



NORTH DAKOTA  
**DEPARTMENT OF  
PUBLIC INSTRUCTION**

# **ACROSS THE DESK**

**September 2025**

# 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

- Highlights and Reminders from BTSW
  - Buy American
  - State 225
  - Direct Certification
  - Upcoming Training
- Verification
- Farm to School Updates
- You're up for Admin Review

# Buy American

- Buy American has always been required
- Buy American requirement must be a part of all procurement for NSLP and SBP
- Beginning School Year 2025, there is a cap on non-domestic purchases
- Definition of Domestic Product:
  - Agricultural commodity grown and processed in the United States
  - A processed product must contain at least 51% ag products grown/raised/harvested in the United States.

Beginning	Nondomestic food purchases cap
<b>SY 2025-2026</b>	<b>10%</b>
<b>SY 2028-2029</b>	<b>8%</b>
<b>SY 2031- 2032</b>	<b>5%</b>

# **“State 225” Information**

State 2025 – Year 3 of Expanded Eligibility

State 200

- Year 1 (2023-24) 1688 Students Were Eligible
- Year 2 (2024-25) 1783 Students Were Eligible
- Use State Expanded Income Eligibility Guidelines when approving applications
  - IMPORTANT- Categorize students in the eligibility category in which they qualify.
- Four Categories of Applications – Free, Reduced, State 225, Denied (PAID)

# **Direct Certification in STARS**

Direct Certification Lists are ready in STARS

Enrollment must be turned on

Be sure to check “Matched” and “Broadcast” lists

More info at Office Hours

# Direct Certification

## STARS

State Automated Reporting System

### Direct Certification 2025 - 2026

Status: NOT APPLICABLE

Sections

Broadcast Notifications

Matched Notifications

Tools

Export to CSV

Student Lookup

Export to PDF

Main Contact

Contact: Lynelle Johnson

Email: ✉

Phone: 701-328-4565

Print Page

Help

[STARS Home](#) ▶ [Direct Certification](#) ▶ Broadcast Notifications

### Direct Certification Broadcast Student Eligibility Notification

Please review the list of student(s) provided below.  
Students eligible for Directly Certified free meal benefits not matching a district enrollment address.

1. If a student on the Broadcast Notification list is **Not Enrolled** in your district, click the **Not Enrolled** button in the table and click 'Not Enrolled.'
2. If a student on the Broadcast Notification list **Is Enrolled** in your district, click the **Enrolled** button in the table and click 'Enrolled.'

The Enrolled button will be inactive. To activate the Enrolled button, enter the student's name into the search box in your enrollment.

If the student's name shows in the search results, the district may click on the student's last name in the search results.

Once the student's name is found, the Enrolled button will be active. Click the Enrolled button to enroll the student.

You will be asked if you want to enroll the student with non-matching information. Click on OK.

To Mass Decline Check the items to edit and click the Link at the top or bottom of the grid.

Use the link below to mass decline selected student notifications.

[Not Enrolled](#)

<input type="checkbox"/>	Name	Gender	Date Of Birth
<input type="checkbox"/>		M	3/25/2019
<input type="checkbox"/>		M	2/3/2017
<input type="checkbox"/>		F	8/17/2020
<input type="checkbox"/>		F	8/6/2021
<input type="checkbox"/>		F	1/28/2022

## STARS

State Automated Reporting System

### Direct Certification 2025 - 2026

Status: NOT APPLICABLE

Sections

Broadcast Notifications

Matched Notifications

Tools

Export to CSV

Student Lookup

Functions

Export

[STARS Home](#) ▶ [Direct Certification](#)

### Export

Available Exports:

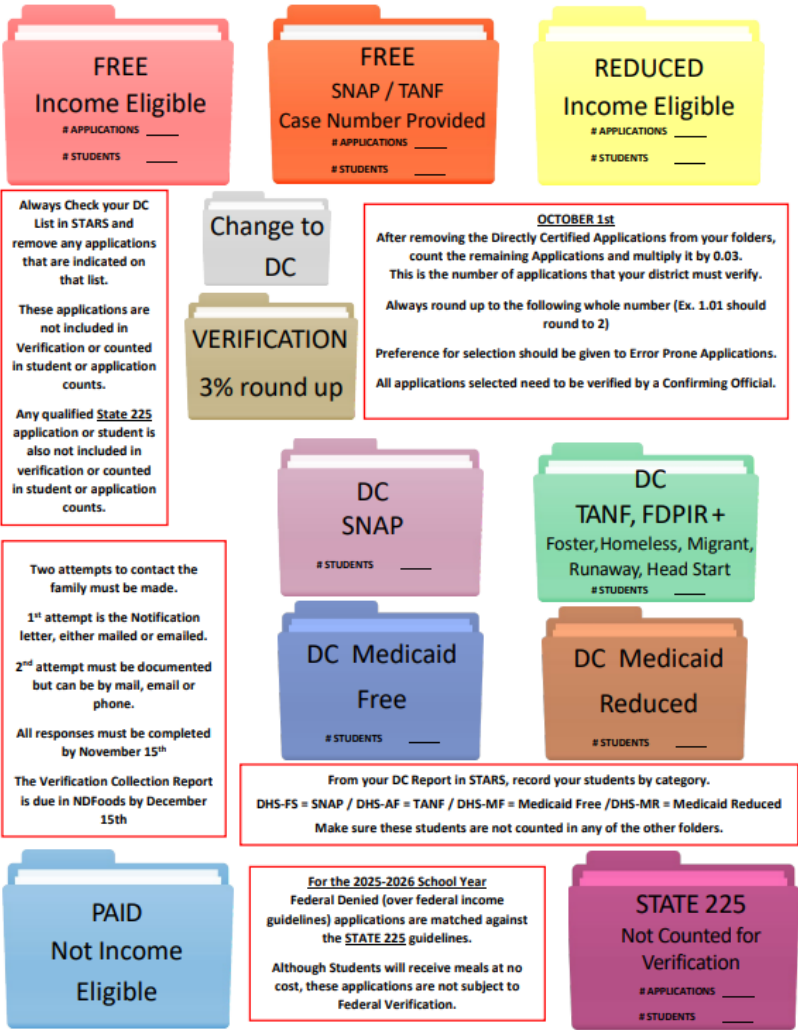
Direct Certification Students

Selected Export Description:

Export list of Direct Certification students for a district

O	P	Q	R
DirectCertEnrollmentDate	CaseNum	DHSSource	EligibleDate
9/6/2023	208206	DHS-MR	7/2/2023
9/6/2023	208206	DHS-FS	7/2/2023
1/28/2024	407612	DHS-MF	1/28/2024
9/6/2023	266619	DHS-FS	7/2/2023
9/6/2023	266619	DHS-FS	7/2/2023
9/6/2023	266619	DHS-FS	7/2/2023
10/8/2023	477089	DHS-AF	10/8/2023

# Verification Collection



## ☐ October 1

Begin verification activities.

- 3% federally income-qualified or categorical applications
- Rounded up.

## ☐ November 15

Verification Process Complete

## ☐ December 15

Submit the Verification Report in NDFoods.

Effective July 1, 2025

2025-2026 APPLICATION RESOURCES for FREE and REDUCED-PRICE SCHOOL MEALS	+
Income Information for Determining Applications	+
Letters of Eligibility Notification	+
Verification	-
Verification	
Each school district must verify the information on 3% of eligible income applications received by October 1st each year.	



# **30 day Carrover Reminder**

Reminder to reset the status of any Free/Reduced/State 225 students to full pay status if they haven't reapplied on the 30<sup>th</sup> day from the beginning of the school year.

# NDDPI “Office Hours”

- Starts Sept. 12th
  - Teams Link will be sent out
  - No Registration Necessary
- 
- Answer questions about Direct Certification (Medicaid, Approving Applications, State 225, etc.)

# Required Training

## Sanitation and Sanitation Update

- Newly hired or promoted Food Service Directors, Kitchen Managers, and Lead Food Service workers
- 8-hour initial sanitation training (SAN)
- 3-hour sanitization update (SANU)
- Check ND Foods for staff SAN/SANU certification dates

# Required Training

## Civil Rights Training

- Required annually
- All frontline staff and supervisors who work with CN program applications and students
- e.g. cooks, servers, cashiers, clerks, managers, administrators
- Will be offered at first Kitchen Counter Conversations on August 19<sup>th</sup>.

## Procurement Training

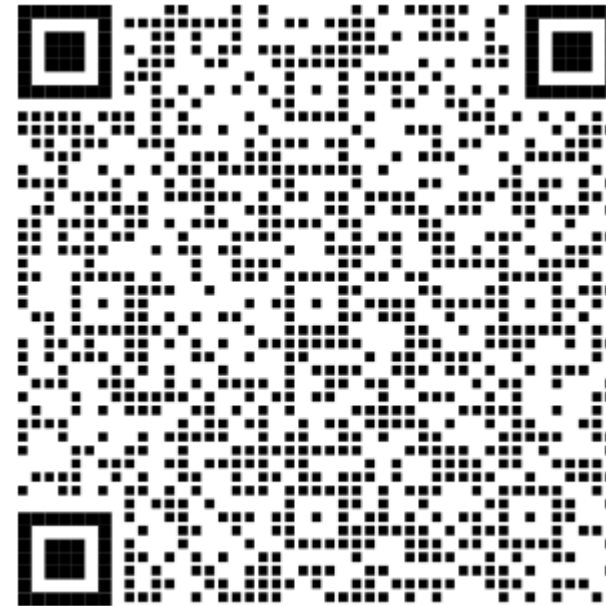
- Required annually for anyone involved in Procurement

