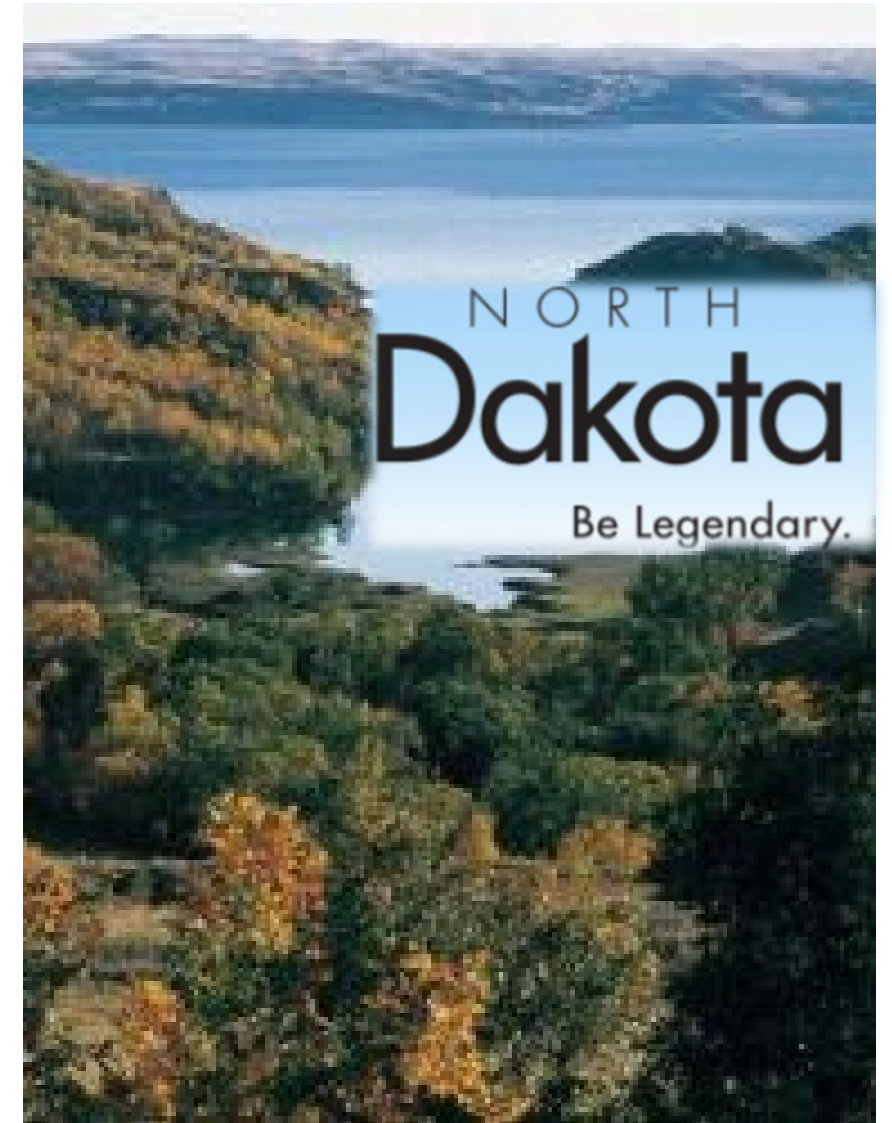




NORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**

ACROSS THE DESK

November 2025



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

- Verification Process
- Focus on Finance
- Questions on Free/Reduced or Verification

Federal Shutdown



- House votes on Shutdown today
- Funds Department of Agriculture for all of 2026

Verification Steps

Verification ends on November 15th.

- If the household has not responded by then, the household is then notified that the benefits will be terminated in 10 days.

A report of the verification process needs to be filed in NDFoods by December 15th.

- For Schools/Sponsors that are not required to process free/reduced meal applications and the verification process is not required, a verification report still needs to be filed.
- This report will open in the NDFoods application around November 1st.

