



# Administrative Updates

## Newsletter for Child Nutrition Directors & Managers

### 2016-2017 SCHOOL REVIEWS AND LOCAL WELLNESS POLICIES

With the implementation of the Healthy Hunger Free Kids Act, there have been many changes to the School Nutrition Programs. Because of the changes to the Meal Pattern and the addition of the Smart Snacks regulations, schools will need to update the Local Wellness Policy (LWP) to make sure it complies with the new requirements. The Local Wellness Policy is part of the Administrative Review. If your school has not updated the LWP, now is a great time to begin this process so it can be completed before the Administrative Review.

The link below includes resources for the process, policy elements, samples, stories and guidance for Local School Wellness Policies. The second link highlights the Smart Snack Rule and includes ND Department of Public Instructions rules on fundraising. <http://www.fns.usda.gov/tn/local-school-wellness-policy>  
Smart Snack Information: [https://www.nd.gov/dpi/uploads/59/new\\_smart\\_snacks\\_regulationssummary.pdf](https://www.nd.gov/dpi/uploads/59/new_smart_snacks_regulationssummary.pdf)

### School Administrative Reviews for SY 2016-2017

The schools listed below are scheduled for the NSLP Administrative Review in SY 2016-2017.

Bakker	Home on the Range	Roosevelt (Carson)
Belcourt TMCHS	Hope	Sawyer
Bowman County	Kensal	Scranton
Charles Hall	Kidder County	Selfridge
Circle of Nations	Kindred	Shiloh Christian School
Dakota Boys Ranch	Kulm	South Heart
Dakota Prairie	Lake Region Spec. Ed	St Johns-Wahpeton
Divide County	Lewis & Clark	St Josephs-Mandan
Drayton	Little Flower-Rugby	St Michaels-Grand Forks
Dunseith	Manchester House	St Thomas
Dickinson Public	Mandaree	St. Alphonsus-Langdon
Edmore	Maple Valley	St. Catherine's-Valley City
Eight Mile Public	Medina	St Joseph's-Devils Lake
Elgin/New Leipzig	Munich	Standing Rock
Enderlin Area	MLS	TGU
Mt Pleasant (Rolla)	NE Human Service	Twin Buttes
Fargo Catholic Schools	New England	Underwood
Fort Yates Public	New Public	Warwick
Garrison	New Salem-Almont	Westhope
GF Juvenile Detention Center	Oak Grove	White Shield
Glenburn	Page	Wing
Hillsboro	Richland County	Wolford
Holy Family	Rolette	

## **After School Snack Program Monitoring Requirement**

Does your school have an After School Snack Program? If so, have you completed the After School Snack Program Sponsor Monitor Review Form? Each Afterschool Snack Program must be reviewed by the Sponsor two times a year. The first review must be conducted during the first four weeks of each school year. The second one can be done any time before the end of the school year. Haven't done yours yet? Please complete the first one ASAP! The form can be found in the front section of the After School Snack Program Production record book or on our website: <https://www.nd.gov/dpi/uploads/55/AfterSchoolSnackprogramreviewform.pdf>

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### **After School Snack Program Requirements**

Do you have an After School Snack Program? If so, please read the following to help you Ace your National School Lunch Program Review!

#### **Snack Meal Pattern**

(Serve any two of these four components)

Milk	1 cup
Meat or Meat Alternate	1 ounce
Fruit or Vegetable or 100% Juice	$\frac{3}{4}$ cup
<b>Whole Grain Rich</b> Grains or Breads	Equivalent of 1 ounce serving

**Note: Milk is not required.** You can serve **any** two components. Grains must be whole grain.

#### **Snacks with ONLY the following are NOT reimbursable**

Two fluids (e.g. milk and fruit juice)

Two foods from the same food component (e.g. fruit juice and carrots)

#### **Non-Creditable Snack Items**

The most common Non-Creditable items that we see served on reviews are:

    Pudding

    Jello

    Potato Chips

    Fruit Rollups or Fruit Gummies

    Popcorn

If you serve these items you must also serve two other Creditable Components for the meal to be reimbursable. (See the full list in the front of your After School Snack Program Production Record Book).

#### **After School Snack Program Sponsor Monitor Review Form**

Each Afterschool Snack Program must be reviewed by the school two times a year. The first review must be conducted during the first four weeks of each school year. If this has not been done for this school year, please schedule it to be done ASAP. The other review may be completed any time before the end of the school year.

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## Attending Training is an Allowable School Lunch Expense

Do you or your nutrition program staff need training? All school nutrition staff are required to have professional development. The training does not have to be off-site; however, sending school nutrition personnel to training is an allowable expense to. The school lunch fund can be used to pay registration, mileage, meals and salaries.

Membership fees to the North Dakota School Nutrition Association, (NDSNA), are also an allowable expense. NDSNA members receive a monthly journal, *School Nutrition*, and periodic emails with information about school nutrition policy and success stories from around the nation. Reading the articles in *School Nutrition* is professional development that can be documented on the Professional Development Log. Membership is \$40.25 per year for state and national dues.

