

Monthly Update



School Nutrition Programs

October 25, 2023

Distributed to the School Nutrition Program Authorized Representatives Listserv and the Food Service Directors Listserv and posted at <https://cnw.ksde.org>, SNP, SNP Monthly Updates.

October 26 Thursday Town Hall at 2

Plan now to join KSDE for the October 26th Thursday Townhall at 2 pm using this link: <https://ksde.zoom.us/j/87204779621?pwd=NEhrcHloRjBobGtOZTJEWfJtR0tUQT09>. The agenda will include but not be limited to: New Kansas Food Code, Community Eligibility Provision (CEP) Kansas Waiver Approved, Supply Chain Assistance Funds-Round 4, Summer P-EBT Update, Equipment Grants, Farm to School Census and any new USDA Guidance. Bring your favorite crunchable produce item for a "Virtual Crunch" to celebrate Farm to School Month during Town Hall!

October 31 – Verification Reminder

Update all counts of students approved for reduced price and free meals on the Pre-Verification Worksheet in KN-CLAIM. Do NOT update number of applications!

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 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. Sponsors participating in CEP will be able to enter the number of Directly Certified students in CEP schools and those in non-CEP schools as applicable.
- **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 2024 and then click on the "Forms" tab on the Sponsor Summary page. On the same line as "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 <https://cnw.ksde.org>, KN-CLAIM, PY2024, Quick References, View SNP References, School Nutrition Program 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 <https://cnw.ksde.org>, SNP, Food Service Facts, Chapter 8: Verification of Eligibility. **If you missed the verification webinar, an on-line class is available as well as Pre-Verification Worksheet and Post-Verification Worksheet tutorials in the School Nutrition Program section at <https://learning.ksde.org>.**

Kansas Community Eligibility Provision (CEP) Waiver Approved

On October 23, 2023, USDA granted KSDE's request to waive the requirement for the annual CEP election deadline and date used to determine the identified student percentage (ISP) for SY 2023-2024. FNS has determined that approval of this waiver request would facilitate the ability of the State and its local educational agencies (LEAs) to carry out the purpose of the School Meals Programs.

The waiver will allow KSDE to extend the CEP election date statewide for LEAs to December 31, 2023. If you are interested in electing CEP for second semester and have an ISP greater than 25, please contact your area Child Nutrition Consultant or the Topeka office and we will be happy to assist. Changes in KN-CLAIM to elect CEP for second semester cannot be made until December 1.

Supply Chain Assistance Funds Update – Fourth Round

Sponsors will receive a grant award notification of funding for the Fourth round of the Supply Chain Assistance Funds once the KSDE enrollment numbers based on the September 20th count date are available. USDA has indicated that another attestation statement is not needed if the Sponsor has previously signed an Attestation for Supply Chain Assistance funds. The only action needed will be for those Sponsors who do not want to accept the Fourth Round of Supply Chain Assistance Funds to return the Grant Award notification and indicate they are opting out. These funds do not have to be spent by the end of this school year and can remain available until fully used.

Annual On-site Accountability Reviews

The School Food Service On-Site Accountability Review (Form 9-G) can be accessed online at <https://cnw.ksde.org>, SNP, SNP Food Service Facts, Chapter 9. **By February 1**, Sponsors with more than one serving site 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. It is a best practice to rotate review of breakfast sites to ensure all sites are monitored at least every other 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. For Sponsors contracting with a Food Service Management Company these reviews are required in addition to the Form 14-A FSMC Monitoring Form.



Fiscal Year 2024 CACFP & SFSP Area Eligibility Data Now Available!

The USDA Food and Nutrition Service (FNS) is excited to announce that the 2023 Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) participant area eligibility data are now available! At the start of every fiscal year, FNS releases a special tabulation of data provided by the Census Bureau for CACFP and SFSP that establishes area eligibility in CACFP and SFSP. These data are effective as of October 1, 2023.

The FNS mapping tools have also been updated to reflect the new data. To see the map, click this [link](#). The entire data set is available for download on FNS' [open data site](#). To learn more about using census data for establishing area eligibility for CACFP and SFSP, please see our policy memorandum SP 08-2017, CACFP 04-2017, SFSP 03-2017, Area Eligibility in Child Nutrition Programs, issued December 1, 2016, available at: <https://www.fns.usda.gov/cn/area-eligibility-child-nutrition-programs>. Please note that the map works best when opened in the following browsers: Google Chrome or Mozilla Firefox.

Fiscal Year 2023 National School Lunch Program Equipment Assistance Grants

Kansas has received an allocation of \$252,243 to competitively award equipment assistance grants to eligible Sponsors participating in the National School Lunch Program (NSLP) including those operating the Seamless Summer Option (SSO). This year priority does **not** have to be given to high-need schools where 50% or more of the enrolled students are eligible for free or reduced price meals. Priority will be given to those schools who have not received 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, increase efficiency of procurement, food storage and service, support expanded participation in the NSLP, ability to use local foods, strategies for adopting lunchroom changes that provide more convenience and appeal to the student population such as Grab and Go or Kiosks and/or to support the establishment, maintenance or expansion of the School Breakfast Program through innovative service models. The Kansas grant application is available at <https://cnw.ksde.org>, SNP, SNP What's New. Applications are due by close of business on November 17, 2023. Contact Diane Dysart at ddysart@ksde.org with questions. Diane is available to review applications to make sure they are complete prior to the deadline.

