

Across the Desk

All Things School Nutrition Administration

October 1st, 2024

Agenda for Today

- **Update on Medicaid Direct Certification**
- **State 200 Update**
- **Verification Summary Reports**
- **General Updates and Commonly Asked Questions**
- **Farm to School Month and Updates**

Direct Certification - Medicaid

- **Students can now be considered Free or Reduced through Direct Certification-Medicaid**
- **New Indicator on STARS Direct Cert Report**
- **We will notify you when Medicaid Direct Certification is working**

State 200 (Formerly State Free)

- Year Two of Expanded Eligibility
- Use State Expanded Income Eligibility Guidelines when approving applications
- Categorize students in the eligibility category they qualify in.
- Four Categories of Applications – Free, Reduced, State 200, Denied (Paid)
- Applications that are approved for State 200 are not subject to Federal Verification
- Title 1 and ERATE are based on Federal Eligibility only

Carryover Period

- Students previously determined as free or reduced can be carried over for 30 school days. (Count 30 days from the first day of school – not weekends or Labor Day)
- Use the most recent data available per student.
- Remember to reset the status back to paid (full-priced) after 30 days.

Verification Steps

- **Begins October 1.**
- **Count up Federal Free and Reduced applications.**
 - Do not include any applications that were denied/over-income.
 - Do not include any applications that were State 200 Qualified or any applications that were on the Direct Certification list.
- **Verify 3% of the qualifying (error-prone) applications.**
 - Multiply the number of qualifying applications by .03 to get the number of applications you must verify.
 - Any fraction needs to be rounded up, so if you get 1.05 applications, you must round the number up and verify two applications.
 - Have the Confirming Official verify that the application was originally approved correctly

Income Conversion/ERROR PRONE	Yearly	Monthly	2x Month	Every 2 weeks (Bi-Weekly)	Weekly
Annual Income Conversion: Multiply income by	X 1	X 12	X 24	X 26	X 52
Error Prone: \$ Range Below the free or reduced-price income eligibility limit.	\$0-\$1,200	\$0-\$100	\$0-\$50	\$0-\$50	\$0-\$25

SCHOOL OFFICE USE ONLY

☒ Error Prone Application

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

☐ Income Application
 ☐ Homeless/Migrant/Runaway

Household Size: _____

Total Income: \$ _____ Per: ☐ Week ☐ Bi-Weekly (Every 2 Wks.) ☐ 2x Month ☐ Monthly ☐ Annual

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

 Reason for Denial: ☐ Income Too High ☐ Incomplete App

Determining Official's Signature: _____ Date: _____

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

 Verifying Official's Signature: _____ Date: _____

Have the Confirming Official verify that the application was originally approved correctly

Verification Steps

- **Contact the household by letter requesting the documents needed for verification of the income listed on the application.**
 - A due date of ten days must be included.
 - If the household does not comply by the due date, at least one follow-up contact must be made with the household to obtain the documentation.
 - Verify that the income on the application matches the verifying documentation.
 - The Verifying official signs the application (can be the same as the Determining Official)
- **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. Even if no verification was conducted, a verification report still needs to be filed. This report will open in the NDFoods application on November 1st.**

Verification Summary Collection Report Due December 15th

The Importance of the Verification Summary Report

- **It's more than just the number of students/applicants you verified.**
- **It's important data we report to the Federal Government**
- **It's important to put students in the right category**
 - Put All Direct Certified students in DC
 - If a Student appears on the DC list from STARS, change them to DC
- **Your 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	17 [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	2 [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	\$2.28	\$2,409.96	\$0.00	213	0605
		Reduced	368	\$1.98	\$728.64	\$0.00	74	0605
		State Reduced	368	\$0.30	\$110.40	\$0.00	74	0695
		State Free	74	\$1.90	\$140.60	\$0.00	16	0690
		Paid ⓘ	2,752	\$0.38	\$1,045.76	\$0.00	1,193	0605
		Subtotal	4,177		\$4,435.36	\$0.00	1,480	
Lunch - Regular**	20	Free	1,928	\$4.33	\$8,348.24	\$0.00	213	0604
		Reduced	630	\$3.93	\$2,475.90	\$0.00	74	0604
		State Reduced	630	\$0.40	\$252.00	\$0.00	74	0685
		State Free	125	\$3.85	\$481.25	\$0.00	16	0680
		Paid ⓘ	9,836	\$0.48	\$4,721.28	\$0.00	1,193	0603
		Subtotal	12,394		\$16,278.67	\$0.00	1,480	
Total:					\$20,714.03			

**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 Free:	16
Total:	1,404

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 200 application or student is also not included in verification or counted in student or application counts.

