

# Monthly Update

## School Nutrition Program and Summer Food Service Program



January 29, 2021

*Distributed to Summer Food Service Program and School Nutrition Program Authorized Representatives and Food Service Directors via Email*

### **Child Nutrition Program Emergency Operating Costs During COVID-19 (SP 06-2021)**

USDA has provided implementation guidance for state agencies pursuant to the statutory requirements outlined in Sec. 722 of the Consolidated Appropriations Act, 2021. This guidance details instructions and administrative procedures for participation in the reimbursement program which makes funding available via state agencies to program operators for the purpose of covering emergency operating costs incurred during the public health emergency. **To learn more about this program, join the Town Hall Tuesday at 2:00 pm on February 2** at

<https://ksde.zoom.us/j/93001580396?pwd=ZlliMTVuemh3d0VoVU80aGVQcmpuZz09>

### **SFSP Monitoring Reminder**

January was the start of a new SFSP Program year. SFSP Sponsors must conduct a review of **each** site at least once during the first four weeks of program operations in a program year. Sponsors can complete these site reviews as a desk review or in person when observing on-site operations. A sample monitor site review form can be found at: [https://www.kn-eat.org/SFSP/SFSP\\_Docs/Program\\_Administration/27-E\\_Monitor\\_Site\\_Review-2019.pdf](https://www.kn-eat.org/SFSP/SFSP_Docs/Program_Administration/27-E_Monitor_Site_Review-2019.pdf).

### **2021 Summer Food Service Program Reimbursement Rates**

Reimbursement Rates for the Summer Food Service Program effective January 1, 2021 are posted at [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program, Reimbursement Rates.

### **Annual On-site Accountability Reviews – SSO and NSLP Sponsors Only**

The School Food Service On-Site Accountability Review (Form 9-G) can be accessed online at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Food Service Facts, Chapter 9. **By February 1, Sponsors implementing the National School Lunch Program (NSLP) or Seamless Summer Option (SSO) with more than one serving site must review each approved lunch site and review 50% of all approved breakfast sites at least 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 meals 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. **These reviews can be completed via desk audit this year due to COVID Waiver flexibility.**



## Verification

Verification screens are available in KN-CLAIM:

- Count total number of applications received as of **October 1** and total number of students approved for reduced price and free meals as of **October 31**. Applications in “carry-over” status on October 1 should NOT be included in these counts.
- Complete the Pre-Verification Worksheet in KN-CLAIM to determine the Sponsor’s sampling method. Access the Pre-Verification Worksheet in KN-CLAIM by selecting School Nutrition Programs, Program Year 2021 and then clicking on the “Forms” tab on the Sponsor Summary page. On the same line as “Pre-Verification Worksheet” click the 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](http://www.kn-eat.org), KN-CLAIM, SNP, Quick References, Verification Reporting.
- Once the Pre-Verification Worksheet is submitted, go into the Post-Verification Results screen to see the number and type of applications that must be verified. Verify ONLY the number required unless application(s) are verified “for cause”.
- **February 28** – Deadline to complete and report all verification activities in KN-CLAIM. No extension to the verification deadline can be granted this year by KSDE or USDA.

## Verification Training – Recording Available

KSDE CNW conducted Verification training on December 1. Watch the recording at:

[https://ksde.zoom.us/rec/share/N5jsViLX56SigK\\_Nbeqa0GEri0lvZiXO84e7A4xp0RkFy9j4o7MFFpdPXJFsykKW.CjCeQma-mQycpDTN?startTime=1606852884000](https://ksde.zoom.us/rec/share/N5jsViLX56SigK_Nbeqa0GEri0lvZiXO84e7A4xp0RkFy9j4o7MFFpdPXJFsykKW.CjCeQma-mQycpDTN?startTime=1606852884000)

## Request to Use Electronic Transactions in Child Nutrition Programs

Sponsors who wish to use an online Free/Reduced application in the 2021-2022 school year must complete the Request to Use Electronic Transactions in Child Nutrition Programs form (found on the checklist tab in KN-CLAIM). A webinar explaining the Online Application review process will be held in early March. Watch for the date and ZOOM link in the February Update.

