



Child Nutrition & Wellness

Kansas State Department of Education
Landon State Office Building
900 SW Jackson Street, Suite 251
Topeka, Kansas 66612-1212

(785) 296-2276
(785) 296-0232 - fax
www.ksde.org

November Update

Distributed to School Nutrition Program Authorized Representatives and
Food Service Directors via Email November 29, 2018

Verification Reporting Deadline – December 15

Verification is confirmation of eligibility for reduced price and free meals under the National School Lunch Program and School Breakfast Program. Remember to complete reporting of Post-Verification Results in KN-CLAIM by December 15!

Annual On-site Accountability Reviews

The School Food Service On-Site Accountability Review (Form 9-G) can be accessed online at www.kn-eat.org, School Nutrition Programs, Food Service Facts, Chapter 9. **By February 1**, Sponsors must review each site approved to participate in the National School Lunch Program at least once per year and review 50% of all sites approved to participate in the School Breakfast Program once per year. Someone not involved in the daily meal accountability procedures at the site must conduct the On-Site Accountability Review. Keep completed reviews on file with school food service program documents for review or audit. Each on-site review must ensure the school's claim is based on the counting system, as reported on the site application, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation. If the review discloses problems with a school's meal counting or claiming procedures, the Sponsor must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

Reminder

All claims for reimbursement must be certified. Scroll down to the bottom of the claims page in KN-CLAIM and check mark the box that says "I certify...". Then click Save and Exit.

USDA Guidance & New Resources

SP 03-2018 National School Lunch Program and School Breakfast Program: Questions and Answers for Charter Schools

The USDA Food and Nutrition Service (FNS) has provided updated Questions and Answers (Q&As) for charter school participation in the National School Lunch Program, the School Breakfast Program and other Child Nutrition Programs (CNPs). Since charter schools are held to the same standards for operating CNPs as traditional public or non-profit private schools, this memorandum does not contain any new CNP policies. Program operators can use the Q&As as a resource to assist charter schools and non-profit private, rural, or small schools that have similar questions to operate successful CNPs.

Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool Enhancements!

On November 1st, FNS released new enhancements to the Food Buying Guide for Child Nutrition Programs (FBG) Interactive Web-Based Tool. The following enhancements are specific to the Recipe Analysis Workbook (RAW) which now has the following capabilities: allow an existing RAW to be copied and easily recreated for multiple serving sizes; include the total vegetable amount with a breakdown of vegetable subgroup amounts on the meal pattern contribution statement; and create a notes section. This release also includes the addition of three preschool meal pattern charts. The Food Buying Guide Interactive Tool may be accessed at <https://foodbuyingguide.fns.usda.gov/>.

Revised Model Functional Requirements for School Meal Programs Information Systems

On November 5, 2018, USDA's Food and Nutrition Service released an updated version of the "*Model Functional Requirements for State School Meal Programs Information Systems*" and "*Model Functional Requirements for Local School Meal Programs Information Systems*" tools to the FNS public website at the following link: <http://www.fns.usda.gov/school-meals/guidance-and-resources>. All updates to the 2018 version are highlighted in yellow and an explanation of any changes are provided in the "Version Changes" tab of each document.

While it is not required, State and local agencies administering the school meal programs (i.e., National School Lunch Program, School Breakfast Program, and Special Milk Program) may choose to use the *Model Functional Requirements for State School Meal Programs Information Systems* and *Model Functional Requirements for Local School Meal Programs Information Systems* tools in the development or enhancement of their information technology (IT) systems. These Microsoft Excel documents may be edited so that each State and local agency can adapt the functional requirements to their needs.

The USDA's Food and Nutrition Service is pleased to announce the release of several new unpaid meal charges resources:

- **Local Charge Policy Training Template:** An adaptable presentation Sponsors can use to develop a training for school and district staff members responsible for enforcing the local charge policy.
- **Unpaid Meals Fact Sheets:** Three fact sheets providing an overview of unpaid meal charges and strategies SFAs can use to prevent "school lunch shaming."
- **Unpaid Meal Charges Talking Points:** Sample talking points school officials can use as a starting point to address questions about unpaid meal charges.
- **Excess Balance Donation Letter:** An adaptable letter and donation form that Sponsors can use to encourage families to donate any balances remaining in their account at the end of the school year.

These resources are designed to support Sponsors in their efforts to find workable solutions to the challenge of unpaid meal charges and ensure children continue to have access to the wholesome and nutritious meals. To view the resources, please visit USDA's Unpaid Meal Charges webpage: <https://www.fns.usda.gov/nslp/unpaid-meal-charges>.

Jump Start for Directors – Save the Date

Jump Start for Directors will be held in Manhattan at the KSU Alumni Center on February 25 & 26, 2019. For more information, call 785-296-2276.

Wellness is a Blast Workshops – Save the Date

Child Nutrition & Wellness will be hosting four interactive regional workshops focused on taking action to implement modeling level wellness policies. Participants will hear best practices and gain resources to help their schools "blastoff" toward a healthier school environment. Attending sponsors are strongly encouraged to bring at least one student that is in 6th-12th grade. Students will participate in interactive, student-focused, activities to encourage student involvement in school wellness. The free workshops will be conducted from 9 am to 2:30 pm with lunch provided. Sponsors that attend with at least one student and one administrator will receive a \$200 stipend to offset travel costs and substitute pay.

