



## Child Nutrition & Wellness

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### May Update

Distributed to the School Nutrition Program Authorized Representatives Listserv  
and the Food Service Directors Listserv

**May 31, 2018**

### Program Renewal

All program renewal forms are available in KN-CLAIM on the Checklist Tab. Instructions, guidance and the Program Renewal 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.

### Submitting Claims in June

Due to the State year-end fiscal close-out, all School Nutrition Program claims must be **submitted by the end of the day on June 18 to be paid in June**. Any claims submitted after June 18 will not be paid until July, and will not receive the State Match portion of the National School Lunch Program reimbursement as that account will be closed.

### USDA Updates

#### Eligibility Manual for School Meals

The Food and Nutrition Service will not release an updated Eligibility Manual for School Meals for School Year 2018-2019. State agencies and Program operators can continue to use the [2017 Edition of the Eligibility Manual](#) for the upcoming School Year.

#### Confidentiality and Disclosure: How to Properly Share Eligibility Information

The purpose of this notification is to serve as a reminder of current statutory and regulatory requirements and a resource as local education agencies (LEAs) assist in providing students with non-Program benefits and services, while ensuring any disclosure of confidential student eligibility information is consistent with federal statutory and regulatory protections. USDA understands that LEAs routinely receive requests for disclosure of the student eligibility information including names of students who receive free and reduced price meals for non-Program purposes. Requestors may seek to provide students with non-Program, financial benefits, such as free and reduced price text books, tutoring, athletic equipment, or even college entrance testing fees.

USDA supports LEAs' efforts to provide non-Program benefits and services at free and reduced prices to students who may not otherwise easily access these benefits and services. However, federal law requires that parents and guardians must be advised of these types of potential non-Program uses of student eligibility information and have the opportunity to accept or decline these benefits and services. To that end, LEAs may provide the confidential information to those requestors which do not meet the statutory or regulatory requirements for receipt of the confidential information by requesting and receiving written parental consent. A Consent for Disclosure form (found on the Checklist Tab in KN-CLAIM) can be included in either the school packet or the application for meal benefits provided to households at the beginning of each school year. The form allows parents and guardians to consent to the LEA's disclosure of their child's eligibility status in order to receive specified free and reduced price non-Program benefits and services.

For more information on the requirements for the disclosure of confidential student eligibility information, see [Section 9\(b\)\(6\) of the NSLA](#), 42 U.S.C.1758(b)(6), regulations found at [7 CFR Part 245.6](#), and also memorandum, SP 16-2016, CACFP 06-2016, SFSP 10-2016: *Disclosure Requirements for the Child Nutrition Programs*, <http://www.fns.usda.gov/disclosure-requirements-child-nutrition-programs-0> and guidance noted in *Section 5 Confidentiality and Disclosure* of the 2017 Edition of the *Eligibility Manual for School Meals, Determining and Verifying Eligibility*, found at <https://fns.usda.gov/sites/default/files/cn/eligibilitynohighlight2017.pdf>

### **Child Nutrition Program Waiver Request Guidance and Protocol – Revised**

The current USDA Food and Nutrition Service (FNS) process for State agencies and eligible service providers seeking a waiver of statutory or regulatory Program requirements for the Child Nutrition Programs (CNPs), including the Child and Adult Care Food Program (CACFP), the Summer Food Service Program (SFSP), the National School Lunch Program (NSLP), the Fresh Fruit and Vegetable Program (FFVP), Special Milk Program (SMP), and the School Breakfast Program (SBP) has been revised and is detailed in SP 15 - 2018. Some requirements for a waiver request are different than in prior years. This memorandum supersedes SP 27-2017, CACFP 12-2017, SFSP 08-2017, *Child Nutrition Program Waiver Request Guidance and Protocol*, April 26, 2017.

### **Community Eligibility Provision**

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](mailto:jhenry@ksde.org) if you are interested in applying or have questions. Deadline to apply to participate is June 30, 2018.

### **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 free adult meals or low paid meal price before the end of the state fiscal year - June 30!**

### **Wellness Policy Data**

Complete the Wellness Impact Tool 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.

### **CACFP Meal Pattern FAQ Resource - Recently Updated**

KSDE CNW's Frequently Asked Questions resource focused on the New CACFP Meal Pattern has recently been updated with new Q&As. Go to: [www.kn-eat.org](http://www.kn-eat.org), Child & Adult Care Food Program, Guidance, Menu Planning & Production Records.

### **KSDE Data Central**

Data Central is a great resource for data for all KSDE programs. Numerous reports are available under the Child Nutrition & Wellness Reports link. To access reports on Free and Reduced Percentage by districts and buildings, click on the Kansas K-12 Reports link. To get to Data Central, go to [www.ksde.org](http://www.ksde.org) and click on the Data Central link at the top of the page.

### **Farm to Plate Videos**

KSDE CNW has developed videos that promote Farm to Plate through the use of raised bed gardens and implementing Beef to School. The videos share best practices by a Kansas school district. The videos can be found on YouTube at <https://youtu.be/YNfZteFg70c> and <https://youtu.be/v7y6YmBniJk>.

### **Farm to Summer in Kansas**

Summer is a time of agricultural abundance. Local harvests can be used to improve the quality of meals with fresh products. Local foods can span the entire meal tray, from fruits and vegetables to dairy, grains, meat, eggs, and beans. There are numerous benefits to “bringing the farm” to Nutrition programs. Increase participation by improving the quality and appeal of meals and keeping kids engaged through fun, hands-on activities. Local sourcing during the summer months, testing out recipes using local foods and creating menus that kids will love. Sponsors can build upon existing programming and contribute to a continuous, year-round farm to plate program. Producers benefit from a reliable outlet for their products during the summer months and kids access fresh, nutritious meals and experiential learning activities at meal sites, staying nourished and active.

