

ADMINISTRATIVE UPDATE NEWSLETTER

SEPTEMBER 2016

CONTENTS

2016-2017 School Review Information	1
Civil Rights Training Required Every Year	2
Determining a Free and Reduced-Price Income Application that lists a SNAP, TANF or FDPIR number:.....	2
2016-2017 FRESH FRUIT AND VEGETABLE PROGRAM	3
Fuel Up to Play 60 – Grant Applications Due by November 2, 2016	3
School Nutrition Programs - Important Dates to Remember for School Year 2016-2017	4
Local Wellness Policy Final Rule	4
Midwest Dairy Council Fuel Up to Play 60 Equipment Grant Winners Announced	5
Pre-school Students Can Participate in NSLP Programs	5
Procurement Reviews.....	5
Professional Development.....	6
Smart Snacks in School Regulations	6
Smarter Lunchrooms - Healthy Students, Not Healthy Trash cans	8
SY 2016-2017 School Review List.....	9

2016-2017 SCHOOL REVIEW INFORMATION

The Off-Site review form and the Dietary Specification tool will be emailed to you by the Child Nutrition Staff assigned to conduct your school's Administrative Review. The Offsite and Dietary Specification tools must be completed and sent back to the Child Nutrition review staff no later than four weeks prior to the scheduled review in order for review staff to complete the Resource Management Risk Indicator tool. If the Resource Management Risk Indicator Tool is not completed and returned, at least four weeks in advance of the Administrative Review, a Comprehensive Review of all four Resource Management areas will take place.

When your date of review has been set, your reviewer will also contact your schools Food Service staff to collect a week of breakfast and lunch production records.

If you have any questions, please call our office at 1-888-338-3663.

Check the link below to view the list of school districts scheduled for 2016-2017 Administrative Reviews.

[2016-2017 School Review List](#)

[Back to Top](#)

ADMINISTRATIVE UPDATE NEWSLETTER

SEPTEMBER 2016

CIVIL RIGHTS TRAINING REQUIRED EVERY YEAR

Front line staff that deal directly with students are required to complete civil rights training every year. We have developed a great 2 page training resource available here: [Civil Rights Training](#)

Please have each front line employee read the handout and document it on each person's Professional Development Log. This is a link to the Professional Development Log: [Professional Development Log](#)

The Georgia Department of Education Civil Rights video. There are great scenarios during minutes 12:35-13:33 [Professional Development You tube Video](#)

[Back to Top](#)

DETERMINING A FREE AND REDUCED-PRICE INCOME APPLICATION THAT LISTS A SNAP, TANF OR FDPIR NUMBER:

Determining officials must ensure that the Assistance Program's case number or identifier listed on the application is consistent with the format used by the Assistance Program in the State.

Step 2 of the NSLP Free and Reduced-Price income application pertains to households that participate in assistance programs.

How to identify a SNAP or TANF Case Number:

STEP 2

Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

Circle one: Yes / No

If you answered NO > Complete STEP 3.

If you answered YES > Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number:

Write only one case number in this space.

A valid SNAP or TANF number will automatically qualify the student(s) to be categorized as Free.

A valid SNAP or TANF case number is no more than eight (8) digits in length. The first two numbers should be 00.

In some cases, one or both zeroes could be dropped and the case number could be six (6) or seven (7) digits. **As a reminder, Social Security (unless FDPIR), Medicaid and EBT numbers are not accepted. EBT card numbers will be 16 digits long.**

How to identify an FDPIR Number:

An FDPIR case number is the Social Security number from the head of the household.

Incorrect Case Number

If the case number seems incorrect, the LEA should contact the household or the local Assistance Program to confirm the household's eligibility or verify the application for cause. LEAs are encouraged to review the direct certification list to determine whether any of the applications with case numbers can be matched with children on the direct certification list.

ADMINISTRATIVE UPDATE NEWSLETTER

SEPTEMBER 2016

Direct Certification Matches	
<p>When a match is found:</p> <ul style="list-style-type: none"> • The application must be disregarded; • The family must be placed on the direct certification list; and • Categorical eligibility must be extended to all children in the household 	<p>When a match is not found:</p> <ul style="list-style-type: none"> • The LEA should contact the household for further clarification; or • Verify the application for cause.