# Team Nutrition Added Sugar Intensive & Culinary Training

Wahpeton, ND  
October 22, 2025



Bismarck, ND  
November 5, 2025



# Kitchen Counter Conversations

- THIRD TUESDAY OF EACH MONTH
- 2 P.M. CENTRAL
- SEPARATE REGISTRATION FOR EACH WEBINAR

**Join us September 16, 2025 at 2 p.m. Central Time. Review Readiness**



*Jarrett J Krosoczka's 'Lunch Lady'*

# TeamUp for Procurement

## A Workshop for School Nutrition Leaders



Presented by NDDPI – CNFD

& the Urban School Food Alliance

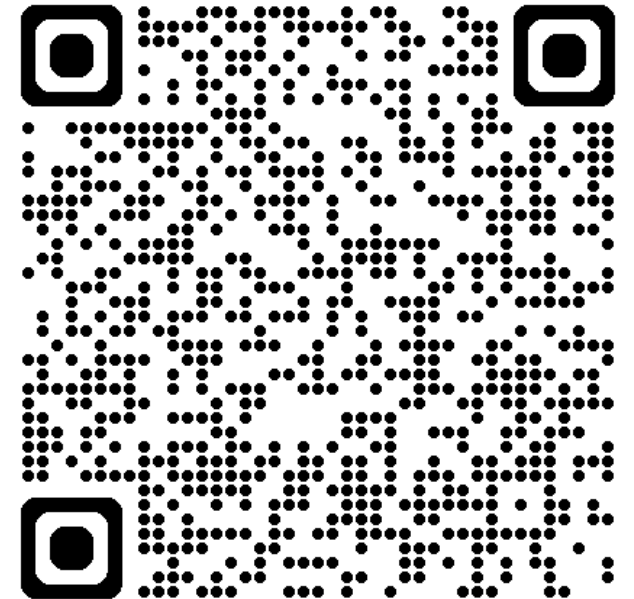


Wednesday, October 15, 2025

8:30 a.m.-4:00 p.m.

Bismarck Hotel & Event Center  
FREE to Attend!

**NDSNA Conference Registration:**  
**[northdakotasna.com](http://northdakotasna.com)**

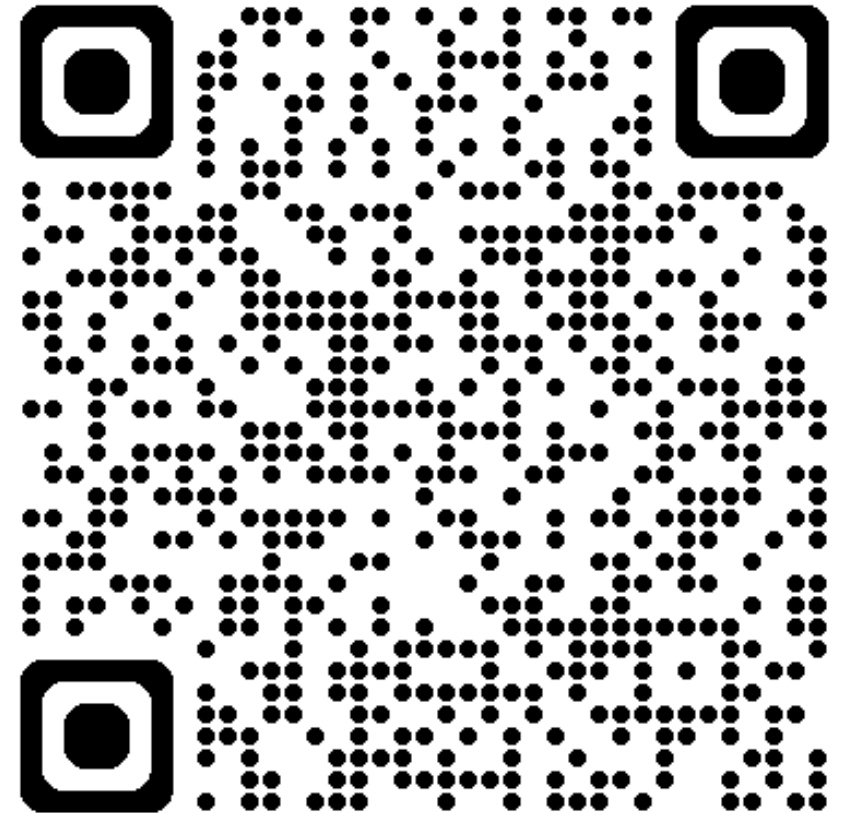


# ND SNA Annual Conference

OCTOBER 16TH & 17TH

BISMARCK HOTEL & EVENT CENTER

Registration:  
[www.NorthDakotaSNA.com](http://www.NorthDakotaSNA.com)







# 2025 Crunch Off



**SEPTEMBER 15-OCTOBER 31**

This event celebrates local foods, supports farmers and ranchers, and promotes more fruits and veggies on our plates. Our goal: **750,000 crunches** across Colorado, Nebraska, Kansas, Missouri, North Dakota, South Dakota, and Montana!

