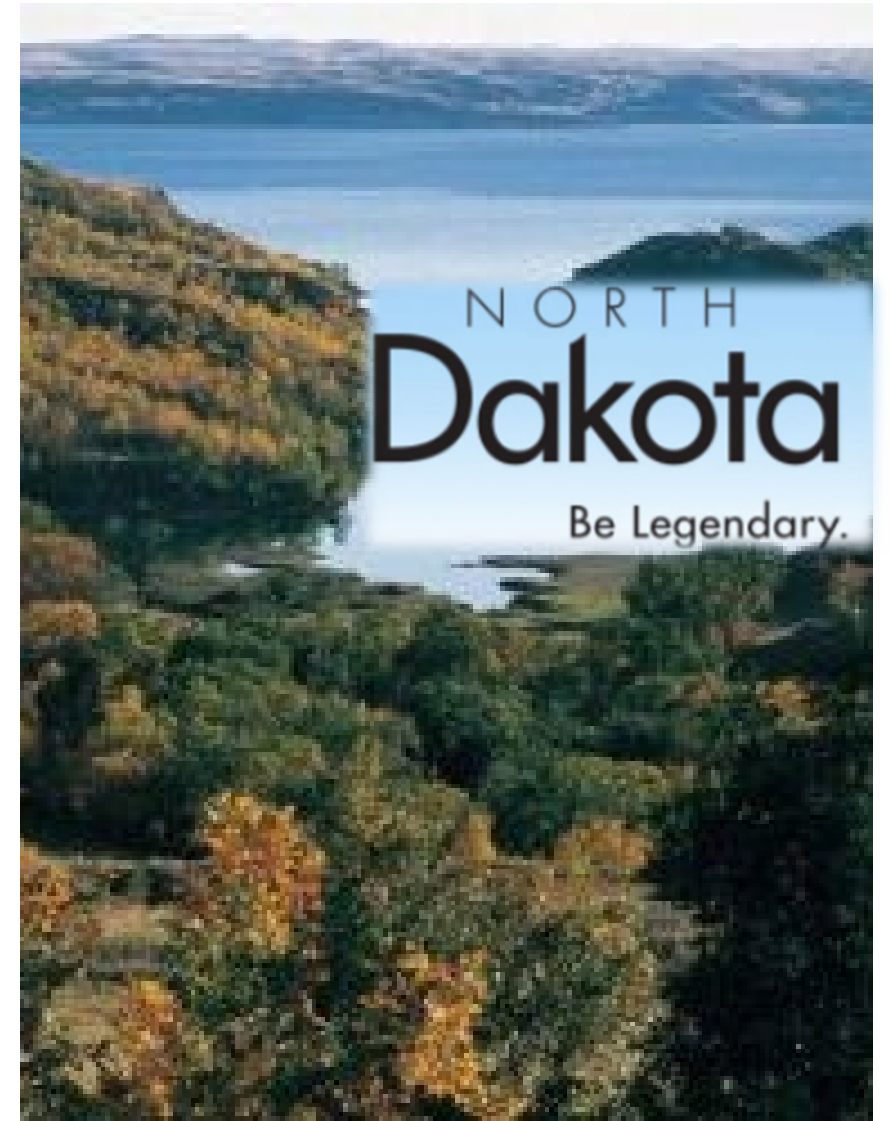




NORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**

ACROSS THE DESK

May 2026



Lake Sakakawea

AI Bot Rules for NDDPI Hosted Meetings/Webinars

"Please be advised that due to privacy concerns and potential legal implications, the use of external AI transcription tools is strictly prohibited in NDDPI meetings. If you wish to record a meeting for transcription purposes, please submit your request to the meeting organizer."



Agenda

- Updates on Whole Milk for Healthy Kids and Buy American
- Setting Meal Prices for next year
- Top 10 Administrative 'Oops' on 25-26 ARs
- End of the Year checklist
- Renewal is Coming! Renewal is Coming!



- School Lunch Hero's
- May 1st



Strasburg Public Lunch Hero's:
Velvet, Stephanie and Renae

Whole Milk for Healthy Kids Act

- May 8, 2026 USDA issued a final rule on the Whole Milk for Healthy Kids Act
 - “Expanding Fluid Milk Options in Child Nutrition Programs”
- Effective June 8, 2026, schools may offer whole and reduced-fat milk to participants two years and older.
- Schools can exclude saturated fat from milk when calculating weekly averages for NSLP/SBP.

