

# NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

# “Across the Desk” School Nutrition Quarterly Update



# Agenda for Today

1. Summer Programs – SFSP and Summer EBT
2. Direct Certification with Medicaid
3. Continuation of ND Extended Eligibility Guidelines
4. End-of-the-year reminders for kitchens – Inventory and Records Management
5. Charging for second servings or extra meals & the Nonprogram Revenue Tool
6. Upcoming Training and Events for school nutrition staff
7. Procurement Requirements for Schools
8. School Lunch Hero Day May 3

# Summer Food Service Program

- APPLICATIONS ARE OPEN UNTIL APRIL 30!!
- Annual training links will be emailed to approved sponsors
- Updated forms and tools are coming soon
- Office Hours on Wednesdays
- [mdanderson@nd.gov](mailto:mdanderson@nd.gov) or 701-328-2263
- Looking forward to a successful summer!

# Summer Programs – S-EBT

- NEW Permanent Program similar to Pandemic EBT
- School Aged children attending a school that participates in NSLP
  - Pre-K included if they are served meals through NSLP
- Most eligible students – no application needed
  - Direct Certification through SNAP, TANF, FDPIR
  - Homeless, Migrant, Foster
  - Eligible for Free/Reduced-price meals in SY 23-24 (Not State 200) and attending an NSLP school

# S-EBT

- Some Households will need to apply
  - Students from CEP Schools not Directly Certified.
  - Students who may be eligible but haven't applied for Free/Reduced Benefits and attend an NSLP School
- NDDPI Staff may reach out to school personnel regarding the status of students, or guardian information.
- Webinar recordings on the CNFD Website under "Updates"
- More information on our CNFD Website

# S-EBT Benefits

- \$120 EBT Benefit Card per Eligible Student
- Cards will be mailed around May 16th (should be received by June 1)
- Additional card issuances will be completed throughout the summer as additional students become eligible through applications
- Benefits can be used just like SNAP benefits
- Benefits expire 122 days after issuance

# Direct Certification through Medicaid

- New in SY 24-25
- Identify students who are eligible for free or reduced-price meals based on household income through Medicaid
- Same eligibility percentages 130% or less = Free,  
131-185% = Reduced-Price
- Notifications in STARS: DHS-MF = Medicaid Free  
DHS-MR = Medicaid Reduced
- More information to come!



# New CEP Guidelines

- Final Rule in September 2023
- Changes ISP minimum threshold from 40% to 25%
  - Students who participate in SNAP, TANF, FDPIR, Homeless, Runaway, Migrant and Foster
- 1.6% Multiplier remains the same
- Federal/Local Cost Sharing
  - Estimator Tool:

[Community Eligibility Provision Resource Center | Food and Nutrition Service \(usda.gov\)](#)

# Continuation of ND Extended Eligibility Guidelines

- Year 1 (2023-24)
  - Approximately 1800 students were eligible in 2023-24
- New Name: “State 200”
- Highlight success stories in your district for Legislators
- SY 24-25 will be on the DPI website by June 2024
- Cannot accept applications until July 1, 2024
  - Remember: Applications **MUST** be determined within 10 days of receiving them!

# Harvest of the Month – May is Beef

- ND Beef Commission is Celebrating during the month of May
  - Register for a free kit, including a 40-page cookbook.
  - Deadline is April 22nd
- Link to Sign Up  
[School Food Service Beef Month Celebration \(google.com\)](#)



# School Lunch Hero Day

- May, 3, 2024
- Resources can be found here:
  - [Schoolnutrition.org](https://www.schoolnutrition.org)
  - [#SLHD24 Student Activities – School Nutrition Association](https://www.schoolnutrition.org/SLHD24-Student-Activities)



# End of the Year Reminders

- Inventory
  - ICN: “CNOD Inventory Management”
- Records Management 

Active	Yr 1	Yr 2	Yr 3
--------	------	------	------

  - Most: 3 years plus active year, i.e. 23-24; 22-23; 21-22; 20-21
- End of the year Financial transactions
  - Second servings/ Adult meals paid by non-Federal funds
  - Repayment of Food Service Payroll to the General Fund
    - One year only
  - Excess Funds Calculation Before reporting to DPI-Fiscal
    - Last year to include 25% extra in the calculation

# Charging for Seconds/Extra Meals

- Seconds/Extra Meals
  - Two ways to consider the extra food
    1. Menu Planner decision must account for all food in dietary specifications
  - OR
  - 2. Student decision – must be paid for
- Nonprogram Revenue Tool
  - Revenue from Ala Carte must be higher than Food Cost
  - Office Hours: Tuesdays – April 23 thru May 2:00 – 2:30 p.m.

