Administrative Updates

Newsletter for

Child Nutrition Directors & Managers

Up for review this year? You might as well get started!

If you are one of the lucky school districts up for review this year, you may as well get started on the paperwork that needs to be completed. Before we come out to see you, the **Off-Site Assessment Tool** and the **Dietary Specifications Assessment Tool** must be completed and returned to our office. Here is a link to the USDA website where you can find the forms that need to be completed. We have a condensed fillable version of the Off-Site Assessment Tool, please call or write Joe Oster at 888-338-3663 or jjoster@nd.gov if you would like the condensed version. If you have any questions, please call our office at 1-888-338-3663.
http://www.fns.usda.gov/nslp/administrative-review-manual

Review Listing for School Year 2015/2016

LA#	Name		LA#	Name	
25-014	Anamoose		37-019	Lisbon (3)	
17-003	Beach		02-046	Litchville-Marion (2)	
45-013	Belfield		03-009	Maddock	
29-027	Beulah (3)		30-001	Mandan (7)	
08-001	Bismarck (22)		18-125	Manvel	
07-014	Bowbells		08-420	Martin Luther Elem	
07-036	Burke Central		28-050	Max	
34-006	Cavalier		04-001	Medora (Billings	
33-001	Center/Stanton (2)		18-128	Midway	
09-017	Central Cass		51-409	Minot Catholic	
49-003	Central Valley		21-001	Mott-Regent	
30-409	Christ the King-Mdn		05-054	Newburg United	
36-001	Devils Lake (5)		34-100	North Border (3)	
23-003	Edgeley (2)		09-097	Northern Cass	
11-040	Ellendale (2)		11-041	Oakes (2)	
18-127	Emerado		03-016	Oberon	
39-018	Fairmount		47-010	Pingree-Buchanan	
52-025	Fessenden-Bowdon		45-034	Richardton-Taylor	
30-039	Flasher		35-005	Rugby (2)	
50-005	Fordville-Lankin		41-006	Sargent Central	
37-006	Fort Ransom		53-409	St Joseph Williston	
03-030	Four Winds (2)		31-002	Stanley (2)	
24-056	Gackle/Streeter		43-409	St. Bernard's	
42-016	Goodrich		40-003	St. John School	
09-415	Grace Lutheran		36-044	Starkweather	
50-003	Grafton (3)		08-035	Sterling	
18-001	Grand Forks (18)		15-015	Strasburg (2)	
39-008	Hankinson		28-072	Turtle Lake-Mercer	
49-007	Hatton		02-002	Valley City (3)	
15-006	Hazelton/Moffit/Braddo		34-118	Valley-Edinburg(3)	
51-028	Kenmare (2)		39-037	Wahpeton (4)	
13-016	Killdeer		28-004	Washburn	
32-066	Lakota (2)		53-001	Williston (8)	
39-028	Lidgerwood		28-001	Wilton	
15-036	Linton		39-042	Wyndmere	

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION: SCHOOL NUTRITION PROGRAMS

ANNUAL CIVIL RIGHTS TRAINING

The U.S. Department of Agriculture prohibits discrimination in school nutrition programs on the basis of race, color, national origin, sex, or disability.

1. **Collection and use of data**

Program applicants/participants may not be required to furnish information on their race or ethnicity on the application for free and reduced meals.

2. **Effective public notification systems –**
   a. Place the nondiscrimination "*Justice For All*" poster in a prominent area where participants and potential participants have ready access
   b. The public notification system contains the following basic elements: program availability, complaint information and the nondiscrimination statement.
3. **Complaint procedures**
   a. The person alleging the complaint must be provided with the nondiscrimination statement and procedure
   b. The nondiscrimination statement has the complaint process (the statement is on the "*Justice For All*" poster)
   c. A complaint alleging discrimination must be made within 180 days of the event
   d. Complaints should be forwarded to NDDPI or directly to USDA using the address in the nondiscrimination statement
4. **Compliance review techniques**
   a. The State Agency reviews civil rights as part of the compliance monitoring
   b. The Sponsor must check for civil rights when doing the on-site reviews
5. **Resolution of noncompliance**
   a. Resolve all civil rights issues (examples- special dietary needs, language asst.)
   b. Be response to corrective action regarding civil rights
6. **Requirements for reasonable accommodation of persons with disabilities – such as-** Special dietary needs, special eating utensils, equal access and service
7. **Requirements for language assistance**
   a. Forms are available in different languages, please contact the State Agency
   b. If you need an interpreter to explain the program to parents and one is not available locally, please contact NDDPI
8. **Conflict resolution**
   a. Assess the nature of the problem
   b. Take appropriate steps to notify all pertinent parties that there is a problem and work together to make a solution
   c. Follow-up
9. **Customer service**
   a. When a parent approaches you regarding a special dietary or any civil rights issue, treat them with respect and be helpful
   b. All participants must be treated in the same manner
   c. Be proactive and accommodating