The Importance of the Verification Summary Report

- It's more than just the number of students/applicants verified.
- It's important data reported to the Federal Government.
- It's important to put students in the right category.
 - Put All Direct Certified students in DC (SNAP, TANF, Medicaid, Foster, Homeless and Migrant)
 - This includes extended eligibility.
 - If a Student appears on the DC list from STARS, change them to DC
- The Verification Summary Report should match the data on the last day of October.
- October Claim - Highest Number in October vs. Last operating day of October.

Meal Count Listing: Breakfast

Power Lunch

08/01/2023 - 08/31/2023

District Office

Date	Free	Reduced	Paid	Guest	Exmt	Ernd	Additional	Total
08/14/2023	0 [0]	0 [0]	0 [0]	0	0 [0]	0	0	0 [0]
08/15/2023	0 [0]	0 [0]	0 [0]	0	0 [0]	0	0	0 [0]
08/16/2023	0 [0]	0 [0]	0 [0]	0	0 [0]	0	0	0 [0]
08/17/2023	17 [56]	7 [52]	11 [127]	0	0 [0]	0	0	35 [220]
08/18/2023	16 [56]	2 [52]	7 [127]	0	0 [2]	0	0	26 [220]
08/21/2023	15 [56]	7 [52]	7 [127]	0	0 [2]	0	0	29 [237]
08/22/2023	1 [63]	9 [39]	11 [127]	0	0 [8]	0	0	37 [237]
08/23/2023	14 [61]	8 [42]	7 [126]	0	0 [8]	0	0	29 [237]
08/24/2023	16 [61]	9 [42]	6 [124]	0	0 [10]	0	0	31 [237]
08/25/2023	23 [61]	15 [42]	13 [127]	0	3 [10]	0	0	54 [240]
08/28/2023	14 [61]	5 [42]	10 [127]	0	1 [10]	0	0	30 [240]
08/29/2023	22 [61]	8 [42]	13 [126]	0	3 [11]	0	0	46 [240]
08/30/2023	20 [61]	13 [42]	10 [126]	0	2 [11]	0	0	45 [240]
08/31/2023	18 [61]	9 [42]	9 [124]	0	1 [13]	0	0	38 [240]
Totals	192	92	105	0	11			400

[ENROLLED]

MEALS SERVED

Breakfast - Regular

*Days Served:	11	
Price	[Enrolled]	Meals Served
Free	[63]	192
Reduced	[52]	92
State Free	[13]	11
Paid	112	105
Total	[240]	400

Lunch - Regular

*Days Served:	★	
Price	[Enrolled]	Meals Served
Free	[enrolled]	meals served
Reduced	[enrolled]	meals served
State Free	[enrolled]	meals served
Paid	CALCULATED	meals served
Total	[enrolled]	CALCULATED

After School Snack - Regular

*Days Served:	★	
Price	[Enrolled]	Meals Served
Free	[enrolled]	meals served
Reduced	[enrolled]	meals served
Paid	CALCULATED	meals served
Total	[enrolled]	CALCULATED

This institution is an equal opportunity provider.



Meal	Days Served	Type	Meals Served	Rate	Claimed	Adjusted	Enrolled	Activity Id
Breakfast - Regular	20	Free	1,057	\$2.46	\$2,600.22	\$0.00	213	0605
		Reduced	368	\$2.16	\$794.88	\$0.00	74	0605
		State Reduced	368	\$0.30	\$110.40	\$0.00	74	0695
		State 225	74	\$2.06	\$152.44	\$0.00	16	0690
		Paid ⓘ	2,752	\$0.40	\$1,100.80	\$0.00	1,193	0605
		Subtotal	4,177		\$4,758.74	\$0.00	1,480	
Lunch - Regular**	20	Free	1,928	\$4.69	\$9,042.32	\$0.00	213	0604
		Reduced	630	\$4.29	\$2,702.70	\$0.00	74	0604
		State Reduced	630	\$0.40	\$252.00	\$0.00	74	0685
		State 225	125	\$4.16	\$520.00	\$0.00	16	0680
		Paid ⓘ	9,836	\$0.53	\$5,213.08	\$0.00	1,193	0603
		Subtotal	12,394		\$17,730.10	\$0.00	1,480	
After School Snack - Regular	20	Free	2,130	\$1.26	\$2,683.80	\$0.00	213	0604
		Reduced	745	\$0.63	\$469.35	\$0.00	74	0604
		Paid	9,544	\$0.11	\$1,049.84	\$0.00	1,193	0603
		Subtotal	12,419		\$4,202.99	\$0.00	1,480	
Total:					\$26,691.83			