Determine what is grown and available locally. Contact your Child Nutrition Consultant or Barb Depew, Farm to Plate Director, for a copy of our new resource - *A Local Food Sourcing Guide*. Think seasonally. Start with fruits and vegetables that are fresh and currently being harvested. Communicate with farmers, distributors and express your needs and commitment to buying local products. Use social media, menus, and resources to promote your program. Summer meal programs are ripe for local foods and agricultural-based activities. National Farm to School partner Core and Support Partner resources are located at <http://www.farmtoschool.org/our-network/Kansas>.

### **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 that can be requested with class descriptions, 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 is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training for these free classes.

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

Planning is underway for 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: Effective Financial Management, Kansas Procurement, Personnel Management 1, Food Service Sanitation, My Role in Creating a Healthy 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 June and 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 in the School Nutrition Program (June dates) and Child & Adult Care Food Program (August dates) 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 three Train-the-Trainer opportunities 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: Scott City, Spring Hill and Junction City. 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. Classes recently added: Is Your Attitude Showing?, SNP Is This Meal Reimbursable-Lunch, Summer Food Service Program Administrative Training, and Social Media Matters.

### **Child Nutrition & Wellness KANSANS CAN 2017-18 Best Practice Awards - Deadline June 30**

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 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](http://www.kn-eat.org), School Nutrition Programs, What's New. **Nominations are due to the Child Nutrition & Wellness office on or before June 30, 2018.** 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 2018 State Board of Education Meeting.

### **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 SY2018-2019. The application is available now at [www.kansasteamnutrition.org](http://www.kansasteamnutrition.org).

**Deadline for the application is August 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 by August 31.

### **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 – Sedgwick, Butler Counties
- March 12, 13, 14
- April 3, NE Counties
- April 16, 17, 18
- 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.

## **Funding Opportunities for Fuel Up to Play 60 Are Available to Help Schools Make Healthy Changes!**

[Fuel Up to Play 60](#), the in-school nutrition and physical activity program from National Dairy Council, Midwest Dairy Council and the National Football League, in collaboration with United States Department of Agriculture (USDA), is helping to make wellness part of the game plan in more than 73,000 schools across the country. Funding opportunities for Fuel Up to Play 60 are available to K-12 schools enrolled in Fuel Up to Play 60. The competitive, nationwide funding program is designed to support schools that implement Plays from the 2018-2019 edition of the Fuel Up to Play 60 Playbook. Whether you're just starting out with Fuel Up to Play 60 or looking to expand and extend an initiative that's already in motion, funding opportunities from Fuel Up to Play 60 can help. Funding opportunities for Fuel Up to Play 60 are competitive — funds are awarded based on the quality of the application and the suitability of the specific request. Visit [fueluptoplay60.com](http://fueluptoplay60.com) to download a PDF of the application and find instructions to apply for funding. The deadline to apply is June 13, 2018.

## **Food Allergies: Helping Schools Prepare to Respond**

Managing food allergies is challenging, especially in the school environment. More than 15 percent of school aged children with food allergies have had reactions in school, and approximately 20-25 percent of epinephrine administrations in schools were for children whose allergies were unknown at the time of the reaction. For this reason, schools have to be proactive about allergy management, and know what to do in an allergy emergency.

[Caitlin Remembered](#) is an impact video that was developed by the Center for Food Safety Research in Child Nutrition Programs. Based on their food allergy and behavior change research, the brief dramatization of a food allergy incident in a school setting promotes awareness of food allergies in the school environment, and encourages staff to consider the roles they play in managing a student's allergies. The video integrates emotion, sincerity, and realities involved with food allergy management in schools.

Allergic reactions can happen anywhere, not just in the school cafeteria. As part of a newly expanded food allergy training course for school nutrition directors, a scenario has been developed that allows school personnel to evaluate their school's readiness to respond to an allergic emergency outside of the cafeteria. The scenario involves a severe allergic reaction on a school bus. As the situation unfolds, questions are asked about how school staff would respond at each step of the way. When the scenario ends, participants can consider their specific operations and address any areas of concern. Using a scenario in this way allow school nutrition professionals to practice their plans, and to evaluate their local policies and procedures without the pressure of a child's life being at stake.

More information about these resources can be found on the Food and Nutrition Service's website at: [www.fns.usda.gov/ofs/food-safety](http://www.fns.usda.gov/ofs/food-safety); [Policy Memorandum on Modifications to Accommodate Disabilities in the School Meal Programs](#) or the Institute of Child Nutrition at [www.theicn.org](http://www.theicn.org) or by calling their Help Desk at 800-321-3054.

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

Goessel Elementary is one of five schools nationally to receive a \$1,000 award for their creation of a Sensory Garden in the Carton 2 Garden Project sponsored by Evergreen Packaging and Hiland Dairy! Pam Abrahams the school gardening teacher entered Goessel into the contest with the creation of a Sensory Garden Project. Mr. Jerald Grey of Hiland Dairy came up to present the award at an all school assembly on May 15. For more information:

<https://www.hillsborofreepress.com/news/front-page/goessel-sensory-garden-earns-contest-prize>

**Let's Celebrate Summer Meals**

Help families find a nearby Summer Meals site by publicizing KSDE's Locate a Site Near You at [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program. KSDE has developed a new Public Service Announcement that can play on TVs or Computer Screens in schools, WIC clinics, Doctor's Offices, County Health Departments, Community Centers or anywhere families go in the summer! Find the PSA at <https://youtu.be/Ongqlchh6zU>. Celebrate and promote summer meals in your community!

Sincere appreciation for all efforts to help ensure that no child goes hungry this summer!

**Cheryl, Kelly & Mark**