**How to Participate** Anyone can join—schools, childcare centers, businesses, organizations, and families. Just crunch into fresh fruits and vegetables while supporting producers who feed us.

## **Eligible Crunch Items**

- Locally-grown or raised: fruits, veggies, legumes, nuts, popcorn, and meat (beef, pork, poultry, lamb, jerky, roasts, etc.).
- **Not included:** liquids (milk/juice), purchased value-added items (like salsa, ice cream, sauces), grains, or deep-fried foods.
- **Regionally grown foods from programs like DOD Fresh or USDA Foods are also accepted. Even if you can't find something local to bite into, you can still participate and register the event to help promote healthy eating habits.**

Registration link: <https://forms.office.com/g/kjdXDZBNh3>

# 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

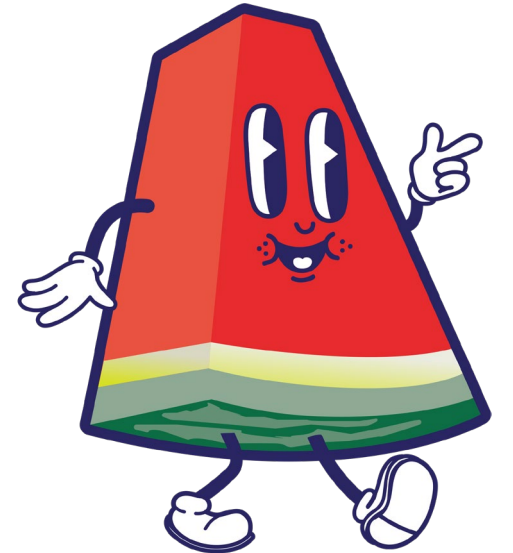
- ☐ You can submit a photo corresponding to the theme each month. Photos are due on the last day of each month.
- ☐ **September is Watermelon, picture due September Tuesday, September 30.**

**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.
- ☐ Lunch or breakfast meets monthly theme - ***one-photo limit, except for October and May (two themes, two photos allowed).***

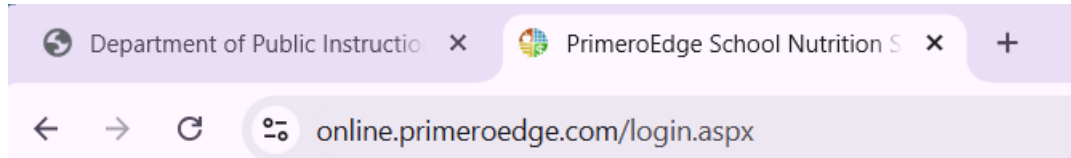
**You can submit your photo to Amanda Olson at [amolson@nd.gov](mailto:amolson@nd.gov) before the end of each month to qualify.**

If you have any questions, please reach out to Amanda.



# Districts with a Review for School Year 2025-2026

- Belcourt
- St. Anns (Belcourt)
- Dakota Boys Ranch
- Divide County
- Drayton
- Dunseith
- Elgin
- Fort Yates
- GF Juvenile Det.
- Glenburn
- Holy Family
- Home on the Range
- Kulm
- Lewis & Clark
- Mandaree
- Mohall
- Munich
- NE Human Services
- New Salem
- Pride Manchester House
- Richland #44
- Roosevelt - Carson
- Sawyer
- Scranton
- Selfridge
- Shiloh
- South Prairie
- St Johns (Wahpeton)
- St Josephs (Devils Lake)
- St Michaels (Grand Forks)
- Standing Rock
- Surrey
- Warwick
- Westhope
- White Shield
- Wing



User Name

Password

[Forgot Password](#)

# PrimeroEdge Beginning Screen

PrimeroEdge

Resources



≡ PrimeroEdge

REVIEWS

Resources



Administration

My Reviews

My Reviews

Reviews

Academic Year	Program	Review Type	Lead Reviewer	Status
2024 - 2025	SNP	Administrative	Kellen Leier	Closed
2018 - 2019	SNP	Administrative	Tonya Siirtola	Closed

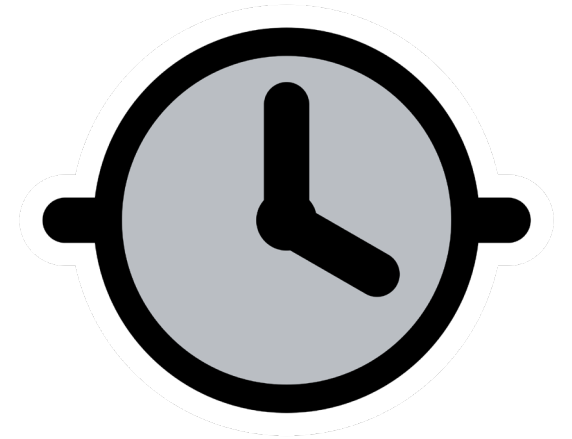
# Timeline

- **September-October**

- SFA will receive an email indicating a review will take place. The email will contain login information with a link to PrimeroEdge to complete the review.

