

# Food Service Facts Table of Contents

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## 2. Organization & Administration

Child Nutrition & Wellness, Kansas State Department of Education (KSDE) administers the following federal Child Nutrition Programs (CNP) in Kansas:

- ◆ National School Lunch Program (NSLP)
- ◆ School Breakfast Program (SBP)
- ◆ After School Care Snack Program (ASCSP)
- ◆ Special Milk Program (SMP)
- ◆ Summer Food Service Program (SFSP)
- ◆ Fresh Fruit & Vegetable Program (FFVP)
- ◆ Child and Adult Care Food Program (CACFP)
- ◆ Team Nutrition (TN)
- ◆ Kansas Coordinated School Health (KCSH)

### Federal Level Responsibilities

At the federal level, the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) administers the CNPs. USDA is authorized to issue regulations for the operation of these programs. Federal funds are apportioned among the states to reimburse participating schools. KSDE signs an agreement with FNS for the administration of the programs in Kansas. FNS periodically issues regulations, reviews the programs to determine compliance with the federal-state agreement, provides technical assistance, assists with Coordinated Review Effort (CRE) Reviews and School Meals Initiative (SMI) Reviews, performs audits of KSDE records and conducts management evaluations of KSDE activities.

The USDA Mountain Plains Regional Office is located in Denver, Colorado. Refer to Chapter 1 for contact information for the USDA Regional Office.

### State Level Responsibilities

KSDE is the liaison between FNS, USDA and local CNP sponsors in Kansas. Through this partnership of federal, state and local sponsors, program services and benefits are delivered to schools, child care facilities and other organizations. Employees of Child Nutrition & Wellness are directly accountable to KSDE.

KSDE receives federal rules and regulations governing the CNPs from USDA. KSDE passes this information on to each sponsor through its designated Authorized Representative.

The primary function of KSDE's Child Nutrition & Wellness Team is to assist local CNP sponsors in operating their programs. KSDE provides sponsors with:

- ◆ Reimbursement for qualifying meals, snacks and milk
- ◆ Supervisory oversight through the program review process
- ◆ Guidance through handbooks, publications and websites
- ◆ Consultative services and technical assistance on program management and administration
- ◆ Training for food service personnel through classes, workshops and in-service meetings
- ◆ Assistance in planning new kitchens and remodeling existing facilities
- ◆ Information and resources on all aspects of program management, administration, nutrition and nutrition education

### Local Sponsor Level Responsibilities

The local school's governing body (i.e. board of education, etc.), referred to as the sponsor or Local Education Agency (LEA) administers the Child Nutrition Programs.

The sponsor appoints an "Authorized Representative" who has responsibility for the program. The Authorized Representative must assure that the sponsor is in compliance with the Program Agreement between the sponsor and KSDE.

The requirements for operating the Child Nutrition Programs are outlined in the Program Agreement, refer to Chapter 3 of *Food Service Facts* concerning information about the Program Agreement.

The sponsor's responsibilities include:

- ◆ Implementing the reduced price and free meal policy
- ◆ Preparing and submitting the reimbursement claim
- ◆ Hiring employees to plan, prepare and serve meals
- ◆ Supervising operation of the programs
- ◆ Compliance with the terms outlined in the Program Agreement

The success of Child Nutrition Programs hinges upon the dedicated efforts of local personnel.

## Overview of the Child Nutrition Programs

### National School Lunch Program (NSLP)

Kansas school sponsors that choose to take part in the lunch program receive reimbursement from USDA for each meal served to eligible students. In return, they must serve lunches that meet federal requirements, and offer reduced price and free lunches to eligible students.

To meet USDA nutrition requirements, local sponsors choose the menus and food preparation methods used. Regulations establish a standard for school lunches to provide one-third (1/3) of the Recommended Daily Allowances (RDA) of protein, vitamin A, vitamin C, iron, calcium, and calories. Regulations also require schools to meet the Dietary Guidelines for Americans.