Examples of Discrimination:

- Refuse a child's participation based on disability
- Serving meals at a time, place, or manner that is discriminatory
- Selectively distributing applications
- Segregating Kids
- Deliberately separating girls and boys

Civil Rights/Meal Access

Denying Meals as a Disciplinary Action

The denial of paid, free, or reduced-price meals or snacks and free or paid milk as a disciplinary action is prohibited. A student may be disallowed from eating in the school foodservice facility, and/or a different meal may be offered, but a reimbursable meal, snack under the ASP snack program or milk under the SMP must still be made available.

Forcing Students to Eat is Not Allowed

It can be very frustrating for some adults to see students throwing food away especially if you have the mindset that children need to belong to the clean plate club. Forcing children to eat can make them feel their own physical instincts aren't important and keep them from listening to their bodies. If allowed to follow their own instincts, children will stop eating when they are full. Forcing children to clean their plates has no place in the school breakfast and lunch programs. Using food as a reward is prohibited.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email atprogram.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.

2015-2016 FRESH FRUIT AND VEGETABLE PROGRAM

Grant Award and Addendum 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 share with the FFVP contact listed on your grant application 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 emailed 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.

http://www.fns.usda.gov/sites/default/files/handbook.pdf

http://www.fns.usda.gov/ffvp/ffvp-toolkit

$2,500 Fruit and Veggie Grants for Schools

Project Produce: Fruit and Veggie Grants for Schools has $2,500 grants available to assist schools with encouraging increased consumption of and exposure to fresh produce through engagement in lunchroom activities that encourage students to taste new vegetables and fruits. To learn more about this grant opportunity visit www.thelunchbox.org/programs/grants/.

Direct Certification Update

The District Direct Certification reports (pdf and excel) now show the date that the student became eligible for direct certification. The most recent date that the student became eligible for Direct Certification is listed. Frequently, the date will be in a prior school year. If a district has signed an *Assurance Regarding Flexibility on the Eligibility Effective Date for Directly Certified Students* form, they can claim free meals for the directly certified student back to that date. Claims can be adjusted within 90 days of the claim period. If the date listed is before the current school year, the district can go back to the first day fo school for the current school year. The Date eligible is not listed on the notifications that districts receive in STARS. Districts must enroll the student into Direct Certification before they are able to view the date.

Cavalier 6 Direct Certification Students 2014-2015

Cavalier Public School

State ID	First Name	Middle Name	Last Name	Date of Birth	Gender	Address Line 1	Start Date	End Date	Plant Pupil	Case Number	Eligibility Source	Date Eligible

A1 StateIssuedID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	StateIssuedID	SchoolYea	StateID	FirstName	LastName	MiddleNa	DOB	Gender	AddressLi	AddressLi	City	State	Zip	PlantPupil	DirectCert	CaseNuml	DHSSour	EligibleDate

Direct Certification Instructions are available at the following link: https://www.nd.gov/dpi/Administrators/ChildNutritionFoodDistribution/SchoolNutritionPrograms/DirectCertification/

Online Back to School Communications Toolkit Now Available

Back-to-school season provides a perfect opportunity for partners to raise awareness about how dairy and breakfast can set kids up for a successful new school year. To help spread these messages, we've created an online Back to School Communications Toolkit that focuses on the positive connection between breakfast and learning, the ease of incorporating dairy into morning meals, as well dairy's nutritional and economic value The online toolkit resources are downloadable and include: talking points, a customizable news release and web/blog content, dairy Q&A, nutrition fact sheets, featured recipes, graphics and a social media calendar.

School Nutrition Programs

Important Dates to Remember for School Year 2015-2016

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 on file or are on the Direct Certification list in STARS 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 14-18, 2015---ND Farm to School Week

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 1, 2015 ---Pride of Dakota School Lunch Day

October 12-16, 2015 - - - National School Lunch Week This year's theme: School Lunch Snap Shot Check the School Nutrition Association website for more details: www.schoolnutrition.org

November 15 - - - Verification of 3% of Free and Reduced-Price Applications must be completed.
December 15 - - - Verification Summary Report due. This on-line form will appear in the NDFOODS work queue. Instructions are available at: Verification Summary Instructions.

