

# DIRECTIONS NEWSLETTER

## NOVEMBER 2018

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### School Nutrition Programs Important Dates to Remember for School Year 2018-2019



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 listed on [Direct Certification](#) on 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 (including last 4 of SSN), signed application must be dated when it is received. The determining official must date, sign, and document eligibility on the application as well for eligibility to be valid.

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10th of Each Month - - - The [claim for reimbursement](#) for each site is due for submission over the ND Foods system for prompt payment. (You do have 60 calendar days to complete/submit your claim.)

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

[Civil Rights](#) training must be done annually for everyone working with the School Foodservice program including substitutes, front office personnel and cafeteria cleaners. Document the person trained, day of training and training material.

Hours of [Professional Development](#) for school foodservice staff must also be documented: 12 hours for foodservice directors, 10 hours for foodservice manager, 6 hours for all other full time staff and 4 hours for part time (<20 hr/wk). Civil Rights training can be used as professional development.

[On Site reviews](#) for any school districts that have more than one meal site... Every program year, sponsors with more than one foodservice site must perform at least one on-site review of each site under its jurisdiction. The on-site review must take place prior to February 1. The review is to ensure that the claim is based on the approved counting system and that the system, as implemented, yields the actual number of reimbursable free, reduced-price and paid meals served for each day of operation. A "Site Monitoring for National School Lunch and Breakfast" form is located on the Child Nutrition web site.

[Monitoring Reviews for After School Snack Program](#) ... 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. A "NSLP/After School Snack Program Sponsor Monitor Review" form is located on the Child Nutrition web site.

[Breakfast/Summer Meals Outreach](#)... If a school is participating in either or both of these programs, there is a requirement to inform families of the availability of these meals just before the program begins (before school starts with breakfast and before school ends for summer meals) and then send reminders several times throughout the school year in different formats – PA announcements, articles in the school newspaper, email, etc... so all families are reached.

First 30 days of school - - - Carry over student free/reduced price eligibility from the previous year. Once a new application or direct certification has been received, update the student eligibility immediately.

September 2018 - - -ND Farm to School Month  
September 20, 2018- - -Pride of Dakota School Lunch Day

October 1, 2018 - - - 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.

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31<sup>st</sup> day of School (usually around the 1<sup>st</sup> of October; count your school business days to make sure) - - -  
Change student eligibility status to paid if an eligible application or direct certification has not been received by this date.

October 15-19, 2018 - - - National School Lunch Week This year's theme: School Lunch – Lots 2 Love Check the School Nutrition Association website for more details: [www.schoolnutrition.org](http://www.schoolnutrition.org)

November 15, 2018 - - - Verification of 3% of Free and Reduced-Price Applications must be completed.

December 17, 2018 - - - Verification Summary Report due. Complete the fillable form on ND Foods

January 31, 2019 - - - On Site reviews for school districts with more than one foodservice site serving NSLP/SBP and 2 on site reviews for all After School Snack programs must be completed before February 1<sup>st</sup> each year

February 1, 2019 - - - 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 4-8th, 2019 - - - School Breakfast Week  
This year's theme: School BreakFAST – Start Your Engines Check the School Nutrition Association website for more details: [www.schoolnutrition.org](http://www.schoolnutrition.org)

May 3, 2019 - - - [School Lunch Hero Day](#)

May 6-10th, 2019 - - - School Nutrition Employee Week The NDDPI encourages you to recognize staff members involved with providing nutrition to your the students.

May/June, 2019 - - - Update the annual Program Application for sponsor and site(s) online at ND Foods. Remember to check all contact information for correct names, emails and phone messages. Delete any staff that are no longer there and add new staff as needed.

## Great Culinary Cooking Class for Schools

The South East Education Cooperative, Mid-Dakota Education Cooperative and the Missouri River Education Cooperative, three Regional Education Associations, partnered together to develop and facilitate the 8<sup>th</sup> Culinary Skills Training opportunity this past September. Those that were lucky enough to attend were able to hone their cooking skills, walk away with some kid- and kitchen-friendly recipes and dine on the fruits of their labor.

There were 10 recipes some of which included: Chocolate Hummus, Pear Party Salsa on a Cinnamon Nacho chip, Pear in Orange sauce, Peach Granola crisp, Pumpkin Cookies, Sweet Potato Oatmeal Bars,

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and Fresh fruit burrito. Each was delicious, easy to make and used ingredients already in a school kitchen. Many featured fruit or other items that may have passed their prime to serve as is but a little kitchen magic turned them into delicious sides. Some of these recipes may also be a hit for ala carte lines.

