



DIRECTIONS

Newsletter for School Nutrition Programs

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
Whole Grain Rich 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.

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

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.

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.

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.

Let's Talk Trash

Although talking about trash sounds like something Oscar the Grouch would be doing, it's actually USDA talking about it! USDA has recently released a two page resource with interesting facts about wasted food and tips for reducing the amount of wasted food. Check out this great resource for practical tips to use within your own school or share this resource with students help them focus on reducing wasted food at home. The *Let's Talk Trash* resource is available at this link: www.choosemyplate.gov/sites/default/files/printablematerials/2015-LetsTalkTrash-2page.pdf



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.

CN Labels are Required for Processed Foods

Child Nutrition (CN) Label – A Child Nutrition (CN) label is a voluntary federal labeling program for food manufacturers regulated by the USDA. The CN label allows food manufacturers to state a product’s contribution to the USDA National School Lunch Program (NSLP) meal pattern requirements on its label.

How do I identify a CN label?

A CN label will always contain the following:

- The CN logo (which is a distinct border)
- The meal pattern contribution statement
- A 6-digit product identification number
- USDA/FNS authorization statement
- The month and year of approval.

The most common items with CN labels are main entree products which contribute to the meat/meat alternate component of the meal pattern requirements. Examples of these products include, but are not limited to, beef patties, pizza, burritos, egg rolls, corn dogs, and breaded chicken or fish portions. **You must maintain a copy of the CN labels for any of these foods served as the meat/meat alternate component of the meal.**

In lieu of a CN label, a Product Fact Sheet (sometimes called a Product Analysis Sheet) that contains Child Nutrition Program crediting information may be used. The Product Fact Sheet must be signed by a representative of the company. This is not an ingredient label or a nutrition facts label.

Got Enough Grain?

Make sure that your students have enough grains on their tray. High School students must be offered 2 oz. of grain. If you are serving a 1oz breadstick or slice of bread your high school students need two of them to make the component complete. For K-8 students, 1 oz. grain would be enough. Schools must offer the daily and weekly minimum ounces of grains for the three grade categories. Listed below are the daily amounts of grains needed for each grade group:

Daily minimums

Grades K-5: 1 oz. equivalent
Grades 6-8: 1 oz. equivalent
Grades 9-12: 2 oz. equivalents

Weekly minimums

Grades K-5: 8 oz. equivalents
Grades 6-8: 8 oz. equivalents
Grades 9-12: 10 oz. equivalents

National School Breakfast Week is March 7-11, 2016

Wake Up! To School Breakfast is the National School Breakfast Week 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/>



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.

Production Records

Production Records are very important school foodservice program records. They serve as documentation that the USDA meal pattern requirements are being met and that the minimum required serving sizes are available. The following is a checklist for making sure your production records are filled out correctly.

- The date (month and day), the number of meals served for each grade group (K-5, 6-8, or 9-12) and the total number of meals served that day.
- The complete menu for each day of the week.
- Planned serving size, especially if the serving is different for each grade group.
- All food items used that day and the amount used of each item.
- A record of the temperature of meat/meat alternate items before, during and after meal service.
- The amount leftover, (if any). All meat/meat alternate leftovers must be cooled to less than 41 degrees within 4 hours

Samples of correctly filled out production records are available on our website:

<https://www.nd.gov/dpi/uploads/102/BreakfastProductionExample.pdf>

<https://www.nd.gov/dpi/uploads/102/LunchProductionExample.pdf>

Day of Week and Number Served	Menu for: Month <u>September</u> Week <u>11-15</u>	Planned Serving Size	Meat/Meat Alternate (List food item & amount used)	Temp.	Fruit (List food item & amount used) K-8: 1/2 c serving/day 9-12: 1 c serving/day
<u>Monday, Sept 11</u> Meals Served: Students K-5 <u>40</u> Students 6-8 <u>39</u> Students 9-12 <u>34</u> Adults <u>2</u> Other _____ TOTAL <u>115</u>	Roasted Chicken Brown Rice Sweet Potato Fries Cucumbers Ranch Apple Milk 8 oz	<u>K-5</u> 2 oz <u>6-8</u> 2 oz <u>9-12</u> 2 oz 1/2 c 1/2 c 3/4 c 1/2 c 1/2 c 1/2 c 1 oz 1 oz 1 oz 1 c 1 c 1 c	Roasted Chicken 2 - 30 lb. boxes	Before 175° During 165° During 161° After 155°	Apples (120's) - 50 K-12: 1 Apple
<u>Tuesday, Sept 12</u> Meals Served: Students K-5 <u>42</u> Students 6-8 <u>41</u> Students 9-12 <u>33</u> Adults <u>3</u> Other _____ TOTAL <u>119</u>	Taco Meat over WGR Tortilla Chips Romaine Lettuce Tomatoes, Diced Black Beans Iceberg Lettuce Salsa/Sour Cream Banana Milk 8 oz	2 oz 2 oz 2 oz 1.5oz 1.5oz 2oz 1/2 c 1/2 c 1/2 c 1/4 c 1/4 c 1/4 c 1/4 c 1/4 c 1/4 c 1/2 c 1/2 c 1/2 c 1/2 c 1/2 c 1 c	Hamburger (Taco Meat) 15#	Before 178° During 166° During 152° After Gone	Banana - 3/4 case K-8: 1/2 c 9-12: 1 c
<u>Wednesday, Sept 13</u> Meals Served: Students K-5 <u>41</u> Students 6-8 <u>40</u> Students 9-12 <u>34</u> Adults <u>2</u> Other _____ TOTAL <u>117</u>	Chicken Nuggets Mashed Potatoes Gravy WGR Breadstick Green Beans Peaches Milk 8 oz	2 oz 2 oz 3 oz 1/2 c 1/2 c 1/2 c 2 Tbsp 2 Tbsp 2 Tbsp 1.5oz 1.5oz 2 oz 1/2 c 1/2 c 3/4 c 1/2 c 1/2 c 1 c	Chicken Nuggets 2 cases	Before 167° During 151° During 147° After Gone	Peaches - 6# 10 cans K-8: 1/2 c 9-12: 1 c
<u>Thursday, Sept 14</u> Meals Served: Students K-5 <u>40</u> Students 6-8 <u>41</u> Students 9-12 <u>33</u> Adults <u>2</u> Other _____ TOTAL <u>116</u>	Sloppy Joe WGR Breadstick Potato Wedges Ketchup Broccoli, steamed Cantaloupe Milk 8 oz	2.25oz 2.25oz 2.9oz 2 c 2 c 2 oz 3/8 c 3/8 c 1/2 c 1 oz 1 oz 1 oz 3/8 c 3/8 c 1/2 c 1/2 c 1/2 c 1 c	Hamburger 19#	Before 171° During 162° During 148° After 141°	Cantaloupe - 14 melons K-8: 1/2 c 9-12: 1 c
<u>Friday, Sept 15</u> Meals Served: Students K-5 <u>41</u> Students 6-8 <u>39</u> Students 9-12 <u>34</u> Adults <u>2</u> Other _____ TOTAL <u>116</u>	Cheesy WGR Breadstick Marinara Sauce Carrots, steamed Baked Beans Pears Milk 8 oz	1 oz 1 oz 2 oz 2 oz 2 oz 4 oz 1/8 c 1/8 c 1/8 c 1/2 c 1/2 c 2/3 c 1/3 c 1/3 c 1/3 c 1 c 1 c 1 c	Cheesy Breadstick 1 box	Before 180° During 171° During 168° After 154°	Pears - 8 #10 cans K-12: 1 c

Do your production records look like this???

Don't forget to keep filling them out!!!