## Free Online Application for Free and Reduced Price Meals

A USDA Technology Grant has made it possible for KSDE Child Nutrition & Wellness to develop an Online Application for Free and Reduced Price Meals. Development is on schedule and will be available free of charge to sponsors to use for the 2021-2022 school year. More details regarding the online application system will be provided, including a demonstration, at a Tuesday Townhall in February.

## FSMC Renewal Training

Sponsors that are planning to renew their FSMC Contract for the 2021-22 school year should plan to attend the FSMC Renewal Training scheduled for April 7 from 9:30 – 10:30 a.m. This training will discuss the contract renewal process as well as remind sponsors of their contract monitoring responsibilities. To access this training, use the following link

<https://ksde.zoom.us/j/96491083104?pwd=Tmd6ZURLOThueUdCNW04UVdUME9EZz09>.

## Increase Participation with the Community Eligibility Provision (CEP)

For more information or to find out if CEP would be a good choice for your school, please contact Julie Henry at [jhenry@ksde.org](mailto:jhenry@ksde.org).



### Summer Food Service Program Outreach

All Sponsors are required to conduct outreach for the Summer Food Service Program (SFSP). If the Sponsor does not have the SFSP in their school, consider posting a link to the site locator tool that is available on-line at [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program, Locate a Site Near You on the school website or providing the link on a flyer to send home with students. This would allow families to find a location to receive free meals at sites across Kansas.

### Paid Lunch Equity (PLE)

Sec. 767 of the Consolidated Appropriations Act, 2021 states that only Sponsors with a negative balance in the food service fund as of 12/31/2020 have to complete the PLE tool and meet the established target price for SY 2021-22. All Kansas Sponsors are required to maintain a positive balance in the Food Service Fund by state law, so completing the PLE tool will be optional and not required for next school year.

### National School Breakfast Week – March 8-12, 2021: Score Big with School Breakfast!

The #NSBW21 theme is “Score Big with School Breakfast,” a fun way to show students, parents and stakeholders all the ways that your school breakfast program is a winner! Start planning your celebration today. Go to <https://schoolnutrition.org/meetings/events/nsbw/2021/toolkit-handouts/>.

### Professional Development Opportunities

Virtual training abounds in 2021. The CNW Calendar has the class announcements, dates, times, and ZOOM links. Locate the calendar at [www.kn-eat.org](http://www.kn-eat.org), CNW Calendar. There is no preregistration for the Zoom classes. Training scheduled through Zoom in February includes:

- **Food Safety Basics** – February 17, 2:00 pm-5:00 pm. Join at: <https://ksde.zoom.us/j/94099394145?pwd=eE9aVzk4b1NpdGNwVnBWM2dqQzZFdz09>
- **Financial Management in SNPs** – February 25, 8:30 am- 3:30 pm. Join at: <https://ksde.zoom.us/j/92699709391?pwd=dm1FT054OVhZVDhMMTdJVVW90dEjYz09>

### Production Records: Multiple Entrée Tutorial – Now Available!

Sponsors can now access the online 20-minute tutorial through the KSDE Training Portal. This tutorial provides an overview and demonstration of how to complete a production record when offering multiple entrées. Production Records are required to document meals served to children in Child Nutrition Programs. This tutorial can help program operators with ensuring production records are filled out correctly and completely when offering multiple entrées. Additionally, the tutorial provides tools and resources to help check if minimum meal pattern requirements are met for all entrée choices. Access the tutorial at <https://learning.ksde.org/>, Child Nutrition & Wellness, Child Nutrition Programs (General Information).

### Using the Online USDA Food Buying Guide Tutorial – Now Available!

Sponsors can now access the 20-minute “Using the Online USDA Food Buying Guide (FBG)” tutorial through the KSDE Training Portal. This tutorial demonstrates how to access the online FBG and use the web-based tool's key functions. Access the tutorial at <https://learning.ksde.org/>, Child Nutrition & Wellness, Child Nutrition Programs (General Information).

### Collaborating with Community Health Professionals Online Training – Now Available!

In this 1-hour class, participants will learn how to identify health professionals in their community and explore ways to collaborate to implement and support local wellness policy initiatives. Access this class at <https://learning.ksde.org/>.