		<b><i>Non-Program Revenue Rule</i></b>			
<u>Nonprogram Revenue</u>		$\geq$	<u>Nonprogram Food Costs</u>		
Total Revenue			Total Food Costs		

# Procurement Requirements



- Annual Training – BTSW; Across the Desk
- Procurement Policy including a Plan
- Code of Ethics for Food Service Staff
- Procurement Types –
  - Micro Purchase – one vendor over the entire school year
    - purchase under \$10,000
  - Small Purchase – ND State - \$50,000/ Check your School District
    - Must document two or more bids
    - Decision is based only on price
  - Formal Purchase – Purchases from one vendor is more than \$50,000

# Cooperative Food Service Bid

## Direct to Manufacturers (DTM)



### New Participants

- ▶ Window for schools to join opens week of 1/15. Email sent by NDESC with:
  - ▶ Participation Agreement
  - ▶ Data/Logistics Information
- ▶ Contact Lori Mittelstadt: [info@purchasingconnection.org](mailto:info@purchasingconnection.org) if interested in joining

### Holding Steady

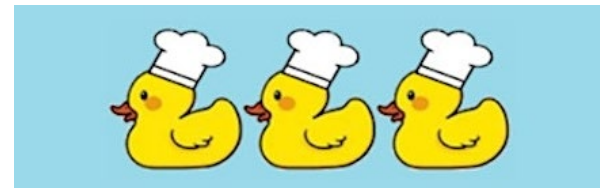
- Allows for a year of consistency
- Direct to Manufacturer & Distributors remain the same

**Your NDESC Team. Reach us at**  
**866-337-2005 | [info@purchasingconnection.org](mailto:info@purchasingconnection.org)**



# Upcoming Training/Events

- NDSNA – June 4-6<sup>th</sup> in Fargo at the Hilton Garden Inn
  - [Northdakotasna.com](http://Northdakotasna.com)
- Food Safety in Schools – in person
  - July 23<sup>rd</sup> at the Capitol Building in Bismarck
  - OR Complete online at will: [www.theicn.org](http://www.theicn.org)
- New Kitchen Manager/Food Service director
  - July 24<sup>th</sup>-25<sup>th</sup> at the Capitol Building in Bismarck
  - Monthly Teams meeting – last Wednesday of the month, 2 p.m.
- NDDPI-CNFD Back to School Workshops
  - July 30<sup>th</sup> or 31<sup>st</sup> – Fargo      Aug 6 or 7<sup>th</sup> – Bismarck      Aug 8<sup>th</sup> – Minot
  - “Keeping Your Ducks in a Row”



# April Kitchen Counter Conversation



Jarrett J Krosoczka's 'Lunch Lady'

Tuesday, April 16th, 2024

– 2 p.m. Central

**“All About Soy”**

**Guest: Linda Funk**

**North Dakota Soybean Council**

*Linda will provide us with education related to all things Soy: soy foods health benefits, easy applications to your school food service and more.*



NORTH DAKOTA DEPARTMENT OF  
PUBLIC INSTRUCTION

# Upcoming Office Hours with DPI Staff

- PLE Tool, Non-Program Revenue Tool, any other questions
- Tuesday, April 23rd, April 30<sup>th</sup>, May 7<sup>th</sup>, May 14<sup>th</sup>
  - 2:00-2:30 p.m.
  - A Teams Invite will be sent out



# Please Help Us Help you!

- What items would you like us to cover during Across the Desk
- What items would you like us to cover for Kitchen Counter Conversations
- Office Hours in August/September – help with Free/Reduced Applications

# Questions??

- Contact: [dpicnfd@nd.gov](mailto:dpicnfd@nd.gov)
- Phone: 701-328-2294
  
- Recording and Resources will be available under the Updates tab on the Child Nutrition and Food Distribution website.



# USDA FNS Nondiscrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

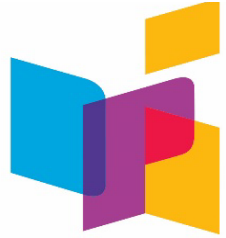
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. fax:  
(833) 256-1665 or (202) 690-7442; or

3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

***This institution is an equal opportunity provider.***



NORTH DAKOTA DEPARTMENT OF  
**PUBLIC INSTRUCTION**

600 E Boulevard Ave., Dept. 201

Bismarck, ND 58505-0440

Phone (701) 328-2260

Fax (701) 328-2461

[www.nd.gov/dpi](http://www.nd.gov/dpi)

# Common Findings on Reviews

- Free/Reduced Applications
  - 10% Error in Application determination = Second Review of ALL Applications
  - Confirmation Review not done or official did not sign the verified application that was chosen from Error Prone
- Meal Counting & Claim
  - POS not at the end of the service line
  - Cashier is not trained to identify a reimbursable meal
- Meal Pattern
  - Not enough legumes or dark green vegetables during each week
  - Not using CN labeled/Product Formulation Statement to calculate amount of meat served
  - Juice is served as more than 50% of the fruit required at breakfast/lunch



# Common Findings on Reviews

- Civil Rights
  - All Staff trained; not just those that went to Back to School workshop
- On Site Monitoring not completed by Feb 1<sup>st</sup> at multi-site schools
- Local Wellness Policy
  - A Triennial Assessment has not been done in the last three years.
- Smart Snacks
  - Vending machine has a non-Smart Snack-compliant food / beverage as the logo
  - Caffeinated or non-Smart Snack beverages available to all students in a school that has K-8 grades
- Professional Development
  - Waiver not on file for new cook not meeting hiring standards
  - All nutrition staff must complete training each year
- Buy American – Exception paperwork not completed
- Resource Management – Nonprogram Revenue Tool not completed