Breakfast - Regular

*Days Served: 20

Price	Enrolled	Meals Served
Free	213	1057
Reduced	74	368
State 225	16	74
Paid	1,177	2678
Total	1480	4,177

Lunch - Regular

*Days Served: 20

Price	Enrolled	Meals Served
Free	213	1928
Reduced	74	630
State 225	16	125
Paid	1,177	9711
Total	1480	12,394

**Includes extra amount for meeting meal pattern certification.

October Enrollment

Numbers entered in the claim above indicate the highest enrollment for the month. Below is the ACTUAL ENROLLMENT as of the LAST OPERATING DAY OF OCTOBER.

Last Operating Day Enrollment	
Free:	173
Reduced:	51
State 225:	16
Total:	1,404

Section 1:

Total number of students enrolled in SFA:
1404

Section 4:

Total FEDERAL FREE Eligible Students Reported:
173
Total STATE EIG Eligible Students Reported:
16
Total REDUCED PRICE Eligible Students Reported:
51

FREE
Income Eligible

APPLICATIONS _____

STUDENTS _____

FREE
SNAP / TANF
Case Number Provided

APPLICATIONS _____

STUDENTS _____

REDUCED
Income Eligible

APPLICATIONS _____

STUDENTS _____

Always Check your DC List in STARS and remove any applications that are indicated on that list.

These applications are not included in Verification or counted in student or application counts.

Any qualified State 225 application or student is also not included in verification or counted in student or application counts.

OCTOBER 1st

After removing the Directly Certified Applications from your folders, count the remaining Applications and multiply it by 0.03. This is the number of applications that your district must verify.

Always round up to the following whole number (Ex. 1.01 should round to 2)

Preference for selection should be given to Error Prone Applications.

All applications selected need to be verified by a Confirming Official.

Change to
DC

VERIFICATION
3% round up

DC
SNAP

STUDENTS _____

DC
TANF, FDPIR +
Foster, Homeless, Migrant,
Runaway, Head Start

STUDENTS _____

DC Medicaid
Free

STUDENTS _____

DC Medicaid
Reduced

STUDENTS _____

From your DC Report in STARS, record your students by category.

DHS-FS = SNAP / DHS-AF = TANF / DHS-MF = Medicaid Free / DHS-MR = Medicaid Reduced

Make sure these students are not counted in any of the other folders.

PAID
Not Income
Eligible

For the 2025-2026 School Year

Federal Denied (over federal income guidelines) applications are matched against the STATE 225 guidelines.

Although Students will receive meals at no cost, these applications are not subject to Federal Verification.

STATE 225
Not Counted for
Verification

APPLICATIONS _____

STUDENTS _____

This institution is an equal opportunity provider.

Use the color-coded folders to separate your Free & Reduced Meal Applications and fill them into the corresponding blanks on the School Food Authority (SFA) Verification Collection Report

Section 3: Students Approved as Free eligible Not subject to verification

*Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)

Total number of students who were directly certified through the Supplemental Nutrition Assistance Program (SNAP). Include children who are extended free eligibility because they are living within a household that is receiving SNAP:

DC SNAP Students

Total number of students directly certified through other programs (Temporary Assistance for Needy Families (TANF) Food Distribution Program on Indian Reservations, foster, homeless, migrant, runaway, Head Start or even star, or non-applicant but approved by local officials). Do not include SNAP students already reported in previous question:

DC TANF, FDPIR + Students

Students directly certified FREE through Medicaid:

DC Medicaid Free Students

Students directly certified REDUCED PRICE through Medicaid:

DC Medicaid Reduced Students

Total number of applications approved as State Free 225 based on household size and State Income Eligibility Guidelines:

State 225 Applications

Total number of students approved as State Free 225 based on household size and State Income Eligibility Guidelines:

State 225 Students

Section 4: Household applications and students approved as Free or Reduced Price eligible through an application

Please enter the number of approved application forms on file for the following eligibility determinations:

Total number of applications approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

Free Case Number Provided Applications

Total number of applications approved as Free eligible based on household size and income information:

Free Income Applications

Total number of applications approved as Reduced Price eligible based on household size and income information:

Reduced Income Applications

Please enter the number of students approved as Free or Reduced Price by the following eligibility determinations

Total number of students approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

Free Case Number Provided Students

Total number of students approved as Free eligible based on household size and income information:

Free Income Students

Total number of students approved as Reduced Price eligible based on household size and income information:

Reduced Income Students

Total FREE Eligible Students Reported: **CALCULATED**

Total REDUCED PRICE Eligible Students Reported: **CALCULATED**

Focus on Finance: Statement of Revenue and Expense

- Reserve Report
 - File the report! 9 have not

	D	E	F	G	H	I	J	K	L
Account	01-1600 Food Service Revenue	01-4550 Child Nutrition Programs	01-910-3100 Food Service Expenditures	01-000-6350 Transfers	05-0000 BEGINNING BALANCE	05-TOTAL REVENUE	05-910-3100 Food Service Expenditures	05-910-6300 Transfers	05-9999 ENDING BALANCE
	25,000.00	-	159,805.08	-	29,513.08	236,705.07	225,229.09	-	40,989.06
	-	-	35,000.00	-	22,535.44	179,568.93	173,575.68	-	28,528.69
	-	-	-	-	-	-	-	-	-
	-	-	171,146.96	-	45,854.04	262,697.18	191,584.20	62,921.64	54,045.38
	-	-	-	111,289.21	23,855.41	296,990.53	297,255.66	-	23,590.28

Focus on Finance

- Reserve Report
 - File the report! 9 have not
 - No negative ending balance

D	E	F	G	H	I	J	K	L
01-1600 Food Service Revenue	01-4550 Child Nutrition Programs	01-910-3100 Food Service Expenditures	01-000-6350 Transfers	05-0000 BEGINNING BALANCE	05-TOTAL REVENUE	05-910-3100 Food Service Expenditures	05-910-6300 Transfers	05-9999 ENDING BALANCE
-	-	-	207,000.00	6,990.04	648,202.90	663,688.20	-	(8,495.26)

B	C	D	E	F	G	H	I	J	K	L
	Dtype	01-1600 Food Service Revenue	01-4550 Child Nutrition Programs	01-910-3100 Food Service Expenditures	01-000-6350 Transfers	05-0000 BEGINNING BALANCE	05-TOTAL REVENUE	05-910-3100 Food Service Expenditures	05-910-6300 Transfers	05-9999 ENDING BALANCE
Total 2024-2025		687,843.87	470,008.21	9,106,951.80	5,261,541.02	32,094,358.15	87,563,372.09	89,829,128.53	1,139,928.63	

Focus on Finance

- Reserve Report
 - Transfer to cover labor
 - Do NOT transfer out for anything not covered in General Fund
 - RESTRICTED USE

D	E	F	G	H	I	J	K	L
01-1600 Food Service Revenue	01-4550 Child Nutrition Programs	01-910-3100 Food Service Expenditures	01-000-6350 Transfers	05-0000 BEGINNING BALANCE	05-TOTAL REVENUE	05-910-3100 Food Service Expenditures	05-910-6300 Transfers	05-9999 ENDING BALANCE
-	-	65,773.98	-	42,165.41	129,664.65	88,081.69	20,000.00	63,748.37