About the SNAP, TANF, FDPIR Programs:

SNAP- The Supplemental Nutrition Assistance Program (SNAP) is a Federal program that provides nutrition benefits to low-income individuals and families that are used at stores to purchase food.

TANF- The Temporary Assistance for Needy Families (TANF) program provides temporary financial assistance for pregnant women and families with one or more dependent children. TANF provides financial assistance to help pay for food, shelter, utilities, and expenses other than medical.

FDPIR- Food Distribution Program on Indian Reservations (FDPIR) provides USDA Foods to income-eligible households living on Indian reservations. Many households participate in FDPIR as an alternative to the Supplemental Nutrition Assistance Program (SNAP), because they do not have easy access to SNAP offices or authorized food stores.

[Back to Top](#)

2016-2017 FRESH FRUIT AND VEGETABLE PROGRAM

Grant Awards and Addendums for schools in districts participating in the Fresh Fruit and Vegetable Program (FFVP) were mailed out to the Authorized Representatives the end of August. Please let the FFVP contact listed on your grant application know that you have received the grant award.

Please sign and date in the appropriate space in the lower left portion of each form and indicate if there have been changes in personnel. These changes must be made in the NDFOODS system.

RETURN by MAIL (fiscal requires original signatures on grant awards) **ALL** of the **signed forms** to our office for additional signatures. A copy of the fully executed grant award(s) will be scanned and mailed back to the authorized representative to file with the FFVP records.

The Fresh Fruit and Vegetable Handbook and a FFVP tool-kit are available at the links below.

[USDA Handbook](#)

[FFVP Toolkit](#)

[Back to Top](#)

FUEL UP TO PLAY 60 – GRANT APPLICATIONS DUE BY NOVEMBER 2, 2016

The Midwest Dairy Council has Fuel Up to Play 60 Grants available for up to \$4,000 per year to qualified K-12 schools. Grant applications are due by November 2, 2016. For more information, please go to:

[Fuel Up To Play 60 General Information](#)

[Back to Top](#)

ADMINISTRATIVE UPDATE NEWSLETTER

SEPTEMBER 2016

SCHOOL NUTRITION PROGRAMS - IMPORTANT DATES TO REMEMBER FOR SCHOOL YEAR 2016-2017

Beginning of School Year - - - All families must receive the [Letter to Households](#) and [Application for Free and Reduced-Price Meals](#). (Students from households with approved applications or Direct Cert list on STARS on file from the previous year must be allowed a 30-day carry-over of the previous eligibility determination. Once a current year application is received, it takes precedence over the previous year's application.)

Note: Application Processing Timeframe: Free and Reduced-Price Meal Applications must be reviewed and an eligibility determination made within 10 working days of receipt of the application. The completed signed application must be dated when it is received. The determining official must date, sign, and document eligibility on the back side of the application.

10th of Each Month - - - The claim for reimbursement for each site is due for submission over the NDFoods system for prompt payment. (You do have 60 calendar days to complete/submit your claim.) The [Claims Review Process/Edit Check](#) must be completed each month before submission of Claim Reimbursement and retained in school files.

Reminder - - - The [Racial/Ethnic Data Form](#) must be completed sometime during the school year and retained in the school's file.

September 2016 TBD---ND Farm to School Week

September 29, 2016 ---Pride of Dakota School Lunch Day

October 1 - - - This is the date that determines the number of applications to be verified. Record the number of approved applications on the district Verification Collection Report listed below due on December 15.

October 10-14, 2016 - - - **National School Lunch Week** This year's theme:" Show Your Spirit". Check the School Nutrition Association website for more details: SchoolNutrition.org

November 15 - - - Verification of 3% of Free and Reduced-Price Applications must be completed.

December 15 - - - Verification Summary Report due. Complete the fillable form on NDFOODS.

February 1, 2017 - - - Local agencies with more than one food service site must perform at least one [on-site review](#) of each site with food service under its jurisdiction. The on-site review must take place prior to February 1.

