and neighborhood BBQs! Kansas Appleseed can assist with highlighting what sponsors are doing across the state to participate in Lunch Across Kansas. Please share with Kansas Appleseed by emailing Christina Ostmeyer at [costmeyer@kansasappleseed.org](mailto:costmeyer@kansasappleseed.org), so Kansas Appleseed can help amplify efforts. Make plans now to promote your Summer Food Service Program during July for Lunch Across Kansas!

**National Summer Learning Day is July 12** and provides an ideal opportunity to partner with libraries, schools, and community organizations to incorporate fun learning opportunities into the Summer Food Service Program not only on July 12, but all month long. For more information on National Summer Learning Day, go to <https://www.summerlearning.org/summer-learning-day/>.

### **Nutrition Education Activity Guide – Coming Soon!**

Child Nutrition & Wellness is pleased to announce that all Sponsors will be mailed a Nutrition Education & Activity Guide. This fun and innovative guide can assist with incorporating fun and interactive nutrition education activities at SFSP meal service sites! We encourage you to use this guide to plan a nutrition education activity on National Summer Learning Day!

### Body Venture

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 2018-19 school year are still being accepted for these dates:

- October 4 – Rooks, Osborne, Mitchell & Lincoln Counties
- October 16 – Ford, Gray Counties
- December 11,12 – Sedgwick, Butler Counties
- March 12, 13, 14
- April 3 – NE Counties
- April 18 – Sedgwick, Butler Counties
- April 30 – Sedgwick, Butler Counties

To view Body Venture in action, [https://youtu.be/s6LSBmPkK\\_U](https://youtu.be/s6LSBmPkK_U). The Request to Schedule form is available at [www.bodyventure.org](http://www.bodyventure.org), Schedules. Contact Meg Boggs at [mboggs@ksde.org](mailto:mboggs@ksde.org) or 785-296-2276 with scheduling questions or to explore options for funding to host the exhibit.

### Farm to Plate in Kansas

A Local Food Sourcing Guide has been developed to assist in adding local foods in Back to School Menus. Locally sourced student favorites such as melons, cucumbers, and sweet corn can be popular on Fall menus. A Child Nutrition & Wellness Farm to Plate Work Group is being formed. If interested in applying to be part of the group or for a copy of the Local Food Sourcing Guide, contact Barb Depew at [bdepwe@ksde.org](mailto:bdepwe@ksde.org).

### The Secret to Eating Fruits & Veggies

Can a little sticker have the power to get a child to eat a serving of vegetables? [Read More!](#)

### Fresh Fruit & Vegetable Program (FFVP) Participants for SY 2018-19

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 2018-19, 148 Kansas elementary schools will be provided FFVP funds totaling over \$2 million dollars. Grant funds will be used to pay the cost of FFVP food, supplies, labor and program administration. The grants will directly benefit approximately 50,568 Kansas Students. A list of schools that were selected to participate in the FFVP for the 2018-19 school year is available at [www.kn-eat.org](http://www.kn-eat.org), Fresh Fruit & Vegetable Program.

### Team Nutrition News & Grant Opportunity

[MyPlate](#) reminds us to eat from all 5 food groups throughout the day and throughout the week. Click on the link for tasty MyPlate recipes that will help kids fuel up on fruits, vegetables, whole grains, protein foods, and dairy. In addition to MyPlate recipes, [discover free MyPlate resources](#) for your nutrition education efforts on the USDA Team Nutrition website.

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](http://www.kansasteamnutrition.org). **Deadline for the application is August 31.**

### Welcome to Bright Ideas

We look forward to seeing you at KSDE training events, Summer Food Service Program Sites or the School Nutrition Association's Annual Nutrition Conference (ANC) in Las Vegas this summer!

Sincere appreciation to all Kansas Child Nutrition Professionals who implement bright ideas and best practices in Child Nutrition Programs in Kansas.

**Cheryl, Kelly and Mark**