



Child Nutrition & Wellness

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September Update

Distributed to School Nutrition Program Authorized Representatives and
Food Service Directors via Email September 27, 2018

Verification

Verification is confirmation of eligibility for reduced price and free meals under the National School Lunch Program and School Breakfast Program. The following sponsors do not complete verification:

- Sponsors participating in ONLY the Special Milk Program
- Residential Child Care Institutions that do not also operate a day school
- Sponsors that are participating district-wide in the Community Eligibility Provision (CEP)

All other sponsors must select and verify eligibility for a sample of applications approved for benefits. One person should coordinate all verification activities for the sponsor. Important deadlines for the verification process are:

- October 1 – Count applications and students approved for reduced price and free meals. Applications and students that are in “carry-over” status on October 1 are NOT included in this count. Complete the Pre-Verification Worksheet in KN-CLAIM to determine the Sponsor’s sampling method. Once the Pre-Verification Worksheet is submitted, go into the Post-Verification Results screen to see the number of applications that must be verified. Verify ONLY the number required unless verified “for cause”.
- October 31 – Update counts of students approved for reduced price and free meals on the Pre-Verification Worksheet in KN-CLAIM. Do NOT update number of applications. **New** – Sponsors participating in CEP, but not district-wide, will be able to enter the number of Directly Certified students in CEP schools and those in non-CEP schools.
- November 15 – Complete all verification activities. This deadline is the same whether it falls on a weekday or weekend.
- December 15 – Complete reporting of Post-Verification Results in KN-CLAIM.

To navigate to the Verification screens in KN-CLAIM, select School Nutrition Programs, Program Year 2019 and then click on the “Forms” tab on the Sponsor Summary page. On the same line at “Pre-Verification Worksheet” click the <Add> button which can be found at the right hand side of the screen and has the image of a + sign. For step-by-step instructions, **the Verification Quick Reference Guide can assist you in completing the Pre-Verification Worksheet correctly. Please download the guide at www.kn-eat.org, School Nutrition Programs, Guidance, KN-CLAIM Quick Reference Guides, Verification.**

USDA requires KSDE to annually report verification data for each sponsor. The USDA report is completed using the data you provide on the Pre-Verification Worksheet and the Post-Verification Results screens in KN-CLAIM. Please make sure that the information entered is accurate, complete and submitted on time.

For instructions on the verification process and all related forms (including KSDE’s Spanish translations), go to www.kn-eat.org, School Nutrition Programs, Food Service Facts, Chapter 8-Verification of Eligibility. If you were unable to attend regional training in your area, an on-line class will be available soon at <https://learning.ksde.org>. Video tutorials for completing the Pre-verification Worksheet and the Verification Results Screen are currently posted at <https://learning.ksde.org>.

Jump Start for Directors

JumpStart for Directors will be held in Manhattan at the KSU Alumni Center on October 8-9, 2018. For more information, call 785-296-2276. More details and registration information are available at www.kn-eat.org, School Nutrition Programs, Training.

USDA Guidance

SP20-2018: Guidance for Local and State Agencies on 60-Day Claim Submission and 90-Day Reporting Requirements for Child Nutrition Programs- Effective October 1, 2018

USDA has consolidated and clarified longstanding law, regulations, and guidance regarding claim submission and reporting timeframe requirements for Child Nutrition Programs, including the timeline for which final claims must be submitted to the State agency, in what circumstances exceptions and adjustments are allowed, and the State agency's reporting requirements. The guidance is posted at: www.kn-eat.org, School Nutrition Programs, What's New.

USDA would like to highlight the following changes included in this guidance:

- All original claims **and** revisions must be submitted by the 60-day deadline. The 90-day deadline for **submission of a revised claim that results in an increase to the amount of reimbursement** has been eliminated. The Sponsors may request approval for a one-time exception every 36 months for one monthly original or revised claim submitted after the 60-day deadline that results in increased reimbursement when the lateness is due to reasons within the control of the Sponsor. The Sponsor must also submit a Corrective Action Plan to correct the conditions that led to the late claim or need for a revised claim.
- Clarifies that if a claim deadline falls on a Saturday, Sunday or a Federal Holiday, the claim due date is the next business day.