Here is a link to the NDSNA Membership Application:

[https://schoolnutrition.org/uploadedFiles/Membership/Membership\\_Types\\_and\\_Applications/ND.pdf](https://schoolnutrition.org/uploadedFiles/Membership/Membership_Types_and_Applications/ND.pdf)

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## Pasta Waivers Soon to Expire

Please be aware that Whole Grain Pasta Waivers that were submitted for school years 2014/2015 and 2015/2016 will expire at the end of this school year (June 30, 2016). Your school foodservice staff should be working towards finding a whole grain pasta that is acceptable with students and using cooking methods to help create good quality product. The October 2015 School Nutrition Association (SNA) journal included tips for preparing whole grain pasta including batch cooking and taking great care not to overcook the pasta in steamers or kettles. Another tip was to par-cook (slightly cook) the pasta, drain it, and cool it down right away. The cooking process will continue while it is held hot in the steam table or when it is further baked such as in a casserole.

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## SAVE THE DATE

### SCHOOL NUTRITION PROGRAMS - BACK TO SCHOOL WORKSHOPS

**Williston-** Thursday July 28, 2016 - Grand Hotel & Conference Center

**Dickinson-** Friday July 29, 2016 – Astoria Hotel

**Bismarck** – Tuesday August 2, 2016 - Baymont Inn and Suites, Mandan

**Minot** – Thursday August 4, 2016 - Holiday Inn Riverside

**Grand Forks** - Wednesday August 10, 2016 - Red River High School

**Fargo** - Thursday August 11, 2016 - Baymont Inn and Suites

Conference registration, fees, agenda and details will be available at a later date. Please mark your calendars for the date and location that best fits your needs.

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## **Provide a Hunger Free Summer for ND Kids by Sponsoring the Summer Food Service Program**

The Summer Food Service Program (SFSP) is growing in North Dakota as more schools are partnering with local agencies to provide sponsorship, sites, meals and activities. This past summer saw a great growth in the number of sites and meals served. In 2014 there were 40 sponsors and 70 sites. In 2015 the program increased to 43 sponsors, 89 sites and had a 29% increase in meals served. Schools are partnering with Libraries, Park and Recreation Departments, United Way, Food Banks, Churches and Retired Senior Volunteer Programs.

Kids need nutritious and satisfying meals the entire year. The SFSP was created to ensure that children in low-income areas continue to receive nutritious meals during school vacations when they do not have access to school lunch or breakfast. Please consider providing meals by becoming a sponsor and/or site or extending your existing SFSP program to run until school begins in the fall. Consider partnering with an organization in your area to assist in providing the program June-August. Contact [Kaye Knudson](#) in our office for more information, and to see if your school qualifies for the SFSP.

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## **Check your Direct Certification Notifications**

Follow these simple steps to check the Direct Certification Reports in STARS make sure there are no unaddressed direct certification notifications.

Go into the STARS Direct Certification report page. Once on that page you can go into the Broadcast Notifications and Matched Notifications lists.

For the Broadcast Notifications, click on the last name (blue) of the student. If the student is not enrolled in your school, click on the “not enrolled” button. If the student is enrolled in the district, an additional step must be taken. You will not be able to click on the “enrolled” button until you link the name to a student in the district’s enrollment. To do this, enter the student’s last name in the “Last name starts with” box located under the “enroll” and “not enrolled” buttons on the page. From the search results, click on the student’s name. The “enroll” button should now be active. Click on the button and then click on OK in the dialogue box that asks if you’re sure you want to enroll the student into Direct Certification.

For the Matched Notifications, unless you know there will be over a hundred names on the list, don’t enter any search criteria, simply click on the Search button in the middle of the page. Once the list is displayed, put a check mark in front of the students’ names and then click on the “enroll” if they are enrolled in your district. The names will go off of the notifications list and will show up on the PDF. If a student does not attend school in your district, then check the box in front of the student’s name and click “not enrolled”.

For STARS help documents and more detailed information, please visit [www.nd.gov/dpi/SchoolStaff/ChildNutritionFoodDistribution/SchoolNutritionPrograms/DirectCertification/](http://www.nd.gov/dpi/SchoolStaff/ChildNutritionFoodDistribution/SchoolNutritionPrograms/DirectCertification/).

Please direct questions regarding Direct Certification to Linda Schloer at [lkschloer@nd.gov](mailto:lkschloer@nd.gov).

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**Sample: Employee Code of Conduct for Purchasing**

**ABC School District Food Service Department**

**Policy Name:** Written Code of Standards of Conduct

**Regulations:** 2 CFR Part 200.318, formerly 7 CFR Part 3016.36(b)(3), State Procurement Code and Regulations, and ABC School District Department of Purchasing.