D	E	F	G	H	I	J	K	L
01-1600 Food Service Revenue	01-4550 Child Nutrition Programs	01-910-3100 Food Service Expenditures	01-000-6350 Transfers	05-0000 BEGINNING BALANCE	05-TOTAL REVENUE	05-910-3100 Food Service Expenditures	05-910-6300 Transfers	05-9999 ENDING BALANCE
-	-	-	-	-	1,310,636.29	1,080,636.29	230,000.00	-

Focus on Finance

- Excess Funds: 6 months contingency!
- Foodservice Expense/9 months = Average monthly expense
 $(\$88,081.69 + \$20,000) = \$108,081.69 / 9 = \$12,099$ average monthly expense
- Average monthly expense x 6 = 6 months of contingency
 - $(\$12,099 \times 6 = \$72,054.46)$
 - Anything more is Excess Funds

01-1600 Food Service Revenue	01-4550 Child Nutrition Programs	01-910-3100 Food Service Expenditures	01-000-6350 Transfers	05-0000 BEGINNING BALANCE	05-TOTAL REVENUE	05-910-3100 Food Service Expenditures	05-910-6300 Transfers	05-9999 ENDING BALANCE	Total expense	6 mo operating	Excess
-	-	65,773.98	-	42,165.41	129,664.65	88,081.69	20,000.00	63,748.37	108,081.69	72,054.46	(8,306.09)

Focus on Finance

- 7 CFR specifies *Nonprofit school food service account* means **the restricted account** in which all of the revenue from all food service operations conducted by the school food authority principally for the benefit of school children is retained and used only for the operation or improvement of the nonprofit school food service.

-Excess Funds: We need a Beginning and Ending Balance.

D	E	F	G	H	I	J	K	L
01-1600 Food Service Revenue	01-4550 Child Nutrition Programs	01-910-3100 Food Service Expenditures	01-000-6350 Transfers	05-0000 BEGINNING BALANCE	05-TOTAL REVENUE	05-910-3100 Food Service Expenditures	05-910-6300 Transfers	05-9999 ENDING BALANCE
11,810.75	17,446.85	53,930.55	-	-	-	-	-	-

Focus on Finance: Average Daily Participation (ADP)

[Main Menu](#)

Main Menu

Menu

[Sponsor Profile](#)

[My Requests](#)

Search Claims by Meal

Search Criteria

*Program: School Nutrition (SNP) ▼

Meal: Lunch ▼

Special Criteria: ▼

Eligibility: ▼

Site Classification: ▼

Claim Month: 07/2024 📅

Thru: 06/2025 📅

Claim Month	Status	Meal	Days Served	Free Served	Free Value	Red. Served	Red. Value	State Red. Served	State Red. Value	State EIG Served	State EIG Value	Paid (+SEIG) Served	Paid Value	Total Served	Total Value	State EIG Eligible	Free Approved	Red. Approved	Enrolled	Avg. Daily Meals
9/2024	Paid	Lunch	28	1,635	\$7,390.20	109	\$449.08	109	\$43.60	217	\$870.17	5,225	\$2,664.75	6,969	\$11,417.80	12	68	5	279	248
10/2024	Paid	Lunch	21	1,193	\$5,392.36	63	\$259.56	63	\$25.20	166	\$665.66	3,840	\$1,958.40	5,096	\$8,301.18	12	68	5	279	242
11/2024	Paid	Lunch	16	898	\$4,058.96	71	\$292.52	71	\$28.40	135	\$541.35	2,862	\$1,459.62	3,831	\$6,380.85	12	72	5	279	239
12/2024	Paid	Lunch	14	808	\$3,652.16	41	\$168.92	41	\$16.40	124	\$497.24	2,399	\$1,223.49	3,248	\$5,558.21	12	72	4	279	232
1/2025	Paid	Lunch	20	1,177	\$5,320.04	46	\$189.52	46	\$18.40	153	\$613.53	3,408	\$1,738.08	4,631	\$7,879.57	12	72	4	279	231
2/2025	Paid	Lunch	19	1,136	\$5,134.72	55	\$226.60	55	\$22.00	130	\$521.30	3,110	\$1,586.10	4,301	\$7,490.72	10	74	8	279	226
5/2025	Paid	Lunch	15	862	\$3,896.24	91	\$374.92	91	\$36.40	114	\$457.14	2,316	\$1,181.16	3,269	\$5,945.86	10	74	8	279	217
3/2025	Paid	Lunch	19	1,017	\$4,596.84	117	\$482.04	117	\$46.80	137	\$549.37	2,986	\$1,522.86	4,120	\$7,197.91	10	74	8	279	216
4/2025	Paid	Lunch	20	1,099	\$4,967.48	129	\$531.48	129	\$51.60	136	\$545.36	3,107	\$1,584.57	4,335	\$7,680.49	10	74	8	279	216
Total:			172	9,825	\$44,409.00	722	\$2,974.64	722	\$288.80	1,312	\$5,261.12	29,253	\$14,919.03	39,800	\$67,852.59	100	648	55	2,511	2,067