Professional Development Opportunities

Many opportunities for learning are available for School Nutrition Program Sponsors. Go to <https://cnw.ksde.org>, Training, CNW Calendar to access the class list with dates, times and ZOOM links. Training is also offered through the KSDE Training Portal 24/7 at <https://learning.ksde.org>.

Now available on the Training Portal: Form 10-A Tutorial

Team Nutrition Food Buying Training Modules – Now Available

Team Nutrition has released two new training modules featuring the Food Buying Guide for Child Nutrition Programs (FBG). These modules provide a step-by-step tour through the Exhibit A Grains Tool and FBG Calculator available on the FBG Interactive Web-Based Tool and Mobile App. Each module provides an in-depth look at each tool and interactive knowledge checks to assist the learner. These modules and other trainings such as webinar recordings can be accessed on the [Food Buying Guide for Child Nutrition Programs: Training Resources](#).



MyPlate is on Instagram

MyPlate is now on Instagram! Be one of the first to follow along @MyPlate_gov. Each week we will share recipes, tips for healthy eating, and more with themes like #MyPlateMondays, #RecipeThursdays and #BudgetFriendlyFridays.

Happy Farm to School Month!

FY24 USDA Farm to School Grant Request for Applications

The Fiscal Year 2024 **USDA Patrick Leahy Farm to School Grant** Request for Applications (RFA) is now available [here!](#) Applications are due by 11:59pm EST on January 12th, 2024. USDA seeks to award up to \$12 million to expand access to local food. Schools and school districts, CACFP and Summer sponsors, Indian tribal organizations, State agencies, local agencies, non-profit organizations, and agricultural producers are encouraged to apply. Applicants may apply for grants of up to \$100,000 in one of the five grant tracks.

USDA will host two webinars (that will be recorded) to help interested applicants learn more about the RFA and how to apply.

- **Wednesday, Nov. 1, 2023, 2:00pm CST - "Getting Familiar with the Fiscal Year 2024 Patrick Leahy Farm to School Request for Applications":** This webinar will provide an overview of the FY 2024 Farm to School Grant Program Request for Applications (RFA), including updates to eligibility, funding priorities, and more. Get familiar with the requirements of the RFA and how to submit your completed application on [Grants.gov](https://www.usda.gov/grants).
- **Thursday, Nov. 2, 2023, 1:00pm CST - "Getting your Grant Package Together":** During this webinar, we will explore the key characteristics of competitive Farm to School grant applications. We will review the required components and provide technical assistance on how to submit a complete application. Attendees will learn tips and tricks for writing a succinct application that clearly outlines your farm to school project.

K-State Research and Extension Local Foods Community Roundtables

Roundtable discussions led by K-State Research and Extension are a time to build connections, share successes and challenges, and learn about resources to support and grow local foods. RSVP to attend at this website: <https://www.ksre.k-state.edu/kansaslocalfoods/get-involved/roundtables.html>

Harvest of the Month

The Kansas Farm to Plate Harvest of the Month Program is here! The program launched in October and features one Kansas-grown product each month. Recipes, educational and promotional materials will be available including posters, table tents, newsletters, videos, and social media graphics at <https://cnw.ksde.org>, Farm to Plate, What's New. Send poster requests to Eryn Davis at edavis@ksde.org. November's harvest is pumpkin!

Have you Crunched into a Local Food Yet?

There is still time to register and participate in the Farm to Plate Month - Mountain Plains Crunch Off

- **What:** The Midwest states will be crunching into local food of choice during Farm to Plate month to see which state will get the most "crunches" and be crowned the Crunch Champion!
- **When:** Any date in October
- **How:** Begin getting your Crunch group together. Register at: https://ksde.sjc1.qualtrics.com/jfe/form/SV_3Cw1w1Uz2WwKLOW
- **Questions:** Contact Eryn Davis at edavis@ksde.org.



Local Foods Culinary Training

Celebrate Farm to School Month by participating in the Local Foods Culinary Training. This 2-hour training features Kansas products and producers, gives helpful information to how to implement Farm to Plate in Kansas Child Nutrition Programs, and provides recipes and culinary tips for incorporating the Kansas products featured in the training into local menus! Each school kitchen with a staff member completing the training is eligible to receive a culinary toolkit consisting of dough cutter, wire whisk, digital scale, and blender (1 kit per school kitchen). Instructions for completing the survey to receive the toolkit will be posted at the end of the online training. Go to <https://learning.ksde.org> to access the training.

Personnel Update

Cheryl Johnson will be retiring as Director of the KSDE Child Nutrition & Wellness team as of October 27th. Kelly Chanay has been selected to fill the role of Director. She has over 17 years' experience with Child Nutrition Programs and will be a strong leader. Congratulations Kelly!

It has been an honor and privilege to work with each of you to implement the Child Nutrition Programs in Kansas. I truly appreciate each of you and will miss working alongside you. I wish you the best as you continue the great work you do every day for Kansas kids!

As always, if you have questions or concerns, please call or email your area Child Nutrition Consultant or any of the Topeka office staff.

Cheryl, Karen, and Kelly



For more information, contact:

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