- **October-April**

- Two Parts to the Review:
  - Off-Site
  - On-site visit: Choose the date for us to come out
    - The month before On-site is the REVIEW MONTH



# Off Site Review

- Conducted within the PrimeroEdge software
- All questions must be answered prior to the on-site visit
- Start gathering documentation for review
  - Applications
  - Menu documentation
  - Wellness policy and assessment
  - Procurement information



# 25 Dietary Specification Questions For Kitchen Staff

≡

Primero

sdgs

REVIEWS

Resources

🏠

⚙️

🗃️

⋮

Administration

Create

Assign

Manage

Review Frequency

Tools

Configuration

Reports

SNP - Administrative Review Details: 08001 - Bismarck 1 (2024 - 2025)

« Back to Reviews

General Info

Site Selection

Correspondence

Forms

Questionnaire (0/0)

Corrective Action (1)

Technical Assistance (0)

Follow Up (0)

Fiscal Action

Documents (31)

Notes (0)

Commendations/Recommendations

Close

Form

Site

Section

Question #

Status

Nutrition/Meal Compliance

Silver Ranch Elementary

Dietary Specification Assessment Tool (...)

-- ALL --

Apply

Questionnaire

Collapse All

Section	Site	Question #	Status	Submitted By	Submitted On	Reviewed By	Reviewed On
▼ Dietary Specification Assessment Tool (Off Site Review)	Silver Ranch Elementary	1	Reviewed		01/23/2025	Tonya Siirtola	01/28/2025

Section:

Dietary Specification Assessment Tool (Off Site Review)

Site:

Silver Ranch Elementary

Question #:

1

For each question below, select the number that corresponds to the best description:

1 - Always (every day or 5 days/week)

2 - Most items or most of the time (3-4 days/week)

3 - Some items or some of the time (1-2 days/week)

4 - Never (0 days/week)

Are specifications considered when purchasing menu items and condiments to limit the following?

a. Saturated fat.

Lunch:

1

Breakfast:

1

b. Sodium.

Lunch:

1

Breakfast:

1

c. Trans Fat.

Lunch:

1

Breakfast:

1

Documentation:

Add...

View 0 Document(s)

Status:

Reviewed

Request Re-submission by SFA/Sponsor



# Remainder of Questions

- Certification and Benefit Issuance
- Verification
- Meal Counting and Claiming
- Resource Management (Financial)
- Civil Rights
- On-site Monitoring (If applicable)
- Wellness Policy
- Smart Snacks
- Professional Development
- After School Snack (If applicable)
- Fresh Fruit and Vegetable Program (If applicable)



