

# Monthly Update



## School Nutrition Programs

November 14, 2024

*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*

### **Town Hall Thursday at 2**

The November Town Hall scheduled for today, November 14, has been cancelled. Make plans to **join CNW for the December Town Hall on Thursday, December 19** at 2 PM for an all programs policy update at <https://ksde.zoom.us/j/87204779621?pwd=NEhrcHloRjBobGtOZTJEWfJtR0tUQT09> Meeting ID: 872 0477 9621 Passcode: 746337

### **Verification Reminder**

- 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 2025, then click on the “Forms” tab on the Sponsor Summary page. For step-by-step instructions, the Verification Quick Reference Guide can assist in completing the Post-Verification Worksheet correctly. Please download the guide at <https://cnw.ksde.org>, KN-CLAIM, SNP, SNP Quick References, School Nutrition Programs Verification.

A 10-minute Post-Verification Worksheet Tutorial is also available on the KSDE Training Portal under Child Nutrition & Wellness, Tutorials, SNP Tutorials.

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.

### **Verification Validation Service**

The Post Verification Results page includes a data validation service. This allows users to check their data for any potential errors before the data is sent to USDA. Note: The October Claim must be filed before this service is available.

- Step 1: Once the correct number of applications has been entered on the Post Verification Results page in KN-CLAIM, a blue “Check Data” button will display. Click the “Check Data” button.
- Step 2: The results of the data check will be compiled into a Validation Report. Click on “View Validation Report” to review possible errors associated with the verification data.
- Step 3: Contact your Child Nutrition Consultant for assistance in resolving any data errors discovered during the data validation process.



### **Fiscal Year 2024 National School Lunch Program Equipment Assistance Grants**

Kansas has received an allocation of \$103,682 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 15, 2024.** Contact Eryn Davis at [edavis@ksde.org](mailto:edavis@ksde.org) with questions. Eryn is available to review applications to make sure they are complete prior to the deadline.

### **Local Food for Schools Deadline December 6<sup>th</sup>**

Sponsors who participated in the Local Food for Schools Grant opportunity must have all funds spent by December 6, 2024. Final Report forms must be turned in to CNW by December 6, 2024. Contact Eryn Davis at [edavis@ksde.org](mailto:edavis@ksde.org) with questions.

### **2024-2025 Farm to Child Nutrition Program Sub-Grant Application**

Child Nutrition Program (CNP) Sponsors may request up to \$10,000 to support Farm to Plate initiatives that will increase the local foods served as part of Child Nutrition Program snacks and meals. Subgrants will be utilized by CNP operators to advance eligible local foods programming activities including gardening, chicken houses, raising livestock, garden towers, and more. Applications are due November 29. To apply go to <https://cnw.ksde.org>, Farm to Plate, What's New, 2024 Farm to Plate Sub-Grant Opportunity. For more information contact Barb Depew at [bdepew@ksde.org](mailto:bdepew@ksde.org).

### **USDA Patrick Leahy Farm to School Grant**

The Fiscal Year 2025 **USDA Patrick Leahy Farm to School Grant** Request for Applications (RFA) is now available! Applications are due by 11:59 pm ET on January 10, 2025. 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. State agencies, Indian tribal organizations, or other eligible organizations proposing projects that are multi-state or national in scope may apply for up to \$500,000. **RFAs by Desired Grant Track:**

- Implementation: <https://grants.gov/search-results-detail/356877>
- Turnkey: <https://grants.gov/search-results-detail/356876>
- State Agency: <https://grants.gov/search-results-detail/356878>

Be sure to visit the [applicant resources page](#) for more helpful resources, including links to webinars that provide specific assistance on applying for a Farm to School Grant.



### 2025 Heartland Farm to School Institute Application

The 2025 Heartland Farm to School Institute Application is now available! The Heartland Farm to School Institute aims to assist schools in incorporating Farm to School programming in the classroom, cafeteria, and community. The year-long Institute kicks off May 2025 with a retreat where school teams will engage in action planning to set programmatic goals with the assistance of a coach and learn through educational sessions. Following the retreat, teams will implement their Farm to School action plans with the support of the Institute network consisting of their coach, organizations across the three states, and the cohort of participating teams. Participation in the Institute is free. The Heartland Farm to School Institute application can be found on the Child Nutrition and Wellness website at [cnw.ksde.org](http://cnw.ksde.org) under [Farm to Plate, What's New](#). For more information contact Eryn Davis at [edavis@ksde.org](mailto:edavis@ksde.org)

### 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 step by step instructions on how to complete Form 9-G, see the Developing Counting and Claiming Policies and Procedures tutorial located on the KSDE learning platform at <https://learning.ksde.org>, Child Nutrition & Wellness, Tutorials, School Nutrition Programs (SNP) Tutorials.

### Training Opportunities

Many opportunities for learning are available to SNP sponsors. Go to <https://cnw.ksde.org>, Training, CNW Calendar to access the schedule of live virtual classes with dates, times, and Zoom links.

Upcoming trainings include:

- **Food Safety Basics** on November 20 from 2-5 pm
- **Stress Management for the Superhero** on December 4 from 2-3 pm

Training is also offered 24/7 through the KSDE Training Portal. Create an account at <https://learning.ksde.org>. For detailed instructions on creating an account, go to <https://cnw.ksde.org>, Training.