Whole Milk for Healthy Kids Act

- Schools may offer:
 - Whole, 2%, 1%, fat free, lactose free,
 - Ages 2-5, milk must be unflavored
- Competitive Foods/Smart Snacks
 - Whole and Reduced fat milk may now be sold as compliant beverages under Smart Snack Rules
- Sugar Guidelines still apply
 - 10 grams of added sugar per 8 oz
- Two varieties of milk must be offered

Buy American

- 2026-27 School Year – 10% cap on non-domestic purchases for NSLP and SBP (over 51% of a food product must consist of agricultural commodities that were grown and produced domestically)
- No waiver allowed at this time
- Waiting on additional guidance
- "Buy American" Provision must be in Procurement Documents

Meal Pricing

USDA memo SP
07-2026
Paid Lunch Equity

- **Negative Balance – June 30, 2025**

MUST complete a Paid Lunch Equity (PLE) tool

SP 07-2026: waiver of the PLE tool if balance is \$0 or positive

- **Set paid meal price based on cost of production**
 - Total expenses including labor/ total number of meals served including adult and student second = cost of production
 - Has your revenue been covering expenses?
 - Yes: probably don't need to raise the meal price much
 - No: probably need to do some more calculations.

Adult meal pricing

- USDA FNS Memo 785-2: adult meal pricing must be set to cover reimbursement and value of commodity foods used in the meal.
 - **Non pricing school:** Use the Reimbursement for a free meal PLUS the value of commodity foods.
 - Last year: \$2.94 for breakfast \$5.16 for Lunch
 - **Pricing school:** Use the highest student meal price PLUS the reimbursement for a paid meal PLUS the value of commodity foods.
 - Last year: Breakfast: \$.39 higher than highest student breakfast price/
Lunch \$.98 higher than highest student lunch pricing
- Reimbursement Rates and Value of Commodities usually are not released until sometime after the 7th of July by Congress.

Top Ten Administrative 'Oops's

- Led to over \$80,000 in Fiscal Action this year
- Almost 290 corrective actions across 36 schools....
- Follow Up Reviews:
 - PS1 (Certification) = 7 Schools
 - PS2 (Menu) = 12 schools
 - General = 9 schools



Certification

- Go through all applications
- Recheck all benefits
- Reminder – online application
 - Paper must be available
 - 2026-2027 available

2026-27 Application for Free or Reduced-Price Meals

Scan here to apply online:



Complete one application per household for all children. Please use a pen (not a pencil). Mail or return completed form to: (School/District Information)

STEP 1: List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).

Definition: A Household Member is "Anyone living with you and shares income and expenses, even if not related." Children in Foster care are eligible for free meals. Read *How to Complete the Application for Educational Benefits* for more information. Adults over grade 12 living in the same household should be reported in Step 3. If your children attend different districts or charter/nonpublic schools, return an application to each one.

Child's First Name (list all children in household)	MI	Child's Last Name	School	Grade	Mark all that apply.	Foster Child	Migrant	Homeless or Runaway
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your child have health insurance? Many children who qualify for free or reduced-price meals may also be eligible for low-cost or free health coverage. For more information, visit <https://applyforhelp.nd.gov> or call 1-866-614-6005.

STEP 2: Do Any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR? Medical assistance does not qualify through an application. If NO > Go to STEP 3. If YES > Enter SNAP, TANF, or FDPIR Case Number (between 4-9 digits, do not report EBT card number) _____ then go to STEP 4 (Do not complete STEP 3.)

STEP 3: Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

A. All Adult Household Members (including yourself). For each Household Member listed, report total gross income only if they receive income. If they do not receive income from any source, write '0' or leave the fields blank. You are certifying (promising) that there is no income to report. Not sure what income to include here? Flip the page and review "Sources of Income" for information. "Sources of Income" will help you with the All Adult Household Members section and B. Child Income section. College students living away at school can still be counted as household members.