### **Kansas Procurement Online Training – Now Available!**

This 6-hour online class can be accessed through the KSDE Training Portal. Goods and services purchased for use in child nutrition programs must be procured according to Federal Guidelines. This management development class is designed to help child nutrition program operators understand more about the procurement process and the information needed to conduct procurement properly. This class is required for the Certificate in Child Nutrition Management and can be accessed at <https://learning.ksde.org>.

### **Bite Into Wellness**

Join KSDE for a Virtual E-Wellness Workshop, February 16-18. Each day from 9-11 am training sessions will be available to school personnel interested in learning how they can create healthier school environments. Join for 1, 2 or 3 sessions. Registration is not required! Participants can join each using the following link: <https://ksde.zoom.us/j/92387055413?pwd=VWh6cHMvZElh3aGloQTITTFIWNHhpZz09>

#### **February 16 – Bite into Wellness**

- Hear from the Rudd Center for Food Policy and Obesity at the University of Connecticut regarding recent research highlighting the progress Kansas Schools are making in wellness policy implementation, **learn about the newly revised Kansas School Wellness Policy Model Guidelines** and the just released Dietary Guidelines for Americans 2020-2025.

#### **February 17 – Nutrition and Brain Function**

- Nutrition is a key environmental component that can impact the growth and development of the brain and ultimately impact the learning success of students. This training provides information about the development, structures and the cognitive functions of the brain, while highlighting nutrition's impact on cognition and academic achievement. Participants will also explore best practices on how to optimize child nutrition status to improve brain function, leading to successful academic performance.

#### **February 18 – Brain Breaks**

- Classrooms are a great place to promote lifelong healthy habits, such as being physically active. This training provides information on the importance and benefits of incorporating brain breaks in the classroom and provides examples, tools and resources that will assist schools with developing and implementing brain breaks.

### **L.E.A.D to Succeed**

School Nutrition Foundation will launch the brand-new L.E.A.D to Succeed training program for school nutrition professionals on **Wednesday, February 17**, and you can sign up to be one of the very first participants **at no cost!** The **L.E.A.D. to Succeed** professional development series was funded by a \$2 million USDA grant, and created in partnership with the [Georgetown McDonough School of Business](#) for both virtual and in-person use.

The first series in the program is called “Communication for Impact”. The first module will be released on **Wednesday, February 17**, and additional modules in this series will be released later in 2021.

The L.E.A.D. to Succeed program is a set of training tools designed to help school nutrition professionals Learn, Educate, Advance, and Develop in the workplace. Participation is available at no cost to all school nutrition professionals, not just School Nutrition Association members. Learn more about L.E.A.D. to Succeed, and register to begin earning CEUs: <https://schoolnutrition.org/learning-center/lead-to-succeed/>.



### Strategies to Increase Meal Participation during COVID-19

This new [No Kid Hungry resource](#) which features a variety of ways to increase meal participation shared from FNS leaders across the nation. You will find practices to engage your school community members, increase communication practices, marketing strategies and more!

### Save the Date! No Kid Hungry's Rural Child Hunger Summit – March 23-24, 2021

No Kid Hungry's third annual [Rural Child Hunger Summit](#) will occur as a virtual event, held over Zoom for two days on March 23-24, 2021. The goals of the 2021 Rural Child Hunger Summit are to highlight the disparities driving child hunger in rural communities, identify promising practices and policy levers that amplify the impact of existing nutrition assistance programs and/or reduce the incidence of rural child hunger, and celebrate innovations that are community-based, user-centered and evidence-informed. Stay tuned for future updates on how to register for this free event

### Happy 160<sup>th</sup> Birthday Kansas

January 29, 2021 is the 160<sup>th</sup> birthday of our great state. Kansas farmers produce many food products that can be tasty menu items in Child Nutrition Programs. Milk from Kansas dairies, beef, pork and eggs from Kansas farms, fruits and vegetables in season and grain products made from Kansas wheat are just a few of the many possibilities. How can you put our state on the plate in your Child Nutrition Program in 2021? Please use the **#FuelingKSKids** hashtag to showcase the great things that are happening with photos, media articles and more to showcase Kansas Child Nutrition Programs and share the positive impact on student success.

Please call or email your area child nutrition consultant or the Topeka office with any questions or if we can assist in any way.

### Cheryl, Jill and Julie



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