We started with measuring flour, something I thought I was pretty adept at. For schools, this is an important culinary skill to have. Our chef, Elisha Gates pointed out that measuring by weight is much more accurate than measuring by volume in dry ingredients. It is also more efficient, labor-wise, weighing out one time rather than measuring out multiple cups and tablespoons and who wants to wash all those dishes?

Trainings were held in Fargo, Jamestown, Bismarck and Minot. In our Bismarck class, seven people measured flour into a stainless steel cup. Everyone's cup looked identical but when the flour was dumped out onto a tared scale, no two measures of flour weighed the same. A cup of flour should weigh 4.25 ounces and our scales went from 3.95 to 4.18. Elisha was able to get the scale to plumb exactly on 4.25 by 'fluffing' the flour first with her spoon and then gently spooning heaped tablespoons into the measuring cup. With a final knife-pull scraping the top clean, she was able to get the 4.25 ounces. If you are making a quantity recipe calling for 12 cups of flour, do you have time to fluff the flour and gently measure? Elisha observed that it is easier to measure 3.185 pounds (51 ounces) onto a scale. Since baking is a very precise operation, measurements of food stuffs must be as exact as possible to get the final product to turn out successfully.

Chef Elisha talked about standardized recipes, billing them as a "set of instructions for making a recipe in your kitchen". She noted that "if the kids ask 'who made this' when you serve a recipe on the line and they take it or refuse it based on who was cooking it, then you are not using a standardized recipe. If someone adds 'a lot of love' to a recipe by adding more salt, sugar, other spices, mixing in a different order, etc. this may change the nutritional analysis of the recipe, possibly the component crediting as well.

The training was titled "Making Yummy Healthy...How to fit desserts into Menus!" ...while support(ing) the standards of the Healthy, Hunger-Free Kids act by adding whole grains, fruits, vegetables and legumes." This was the 8<sup>th</sup> Culinary Skills Training hosted by the Regional Education Cooperatives with a grant from Team Nutrition. Previous classes featured breakfast ideas and cultural cuisine and other topics intended for school food service staff and family and consumer science (FACS) teachers. To see recipes from this sessions and the past sessions visit: <https://tinyurl.com/culinaryrecipes> All the recipes have also been scaled both for school quantity use and 6-8 servings for home cooking.

We are fortunate to have the North Dakota Regional Education Associations who are promoting the health and wellness for our students. When the final two classes are announced in this culinary skills series, we will help advertise it with the hope that you will attend one of the locations.

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### Need Some New Ideas for Cooking Vegetables?

Julia Child's "The Way to Cook" Chapter 3 (Vegetables) is on You-Tube video! I learned so much about cooking vegetables to keep them nutritious, edible and beautiful from watching this video. In not quite an hour, she showed how to not waste the tough ends of asparagus, how to cook AND eat an artichoke, cooking fresh beans, frozen peas and a rainbow of root vegetables. She makes cooking broccoli, cauliflower and cabbage look easy. Eggplant, two ways almost smelled delicious through the computer. Peeling onions by quickly boiling and rinsing in cold water, just like peeling tomatoes or peaches was a trick I had not seen. Spinach, endive and celery were also demystified. Zoodles (zucchini noodles) are all the rage right now, even popping up

on restaurant menus. Julia made vegetable noodles out of butternut squash, carrots and beets as well.

She wrote "The Way to Cook" back in 1989 but everything she teaches is applicable today. She is a bit heavy-handed with the salt, cream and butter but you could adapt a school recipe from the techniques that she shows in the video.

Julia may be gone, but she is still queen of the kitchen. If you are looking for an hour of professional development or a unique training aid for a kitchen, take a peak at

<https://www.youtube.com/watch?v=F48VyHY7Wko>



### News You Can Use - Fresh Fruits & Vegetable Seasonality

By the months of October & November fresh from the land produce is getting to the end in North Dakota. However the winter squash and pumpkins abound. The cole crops – cabbage, broccoli, cauliflower, brussel sprouts and even kohlrabi can take the cooler temperatures outside and are

perfect for eating inside.

If you need other ideas for your fruit or vegetable of the month club, the following are in season:

October: Apples, Broccoli, Brussels Sprouts, Cabbage, Cauliflower, Celery root, Chicory, Cranberries, Fennel, Figs, Grapes, Kohlrabi, Kumquats, Leeks, Head & Leaf Lettuce, Nuts, Okra, Pears, and Peppers

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November: Apples, Cole crops (Broccoli, Brussel sprouts, Cabbages – green, red, Chinese), Cranberries, Mache, Okra, Mandarin Oranges, Pears, Sweet Potatoes

Did you know that fresh sweet potatoes and winter squash add another option for red/orange vegetable to your salad bar? Sweet potato is a little easier to peel than the hard rind of any winter squash but they both have sweet, crunchy flesh that would rival carrots if students would try them.