March 6-10, 2017 - - - **School Breakfast Week** This year's theme: "Take The School Breakfast Challenge" Check the School Nutrition Association website for more details: SchoolNutrition.org

May 1-5, 2017 - - - School Nutrition Employee Week

[Back to Top](#)

LOCAL WELLNESS POLICY FINAL RULE

On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. The final rule requires LEAs to begin developing a revised local school wellness policy during School Year 2016-2017. LEAs must fully comply with the requirements of the final rule by June 30, 2017. A summary of the Final Rule provisions is available at this link: [Final Rule](#)

[Provisions](#)

[Back to Top](#)

ADMINISTRATIVE UPDATE NEWSLETTER

SEPTEMBER 2016

MIDWEST DAIRY COUNCIL FUEL UP TO PLAY 60 EQUIPMENT GRANT WINNERS ANNOUNCED

- Carrington Elementary and Carrington Jr/Sr High both were awarded \$1,700 for the purchase of commercial blenders to start serving smoothies for breakfast
- Davies High School in Fargo was awarded \$1,600 for a blender to serve smoothies as a reimbursable and ala Cart item at Breakfast
- Williston High School received \$5,000 for the purchase of a Franke Coffee machine for lattes in the new café area of the High School

[Back to Top](#)

PRE-SCHOOL STUDENTS CAN PARTICIPATE IN NSLP PROGRAMS

Pre-school students enrolled in your school are eligible to participate in the school breakfast and school lunch programs. These students are also eligible for the free and reduced-price lunch program. All students must be allowed to participate if they are in the school during meal times.

If your school offers the After School snack program or Fresh Fruit and Vegetable Program, the pre-school students can also participate. If you are thinking of applying for the FFVP, be sure to include the pre-school students in your enrollment.

If you are running a pre-school program with a morning snack or milk break, please consider offering breakfast in the classroom instead of the snack/milk. This is a great convenience for the parents instead of thinking about what to send for a snack every day. We also find that when schools with poor breakfast participation start offering breakfast in the classroom, they see nearly 100% participation.

[Back to Top](#)

PROCUREMENT REVIEWS

The procurement of goods and services is a significant responsibility of a school food authority (SFA). Obtaining the most economical purchase should be considered in all purchases when using Federal funds. Federal, state and local laws and regulations specify the procurement methods, terms and conditions SFAs must follow to competitively procure goods and services, award contracts, and oversee contractor performance. State agencies are required to ensure that SFAs comply with the applicable provisions through audits, administrative reviews, and technical assistance.

Schools who are scheduled for an Administrative Review this school year will also have a Procurement Review. The Procurement Review will be done off-site. Schools will be sent a Procurement tool to be filled out by the School's Business Manager or the person who is in charge of procuring goods and services. The State Agency will review the procurement tool and select contracts to be sent to our office to be reviewed by State Agency staff. Schools will also be asked to send the Procurement Policy and Code of Conduct.

Procurement training will be offered in the spring of 2017. Dates and locations will be sent out later this Fall.

[Back to Top](#)

ADMINISTRATIVE UPDATE NEWSLETTER

SEPTEMBER 2016

PROFESSIONAL DEVELOPMENT

USDA requires professional development for all school food service staff.

- Food service director – 12 hours per school year
- Site manager – 10 hours per year
- Other staff – 4 hours per year (can be in sixteen units of 15 minutes each)

If you are a single site district, the manager (head cook) is the food service director. If a superintendent wants to be the food service director, he/she must take an eight-hour sanitation class and complete 12 hours of school nutrition professional development each year, PLUS, the head cook must complete 10 hours per year. We can skip the manager step; however, someone must be the designated food service director.