Vegetables (List food item & amount used) K-8: 3/4 c serving/day 9-12: 1 c serving/day G: Dark Green, R: Rad/Orange, L: Legumes, S: Starchy, O: Other	Grains and Breads (List food item & amount used) WGR = Whole Grain Rich	Milk (List food item & amount used) 1%, Skim, or Choc. Skim	Other Foods (List food item & amount used)	Leftover Amount (if any)
<u>Circle Category:</u> <u>Vegetable & amount:</u> G(B) L S O Sweet Potato Fries 34# G R L S (O) Cucumbers 25# G R L S O G R L S O G R L S O	<u>All must be WGR</u> <input checked="" type="checkbox"/> Brown Rice 8# <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Skim 52 Choc Skim 63	Ranch 1 gal.	Leftovers discarded
<u>Circle Category:</u> <u>Vegetable & amount:</u> (G) R L S O Romaine Lettuce 8# G R L S (O) Tomatoes, Diced 12# G R (L) S O Black Beans 2 - 10# cans G R L S O Iceberg Lettuce 28# G R L S O	<u>WGR</u> <input checked="" type="checkbox"/> WGR Tortilla Chips 12 - 1# bags <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Skim 53 Choc Skim 66	Salsa 2 - #10 cans Sour Cream 3 - 32 oz.	Black Beans 10 c Taco Meat 1#
<u>Circle Category:</u> <u>Vegetable & amount:</u> G R L (S) O Mashed Potatoes Instant 1.5 - 5# bag G R L S O Green Beans 30# frozen G R L S O G R L S O G R L S O	<u>WGR</u> <input checked="" type="checkbox"/> WGR Breadstick 80 - 1.5 oz. 35 - 2 oz. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Skim 53 Choc Skim 64	Chicken Gravy 2 - 1# pkg.	Leftovers discarded
<u>Circle Category:</u> <u>Vegetable & amount:</u> G R L S O Potato Wedges 22# (G) R L S O Broccoli, steamed 20# frozen G R L S O G R L S O G R L S O	<u>WGR</u> <input checked="" type="checkbox"/> WGR Bun 10 dozen <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Skim 60 Choc Skim 66	Ketchup 1 - #10 can	12 oz. Sloppy Joe Meat 5 WG buns
<u>Circle Category:</u> <u>Vegetable & amount:</u> G R L S (O) Marinara Sauce 2 #10 cans G(B) L S O Carrots, steamed 25# G R (L) S O Baked Beans 3 #10 cans G R L S O G R L S O	<u>WGR</u> <input checked="" type="checkbox"/> WGR Breadstick 1 case <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Skim 48 Choc Skim 68	None	Leftovers discarded

Do your production records look like this???

Don't forget to keep filling them out!!!

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?

USDA School Foods Update

January/February 2016 Issue



Pre-Annual Food Survey

The Pre-Annual Food Survey has been completed! Approximately 94% of the schools completed it. The Pre-Annual Survey will help us determine what will be on the Annual Survey. Thank you to all of the schools your help!

Monthly Ordering Availability

I have updated the monthly ordering availability spreadsheet on our website. Please use this in planning your March and April deliveries.

<https://www.nd.gov/dpi/SchoolStaff/ChildNutritionFoodDistribution/FoodDistributionProgram/SchoolPrograms/>

Entitlement Balances

I recently sent out a report of the entitlement balances of all schools. This report reflects the entitlement spent August 2015 - February 2016. We would like to see that schools have spent 75% of their entitlement by this point. You have March and April deliveries left to spend your entitlement. If you would like to add to your February delivery please contact me before January 13th and I can add to your order.

Approximately 50% of schools have spent 75% of their entitlement. We would like to see more schools at that 75% mark. We will be working on ways/tools to help schools work on spending their entitlement in the future

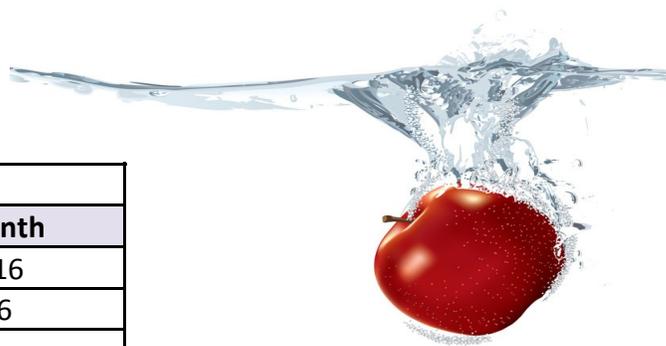
Your entitlement can be monitored in NDFoods. If you need assistance in viewing your entitlement balances, please contact me and I would be happy to help.