February 1 - - - 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 7-11, 2016 - - - School Breakfast Week This year's theme: Wake Up to School Breakfast
Check the School Nutrition Association website for more details: www.schoolnutrition.org

May 2-6, 2016 - - - School Nutrition Employee Week

You are invited to join the Creating a Hunger Free North Dakota Coalition at the *Creating Hunger Free Communities* Summit September 17-18, 2015 in Bismarck at the Bismarck Event Center.

This event will bring together people working to make a hunger-free state.

Speakers from national organizations will share ideas and success stories as well as challenges including "Building Healthy Communities Through Partnerships and Prevention," the Minneapolis Branch of the Federal Reserve Bank; new directions in food assistance programs from *Feeding America*, the national food bank network; the Hunger Impact Program at the AARP Foundation; "How a Morning Meal Changes Lives" and North Dakota's own food and hunger experts will share ideas and experiences with those who attend. Music and visual displays will also be part of the conference experience.

Read the complete agenda.

The public is invited to make "Stone Soup" and learn about which ingredients you already have to end hunger in your community by stopping in to our Open House on Thursday, September 17 from 5:30 – 7:30 p.m. at the Bismarck Event Center.

Find complete registration information at bit.ly/HungerFree

Hotel room information

To take advantage of even more to do and see while in Bismarck, plan to stay on for the Downtowners' Street Fair taking place September 18-19.

Do you share the vision of a hunger-free North Dakota? Join us at the *Creating Hunger-Free Communities* Summit in Bismarck and return home with plans for what you can do to end hunger in your community!

Funds available to plant community and school orchards

North Dakota Department of Agriculture

July 29, 2015

BISMARCK – Agriculture Commissioner Doug Goehring says $40,000 is available to help North Dakota communities and schools plant orchards in 2016.

Communities and schools are eligible to apply for grants of $500 to $10,000. The grants are available on a competitive basis.

"Through this program, groups will have the opportunity to enhance the beauty of their local communities and schools and increase awareness of specialty crops," Goehring said. "This is the third year of funding for these grants with 21 past recipients."

Goehring said grant funds can be used for plants, trees, planting supplies, soil amendments, irrigation and fencing supplies, but not permanent structures, the purchase of land or capital expenditures.

"A community orchard project can help foster community spirit, provide service hours to individuals in a community and can be used as an outdoor living classroom for education in local schools," he added.

The North Dakota State University Extension Service has developed a guide, ***Starting a Community Orchard in North Dakota,*** to help applicants in preparing grant applications. It can be found on the North Dakota Department of Agriculture (NDDA) website at www.nd.gov/ndda/files/Marketing/OrchardManualFinal.pdf.

Application forms for the grants are available on the NDDA website at www.nd.gov/ndda/program-info/local-foods-initiative/community-orchard-project.

Grant applications must be received by October 23, 2015.

Goehring said questions about the grant program should be directed to Jamie Good, local foods marketing specialist at (701) 328-2659 or jgood@nd.gov.

The North Dakota Community Orchard Project is part of NDDA's Local Foods Initiative, funded through the USDA Specialty Crop Block Grant Program.

In-Person Sanitation Training Fast Approaching!

An in-person sanitation training for food service workers will be held on Wednesday, September 9th in Bismarck. This free training will be from 8:00 AM-5:00 PM with a break for lunch. Remember, USDA Professional Standards rule requires new managers hired **after** July 1, 2015 to complete a sanitation and safety course within 30 days of employment if they have not taken an eight hour sanitation class within the last five years. ND law requires new lead food service workers to complete a sanitation and safety course within the first 6 months of employment if they have not taken an eight hour sanitation class within the last five years. This class will fulfill these requirements. If you have any questions about whether or not you need the class, please call Joe or Kaye at 1-888-338-3663 or write Kaye at ksknudson@nd.gov

Visit this website to register for the training www.eventbrite.ca/e/sanitation-and-safety-for-nddpi-child-nutrition-tickets-17763755872. See you September 9th!

CELEBRATE NORTH DAKOTA FARM TO SCHOOL WEEK SEPT. 13-19

t's back to school and that means school lunches, too. North Dakota Governor Jack Dalrymple proclaims Sept. 13-19 as this year's North Dakota Farm to School Week. So, in addition to planning your classroom activities, it's not too early to begin planning your Farm to School Week, National Farm to School Month and the Midwest Apple Crunch activities.

