



Administrative Updates

Newsletter for Child Nutrition Directors & Managers

March Issue, 2016

Child Nutrition Reauthorization (CNR)

Child nutrition programs are reauthorized by Congress approximately every five years. The last reauthorization was the Healthy, Hunger Free Kids Act of 2010. Congress is working on the next CNR. On January 20, 2016 the Senate Agriculture Committee passed the "Improving Child Nutrition Integrity and Access Act of 2016". Senator John Hoeven is on the Senate Agriculture Committee and praised the bill as a collaboration of several groups working together to come up with a common sense solution that passed the Senate Agriculture Committee unanimously. **The bill still needs to pass the full Senate and the House of Representatives.**

Here are some highlights of what we might expect:

- Whole grain requirement goes from all grain items to 80% of the grain items. This will make it easier to serve pasta or another white grain product one day per week without a waiver.
- Sodium target 2 is pushed back two years. The lower sodium limit was scheduled for school year 2016/2017, this delays the target implementation to 2018/2019.
- Administrative Reviews will go back to a five year review cycle instead of the current three year cycle.
- The verification sample of income applications increases from 3% to 10%.

Please remember, these changes have not passed the full Congress yet, this is just FYI. We will keep you posted of any official changes.

Guide to Professional Standards for School Nutrition Programs

Will you be hiring a new lead food service worker or head cook for next school year? Did you know there are mandatory hiring standards for this position? Be sure to refer to USDA Team Nutrition's "Guide to Professional Standards for School Nutrition Programs" available online at www.fns.usda.gov/guide-professional-standards-school-nutrition-programs. This guide includes minimum criteria for hiring standards, a list of minimum required training hours for school nutrition staff, and links to additional resources.

Put Our State on Your Plate: ND Farm to School Conference

NDDPI and ND Dept. of Agriculture invite you to attend our first Farm to School and Farm to Pre-school Conference. We invite school staff, childcare staff and farmers/producers who would like to learn more about serving local foods in ND schools and childcare centers. See the links below to register for the conference in Fargo or Mandan.



May 10, 2016 in Fargo

<https://www.eventbrite.ca/e/put-our-state-on-your-plate-nd-farm-to-school-conference-fargo-tickets-21830551768>

May 11, 2016 in Mandan

<https://www.eventbrite.ca/e/put-our-state-on-your-plate-nd-farm-to-school-conference-mandan-tickets-21830819569>

If you have any questions, please contact Deb Egeland at degeland@nd.gov or 328-3718 or toll-free 888-338-3663.

Years of Service Awards

We are happy to provide, upon request, certificates for 10 years of service and for every 5-year interval after that. We also provide awards upon retirement at the request of the school district.

If you would like years of service certificates for eligible school foodservice employees, please complete the [Years of Service Request form](#) and return it to our office either by e-mail ksknudson@nd.gov or fax (328-9566) no later than **April 8, 2016**.

Certificates will be mailed out April 25th. Please check the certificates and immediately notify our office if there are any discrepancies. It is suggested the certificates be presented to your foodservice personnel on School Lunch Hero Day, May 6, 2016, or during School Nutrition Employee Week, May 9-13, 2016.

Should you have questions about the Years of Service Awards, please call Kaye Knudson at 328-2275 or toll-free at 1-888-338-3663.

YEARS OF SERVICE AWARDS REQUEST

School Lunch Hero Day, May 6, 2016, is a time to say thank you to your foodservice employees and recognize them for their years of service.

We are happy to provide, upon request, certificates for 10 years of service and for every 5-year interval after that. We also provide awards upon retirement at the request of the school district.

If you would like years of service certificates for eligible school foodservice employees, please return this form to our office either by e-mail ksknudson@nd.gov or fax (328-9566) no later than **April 8, 2016**.

Certificates will be mailed out April 25th. Please check the certificates and immediately notify our office if there are any discrepancies. It is suggested the certificates be presented to your foodservice personnel on School Lunch Hero Day or during School Nutrition Employee Week.

Should you have questions about the Years of Service Awards, please call Kaye Knudson at 328-2275 or toll-free at 1-888-338-3663.

Years of Service Award - School Food Service Personnel

	Type of Award	
	Years of Service – indicate # <u>years service</u> (10 and every 5 <u>yr</u> interval after)	Retirement – indicate # years of service up to retirement.
Name of Foodservice Employees		

Attach additional pages if necessary

Name of School _____

Authorized Representative _____ Date _____

Need Help with Finances?
Attend our Financial Management Class

We are offering a class on Financial Management for Child Nutrition Programs. The class will be taught by Julie Tunseth, retired nutrition services director from Grand Forks Public Schools. Julie ran an excellent program and has developed Profit and Loss Statements that can be used to assess the performance of each site. Julie is now a certified trainer for the Institute of Child Nutrition, (ICN). We are offering this class in Fargo on April 26 and in Bismarck on May 2. Register at the following links:

Fargo: April 26, 2016

<https://www.eventbrite.ca/e/financial-management-for-child-nutrition-programs-in-fargo-tickets-22060427332>

Bismarck: May 2, 2016

<https://www.eventbrite.ca/e/financial-management-for-child-nutrition-programs-in-bismarck-tickets-22061118399>

We have a block of rooms reserved at the Holiday Inn in Bismarck until April 1st. The phone number is 701-751-8240. Ask for the NDDPI Financial Management Class room block. They honor state rates.