Meal Equivalents

- **1. Meal Type Conversion Method**
- Used to convert different USDA meal types into meal equivalents:

Meal Type	Conversion to Meal Equivalent	In other words
Lunch or Supper	1.00 Type equation here.	1 lunch = 1 meal equivalent
Breakfast	0.667	3 breakfasts = 2 meal equivalents
Afterschool Snack	0.33	3 snacks = 1 meal equivalent

Example:

- 100 breakfasts + 200 lunches + 40 snacks →
- $(100 \times 0.667) + (200 \times 1.00) + (40 \times 0.33) = 279.9$ meal equivalents
- 66.7 + 200 + 13.2 = 279.9 meal equivalents

Meal Equivalents

2. Revenue-Based Meal Equivalents

Used for à la carte, adult meals, and other non-reimbursable sales (Nonprogram Foods)

Use Free Lunch Reimbursement (\$4.60)

+

Performance Incentive payment (\$.09)

+

Value of Commodities (\$.45)

1 meal equivalent is = \$5.14

Meal Type	Conversion to Meal Equivalent	In other words
Total Non-Program Food Revenue	\$5.14	$\text{\$Revenue} / \$5.14 = \text{Meal Equivalents}$

Example: If \$1,000 in à la carte revenue and the free lunch rate is \$5.14 →
 $\$1,000 / \$5.14 = 194.55$ meal equivalents

Key Performance Indicators using Meal Equivalents

KPI	Description	Why It Matters
Meals Per Labor Hour (MPLH)	Total meal equivalents ÷ total labor hours	Measures staffing efficiency
Cost Per Meal Equivalent	Total expenses ÷ total meal equivalents	Tracks cost control and budget health
Revenue Per Meal Equivalent	Total revenue ÷ total meal equivalents	Assesses pricing and profitability

Focus on Finances: Menu Costing

- 1. Individual
 - A. Start with Entrees
 - B. Salad Bar
 - C. Entire menu
- 2. Weekly
- 3. Cycle Menu

Monday	Tuesday	Wednesday	Thursday	Friday	
Chicken Fajita Bowl	Hamburger	Spaghetti/Meat Sauce	Scrambled Eggs/Pancakes	Deep Dish Pizza	Average
\$1.29	\$1.04	\$1.37	\$0.64	\$0.91	\$1.05





Questions?





2025 Crunch Off



SEPTEMBER 15-OCTOBER 31

Results are coming!!

Preliminary: 60,053 total participants in ND

Thanks for Participating.

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.

November is Tomatoes, picture is due Friday, November 28.

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 before the end of each month to qualify.