Annual Food Survey

The Annual Food Survey will be available in late February. We will analyze the results of the Pre-Survey to determine what foods will be on the Annual Survey. We would like you to be as accurate as you can in filling this out. The Annual Survey is mandatory for all schools that receive USDA foods.

Warehouse & Transportation (State Match)

DPI requested an amount of reallocated State Administrative Expense (SAE) funds from USDA to cover all warehouse and transportation expenses during the 2015-2016 school year. All warehouse and transportation expenses during the 2015-2016 school year will be paid by DPI using the reallocated SAE funding. Sponsors should not receive an invoice containing charges for warehouse and transportation. Each Sponsor will get an allocated state match amount that will be paid out to in May 2016. The amount of state match listed in NDFoods are not correct. Please contact us if you need amounts for auditing purposes.



2015-2016 Monthly Survey Schedule	
Survey Available	Delivery Month
Jan 10-23	March, 2016
Feb 7-20	April, 2016
Annual Survey 2/22 - 3/7	

Delivery Schedule for 2015-2016		
Route A	Route B	Route C
January 4-8	January 11-15	January 18-22
February 1-5	February 8-12	February 15-19
Feb 29 - Mar 4	March 7-11	March 14-18
April 4-8	April 11-15	April 18-22

Incoming Foods 1/15/2015

#10012 - Cheese, Ched. Rdu. Fat Shred.	430 cases
#100036 - Cheese, Amer. Sliced	1320 cases
# 100158 - Beef, Ground	1000 cases
#110361 - Applesauce Cup	1400 cases
110541 - Applesauce Cans 6/#10	912 cases

Incoming Foods 1/30/2015

#100158 - Beef, Ground	2000 cases
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Incoming Foods 2/15/2015

#100158 - Beef, Ground	1000 cases
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Check out our website to find
all USDA Food
information!

<https://www.nd.gov/dpi/>

Contact Information:: Tara Koster

tkoster@nd.gov

701-328-2294 or 888-338-3663

Food Safety during Purchasing and Receiving

The 8 steps in the foodservice process are purchasing, receiving, storing, preparing, cooking, serving and holding, cooling, and reheating. Foods must be properly handled in each step to help prevent a foodborne illness. In this newsletter we will look at preventing foodborne illness in the first two steps of the foodservice process: purchasing and receiving.

Purchasing:

If you purchase from a foodservice vendor:

Buy from a reputable vendor.

Include food safety standards in your purchasing agreement with your vendor.

If you purchase food at a local grocery store:

Choose canned foods that do not have dents, cracks, rust, or bulging lids.

Purchase frozen and refrigerated foods last, especially meat and poultry products.

Keep packages of raw meat and poultry away from foods that will be eaten without cooking, like fruits and vegetables.

Receiving:

If a vendor delivers your food to your school:

Inspect the delivery truck. Make sure it is clean and free of odors.

Check food temperatures of delivered foods. Refrigerated products should be 33°-40°F. Frozen foods should be at or below 0°F.

Look for signs of contamination and container damage. Reject these packages because the foods in the packages may be contaminated or damaged.

Have clean carts available in the receiving area so you can put the delivery away quickly.

Put food away immediately. Foods that require refrigeration should be put away first. Next put the frozen foods away.

Put your pantry items away last.

If transporting food you purchased from the grocery store:

Go directly to your school after leaving the grocery store and put purchased food away. First put foods away that require refrigeration. Next put the frozen foods away. Put your pantry items away last.

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.

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