Whether it's holding an Apple Crunch Day at noon on Thursday, Oct. 22; touring the school garden for science or holding a Student Iron Chef competition, we'd like to have you share your ideas and support for farm to school with others. No school is too small or too large to incorporate a farm to school activity.

Farm to School activities can be as simple as serving locally grown veggies on your school lunch tray; inviting a farmer to speak during class; or making a trip to the countryside and visiting a farm. A trip to the pumpkin patch to collect gourds and pumpkins to decorate the school may be a fun activity. And, don't forget to involve your PTAs and other parent groups as volunteers for Farm to School Week.

If you're searching for project inspiration, recipes or downloadable Harvest of the Month posters, or just looking for more general information about ND Farm to School Week, National Farm to School Month or the Midwest Apple Crunch, please visit www.ndfarmtoschool.org. For handouts and information about the National Farm to School Network, visit www.farmtoschool.org where you'll also be able to find recipes and downloadable posters for celebrating agriculture in North Dakota. When you've completed your project, share your photos and stories about farm to school in your school by emailing them to sbalcom@farrms.org.

For additional information on farm-to-school week, contact Sue Balcom at sbalcom@farrms.org

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Pride of Dakota School Lunch Day: October 1, 2015

Please celebrate Agriculture in the Classroom/ Pride of Dakota (POD) School Lunch Day by serving North Dakota grown food such as beef, corn, wheat, honey, cheese, sunflower seeds and pinto beans.

The date is set for Thursday October 1, 2015. POD is a project of the North Dakota Agriculture Department. Every lead school food service worker and principal will receive information from the ND Agriculture Department. If you have questions please call or write:

Kaitlyn Tollefsrud
Agriculture Marketing Specialist/
Agriculture In The Classroom
ND Department of Agriculture
Office - (701) 328-4759
ktollefsrud@nd.gov

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.

Starting in school year 2014-15, 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
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber). This temporary qualification goes away on July 1, 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 230 mg (200 mg after July 1, 2016)
- Entrée items must be less than 480 mg

Fat Limits
- Total fat must be less than 35% of calories
- Zero grams trans-fat ($\leq$.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

Beverage Standards

All Schools may sell

Plain 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.

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.

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: www.healthiergeneration.org/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: www.healthiergeneration.org/productnavigator

Another list of healthy products: http://www.johnstalkerinstitute.org/alist/
Detailed information can be found at http://www.fns.usda.gov/school-meals/smart-snacks-school

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

Reduced-Price Breakfast is FREE this year! Send your student to school for breakfast.

The 2015 North Dakota Legislature included money in the ND Department of Public Instruction budget to pay the 30 cents for families eligible for reduced-price breakfast. Families on reduced-price meals can send their students to school for breakfast and not be charged. Students who eat breakfast at home or at school are better able to concentrate in school all day.

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

Lights, Camera, Action! Get ready for National School Lunch Week (NSLW)

October 12-16, 2015

"School Lunch Snapshot" is the theme for NSLW 2015. What is National School Lunch Week? It's a week to celebrate the benefits of eating a nutritious school lunch! Research has shown that schools that have participated in NSLW saw an increase in their program's participation. When your school participates in NSLW 2015 you will be able to promote your school lunch program and increase community awareness of all the benefits of a healthy school lunch.

5 Tips for Success:

Get students involved- the more involved students are with the planning of the celebration week the more excited they will get.

Decorate-Have students decorate the lunchroom- don't forget to take a snapshot of their creations!

Communicate with parents-download the parent/student backpack brochure to inform parents about your promotion. Send it home along with your menu so parents know it's a special week.

Get the word out- There are many resources, templates and tip sheets to download to make your event a success. Go to www.schoolnutrition.org/nslw to get started!

Share your celebration- Get out your cameras during the event and share your snapshots! You can ask teachers, parents or other volunteers to help snap pictures. "School Lunch Snapshot" is all about social sharing. Social media sites are a great way to reach parents and students. Share them on your school website, Facebook page, school newsletter and with the local newspaper/media. You can even share them with SNA (School Nutrition Association) and they may be featured in the School Nutrition magazine or even on their Facebook page! (Just remember to get media release forms signed or check your school's policy).