Sponsors may choose one of four menu planning systems for school lunch and school breakfast programs:

- ◆ Enhanced Food Based Menu Planning, also known as Food Based Menus
- ◆ Nutrient Standard Menu Planning (NSMP)
- ◆ Assisted NSMP
- ◆ Traditional Meal Pattern

For more information about menus, menu requirements and the menu planning systems, refer to Chapters 16, 17 and 18 of *Food Service Facts*.

Any student enrolled in a participating school and in the building at the time of lunch service, may purchase a meal through the National School Lunch Program (NSLP). Students from households with incomes at or below 130 percent of the federal poverty level are eligible for free lunches. Those between 130 percent and 185 percent of the poverty level are eligible for reduced price lunches, for which students can be charged no more than 40 cents. Students from households with incomes over 185 percent of the poverty level pay full price, though their lunches are still subsidized with federal and state funds. Local sponsors set their own prices for full price lunches.

Public schools and non-profit private schools of high school grade or under are eligible to participate in the NSLP. Residential Child Care Institutions (RCCIs) are also eligible.

## School Breakfast Program (SBP)

Students in a majority of Kansas schools start each school day with a nutritious school breakfast. The School Breakfast Program (SBP) is a federal program that provides states with cash assistance for non-profit breakfast programs in schools and RCCIs.

Participating schools and institutions must serve breakfasts that meet federal nutrition standards and must provide reduced price and free breakfasts to eligible children. The same Income Eligibility Guidelines apply for the SBP as were described in the previous section for the National School Lunch Program. Schools that serve a high percentage of lunches to students eligible for reduced price or free meals may be eligible for higher reimbursements through the Severe Need Breakfast reimbursement option. Refer to Chapter 25 for additional information.

Public schools in Kansas are required to offer the SBP in each public school building under the jurisdiction of the school district's board of education. Kansas law allows public school sponsors to apply for SBP waivers for individual attendance centers, if the attendance center has 35% or less of its enrolled students eligible for reduced price or free meals during March of the preceding year. The KSDE appoints a committee to evaluate the waiver applications, determine the validity of the reason(s) for which a waiver is requested, and recommend to the Kansas State Board of Education (KSBE) whether to grant or deny the waiver request. The KSBE evaluates the committee's recommendations and makes the final decision to approve or deny the request.

Teachers have reported students are more alert and perform better in class if they eat breakfast. Studies support that conclusion. Recognizing the importance of a nutritious breakfast, USDA has actively promoted the SBP, and at the same time has made a commitment to improve the nutritional quality of all school meals. Regulations require that all school breakfasts meet the recommendations of the Dietary Guidelines for Americans. In addition, breakfasts must provide one-fourth (1/4) of the daily recommended levels for protein, calcium, iron, vitamin A, vitamin C and calories.

For more information about the School Breakfast Program, refer to Chapter 25 of *Food Service Facts*.

## After School Care Snack Program (ASCSP)

The After School Care Snack Program (ASCSP) was first implemented in 1999 as a result of the 1998 reauthorization of the Child Nutrition Act. This program provides funds for the service of nutritious snacks for children enrolled in eligible after school care programs.

To qualify for the reimbursement, the snacks must meet nutritional standards and must be served to students enrolled in after school programs that include an education or enrichment component. For more information about the After School Care Snack Program refer to Chapter 26 of *Food Service Facts*.

## Special Milk Program (SMP)

The Special Milk Program (SMP) provides milk to children attending schools and childcare institutions who do not have the opportunity to participate in other federal Child Nutrition Programs. The program reimburses schools for the milk they serve. The SMP is also available to children who attend "split session" classes (half day) and do not have breakfast or lunch available to them. For further information refer to Chapter 28 of *Food Service Facts*.

## Summer Food Service Program (SFSP)

The Summer Food Service Program (SFSP) provides nutritious meals at no charge to low-income children during school vacations. Children between ages one and 18 and individuals over 18 who are mentally or physically disabled and who participate in a school program for the disabled, may receive meals through the SFSP.