Names of All Adult Household Members (First and Last)	Gross Earnings from Working at Jobs				Report income before deductions or taxes in whole dollars (no cents).	Are you Self-Employed or a Farmer?			Any Other Gross Income				
	Weekly	Bi-weekly	2x Month	Monthly		Monthly	Yearly	Net income from Farm or Self-Employment. Do not duplicate elsewhere.	Weekly	Bi-weekly	2x Month	Monthly	SSI, Unemployment, Public Assistance, Child Support, and others on Page 2
List all Household members not listed in STEP 1 (including yourself) even if they do not receive income. Include children who are temporarily away at school or in college.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$

B. Child Income. Sometimes, children in the household earn or receive income, such as from a part-time job or SSI. Please include the TOTAL income received by all children listed in STEP 1. Do not include income received by adults in the box to the right.

Total Income Received by All Children	Weekly	Bi-weekly	2x Month	Monthly
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 4: An Adult household member must sign the application. If Part 3 is completed, the adult signing the form must also list the last four digits of his or her social security number or mark the 'I do not have a Social Security Number box.

A. Last Four Digits of Social Security Number (SSN) of Adult Household Member: XXX-XX- I do not have a Social Security Number

Total Number of All Household Members (Children + Adults) Here:

B. Attestation & Signature: "I certify (promise) that all information on this application is true and that all income is reported.

I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

SIGNATURE of Adult Completing Application (Form must be signed to be complete.) DATE

Print Name Daytime Phone

Address (if available) Apt# City Zip

SCHOOL OFFICE USE ONLY Error Prone Application

Case # Application Foster Application Directly Certified: Date of Disregard: _____

Income Application Homeless/Migrant/Runaway

Household Size: _____ Per: Week Bi-Weekly (Every 2 Wks.) 2x Month Monthly Annual

Total Income: \$ _____

Eligibility: Federal Free (130%) _____ Reduced (185%) _____ State 200 _____ Denied _____

Determining Official's Signature: _____ Date: _____

Selected For Verification: Confirming Official's Signature: _____ Date: _____

Verifying Official's Signature: _____ Date: _____

Reason for Denial: Income Too High Incomplete App

See Page 2 for Additional Information. Return completed form to the school at the address listed at the top of the form.

Meal Counts & Claiming

Administrative Record Book
Pg 87-88, training: 124

- Counts must be based on accurate POS – no classroom counts, tray counts, attendance counts
 - Someone must be checking the tray for a reimbursable meal
- Claiming meals on non-instructional days
 - 4-day school week
 - Afterschool Snack on weekends at RCCIs



Financial

Administrative Record Book
Tab & Pg 145-147, 152

- Meal Charge Policy – must be ND aligned since 2023!
 - Remember to send it out every year – households and staff.
- Tracking AND reimbursing foodservice account for student seconds/adult meals
 - Vended meals to daycare/Headstart
 - Nonprogram Food Revenue tool must be completed
- No documentation of what a payment was for (keep invoices)

Local Wellness Policy

Administrative Record Book
Pg 129-132

- 8 findings!
 - Update – 10 requirements = 2017
 - most missed: Only Smart Snack compliant food items may be part of marketing messages to students. Vending machine wraps included.
 - Assess – at least every 3 years
 - Publicize – both the Policy and the Assessment
 - Easiest – include on the school website!
 - Other ways: BTS Newsletter; available in the main office; Public bulletin board

Smart Snacks

Administrative Record Book

Pg 133 - 140



- Check the Vending Machines!
 - Noncompliant items
 - Grade groups items (K-8 vs High School)
 - Marketing wrap
- Fundraisers
 - ND: Only (3) – one-day per building
 - Must be tracked to allow only 3; be fair to all organizations
 - Includes School stores