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

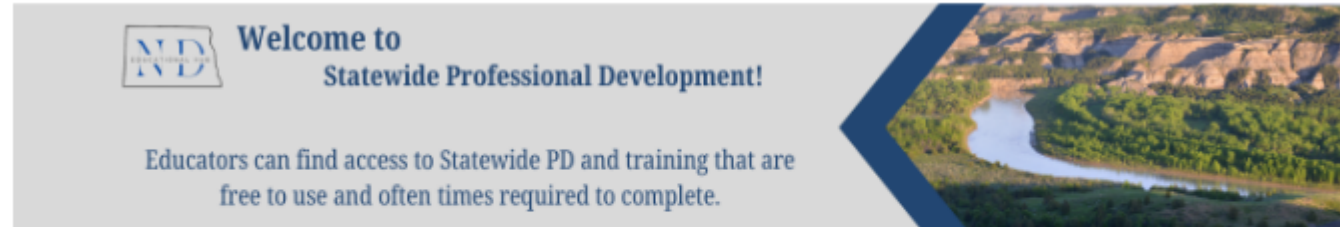
September Winner -
Jamestown Public



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

 (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

Next: Tuesday, November 18, 2025
Mastering Recipe Analysis Workbook
in the USDA's Food Buying Guide



Jarrett J. Krosoczka's "Lunch Lady"

NDDPI “BRIDGE Office Hours”

BRIDGE – Building Reports Informing Data-driven Growth in Education

➤ Next one:

Wednesday, November 19th at 12 p.m. AND 4 p.m CDT

- ✓ Teams Link in the Nov 6th NDDPI *Messenger*
- ✓ No Registration Necessary
- ✓ Recordings are available

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

- Listen to the latest update on the transition to Infinite Campus
- Ask questions about how Free/Reduced eligibilities are recorded
- Talk about POS/Online app capabilities



Across the Desk

2nd Tuesday of each Month

2 p.m. Central Time

Registration for each KCC is in
the last Newsletter

DECEMBER 9TH

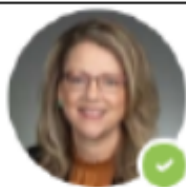
**Lynelle Johnson**

Director

Programs: All CNFD

Email: lynellejohnson@nd.gov

Phone: 701-328-4565

**Melissa Anderson**

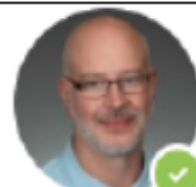
Assistant Director

Programs: FDPIR, CSFP,

SFSP Manager

Email: mdanderson@nd.gov

Phone: 701-328-2263

**Scott Egge**

Administrative Staff

Officer

Programs: Technology

Coordinator

Email: segge@nd.gov Phone: 701-328-2319**Rhonda Amundson**

School Nutrition Programs Manager

Programs: All SNP

Email: rhondaamundson@nd.gov

Phone: 701-328-3237

**Stacie Morowski**

Child and Adult Care Food

Program Manager

Programs: CACFP

Email: smorowski@nd.gov

Phone: 701-788-8901

**Tonya Siirtola**

Education Program

Administrator

Programs: SNP

Email: tmsiirtola@nd.gov

Phone: 701-328-2732

**Amy Nelson**

Child Nutrition Specialist & Team

Nutrition Grant Director

Programs: CACFP, SNP & SFSP

Email: amynelson@nd.gov

Phone: 701-451-7465

**Kellen Leier**

Child Nutrition Specialist

Programs: CACFP, SNP, SFSP &

FFVP

Email: knleier@nd.gov

Phone: 701-328-2275

**Kayla Ekart**

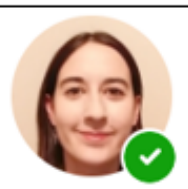
Child Nutrition Specialist

Programs: CACFP, SNP &

SFSP

Email: kekart@nd.gov

Phone: 701-328-3718

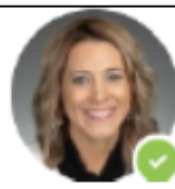
**Victoria Silva**

Administrative Assistant

Programs: All programs

Email: vsilva@nd.gov

Phone: 701-328-2294

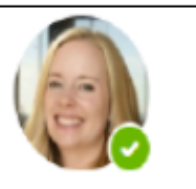
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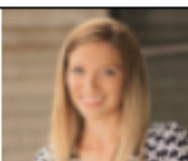
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Questions & Discussion

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