# What is Needed

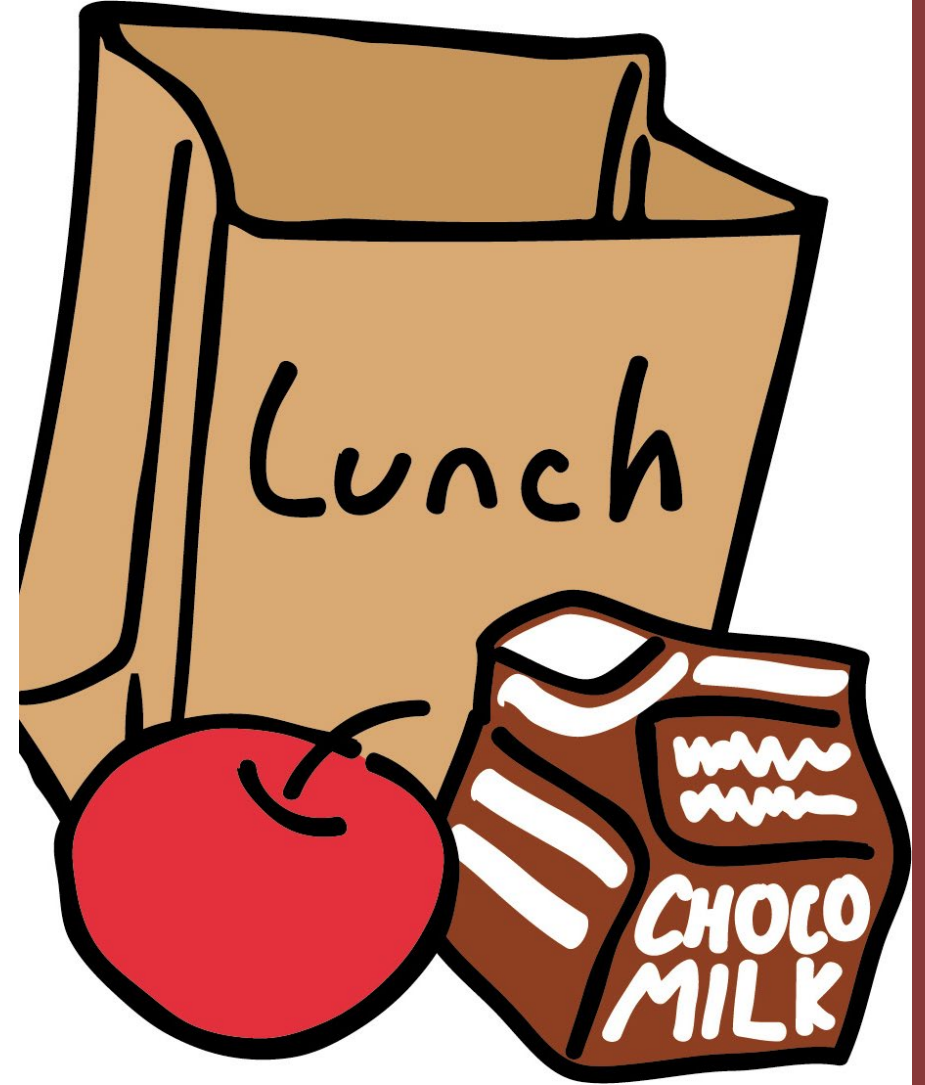
Month of Review Menu

The month **prior** to the onsite visit

One full week (5 days) of Production books for both  
breakfast and lunch

Afterschool Snack if applicable

**All** labels/recipes for the week that is picked for both  
breakfast and lunch



# Meal Compliance Sheets

Weekly Report Lunch, Grades K-8								
------------------------------------	--	--	--	--	--	--	--	--

	Cells shaded this color means the daily minimum for the component is NOT met
--	--

<a href="#">Go to instructions</a>	<a href="#">Monday</a>	<a href="#">Tuesday</a>	<a href="#">Wednesday</a>	<a href="#">Thursday</a>	<a href="#">Friday</a>	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Fruit (cups)	1	1	1	1	1	5	2 1/2	Yes

Weekly Fruit Juice Limit Check (no more than half of total fruit)	Total Weekly Fruit	Total Weekly Fruit Juice	Percentage of total fruit
	5	0	

	<a href="#">Monday</a>	<a href="#">Tuesday</a>	<a href="#">Wednesday</a>	<a href="#">Thursday</a>	<a href="#">Friday</a>	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Vegetables	1	1	1	1	1	5	3 3/4	Yes
Cups of DARK GREEN	1/4	1/4	1/4	1/4	1/4	1 1/4	1/2	Yes
Cups of RED/ORANGE	1/4	1/4	1/4	1/4	1/4	1 1/4	3/4	Yes
Cups of BEANS/PEAS(Legumes)	1/8	1/8	1/8	1/8	1/8	5/8	1/2	Yes
Cups of STARCHY vegetables	1/2	1/2	0	1/2	0	1 1/2	1/2	Yes
Cups of OTHER (any other type of vegetable)	7/8	7/8	7/8	7/8	7/8	4 3/8	1/2	Yes

Weekly Vegetable Juice Limit Check (no more than half of total vegetables)	Total Weekly Vegetables	Total Weekly Vegetable Juice	Percentage of total vegetables
	5	0	

## Comments Section

# On-Site Review

- Entrance Conference
- Authorized Rep/Foodservice Director
- Meal Observation (Breakfast)
- Application Review
- Question Review
- Procurement Review
- Meal Observation (Lunch)
- Technical Assistance
- Exit Conference noting Corrective Action



# Other Programs & Issues Reviewed

- Vending Machines / School Stores
- Catering / Daycares
- Fresh Fruit & Vegetable Program
- Special Milk Program
- After School Snack program
  - Will review menu components, onsite monitoring & civil rights training
  - If you operate this program but are not in charge of it, check in with those that do!
  - **FYI – regulations changed!**
    - ❖ Fruits & Vegetables are 2 separate components – still need  $\frac{3}{4}$  cup to count
    - ❖ Weekly juice limit
    - ❖ 80% grains served must be whole grain-rich
    - ❖ No longer able to credit grain-based desserts