Professional Development

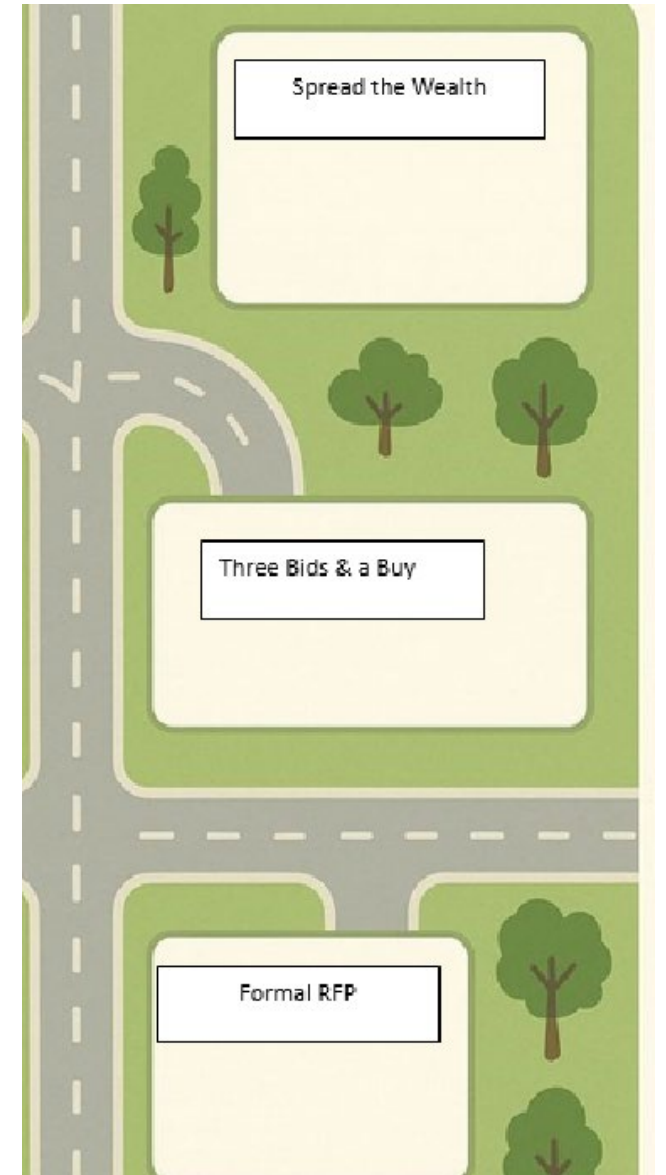
Administrative Record Book
Tab & Pg 120-123

- Hiring a New Cook
 - Food Safety certification
 - Must have a site manager at each serving site with Food Safety Certification
 - Check ND Foods to make sure it hasn't expired
 - Cannot renew program without all sites having a certified manager
- Logging Hours
 - Paper, computer, USDA tracker
 - 12 hours for Foodservice Director/10 hours for a site manager
 - 6 hours full time/4 hours part time (less than 20 hours/week)

Procurement

Administrative Record Book
Pg 153-168

- Prime Vendor Contract – 14 schools needed to solicit bids for food distribution
 - Or Sign up with the ND State Coop
- Must use Prime Vendor Contract
 - = Majority of food purchases
- Secondary Vendor is over the Micro purchase
- No procurement policy/code of conduct



Renewing the Program, SY27

- Will Be in ND Foods
 - Opens in Mid July – After we receive reimbursement update
- Get Ready!
 - Set meal pricing
 - Read through the Program Agreement!
 - Make sure Kitchen manager is up to date on food safety training
 - Is procurement done?

Checklist



Top Five To-Do's – Today and through the Summer

Done	To-Do	Delegated to:
	<p>5. Procurement Requirements</p> <ul style="list-style-type: none"> • Confirm the district has: <ul style="list-style-type: none"> – A procurement policy and code of conduct. – A current prime vendor contract (or participation in the ND State Coop). • If new milk varieties will be offered, verify that appropriate procurement steps have been completed. • Update all procurement documents to include the Buy American provision. • <u>Plan ahead</u> to ensure no more than 10% of purchases are non-domestic in the coming school year. 	
	<p>4. Review Financial Records</p> <ul style="list-style-type: none"> • Ensure the school foodservice account does not end the year with a negative balance. • Verify that student seconds and adult meals are being tracked and reimbursed to the foodservice account. • If selling student seconds, a la carte items, vending, catering, etc., complete the Nonprogram Food Revenue Tool. • Maintain clear documentation for all financial transactions and invoices. 	
	<p>3. Setting Meal Pricing</p> <ul style="list-style-type: none"> • Reimbursement levels won't be available until mid-July; calculate your current cost to produce a meal, subtract last year's reimbursement, and use this as a baseline for potential price adjustments. • Set adult meal prices using USDA-required formulas: <ul style="list-style-type: none"> ○ Non-pricing schools: free meal reimbursement + commodity value ○ Pricing schools: highest student price + paid meal reimbursement + commodity value • Review the district's meal charge policy to ensure it reflects ND legislative requirements updated in 2023. 	
○	<p>2. Evaluate Your POS System & Decide if you will switch from Power Lunch, if using.</p> <ul style="list-style-type: none"> • Complete year-end rollover, verify free/reduced/paid eligibility, confirm pricing accuracy, and schedule cashier training for fall. • If switching systems, plan for additional training and adequate onboarding time. 	
	<p>1. Implement the Electronic Meal application system, if not already done.</p> <p>North Dakota law requires all schools to offer an online free/reduced-price meal application beginning July 1, 2026.</p> <ul style="list-style-type: none"> • Arrange training for staff who will determine eligibility using the electronic system. • Paper applications must still be available. The updated 2026–2027 form is ready for printing. • Reminder: Applications may not be distributed until after <u>July 1, and</u> must be processed within 10 days of submission—so consider waiting until staff return in the fall before sending them out. 	