Sweet potatoes, winter squash, carrots and zucchini are now available in spiralized form. Your food distributor may offer them in the fresh produce line but several companies such as Simplot have been freezing the spirals so they can be quickly boiled to bring back to an edible state.

Sweet potatoes make wonderful potato salads as well. The following might make a great Halloween treat or mascot-branded salad if your school colors are orange & black.

Sweet Potato & Black Bean Salad – adapted from “KidsHealth” by Nemours

Ingredients for 100 – ½ cup servings

45 Sweet potatoes (about 24 lbs)

¾ cup finely chopped scallions (use onions if no scallions)

25 cups Black beans cooked or 2 #10 cans of black beans, rinsed & drained

5 cups cilantro, finely chopped

Dressing:

40 limes, zested & juiced

3 Tablespoons salt

3 Tablespoons pepper

1 ¼ cup honey

1 ¼ cup canola oil

Optional: 20 chipotle in adobo sauce finely chopped

1. Peel and cube potatoes. Place in a pot with enough cold water to cover. Bring to a boil and cook until tender. Do not overcook or they will just turn to mush. Drain and allow to cool.
2. While potatoes are cooking, place all dressing ingredients in a bowl and whisk until thoroughly blended. Refrigerate until needed.
3. When potatoes are cool, add scallions (or onions), corn, black beans and cilantro. Pour dressing over top and toss gently to mix.
4. Serve at room temperature or refrigerate.

Serve with a ½ cup spoodle or No 8 disher. For school meal components, ½ cup of this recipe will count for ¼ cup beans/peas and 1/4 red/orange vegetable.

Please let us know if you try this salad!

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Another great resource for seasonal fruits and vegetable ideas and nutrition education can be found at USDA's Food and Nutrition Service website for SNAP participants. Check out:

<https://snaped.fns.usda.gov/seasonal-produce-guide>

### Ideas to Get the Legume Sub Group on Your Salad Bar

There are some awesome ideas coming from your kitchens to get the required legume sub group into your weekly menu. Cassandra DuMond at Center-Stanton put their leftover baked beans cold on the salad bar. She says there are no left overs to throw away after they have been there. For a quick baked bean recipe, check out the "Calico Beans" on the ND DPI Child Nutrition website.

Halliday's all around Food service manager, Brian Larson makes a fabulous 'Green Pea Hummus' that turns out the color of Dr. Seuss' "Grinch" and the kids love it. Green peas of course are a starchy vegetable for your salad bar but sub edamame, the green, immature soybean and you will get the same effect and have the bean vegetable sub group. Find a hummus recipe on the ND DPI Child Nutrition website.

Edamame is also popular added to the salad bar just as it is because it has a great crunch rather than the mealy texture of most beans and lentils. Edamame can be sourced from your food distributor as a frozen item, usually (6) – 2.5 pound bags per case. Ask for the shelled edamame as unshelled edamame is hard to work with. Then thaw only what you need each day.

Garbanzo beans, also known as chickpeas make a nice addition to the salad bar, either right out of the can or roasted. Using different spice combination on the crunchy roasted beans will keep kids popping them in their mouths. There are two different roasted bean recipes on the ND DPI Child Nutrition website – one using garbanzo beans and the other has lentils as the roasted ingredient.

Adding taco seasoning to beans such as black beans or small red kidney beans would add a nice Mexican flare to your salad bar. Canned beans don't have to taste canned – rinsing them extra well helps get rid of that unpleasant canned flavor and lowers their salt content by as much as 40%. Mix a tablespoon of taco seasoning into the well rinsed #10 can of beans for that fiesta flavor.

Finally there are a number of bean salads that kids may enjoy now and again. These are based on the yummy church potluck bean recipes with vinegar and sugar dressings. Using the USDA foods canned beans, corn and salsa make these recipes just about free and the 'dump and mix' directions make them time-efficient as well. [Look for Bean and Corn Salad; Black bean and Corn Salsa, Bean dip and three bean Salad on the ND DPI Child nutrition website.](#)

We will continue to add bean recipes to our website. If you have ideas, we would love to hear them.

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### Produce University Nominations

Produce Safety University is a one week, all expenses paid training course for USDA's Food and Nutrition Service FNS state agency and local school district partners. Each state is allowed to nominate up to four people to attend. The course covers purchasing, receiving, storing and preparing produce.