[USDA Professional Development Flyer](#)

Examples of allowable professional development activities:

- NDDPI Child Nutrition Back-to-School Workshops
- Reading NDDPI Child Nutrition Newsletters at [DPI Child Nutrition Website](#)
- ICN on-line courses or videos at [ICN Online Courses](#)
- Reading *School Nutrition* Journal articles
- NDSNA Conference June 6-8, 2017 in Fargo
- Chef Cyndie Story videos at [Chef Cindy](#)

[Professional Development Log](#)

[Back to Top](#)

SMART SNACKS IN SCHOOL REGULATIONS

The Healthy Hunger Free Kids Act of 2010 (HHFKA) ushered in many changes for school meals. It also granted USDA the authority to establish nutrition standards for all foods and beverages **sold** to students in school during the school day. **Any food that meets the standards can be sold during the school day.**

We have been receiving questions on the Smart Snacks regulations.

Q 1: What times do vending machines need to be turned off?

A: Never, if all the items in the machine meet the Smart Snacks nutrition standards. Vending machines with non-smart snacks need to be turned off until 30 minutes after the school day ends.

Q 2: What about students bringing unallowable food items from home?

A: The Smart Snacks rule only applies to food SOLD in school. Schools are free to write any extra rules in their Local Wellness Policy if the school does not want students, staff or parents bringing in certain items. Several people mentioned soda. There is no law that students cannot have soda in school, only if someone is selling it to students. The Smart Snack rule for beverages does not allow soda to be sold to students in grades K-8, however, high school students can be sold carbonated beverages with less than 60 calories in 12 ounces or less than 10 calories in 20 ounces. This would allow the sale of diet soda, diet teas and some coffee drinks in high schools if the beverage meets the calorie limits.

The following regulations apply to all foods SOLD to students during the school day. ***The school day is considered midnight until one half-hour after the last bell.***

Any food sold in school must first:

- Be a “whole grain rich” grain product; OR
- Have as the first ingredient a fruit, a vegetable, a dairy product or a protein food; OR
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; OR

ADMINISTRATIVE UPDATE NEWSLETTER

SEPTEMBER 2016

- Foods must ALSO meet these nutrient requirements (unless it is a fruit or vegetable with low amount added sugar)

Calorie Limits

- Snack items must be less than 200 calories
- Entrée items must be less than 350 calories

Sodium Limits

- Snack items must be less than 200 mg
- Entrée items must be less than 480 mg

Fat Limits

- Total fat must be less than 35% of calories
- Zero grams trans-fat (<.5 grams)
- Saturated fat must be less than 10% of calories. Exemptions for: reduced fat cheese, part skim mozzarella cheese, nuts, seeds, nut or seed butters.

Sugar Limit

- Less than 35% of weight from total sugars

Entrees originally sold as part of the reimbursable meal are exempt for that day and the next day.

Beverage Standards

- All Schools may sell
- Plain Water (with or without carbonation) There is no portion size limit for water.
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation) and no added sweeteners
- Elementary Schools may sell up to 8 oz. portions, middle and high schools may sell up to 12 oz. portions of milk and juice.
- High schools may sell caffeinated beverages and beverages up to 20 ounces within the following calorie limits:
 - ≤ 40 calories per 8 ounces or
 - ≤ 60 calories per 12 ounces
- 20 ounce beverages must be ≤ 10 calories per 20 ounces.

Fundraisers, Food Brought from Home and Classroom Parties

The standards do not apply to food brought in for birthdays, parties, and other classroom activities, or a student's cold lunch brought from home.

The standards do not apply during non-school hours, on weekends and at off-campus fundraising events or for food ordered during the school day and taken home.

States have the flexibility to set a certain number of fundraisers that can sell foods or beverages that do not meet the nutrition standards. North Dakota has set the limit at 3 exemptions per school building per year with a duration of one day.

There is no limit on fundraisers that DO meet the new standards.

ADMINISTRATIVE UPDATE NEWSLETTER

SEPTEMBER 2016

Fundraising activities that take place outside of school, such as cookie dough or frozen pizza sales, are exempt from the nutrition standards. Distribution of order forms and the sale of foods not intended for consumption at school may continue.

A product calculator can be found online at: [Calculator](#)

Enter the snack item nutrients, etc., (using the label on the snack), the calculator will determine if the snack qualifies! FYI: water is a beverage; ice is a food.