Tray of the Month

This fun activity aims to highlight school nutrition and the amazing work you do to feed children. It's a fun way to showcase the delicious meals you serve. This is an optional activity. Please participate if you feel inspired 😊

May is celebrating School Lunch Hero and Beef Month, pictures are due Friday, May 28, 2026.

Criteria: You can take a picture of a full lunch on a plate or tray (all meal components, full tray showcased).

The photo is a close-up of the tray and is well-lit. Any students in the photo should have a photo release form signed. We will assume that you went through the proper protocol for that photo release form.

You can submit your photo to Amanda Olson at amolson@nd.gov



Garden Grant Awardees



Schools

- Westhope Public School
- Emerado Public School
- Glen Ullin Public School
- Newburg Public School
- Anamoose Public School
- North Border School District
- Midkota Public School
- LaMoure Public School
- North Dakota School for the Deaf

CACFP Sites (Childcare)

- Early Explorers Head Start Towner
- Minot Public School Head Start
- Kiddie Korral 2.0
- Park River Area Schools
- Jeremiah Program
- Jasmin Child Care and Pre-K
- Mindy's Clubhouse
- Discovery Child Care and Pre-K
- Fraser Child Care

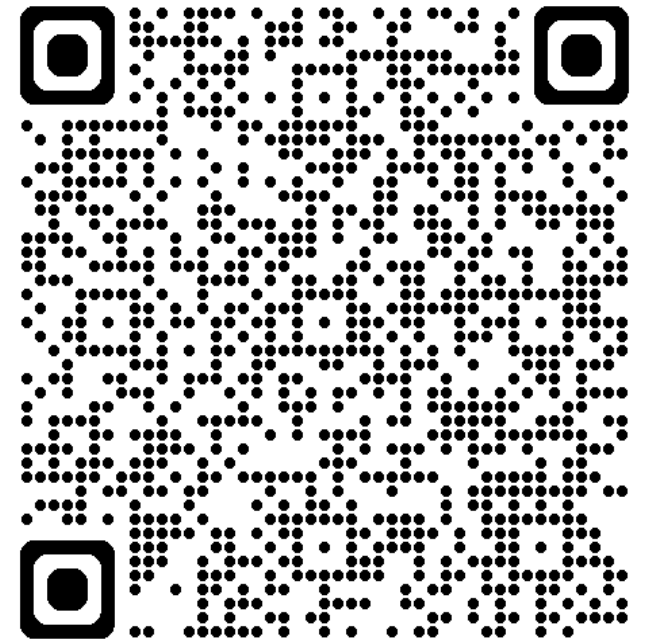
Growing Connections: Farm to School Seminar

Thursday, June 25th

9 a.m. to 4:30 p.m.

Brynhild Haugland Room,
State Capitol Building,
Bismarck, ND

- Free registration and lunch provided.