School Lunch Hero Day
Celebrate Friday, May 6, 2016

School Nutrition Employee Week: May 9-13, 2016

Between preparing healthy meals for America's students, adhering to strict nutrition standards, navigating student food allergies and offering service with a smile, school nutrition professionals are true heroes!

School Lunch Hero Day is the perfect opportunity to recognize the hardworking professionals in school cafeterias. SNA has partnered with Jarrett J. Krosoczka, author of the "Lunch Lady" book series, and Random House, to remind everyone—directors, managers, parents, students, and school staff—that school nutrition employees are superheroes that deserve some recognition.

The day aims to showcase the ways in which school nutrition professionals make a difference for every child who comes through the cafeteria.

For details about School Lunch Hero Day 2016, check out the link below!

<https://schoolnutrition.org/SLHD/>

SY 2016-2017 FFVP Application

The Fresh Fruit and Vegetable Program (FFVP) Application for the 2016-2017 school year will be available online on **March 21**. Funding is available only for “elementary” students – those enrolled in grades K-8. The application will be posted on the FFVP web page. [FFVP Grant Application](#)

The application process is competitive and based on the percentage of free and reduced priced eligible students (with priority given to those 50 percent and above), school demographic information, creativity of proposal, planned partnerships with additional agencies, and ability to maintain the program at the school and use funding by the end of the 2016-2017 school year.

Read the following instructions carefully:

- Schools who are Currently participating in the Fresh Fruit and Vegetable Program, only need to complete and send in pages 3, 6 & 7. (Send the other pages only if there are significant changes to what was submitted for SY 2015-2016.)
- Schools who are applying for the first time must complete the entire grant.
 1. Applications must be signed by the Authorized Representative and the School Food Service Director. Funds must flow through the school food service account.
 2. Applications may be faxed, e-mailed or mailed.
 3. Applications are **due** in our office no later than **Friday April 15, 2016**. Mailed applications must be post-marked as of April 15.

If you have questions or need assistance filling out the application, call Kaye or Joe in our office (888-338-3663).

Fresh Fruit and Vegetable Grant Money

Are you on target to spend the full amount of your FFVP grant? Please check your balance. There are three months left of this school year. If you are only serving two days a week and you have a large sum of grant money available, you need to start serving a FFVP snack more often. Money that is not spent will go back to USDA. Please take full advantage of this grant opportunity and make sure your students are getting fresh produce as many days of the week as possible.

Guide to Professional Standards for School Nutrition Programs

Will you be hiring a new lead food service worker or head cook for next school year? Did you know there are mandatory hiring standards for this position? Be sure to refer to USDA Team Nutrition’s “Guide to Professional Standards for School Nutrition Programs” available online at www.fns.usda.gov/guide-professional-standards-school-nutrition-programs. This guide includes minimum criteria for hiring standards, a list of minimum required training hours for school nutrition staff, and links to additional resources.

HUNGER DOESN'T TAKE A SUMMER VACATION

Many children suffer from a summer vacation "nutrition gap." Does your school district provide meals to children in your community during the summer? Local schools are the best sites for summer feeding efforts. Children and parents are familiar with local schools and schools are known for providing nutritious food in a safe environment. If your school enrollment data indicates that at least 50 percent of the students are eligible for free/reduced priced meals or if the school is located in a census eligible area, it is eligible to participate in the Summer Food Service Program (SFSP). Schools can sponsor a SFSP, be a summer feeding site, or both. The Capacity Builder Map was developed to help identify low income areas in planning for summer meal sites. View the map at this web site:

<http://www.fns.usda.gov/capacitybuilder>. For more information contact, Kaye Knudson ksknudson@nd.gov or call 701-328-2294.

2015-2016 Schools Eligible for SFSP by school data who are not participating:

Anamoose
Devils Lake Public: Prairie View, Sweetwater
Drayton
Emerado
Fairmount
Fargo Public: Jefferson, Madison, McKinley. Ed
Clapp
Goodrich
Grand Forks Public: Phoenix, Community High
School, Lake Agassiz, Valley Middle School,
Wilder, Winship
Halliday
Kulm High School
Midway
Minot Public: McKinley, Roosevelt, Sunnyside
Oberon
Roosevelt PS Carson
Selfridge
St Johns
Tappen
West Fargo Public: Berger
Wolford

2015-2016 Schools Eligible for SFSP by Census data not participating:

Beach
Bismarck Public: Wachter, Bismarck HS,
Highland Acres -
Devils Lake Public: Minnie H
Dickinson Public: Hagen Jr. High, Berg,
Jefferson, Roosevelt
Drake
Enderlin
Fargo Public: North HS, Washington, Woodrow
Wilson, Eagles. Roosevelt
Finley/Sharon
Gackle-Streeter
Golva
Grand Forks Public: Lewis n Clark, Twining,
Red River HS
Hazelton-Moffit-Braddock
Hettinger
Hope
Maddock
Mayville
Jamestown Public: High School, Junior High,
Louis 'Amour, Roosevelt
Lidgerwood
Lisbon
Minot Public: Belair, Central Campus,
Washington
Mt. Pleasant-Rolla
North Border
Oakes
Park River
Starkweather
Underwood
Valley City Public: Washington Elementary
Velva

Summer Food Service Program Timeline

April 1st - Renewal opens in NDFOODS

Determine “Site Eligibility” using either School Eligibility Data or Census Data and keep on file. Once a site is deemed eligible, it is good for 5 years.