Produce Safety University begins late on Monday afternoon and ends on Friday at noon to allow the majority of participants to travel on Monday morning and return home on Friday afternoon. Tuesday and Thursday classes run from 8:00 AM to 5:00 PM. Field trips take place on Wednesday.

The weeks offered are:

March 25-29, 2019     Atlanta, GA

April 29- May 3, 2019     Beltsville, MD

May 13-17, 2019     Burr Ridge, IL

May 20-24, 2019     Beltsville, MD

June 3-7, 2019     Denver, CO

If you would like to be nominated, please write to Deb Egeland at [degeland@nd.gov](mailto:degeland@nd.gov) with your contact phone number, school name and enrollment, email address and three weeks rated 1, 2 and 3. Please write by November 30, 2019.

### Sanitizer Strength

Food safety in school kitchens is a high priority. We can tell that when the first smell that reaches our olfactory nerve is bleach rather than the smell of a delicious food item. "Food safety as a priority" is good but the smell of bleach is not necessarily good.

Chlorine bleach is a great germ fighter for schools as it is cost effective, safe at approved levels and delivers death to bacteria and other organisms on many types of food contact surfaces. To be most effective, bleach must be used in a solution that is between 100 and 200 ppm or about a tablespoon to a gallon of warm water (75°F-120°F) and a one-minute contact time.

Using chlorine at a level higher than stated above can cause unsafe conditions around food. High concentrations of any chemical can start to cause corrosion of metals and deterioration of plastics and cloth. This can cause cracking or decay of the surface where germs can take up lodging and multiply. Chlorine can also irritate the throat, lungs and skin so ventilation and personal protective equipment should be used.

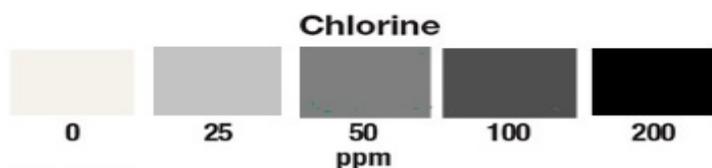
The Federal government has sanctioned the use of chlorine bleach for sanitizing food contact equipment but with the following provisions:

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1. Any item sanitized must be allowed to dry fully before it is used with food again. In other words, do not dip a spoon into a chlorine bleach solution for sanitizing and immediately put it into a bowl of salad – let it air dry first.
2. The parts per million (ppm) of chlorine in the water solution cannot be more than 200 ppm. Do not put more than 1 tablespoon of chlorine in a gallon of water and you will be safe.

Chlorine test strips are available to make sure that the sanitizing solution is 100-200 ppm, the most effective sanitizing range.



### Procedure

1. Immerse the strip in sample and remove immediately. Hold strip level (do not shake off excess sample).
2. Compare to the color chart between 5 and 10 seconds after removing the strip from the sample.

Color change will be proof of ppm.

Compare the test strip with the color chart on the test strip container.

Best practice: Write the date on your test strip and tape it to a sanitizing log sheet.

Chlorine loses its kill-power when the water gets dirty. Make sure that

surfaces have been cleaned before they are sanitized and change the solution when it gets cloudy.

A couple other thoughts about bleach: make sure the bleach does not contain additives such as fragrance and thickeners. These should not be used around food.

Also use only potable water or water that you would consider 'drinkable'. If soap has been added to a sanitizer, it not only renders the sanitizer ineffective, but the residue could potentially make someone sick if it is ingested from contact.

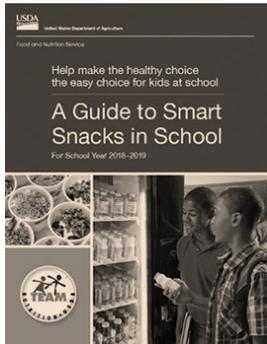
Finally, chlorine bleach loses its sanitizing power during storage. Once opened, try to use up the bottle of bleach within a month. Best practice is to write the date on the bottle with a marker, store it out of the sunlight and buy a new one when you see 30 days has expired.

Quaternary ammonia (quat) or iodine are two other chemical sanitizers approved for use in school kitchens. They are good germ-killers as well; quat is significantly more expensive than bleach and iodine can leave yellow-brown stains on some surfaces. Hot water (over 170°F for immersion) can also be used to sanitize however it is just as expensive to keep water that hot as using some of the chemicals. Each of these sanitizers have their own test strips to compare the concentrations or temperatures. Please make sure the test strips in your toolkit are the appropriate ones.