If you would like to schedule an in-service or have questions about professional development, contact Holly Steinlage at [hsteinlage@ksde.org](mailto:hsteinlage@ksde.org).



### **Contracting with a Food Service Management Company Training, January 9th**

An important training session for Sponsors considering contracting with a Food Service Management Company for SY 2025-26 will be held on January 9 from 9:00-11:00 am via Zoom. Join the training at <https://ksde.zoom.us/j/85250069275?pwd=ORdmBaW039KbxW6hEL6CAcqHBbpdGt.1> Meeting ID: 852 5006 9275 Passcode: 753001

### **Save the Date! Spring Jump Start Your Success in School Nutrition Programs**

If you missed the Fall 2024 Jump Start Your Success in School Nutrition Programs, make sure to join CNW for the spring kick-off event on Thursday, **January 30, 2025 from 9 am to 3 pm in Salina**. Jump Start is a free, multi-week program that offers a blend of in-person, live virtual, and on-demand trainings for new and aspiring school food service directors and managers. This training opportunity is for those with less than three years of experience. Those with three years of experience or more may participate as a mentor.

Jump Start has been developed to incorporate personalized training and leadership development through mentoring opportunities. The program encourages open-group discussion so participants can be actively involved in learning best practices from the field. Participants who complete the Jump Start program will develop the skills and knowledge needed for the successful operation of school nutrition programs. **For more information about Jump Start as a participant or mentor or to register, contact Holly Steinlage at [hsteinlage@ksde.org](mailto:hsteinlage@ksde.org).**

### **Food Safety Training - Individual Completion**

Food safety training is required to be tracked by individual completion in Kansas. Each person must have their own certificate of completion for an approved food safety training. If opting to take Food Safety Basics or Kansas Food Safety in Schools on the KSDE Training Portal, each individual will need to log in with their own username and password to complete the training and earn their certificate of completion. The required food safety training on the KSDE Training Portal cannot be completed under another person's account or as a group.

Food Safety Basics is also offered via Zoom on the third Wednesday of each month from 2-5 pm. The Food Safety Basics class delivered through live Zoom webinar may be taken in a group setting. The attendance survey at the end of the training is set up so that a lead person, such as a director or manager, can enter multiple names. A certificate will then be issued to each individual who was listed in the attendance survey.

### **USDA Updates**

#### **SP 04-2025, Fees for Electronic Payment Services in the School Meal Programs.**

This memorandum clarifies policy related to fees associated with electronic (online) payments in the school meal programs. The memo states that, effective school year 2027-2028, families with students eligible for reduced price meal benefits in the school meal programs must not be charged any fees for using electronic payment services in the school meal programs. This requirement ensures that students who are determined eligible for free or reduced price meal benefits receive the benefits they qualify for without having to pay additional fees along with the cost of a meal. The memo also offers best practices and strategies for school food authorities to ensure that all families are aware of payment options and to ease the financial burden that electronic payment processing fees impose on families. This memorandum supersedes SP 02-2015, *Online Fees in the School Meal Programs*.



### **SP02-2025, CACFP04-2025, SFSP02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements.**

The updated memo provides guidance for accepting processed product documentation and clarifies the difference between the date of authorization found on the CN label and the “Valid Until” date on the CN Label Verification Report. This memorandum supersedes: SP11 CACFP10 SFSP13-2015v2: CN Labels Copied with a Watermark Acceptable Documentation, issued March 11, 2015; SP27 CACFP 09 SFSP 12-2015: Administrative Review Process Regarding CN Label, Watermarked CN Label and Manufacturer’s Product Formulation Statement, issued March 11, 2015; and TA 07-2010 (v3): Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements, issued November 26, 2014.

### **CACFP 02-2025, Offer Versus Serve and Family Style Meals in the Child and Adult Care Food Program**

This memorandum provides updated guidance on the use of Offer Versus Serve (OVS) in the adult day care and at-risk afterschool settings, as well as the use of family style meals in the Child and Adult Care Food Program (CACFP). This memorandum contains two attachments that highlight frequently asked questions and answers and OVS examples for breakfast, lunch, and supper meal service. This memorandum supersedes CACFP 05-2017, Offer Versus Serve and Family Style Meals in the Child and Adult Care Food Program.

### **Cultural Foods Photo Gallery**

Check out MyPlate’s new collection of [free food photography](#) featuring 100 high resolution images of MyPlate inspired meals representing African; Asian and Pacific Islander; Haitian and Jamaican; Latin American and Hispanic; Mediterranean; Middle Eastern; Native American and Alaskan Native; and Southern cuisines. Through these new images, MyPlate comes to life to celebrate variety and diversity and helps all consumers see themselves in MyPlate with dishes that reflect everyday meals and snacks from the foodways of 29 cultures in the United States. MyPlate worked closely with vetted cultural experts to ensure authenticity in all aspects of the photos.

All images are available at no cost to download and use for educational materials, professional resources, presentations, and communications with your audiences. Each JPG photo file is available in two resolution sizes to fit your needs. It is kindly requested that these pictures be used only for informational and educational purposes of a non-profit nature.

**CNW is thankful for all our amazing School Nutrition Program operators!**

### *The CNW Team*



For more information, contact:

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