Change to
DC

VERIFICATION
3% round up

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.

Two attempts to contact the family must be made.

1st attempt is the Notification letter, either mailed or emailed.

2nd attempt must be documented but can be by mail, email or phone.

All responses must be completed by November 15th

The Verification Collection Report is due in NDFoods by December 15th

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

Again, for the 2024-2025 School Year Federal Denied (over federal income guidelines) applications are matched against the STATE 200 guidelines.

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

STATE 200
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 200 based on household size and State Income Eligibility Guidelines:

State 200 Applications

Total number of students approved as State Free 200 based on household size and State Income Eligibility Guidelines:

State 200 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**

Commonly Asked Questions This year

What counts as income?

What counts as children's income

How do I count College Students?

Why does negative self-employment income count as zero?

Who counts as a migrant?

Calculation error

Meal Charge Policy Reminder

- **Unpaid Meal Charge Policy needs to be updated as a SB Policy this school year.**
- **Remember that all households need a copy every year in writing; not just on the website**
 - All staff dealing with unpaid meal charges need a copy each year as well.

Professional Development

Required for School Nutrition Professionals annually

- Food Service Director = 12 hours
- Lead Food Service Worker at each Site = 10 hours
- Full time SNP = 6 hours
- Part time SNP = 4 hours

Office working with SNP – Civil rights

- training related to job duties (Free/Reduced apps; Financial Management; Meal counting and claim; Local Wellness policy; Smart Snacks; Procurement)

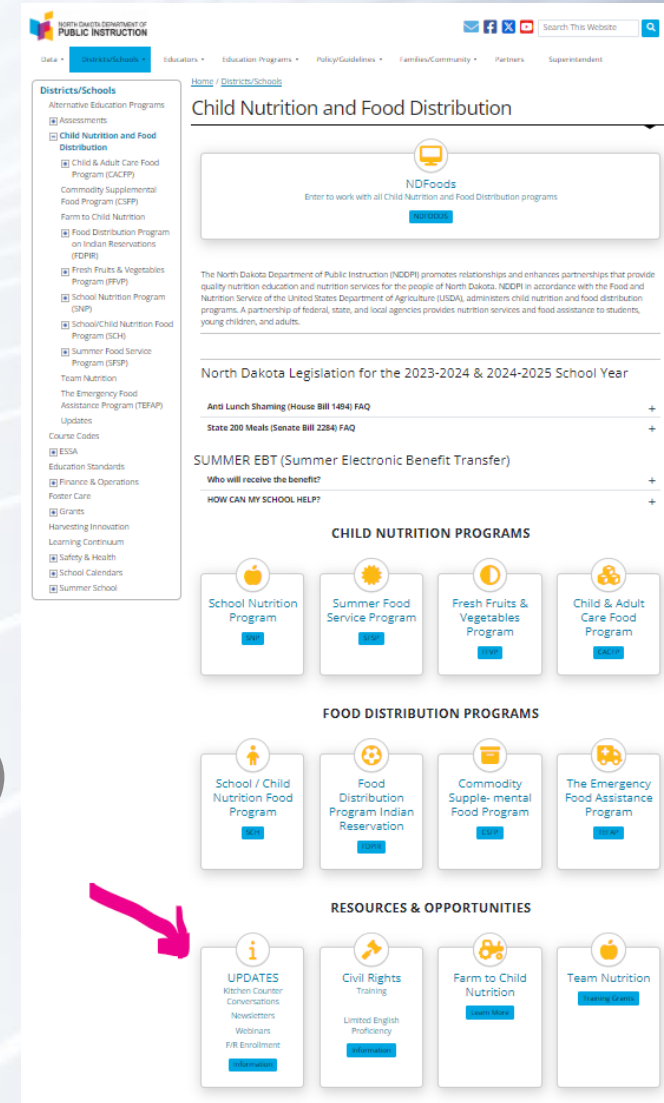
Professional Development

Ideas to Obtain PD

- NDDPI CNFD Back to School Workshop
- NDDPI CNFD Monthly Newsletters
- Across the Desk/Kitchen Counter Conversations
- Various Program Updates (Office Hours, Teams webinar)