Thank you for all the measures you take to keep the food safe in your kitchens.

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### The Latest (and Greatest) Guide to Smart Snacks in Schools

USDA just released a new version of their one-page, purple tri-fold, Smart Snacks brochure that you may have received back in school year 2014-2015. The first brochure highlighted the federal standards for healthy snacks available to elementary, middle and high school students for both food items and beverages including calories, sugar, sodium and fat content and size.

Smart Snacks are required for any food item available for student purchase on a school campus from midnight through the school day to ½ hour after the end of the school day. Any snacks sold at fundraisers, school stores or snack bars, through vending machines or ala carte must be 'healthy'. Food items not sold, such as at classroom parties or rewards do not need to meet the snack standards unless this is a goal of the School's Local Wellness policy.

For basic snacks, the item must have as the first ingredient fruit, vegetable, a dairy product or protein or be a grain product with the first ingredient a whole grain. The snack may also be a combination food that contains at least ¼ cup of fruit or vegetable. The individual servings need to come in under 200 calories, 200 mg of sodium, less than 35% of the calories coming from fat and less than 35% sugar. To find out if the snack is compliant, there is a handy Smart Snacks Product Calculator at <https://fooplanner.healthiergeneration.org/calculator>.

The new brochure does not change any of these rules, requirements or guidance for snacks and beverages with the exception that now allowable is 1% fat chocolate milk, a change from the skim-only rule for flavored milk. The new, 14-page document puts all this information into a more reader-friendly format with more pictures and space to help the information feel more usable, less formidable.

The link to the new guide is at [www.fns.usda.gov/tn/guide-smart-snacks-schools](http://www.fns.usda.gov/tn/guide-smart-snacks-schools) or give the NDDPI Child Nutrition office a call and we will get one sent out to you.

This is a Team Nutrition publication. There are many more resources including posters, activity guides, and nutrition education curricula available for free to schools at the Team Nutrition website. Check them out at [www.fns.usda.gov/tn/team-nutrition](http://www.fns.usda.gov/tn/team-nutrition)

Your ND DPI-Child Nutrition website also has a great resource on "Healthy Fundraisers" with awesome ideas to replace the chocolate bar and root beer float sales format. Find this at [www.nd.gov/dpi/uploads/104/HF\\_Handout.pdf](http://www.nd.gov/dpi/uploads/104/HF_Handout.pdf) Remember that North Dakota allows three exemptions to the fundraising rule as long as fundraisers are tracked by administration.

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### USDA School Foods Update

November/December 2018

#### Pre-Annual Food Survey

Keep an eye out for the Pre-Annual Food Survey. The survey will be available through Survey Monkey sometime in December. This survey is a pre-survey to the annual food survey. The survey will allow schools to choose their food preferences from the full USDA food catalog. The survey helps us narrow down the USDA food choices before the annual survey. You will have to choose which foods in each food category that you would like to see on the annual food survey, you will not have to provide cases quantities. The link to the survey will be sent to all USDA food reps in ND Foods. Please only fill out one survey per sponsor.

#### Cancelled Items

##### String Cheese

We were scheduled to get 420 cases on 11/15/18 – USDA terminated the current contract with the vendor due to ongoing product issues

##### Beef Crumbles (JTM – processed food item)

JTM will no longer be producing the CP5876 beef crumble

##### Egg Patties (Pilgrim's Pride – processed food item)

Items #40636 scrambled egg patties & #40710 grilled egg patty will not be available for the remainder of the 18-19 school year due to increase demand

##### Breading Chicken Patties (Pilgrim's Pride – processed food item)

November orders were cancelled due to lack of product – Pilgrim's Pride has scheduled production in October, if everything moves forward as planned upcoming months should not be affected

#### Monthly Ordering Availability

The [Monthly Ordering Availability](#) is a resource that is available on our website. This provides you with the quantities of USDA foods that are available in the warehouse. The sheet is updated before every food survey.

#### Entitlement spending

Please monitor your entitlement balances. At this time of year, you should have spent approximately 30% of your brown box funds and approximately 30% of your DOD funds (if you participate). The [entitlement report](#) is available on our website. Please let me know if you have any questions. DOD Schools highlighted on the report represents new sites that have not been added to FFAVORS, therefore they are not able to spend down their DOD Funds until new DOD Vendor contract is in place. Please contact me if you see any discrepancies in your entitlement amounts.

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Please check our [website](#) for USDA Food information:

Contact Information:

Tara Koster

[tkoster@nd.gov](mailto:tkoster@nd.gov)

1-701-328-3210 (direct)

1-888-338-3663 (toll free)