<https://GrowingConnectionsND.eventbrite.com>



 (701) 328-2294

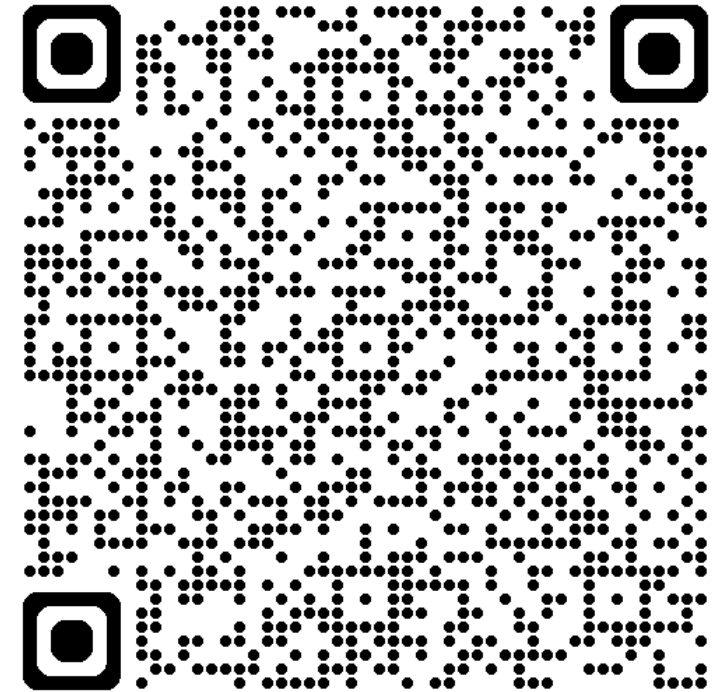
Kitchen Counter Conversation

3rd Tuesday of each Month
2 p.m. Central Time

Registration for each KCC is in the last Newsletter



Jarrett J. Krosoczka's "Lunch Lady"



Registration for KCC May

Next: Tuesday, May 19, 2026

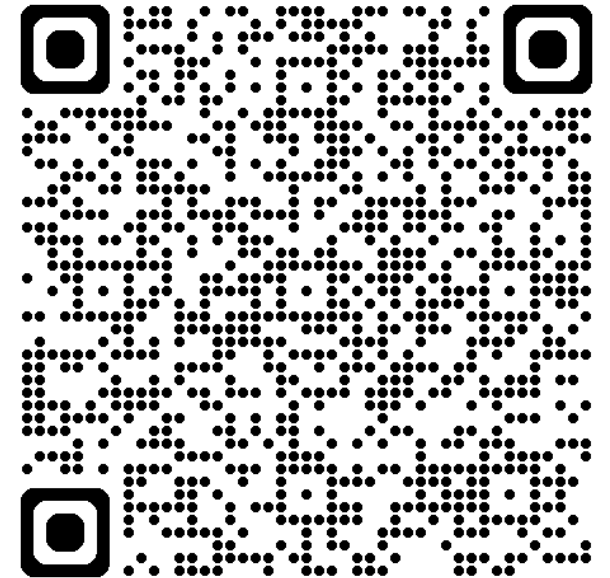
Kitchen Check up: This Year's To 10 Review Reminders

June 3rd and 4th

PIONEER ROOM AT THE STATE
CAPITOL BUILDING IN
BISMARCK



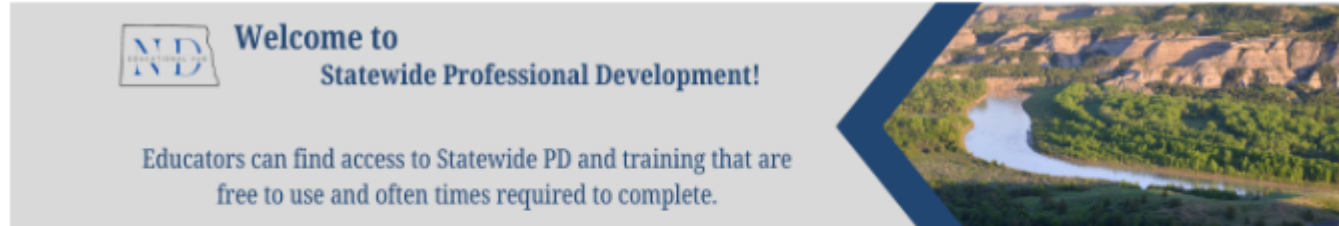
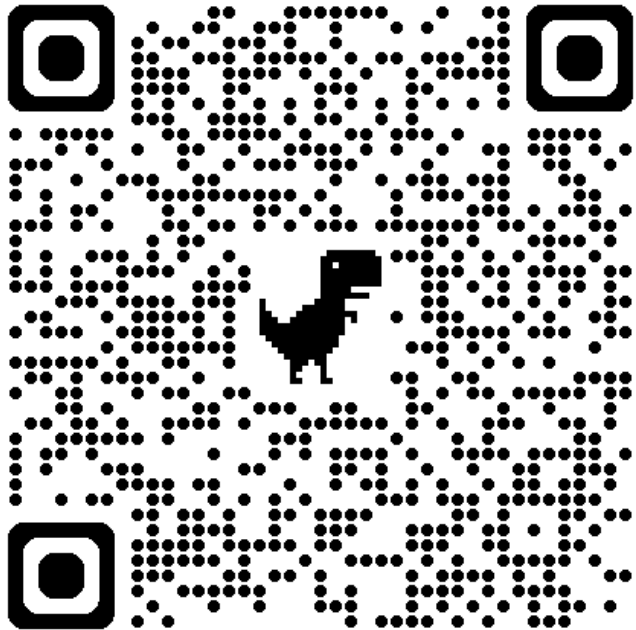
NEW School Kitchen Manager Training