May 1st – Deadline to let our office know if you would like to utilize USDA Food products.

May/June-Staff **must** complete the SFSP training/send in training sheet **before** program starts.

Lead Food Service Workers need to make sure they are up to date with the Sanitation and Safety Training. Sponsors/Sites who vend their meals need to have the food service worker complete Sanitation Update training. Certificates need to be faxed or emailed to the Child Nutrition office. Fax 701-328-9566 or email ksknudson@nd.gov.

First week of SFSP

- ✓ New Sponsors or Sponsors with new sites **must** complete the first week visit form included in this workbook unless the Sponsor operated successfully during the previous summer in the SFSP and had no serious deficiency findings, or that participates successfully in the Child and Adult Car Food Program (CACFP) or the National School Lunch Program (NSLP).
- ✓ Sponsors **must** complete the Ethnic Racial Data Collection report each year and keep on file.

First Four Week Visit –All Sponsors **must** complete Site Monitoring Review within the first four weeks of operation and keep on file.

Daily – Meal Count Tally sheets **must** be completed for each meal at the Point of Service. These sheets must be signed daily and kept on file.

Reimbursement – Claims are due by the 10th of each month. You have 60 days to submit a claim for reimbursement.

SAVE THE DATE

The Summer Food Service Training and Culinary Boot Camp

Summer is approaching fast and it is time to get ready. NDDPI Child Nutrition will be offering the Summer Food Service Program (SFSP) training along with a Culinary Boot camp in three locations in May. The Culinary Boot Camp aligns with USDA's initiative to provide quality meals to children over the summer.

The first two hours will be the SFSP training and the last two hours will be the culinary boot camp. The SFSP training will be available on-line for those that cannot attend. The Culinary Boot Camp will not be available on-line. This four hour training can apply to your Professional Development hours for School Food Service Personnel. If you have questions, contact Kaye Knudson at ksknudson@nd.gov or call 328-2294.

Fargo

May 4th, 2016- 1:00-5:00 pm at the Dakota Medical Foundation's Alex Stern Family Foundation board room, 4141 28th Ave South.

<https://www.eventbrite.ca/e/summer-food-service-training-culinary-boot-camp-tickets-22284083293>

Bismarck-Mandan

May 10th 2016- 2:00-6:00 pm at the Mandan First Church of the Nazarene, 4209 Old Red Trail Mandan

<https://www.eventbrite.ca/e/summer-food-service-training-culinary-boot-camp-tickets-22284938852>

Minot

May 25th, 2016- 1:30-5:30 pm at the First Lutheran Church, 120 5th Avenue NW

<https://www.eventbrite.ca/e/summer-food-service-training-culinary-boot-camp-tickets-22285308959>

Please register for this training through Eventbrite.

Food Service Management Contracts

Under their agreements with a State agency (SA), school food authorities (SFAs) are responsible for operating the school nutrition programs in schools under their jurisdiction. To assist in carrying out this responsibility, a SFA may contract with a food service management company (FSMC) to manage the food service operation involving these programs in one or more of its schools. An FSMC might sound like a good idea if an SFA does not want to deal with food service. However, SFAs retain all responsibility for operating the program, even if the service is contracted out. Any program violations will be assessed against the SFA, not the FSMC.

Any SFA contracting with a FSMC must obtain written approval of the contract from NDDPI prior to execution of the contract.

SFAs are strongly encouraged to contact the State agency prior to writing a FSMC solicitation. There are required Federal and State provisions that must be included in solicitations for a FSMC. Also, FSMC solicitations are complex documents requiring considerable time and expertise in the procurement process, including obtaining all required approvals from NDDPI *prior* to contract execution and renewal.

SFAs must comply with existing Federal, State and local procurement requirements when obtaining the services of a FSMC. The first requirement is that any contract must be approved by NDDPI before contract execution. Federal procurement requirements are found at 7 CFR Part 3016.36 and 3019.40. The NSLP regulations appear at 7 CFR Part 210, the SBP regulations appear at 7 CFR Part 220, the SMP regulations appear at 7 CFR Part 215 and regulations for the distribution of donated foods at 7 CFR Part 250.

7 CFR 210.21(c)

(3) *Prohibited expenditures.* No expenditure may be made from the nonprofit school food service account for any cost resulting from a procurement failing to meet the requirements of this part.

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, audiotope, 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 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.

USDA is an equal opportunity provider, employer, and lender.