Save the date now and start recruiting a team to attend! Registration will be open in December. Workshop dates and locations are:

- February 1, 2018 – Topeka
- February 5, 2018 – Hutchinson
- February 12, 2018 – Hays
- February 21, 2018 – Girard

Financial Benefits of Breakfast After the Bell Webinar

Join Share Our Strength for a breakfast webinar focused on the financial benefits of breakfast after the bell on Thursday, December 13th from 1-2 p.m. Breakfast After the Bell (BAB) has been shown to boost breakfast participation, which in turn boosts revenue. Learn how BAB can impact the bottom line and be a revenue generator as state agency and school district stakeholders share their fiscal experience with BAB. Register at <http://bestpractices.nokidhungry.org/webinars/financial-benefits-breakfast-after-bell>.

Hunger Action Summits

Nearly 15% of Kansas households lack consistent access to food. To eliminate hunger in our state, Kansans would need an additional \$185,071,000 in their combined household budgets. By helping more Kansas kids participate in school meals and other Child Nutrition Programs, YOUR actions can reduce hunger in Kansas. Make plans to join Kansas Appleseed on **Monday, December 10 in Hays OR Friday, January 25 in Topeka** for an engaging workshop to learn how you can make an impact in your community. More details coming soon. Contact Joey Hentzler (jhentzler@kansasappleseed.org) at Kansas Appleseed with any questions.

Online Professional Development Classes and Tutorials

CNW staff continue to develop new interactive online training classes and 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. 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.

Farm to Plate

D0376 Sterling's Farm to Plate month entry was chosen as the winner of the Farm to Plate Month contest. They shared information about local foods via a bulletin board. As the State winner, they will receive a Salad Spinner to be used to help speed up the processing of leafy greens. Keep up the great work in educating students and staff about where their food comes from and for using local foods in Child Nutrition Programs! Congratulations!

Kansas School Lunch Week: Promote Farm to Plate – January 28-February 1, 2019

Remember, local is defined by each district. To help find local menu items, consider dairies, bakeries, mills, orchards, farms, markets, lockers, school gardens, current vendors, and the local FFA as sources. In addition, a Local Food Sourcing Guide has been developed to assist in adding local foods in menus. Contact Barb Depew, Farm to Plate Director, at bdepew@ksde.org for a copy.

Sunflower Spotlight

The schools listed below will be featured in our November Sunflower Spotlight at www.kn-eat.org, School Nutrition Programs, Recognition.

Jennifer Simmons at **USD 453 Leavenworth** does a fantastic job implementing the educational component of the FFVP. Jennifer prepares power point slides for the district that contains fun facts on the fruit or vegetable that will be served each week. In her classroom, she interacts nicely with the students as she is reviewing the slides incorporating things the students have learned in other subjects. For example, when eating Fuji apples she tells the students that the apple trees bloom in the spring and produce the fruit in autumn and asks another name for autumn (fall). She also allows time for the students to provide her other food items that include apples. They review the different varieties of apples they have tasted so far, their color and which one each student likes best. While eating the apple, students watch a Blippi YouTube video which takes the apple from the orchard to the processing plant and the grocery store.

USD 260 Derby Food Service celebrated Farm to Plate month with their first purchase of local sweet potatoes says Martha Lawson, Food Service Supervisor. On October 30, Derby High School served locally grown organic sweet potatoes purchased from the Kansas State University John C Pair Horticulture Center. The traditional Orleans and White Bonita sweet potatoes were chopped, seasoned with olive oil, salt and pepper, roasted, served on the lunch line and enjoyed by over 300 customers. A homemade sweet dipping sauce will be prepared and served with the remaining sweet potato next week. Martha attended USDA Produce Safety University in Beltsville Maryland and a Meet and Greet for Food Producers sponsored by Sedgwick County Extension last school year in order to gain knowledge and build relationships in order to lay the groundwork for incorporating farm fresh produce in Derby Schools.

Farm to school programs enrich the connection communities have with fresh, healthy food and local food producers while investing in local farms helps build local economic activity. Local beef, milk, flour and other products are currently served on the school lunch menu but this is the first delivery straight from the farm and it went very well. We are hoping for opportunities to work with local growers in the future. The building principal announced the menu item in the morning announcements, Facebook posts highlighted the menu, and information will be shared in the district employee newsletter and will be shared in the monthly electronic newsletter for the community.

Staffing Update

Julie Henry has been promoted to an Assistant Director position on the Child Nutrition & Wellness Team. Julie has a Bachelor of Science in Family and Consumer Science Education, a Bachelor of Science in Family Studies and Human Services as well as a Master of Science in Education. Her work experiences have included Food Service Director at Baldwin City Public Schools, Parent Educator and Coordinator for the Parents as Teachers Program, 8th Grade Family & Consumer Sciences Teacher and Director of Operations for a Technology Company. Congratulations Julie!

Healthy Holidays!

Happy & healthy holidays from the Child Nutrition & Wellness team! Please call or email your area Child Nutrition Consultant or any of the Topeka office staff if you have questions or for technical assistance!