**Procedures:** The ABC School District seeks to conduct all procurement procedures:

in compliance with stated regulations; and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

ABC School district procedures seek to avoid acquisition of unnecessary or duplicative items. Consideration is given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made to determine the most economical approach.

For questions and concerns regarding procurement solicitations, contract evaluation, and award, contact:

Purchasing Contacts: Director of Purchasing                      123.456.7890

Director of School Food Service   123.456.7880



## **National School Breakfast Week is March 7-11, 2016**

Wake Up! To School Breakfast is the theme this year. Use this theme to let administrators, parents and students know that a healthy school breakfast wakes up your mind to be ready to learn! The School Nutrition Association website is loaded with resources and activities to get your planning started. Check out it out at <https://schoolnutrition.org/nsbw/>



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## **North Dakota Team Up for Success Scheduled for August 3, 2016**

“Team up for Success” Training is a tailored technical assistance, mentoring and training opportunity developed by USDA and the Institute of Child Nutrition (ICN). The training was offered to a small number of school nutrition professionals from each State in 2015.

At the trainings participants heard success stories from school cooks from around the region and then participated in break-out sessions on menu planning, increasing participation and sanitation. The mentees could ask the mentors from every state for advice on how to improve their programs. The workshops were a huge success.

We are planning on conducting the same type of “Team Up for Success” training in our state for cooks from North Dakota Schools. There will be some in-state mentors and some from out-of-state. ICN will provide us with lead mentors from other states. Mentors and mentees are matched by school enrollment size.

We have requested the date of August 3, 2016 from USDA and ICN, and will be sending out more information as the date nears. This “Team Up for Success” Workshop will be in Bismarck on the day after our Bismarck Back-to-School Workshop, (BTSW). Please see the “Save the Date” article for dates of BTSW in Fargo, Minot, Grand Forks, Williston and Dickinson.

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## **Reminder: Site Monitoring Due February 1<sup>st</sup>!**

Sponsors with more than one site must complete an on-site review for each site prior to February 1, 2016. Each on-site review must ensure the school’s claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation. A copy of the on-site review form is available at <https://www.nd.gov/dpi/uploads/55/OnsitereviewofNSLPSBP.pdf>

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## Procurement Tips: Questions we will ask on the Administrative Review

Recent communications between the USDA Food and Nutrition Service (FNS) and State agency program staff during procurement trainings and management evaluations conducted in fiscal year (FY) 2014-2015 indicated a need for guidance on competitive procurement standards.

These standards ensure that program operators conduct procurement transactions in accordance with governing regulations and in a manner that facilitates full and open competition. Full and open competition is achieved when potential bidders/offerors receive all information necessary to respond properly to a solicitation; and responses are accurately evaluated for contract award.

### Be Prepared to Answer the Following Questions on Your Next Review:

Do purchases follow the “Buy American” requirements?

Did the LEA purchase food service equipment in the last year costing more than the capitalization threshold of \$5,000 per item?

If yes, did the LEA obtain bids or quotes?

Did the LEA obtain the required pre-approval from NDDPI?

Does the LEA have a written procurement policy or code of conduct for purchasing?

If no, we will request corrective action of a written procurement policy.

Have any LEA staff participated in training or workshops regarding procurement

If so, who provided the training?

Does the district purchase more than \$150,000 of food annually (not including milk)?

For purchases valued above \$150,000 sealed bids or competitive proposals must be used:

Are sealed bids publicly solicited and a firm-fixed-price contract (lump sum or unit price) awarded to the responsible firm whose bid is most advantageous to the program?

Are competitive proposals (using a Request for Purchase) conducted?

What companies does the LEA purchase food from?

How did the LEA decide to purchase from the vendors listed? Describe bidding or membership in a purchasing cooperative.

If a cost-reimbursable contract or a cost plus fixed fee contract is used, does the contractor clearly identify the amount of each discount, rebate and other credits on bills and invoices?

Are any contracts awarded based on a geographical preference (advantage based on location)?

If so, was the purchasing done in a manner to provide free and open competition?

Does the LEA contract with a Food Service Management Company or any other entity for vended meals?

If so, was the contract approved by NDDPI?

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## **Breakfast Participation is Up!**

This is the first school year the State is paying the reduced-price charge of 30 cents for breakfast. For the month and October 2015; reduced-price breakfast participation has increased 18.1% compared to that in October 2014. This is great news. Everyone knows students learn better when they eat breakfast.

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## **A Reminder to Buy American**

Federal law requires school food authorities (SFAs) to purchase food items grown and processed in the United States, to the maximum extent practicable. Additionally, purchases made in accordance with the Buy American provision must also be purchased through free and open competition. For Questions and Answers for Buy American Provision visit [www.fns.usda.gov/sites/default/files/SP14-2012os.pdf](http://www.fns.usda.gov/sites/default/files/SP14-2012os.pdf).

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## **USDA Notice of Nondiscrimination**

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, gender identity (including gender expression), sexual orientation, 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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. 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 [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) 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  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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