A Guide to Smart Snacks in School

The FNS publication *A Guide to Smart Snacks in School* was recently updated to reflect current policies and guidance for School Year 2018–2019. Minor revisions include updates that reflect the interim final rule for USDA Child Nutrition Programs regarding flexibilities for milk, as well as FDA regulations pertaining to the Nutrition Facts label. The guidebook is now available for free download on the Team Nutrition website and for print orders. FNS intends to update the publication again for School Year 2019–2020 to reflect the final rule. Available on the Team Nutrition website at <https://www.fns.usda.gov/tn/guide-smart-snacks-schools>. Order print copies at <https://pueblo.gpo.gov/TN/TNPubs.php?PubID=15106&PHPSESSID=09ba1g9864ficrjhqalnp1kc51>.

Smart Snack in Schools FAQ

Question: Parents pay the school a fee for daily snacks to be provided to their student(s). Do these snacks have to meet SSIS requirements?

Answer: Since the snack is being *purchased* by parents and then provided to students regularly during the school day, the snack(s) would need to meet the SSIS standards. The intent of SSIS is to provide healthy choices for students. As long as the Sponsor is charging the students for snacks, the SSIS standards would apply to the Sponsor.

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 by downloading the tool kit at www.schoolnutrition.org.

Upcoming Webinar Opportunities – Mark Your Calendar!

- Procurement: Wednesday, October 17 at 2:00
<https://meet.lync.com/ksde/kchanay/Y1T0YTQ8>
- Innovative Breakfast Implementation Best Practices: Thursday, November 15 at 2:00
<https://meet.lync.com/ksde/kchanay/C260MVCF>

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 free 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. Lunch will be provided. Register online at <https://www.surveymonkey.com/r/WMP33QR>.

Leading the Way – Healthy Habits for a New Generation

Make plans to attend the Statewide CACFP Conference November 6, 7 and 8 in Salina, KS. **This is a great training opportunity for schools to learn more about the Pre-K meal pattern as well as for schools that also sponsor the CACFP. Sub-grants are available for sponsors who attend and lunch will be provided each day.**

Sponsors can choose to attend one or multiple days of the conference:

- Tuesday, November 6 from 9 am – 3:30 pm. **Let's Talk About It....Grains to Ounce Equivalents.** Learn about identifying whole grains and how to calculate ounce equivalents, effective October 1, 2019, through hands-on practice and instruction. A **\$125 stipend** will be provided to each Sponsor who attends.
- Wednesday, November 7 from 9 am – 3:30 pm. **Leading the Way – Healthy Habits for a New Generation.** Participate in leadership training to elevate and create healthier child care environments. Attendees will get hands-on experience at learning stations of their choice and hear from their peers in a best practices and problem solving panel. Guest presenters include Former Deputy Under Secretary Katie Wilson and Leadell Ediger with Child Care Aware who will present a State of Childcare in Kansas address. A **\$150 stipend** will be provided to each Sponsor who attends.
- Thursday, November 8 from 9 am – 3 pm. **Team Up for CACFP Success Workshop.** Sponsors will participate in peer-to-peer mentoring to develop specific goals and targeted action plans on the topics of menu planning and CACFP administration. The workshop will also feature panel discussions of creative solutions from current CACFP Sponsors and representatives from allied organizations offering free resources to support CACFP meal programs. A **\$150 stipend** will be provided to each Center or Home Sponsor who attends

Registration: Don't delay and register today at <https://www.surveymonkey.com/r/SM2T365>. Learn and network with your colleagues from around the state.

Accommodations: A block of rooms at the Holiday Inn Express (located at 755 W Diamond Drive in Salina) are being held at a special rate of \$93/night. To reserve a room, call 785-404-3300 and ask for the Kansas State Department of Education Room Block. **Reservations must be made by October 6 to take advantage of the special rate.**

Kansas Professional Development System

Professional development is a priority for the Child Nutrition & Wellness team and is offered in multiple ways to ensure that child nutrition program personnel are kept informed and have the tools and information they need to do their jobs correctly. Sponsors are encouraged to participate in professional development established and supported by Child Nutrition & Wellness, through face-to-face classes and workshops or online classes and tutorials.