# Office Documentation Needed

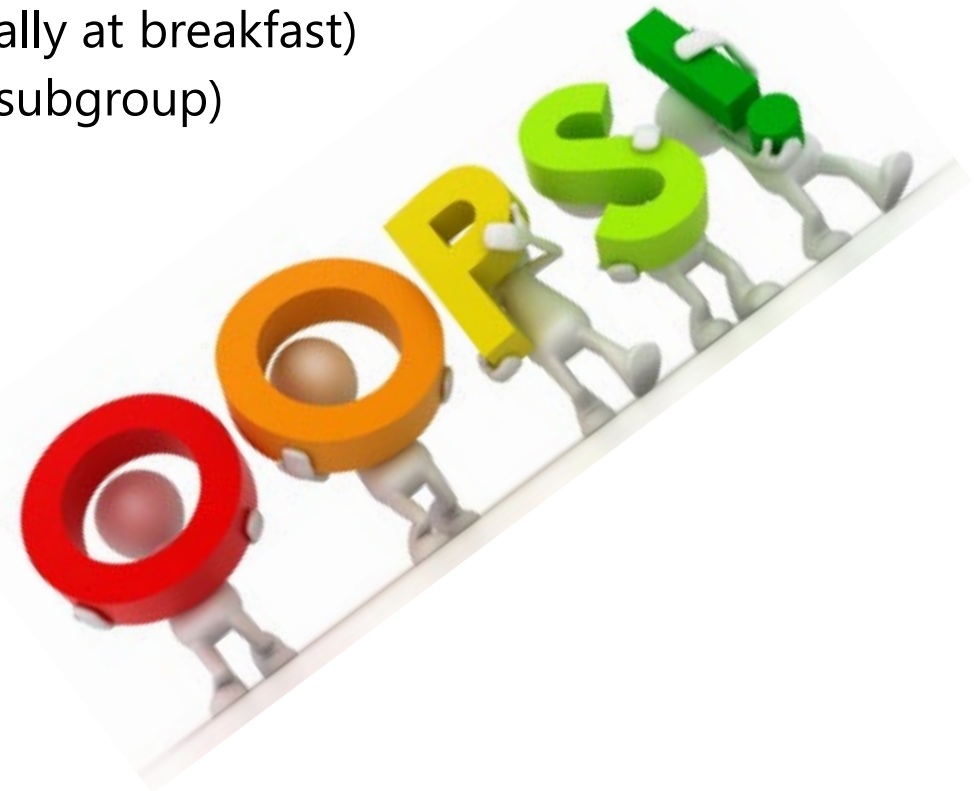
- ✓ Wellness policy and assessment
- ✓ Racial Ethnic Data form
- ✓ Paid Lunch Equity Tool
- ✓ Civil Rights Complaint Procedure and Complaint log
- ✓ Professional Development Logs that include Civil Rights
- ✓ Procurement Documentation
- ✓ Meal Charge Policy – ND legislative: HB 1494 compliant
- ✓ Non-Program Revenue Tool
- ✓ Excess Fund plan
- ✓ Determination/Verification Letters if not DPI's

# Procurement Review

- Food Service Procurement Policy, including the Buy American provision
- Food Service Purchasing Code of Conduct
- Vendor Paid List from 24-25 (All payments made out of the non-profit food service account)
  - Micro-purchasing plan (<\$10,000)
  - Small purchasing Logs – document 2+ quotes (\$10,001 - \$50,000)
  - Formal Purchasing (IFB or RFP) (>\$50,001)
  - Contracts
  - 3 Current Invoices from: Food/Grocery, Milk, Bread, Paper, Misc. or Micro-purchase items

# Common Corrective Action

- Application Errors
- Meal Compliance
  - Incomplete Production Books
  - 80% of grains offered must be Whole Grain
  - Too much juice served, fruit offerings for 9-12 (especially at breakfast)
  - Meal Pattern (short on servings or missing vegetable subgroup)
  - Non-CN labeled or PFS items
  - POS Location
- Wellness Policy and Assessment
- Smart Snacks (Vending machines, school stores, etc.)
- Professional Development
  - Health Inspection
  - "And Justice for All" Poster
  - Reimbursable meal signage
- Meal Charge Policy
- On-site monitoring for District's that have more than 1 Site





# New this Year High Risk Reviews

In order to keep the 5-year review cycle

1. Significant Findings in Performance Standards (Critical Areas)
  - a. Performance Standard 1: Meal Access and Reimbursement
  - b. Performance Standard 2: Meal Pattern and Nutritional Quality
2. Multiple areas of technical assistance and/or corrective action

**Repeat the review the following year**

*\*General Areas of Review are equally important*





# Next Across the Desk

3<sup>rd</sup> Tuesday of each Month

2 p.m. Central Time

Registration for each KCC is in  
the last Newsletter

OCTOBER 14<sup>TH</sup>: VERIFICATION



NORTH DAKOTA  
**DEPARTMENT OF  
PUBLIC INSTRUCTION**

# Questions & Discussion

---

[WWW.ND.GOV/DPI](http://WWW.ND.GOV/DPI)