So, get out those cameras and take some snapshots of your nutritious school lunch, your decorated lunchroom, your amazing staff and all those hungry students eating a healthy school lunch. And go ahead and share them! Don't forget to use the hashtag #NSLW or #SchoolLunchSnapshot.

School Breakfast Outreach Activities

All school districts participating in the School Breakfast Program are required to conduct outreach to children and families to encourage them to participate in the school breakfast program. This outreach should occur regularly throughout the school year. Outreach activities may include:

- Include information about school breakfast in the packet of materials that go to parents at the beginning of the school year;
- Feature easy-to-access information about school breakfast on the school website that highlights the fact that qualifying for free or reduced-price meals includes breakfast, not just lunch;
- Promote breakfast frequently in emails, robo-calls (automated voicemails), on school district radio/TV stations when available, social media outlets such as Facebook and Twitter, and other communications with parents;
- Mail postcards to families to encourage them to participate;
- Conduct promotional activities (e.g. contests, celebrity appearances, special themes) that encourage students to participate;
- Enlist teachers and principals to encourage students to participate by providing information about the breakfast program and effective strategies to encourage students to participate (e.g. modeling good eating behaviors, scheduling before-school activities in the cafeteria during breakfast);
- Provide school breakfast participation rates to principals, as they often are unaware of how few students participate in school breakfast;
- Inform teachers by having the School Breakfast Program as an in-services topic to make sure they know about the academic benefits to participation, barriers to participation, and ways that teachers can help encourage students to participate in breakfast; and
- Form student nutrition committees to taste new items and promote the program among peers.

Serving Meals to Enrolled Pre-Kindergarten Students

Schools serving meals to enrolled Pre-K students may choose to either follow the Child and Adult Care Food Program (CACFP) meal pattern or the School Breakfast Program (SBP) and National School Lunch Program (NSLP) meal pattern. Here are a few items schools need to consider before choosing a meal pattern. The CACFP meal pattern does provide smaller portions; however, it does not allow the Offer Verses Serve option. Pre-K students on the CACFP meal pattern must have all meal components on their tray to be reimbursable. Schools deciding to use the SBP/NSLP and implement Offer Verse Serve must offer four food items at breakfast. Students must select at least three food items and one must be a half cup fruit or vegetable. Five food components must be offered at lunch. Students must select three of the five food components one of which needs to be a half cup of fruit or vegetable for a reimbursable meal.

The CACFP and SBP/NSLP meal pattern link are below.

https://www.nd.gov/dpi/Administrators/ChildNutritionFoodDistribution/ChildAdultCareFoodProgram/MealPatterns/

Professional Standards

USDA Food and Nutrition Service (FNS) published the final rule "Professional Standards for State and Local School Nutrition Programs Personnel as required by the Healthy, Hunger-Free Kids Act of 2010" on March 2, 2015. This rule seeks to ensure that state and local school nutrition program personnel have the knowledge and skills to operate the programs correctly and successfully. USDA FNS released Q&As on the rule July 1, 2015.

This is a common question: For school food authorities (SFAs) in unique situations such as those consisting of one site or those with less than 500 students and no designated program director, must the person responsible for the food service operation meet the training standards for a school nutrition program director?

Answer: Yes. The training standards for school nutrition program directors are intended to apply to the individual who plans, administers, monitors, implements and evaluates all aspects of the school nutrition program regardless of student enrollment. The training standards are intended to ensure that the person responsible for the program has the knowledge and skills to manage the program.

What does this mean for my school? If you are the superintendent and want to designate yourself as the director, and the cook as the school nutrition program manager, you are obligated to complete 12 hours of continuing education each year on school nutrition AND your cook is obligated to complete 10 hours. If you designate the cook as the director, that person is required to complete 12 hours of training/continuing education per year, any other food service staff are required to complete 4-6 hours training and your requirement is zero.

This the link to USDA's Professional Development Page:

http://www.fns.usda.gov/school-meals/professional-standards

The "Final Rule Summary Flyer" lists all the requirements.

Another common question: We are a small school (USDA definition under 2,500 students). The hiring standards require a BS degree or an AA degree and 1 year school nutrition experience or a high school diploma (or GED) and 3 years of school nutrition experience. We cannot find anyone with those qualifications.

Answer: NDDPI-Child Nutrition can approve a candidate that does not meet the experience requirements. The school authorized representative must request approval BEFORE the person is hired.

We have developed a training tracking tool on our website at: https://www.nd.gov/dpi/Administrators/ChildNutritionFoodDistribution/SchoolNutritionPrograms/Training/