-www.theicn.org

- STAR: Procurement Best Practices
- STAR: Tips for Increasing Employee Retention
- STAR: Budgeting & Financial Monitoring Best Practices
- STAR: Strategies for Improving Lunch Line Efficiency
- CICN: Optimizing School Nutrition Kitchens (Facility Design)



National Farm to School Month

- OCTOBER IS NATIONAL FARM TO SCHOOL MONTH, a time to celebrate the connections happening all over the country between children and local food! From taste tests in the cafeteria and nutrition education activities in the classroom, to farm visits and school garden harvest parties, schools, early care and education sites, farms, and communities in all 50 states, Washington, D.C. and U.S. Territories take part in the celebrations. [Farm to School Month](#)



USDA CRUNCH OFF

USDA Crunch Off Registration is Open!

To celebrate Farm to School Month (October), States throughout the Mountain Plains Region (CO, MT, MO, KS, NE, ND, SD, WY) hold a friendly competition to see which State can get the most “crunches” into local produce and other foods, per capita. **Even if you can't purchase ND foods**, you can still participate and register for your event. It's also fun to celebrate eating healthy!

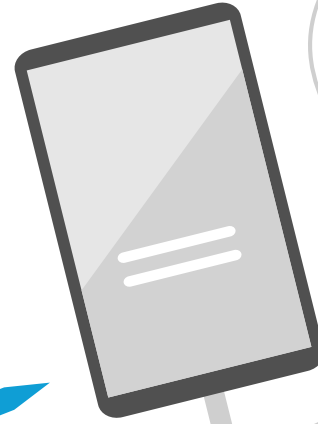
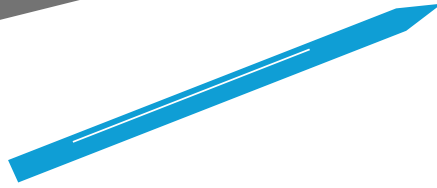
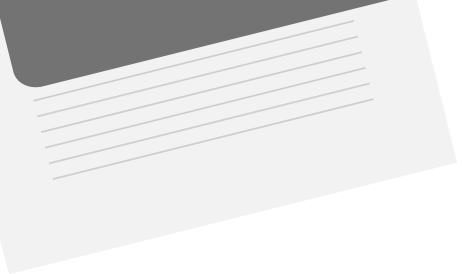
- **Crunch Off participants** - including students, teachers, farmers, parents, community members, and every North Dakota citizen - bite into local produce together (virtually or in-person) to celebrate the wonderful fruits and vegetables grown in the Mountain Plains Region. Crunch Off events encourage healthy eating and support local agriculture while celebrating Farm to School Month and highlighting the strength a community gains from farmer-school food service partnerships.
- **When is the Crunch Off?**
 - The Crunch Off takes place annually in October. **North Dakota Crunch events can occur between October 1 and 31.**
 - Registration deadline is October 31. Registration link → [North Dakota Crunch Off Event Registration 2024 \(office.com\)](https://office.com)



Crunch Off Contest!

- The North Dakota Department of Agriculture is giving away a FREE **Ag in the Classroom package** to the class or daycare with the most creative crunch off event!
-
- Here are the details:
 - Read the details on hosting a crunch off event here: <https://www.ndda.nd.gov/crunch>
 - Register your crunch off event here: <https://forms.office.com/g/Dpg9CGvUAf>
 - Take a picture of your event and email to kmhanenberg@nd.gov. Make sure to include your name, grade, school and the details of why your event was so unique and should win!
 - The winner will be selected by mid-November.
 - What will you win? A teacher pack full of Ag in the Classroom materials and project supplies plus Fresh from North Dakota products for your classroom to sample!

Contact us:
Call: 701-328-2294
Email: dpicnfd@nd.gov



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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

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