[DPICNFD@ND.GOV](mailto:DPICNFD@ND.GOV)



(701) 328-2260



# Districts with a Review for School Year 2025-2026

- Belcourt
- St. Anns (Belcourt)
- Dakota Boys Ranch
- Divide County
- Drayton
- Dunseith
- Elgin
- Fort Yates
- GF Juvenile Det.
- Glenburn
- Holy Family
- Home on the Range
- Kulm
- Lewis & Clark
- Mandaree
- Mohall
- Munich
- NE Human Services
- New Salem
- Pride Manchester House
- Richland #44
- Roosevelt - Carson
- Sawyer
- Scranton
- Selfridge
- Shiloh
- South Prairie
- St Johns (Wahpeton)
- St Josephs (Devils Lake)
- St Michaels (Grand Forks)
- Standing Rock
- Surrey
- Warwick
- Westhope
- White Shield
- Wing

# Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



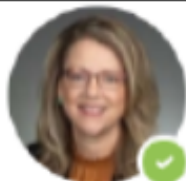
**Lynelle Johnson**

Director

Programs: All CNFD

Email: [lynellejohnson@nd.gov](mailto:lynellejohnson@nd.gov)

Phone: 701-328-4565

**Melissa Anderson**

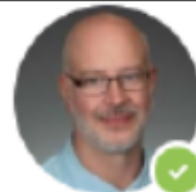
Assistant Director

Programs: FDPIR, CSFP,

SFSP Manager

Email: [mdanderson@nd.gov](mailto:mdanderson@nd.gov)

Phone: 701-328-2263

**Scott Egge**Administrative Staff  
OfficerPrograms: Technology  
CoordinatorEmail: [segge@nd.gov](mailto:segge@nd.gov) Phone: 701-328-2319**Rhonda Amundson**

School Nutrition Programs Manager

Programs: All SNP

Email: [rhondaamundson@nd.gov](mailto:rhondaamundson@nd.gov)

Phone: 701-328-3237

**Stacie Morowski**

Child and Adult Care Food

Program Manager

Programs: CACFP

Email: [smorowski@nd.gov](mailto:smorowski@nd.gov)

Phone: 701-788-8901

**Tonya Siirtola**

Education Program

Administrator

Programs: SNP

Email: [tmsiirtola@nd.gov](mailto:tmsiirtola@nd.gov)

Phone: 701-328-2732

**Amy Nelson**

Child Nutrition Specialist &amp; Team

Nutrition Grant Director

Programs: CACFP, SNP &amp; SFSP

Email: [amynelson@nd.gov](mailto:amynelson@nd.gov)

Phone: 701-451-7465

**Kellen Leier**

Child Nutrition Specialist

Programs: CACFP, SNP, SFSP &  
FFVPEmail: [knleier@nd.gov](mailto:knleier@nd.gov)

Phone: 701-328-2275

**Kayla Ekart**

Child Nutrition Specialist

Programs: CACFP, SNP &  
SFSPEmail: [kekart@nd.gov](mailto:kekart@nd.gov)

Phone: 701-328-3718

**Victoria Silva**

Administrative Assistant

Programs: All programs

Email: [vsilva@nd.gov](mailto:vsilva@nd.gov)

Phone: 701-328-2294

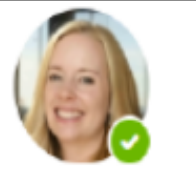
**Tara Koster**

Administrative Staff Officer

Programs: USDA DoD

Email: [tkoster@nd.gov](mailto:tkoster@nd.gov)

Phone: 701-328-3210

**Amanda Olson**

Farm to School Specialist

Programs: Farm to Child

Email: [amolson@nd.gov](mailto:amolson@nd.gov)

Phone: 701-328-0817

**Emily Karel**

Team Nutrition Grant Coordinator

Email: [ekarel@nd.gov](mailto:ekarel@nd.gov)

Phone: 701-451-7497

Department Email: [dpicnfd@nd.gov](mailto:dpicnfd@nd.gov)

Phone: 701-328-2294

Website:

[www.nd.gov/dpi/SchoolStaff/ChildNutritionFoodDistribution](http://www.nd.gov/dpi/SchoolStaff/ChildNutritionFoodDistribution)NORTH DAKOTA  
**DEPARTMENT OF  
PUBLIC INSTRUCTION**

# Documentation Needed

## KITCHEN

Month of review menu

Day of review completed production books and corresponding labels

Professional Development Logs that include Civil Rights



# **Remember the Newsletter!**

Articles & Alerts

Resources & Links

Professional Development 'hours'