Face-to-Face Professional Development – Call 785-296-2276 to request face-to-face professional development at your location or for a SNA-KS chapter/regional meeting. A list of classes with descriptions is available at www.kn-eat.org, School Nutrition Programs, Training. KSDE will secure the cadre instructor, pay the instructor expenses and stipend, provide materials for the instructor and participants, provide a list of supplies for the Sponsor to obtain as needed, offer online registration capability, and print and send certificates for participants.

Online Professional Development Classes and 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.

Farm to Plate Month

Are your menus planned for National School Lunch Week of October 15-19, 2018? The theme is “School Lunch: Lots 2 Love”. Who doesn’t love a fresh apple with their meal? Consider crunching into locally or regionally grown apples at noon on Thursday, October 18, 2018 in honor of National Farm to School month. This event is a simple way to feature KS Farm to Plate work in a loud way. At noon on Thursday, Oct. 18, we will all crunch into a healthy, delicious local or regional apple to show support for National Farm to School Month. Share out this year with #KSAppleCrunch. This experience is one suggestion for an event to be entered in the Farm to Plate month event contest with a chance to win a Salad Spinner! Provide a description of your Farm to Plate month event including a local menu(s)/ snack(s) offered, gardening or field trip activity. Include sources used, outreach and planning team involved, pictures and any media coverage received. Fact sheets, stickers, pins, tattoos or seed packets for your celebrations are available. Contact Barb Depew, Farm to Plate Director, bdepew@ksde.org or phone 785-296-0062. Submit your event story to Barb by November 9, 2018. The winner of the Salad Spinner will be announced in the November Monthly Update.

Updated Menu Planner for School Meals School Year 2018-2019

The Menu Planner assists the school nutrition professional in developing healthy, safe, affordable, and appealing school breakfasts, lunches, and snacks. While the staff at the local school food authority is the target audience, State agencies and USDA regional offices may use this resource to provide training.

The Menu Planner is divided into seven chapters:

- Child Nutrition and School Meals
- Food-Based Menu Planning
- Menu Development
- Meal Preparation Documentation
- Procurement and Inventory Management (Valley Center USD is highlighted in this chapter for their efficient ordering practices)
- Meal Modifications to Accommodate Students with Disabilities
- Marketing School Meals for Success

You may access the updated Menu Planner at: <https://www.fns.usda.gov/tn/menu-planner>. This version will be revised upon release of updated policy guidance.

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.

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 \$1,000 per school for achieving the Silver level award.

Perry-Lecompton School District USD #343

- Lecompton Elementary
- Perry Elementary

Sunflower Spotlight

USD 251 North Lyon County, Northern Heights High School FFA students were presented a \$7000 grant from Frontier Farm Credit. Jacob Lang, the agriculture teacher at Northern Heights, plans to have a production of beef, chicken, and fresh fruits and vegetables on campus, in part with the Farm to School initiative. Farm to School is a nationwide initiative to connect local producers to schools to provide fresh food, along with teaching students where their food comes from. The initiative also encourages schools to generate fresh food on campus. The experience of producing the food is more likely to tempt children into eating vegetables. The district will also work to implement a Beef to School project as part of the initiative. The grant will allow the opportunity for the FFA chapter to work with the District Nutrition program to add local products to the students' trays.

Misty DeDonder, FCS/FCCLA instructor, reports *'It is great to have the Ag science class and FFA receive the grant opportunity that will directly impact the entire student body. My Family and Consumer Science classes will benefit greatly by introducing them to the fresh grown alternatives to grocery stores. Understanding the health implications in knowing what has been in or on your food is huge. I cannot wait to see how involved this way of learning changes the views of both students and staff.'*

Fall Thoughts

Thank you for all for serving tasty, healthy meals for Kansas students so they are ready to learn and can attain their full academic potential! The school year is off to a great start! Each of you play an important role in helping each Kansas student succeed! Kansans Can!

As always, if you have questions or concerns please call or email us or your area Child Nutrition Consultant.