Other Training/Resources

North Dakota
Educational Hub:

Myndeducational.hub.org



The sub-catalogs below are located under the "Statewide Professional Development" catalog. The courses listed under each sub-catalog are live and ready for enrollment. Click on the course name to enroll and begin learning today!

Child Nutrition: School Nutrition Professionals can access virtual training related to federal child nutrition programs in this catalog.		
Financial Management	Recipe Standardization	Meal Pattern: Overview
Meal Pattern: Bread-Grain	Meal Pattern: Fruit	Meal Pattern: Vegetable
Meal Pattern: Meat/Meat Alternative	Meal Pattern: Milk	Kitchen Efficiencies
Production Record Training: Paper or Excel	Offer vs. Serve Activity	USDA Foods In North Dakota
Production Record Training: Electronic via PrimeroEdge	Dominio del Menu: Desglose del regimen alimenticio	Production Record Upload for Approval



Across the Desk

2nd Tuesday of each Month
2 p.m. Central Time

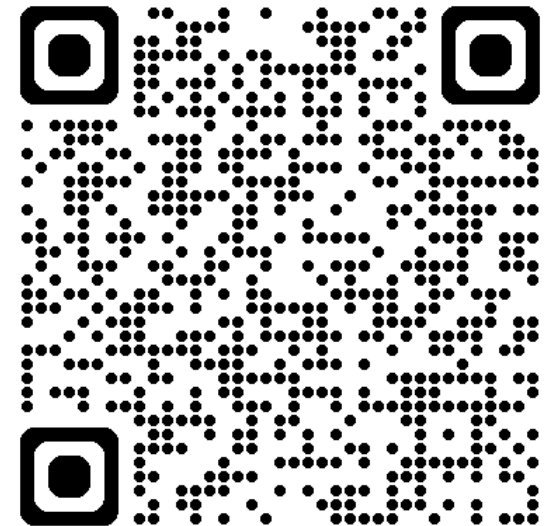
Taking June off
July 14th –
Renewal Time!

NDDPI “BRIDGE”

BRIDGE – Building Reports Informing Data-driven Growth in Education

- Reminder: Power Lunch will no longer be available through the State!!
 - ✓ Please make your plans for POS
 - ✓ Infinite Campus will be available
 - ✓ Get trained!
 - ✓ Participate in a LIVE Demo
 - ✓ May 19, 2026 – 10 AM CST
 - ✓ June 12, 2026 – 9 AM CST
 - ✓ www.infintecampus.com/demo

Reminder: HB 1013
Online App needed by
July 1, 2026



Register
Infinite Campus
LIVE Demo



Questions?



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Director

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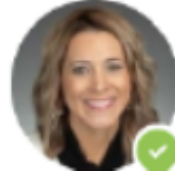
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Phone: 701-328-2294

Website:

www.nd.gov/dpi/SchoolStaff/ChildNutritionFoodDistributionNORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**



NORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**

Questions & Discussion

WWW.ND.GOV/DPI



DPICNFD@ND.GOV



(701) 328-2260



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Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Weirdest

- Vended Meals
 - Between Schools
 - Between a Business and a School
 - Between a School and a Daycare/Headstart
- Recordkeeping
 - Provision 2 needs to keep applications that the claiming percentage is based on as long as the claiming percentage is in effect
 - All other records – keep for 3 years plus the operating year