A list of approved products can be found at: [Approved Products](#)

Another list of healthy products: [Healthy Products](#)

Detailed information can be found at [Smart Snacks Info](#)

You may also contact NDDPI Child Nutrition: Deb Egeland, Kaye Knudson, Linda Schloer or Joe Oster at 701-328-2294 or 1-888-338-3663 or Lesli Murch at 1-888-788-8901 for more information.

Deb Egeland degeland@nd.gov

Kaye Knudson ksknudson@nd.gov

Joe Oster jjoster@nd.gov

Lesli Lurch lmurch@nd.gov

Stephanie Miller snmiller@nd.gov

[Back to Top](#)

SMARTER LUNCHROOMS - HEALTHY STUDENTS, NOT HEALTHY TRASH CANS

Session Overview:

Join Heidi Kessler from Cornell University to learn about evidence-based, easy-to-use strategies that make the healthy choice the easy choice. Smarter Lunchrooms increase participation, decrease waste, and increase the amount of healthy food students eat. Earn your professional development hours during this 6-hour course that will leave you energized, motivated, and amazed at the simple things you can do to have a Smarter Lunchroom. To learn more about the movement visit www.smarterlunchrooms.org

Join us in Minot or Fargo in October

Who: School Nutrition Services Directors, Managers, and Staff and Regional or State Professionals providing ongoing assistance to Child Nutrition Programs

When: Wednesday, October 19, 2016 8:30 am - 2:30 pm (morning coffee, snack and lunch served)

Where: NDSU Extension Center (5400 Hwy 83 Minot, ND 58701)

Cost: \$35.00

CEU's: pending approval

NDMDEC.org Session # 34380 [REGISTER NOW](#)

OR

Monday October 17, 2016 in Fargo

NDSEEC.com/HealthySchools

Questions, call Keely Ihry ihryk@ndseec.com

[Back to Top](#)

ADMINISTRATIVE UPDATE NEWSLETTER

SEPTEMBER 2016

SY 2016-2017 SCHOOL REVIEW LIST

LA #	Name	LA #	Name	LA #	Name
15-010	Bakker	18-303	GF Juvenile Det Center	38-001	MLS
34-043	St Thomas	40-007	Belcourt Sch-TMCHS	38-026	Glenburn
18-301	NE Human Service	10-409	St. Alphonsus	06-001	Bowman County
49-009	Hillsboro	21-009	New England	02-409	St. Catherine's
08-301	Charles Hall	18-409	Holy Family	53-008	New Public
36-409	St Joseph's DL	39-900	Circle of Nations	46-010	Hope
51-401	Dakota Boys Ranch	43-900	Standing Rock	47-019	Kensal
30-049	New Salem-Almont	09-405	Oak Grove	17-305	Home on the
32-001	Dakota Prairie	22-001	Kidder Co Steele, Tappen	09-080	Page
25-060	TGU	12-001	Divide County	09-002	Kindred
39-044	Richland County	13-037	Twin Buttes	34-019	Drayton
23-007	Kulm	40-029	Rolette	28-008	Underwood
19-018	Roosevelt (Carson)	40-001	Dunseith	03-029	Warwick
36-714	Lake Region Spec. Ed	45-001	Dickinson Public	51-161	Lewis & Clark
51-016	Sawyer	05-017	Westhope	36-002	Edmore
35-409	Little Flower-Rugby	06-033	Scranton	28-085	Whiteshield
53-006	Eight Mile Public	28-051	Garrison	43-008	Selfridge
08-028	Wing	19-049	Elgin/New Leipzig	47-003	Medina
08-302	Manchester House	37-024	Enderlin Area 24	35-001	Wolford
08-415	Shiloh Christian School	27-036	Mandaree	45-009	South Heart
40-410	St Ann Belcourt	40-004	Mt Pleasant (Rolla)	09-004	Maple Valley
39-409	St Johns-Wahpeton	09-401	Fargo Catholic Schools	10-019	Munich
30-410	St Josephs-Mandan	43-004	Fort Yates Public	18-412	St Michaels-GF

[Back to Top](#)