Sponsors are reimbursed for meals served at eligible sites such as schools, parks, playgrounds, churches, college campuses and/or community centers. SFSP food service sites may include the following:

- ◆ Open sites operate in geographical areas where school or U.S. Census data documents that at least half of the children are eligible for reduced priced or free school meals. Meals are provided at no charge to any child in attendance at the open site.
- ◆ Enrolled sites provide meals only to children who are enrolled at the site in an activity program, such as a recreation program or the National Youth Sports Program (NYSP). In order to claim all meals served to children for reimbursement, at least fifty (50) percent of the enrolled children must be eligible for reduced price or free school meals. Meals are provided at no charge to any enrolled child in attendance at the approved enrolled site.
- ◆ Residential Camps and Nonresidential Day Camps provide meals to children who are enrolled in the camp program. Only the meals served to camp participants who are eligible for reduced price or free school meals may be claimed for reimbursement. A nonresidential day camp must offer a continuous schedule of organized programming around meal service for enrolled children. Meals are provided at no charge to any eligible child in attendance at the site. Sponsors may charge non-eligible children a fee for meals. However, the eligibility status of any enrolled child cannot be overtly identifiable.
- ◆ Migrant sites operate for children of migrant workers, as certified by a migrant organization. If the site serves non-migrant children, the sponsor must certify that the site predominantly serves migrant children. Meals are provided at no charge to any child in attendance at the migrant site.

Participants at open or enrolled sites may receive either one or two of the following meal types: breakfast, lunch or snack. Residential and nonresidential camps and migrant sites may be approved to serve up to three meals per day.

For further information refer to *Food Service Facts*, Chapter 27, Summer Nutrition Options.

## Fresh Fruit & Vegetable Program (FFVP)

The Fresh Fruit and Vegetable Program (FFVP) became a permanent program as a result of The Food, Conservation and Energy Act of 2008 (Farm Bill). The FFVP provides all children in participating schools with a variety of free fresh fruits and vegetables throughout the school day. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. The FFVP also encourages schools to develop partnerships at the State and local level for support in implementing and operating the program.

The goal of the FFVP is to create healthier school environments by providing healthier food choices, expand the variety of fruits and vegetables children experience, increase children's fruit and vegetable consumption, and make a difference in children's diets to impact their present and future health. Grantee schools receive reimbursement for the cost of making free fresh fruits and vegetables available to students during the school day. These fresh fruits and vegetables must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official school day.

For further information refer to *Food Service Facts*, Chapter 32, Fresh Fruit & Vegetable Program.

## Child and Adult Care Food Program (CACFP)

The goal of the Child and Adult Care Food Program (CACFP) is to improve the health and nutrition of children while promoting the development of good eating habits.

To be eligible to participate in the CACFP, a sponsor must meet one of the following criteria:

- ◆ Be a public entity  
OR
- ◆ Have tax-exempt status under the Internal Revenue Code of 1986  
OR
- ◆ Meet the requirements for a “for-profit” center

All participating childcare centers must also be licensed by the Kansas Department of Health and Environment.

Kansas CACFP programs are non-pricing. A non-pricing program includes the price of meals served in the fee charged for childcare.

Centers and day care homes serve one or more of the following meal types: breakfast, lunch, supper and snack. Reimbursement is limited to no more than two meals and one snack or two snacks and one meal per child per day. A meal is reimbursable if it contains foods in the amounts outlined in the CACFP meal pattern.

Reimbursement rates are determined by (1) the meal type and (2) the income level of the families of the children served. The income levels are free, reduced price and paid. Detailed information about the CACFP is provided in the KSDE publication “CACFP Administrative Handbook”. For additional information about the CACFP Programs in “Outside School Hours” care centers, see Chapter 28 of *Food Service Facts*, Other Related Programs.

## Team Nutrition (TN)

Team Nutrition (TN) is USDA's school-based program that encourages children to make healthy food choices and to be physically active. Team Nutrition has four messages:

- ◆ Eat a variety of foods
- ◆ Eat more fruits, vegetables and grains
- ◆ Eat lower fat foods more often
- ◆ Be physically active

USDA established Team Nutrition with the mission of improving the health and education of children by creating innovative public and private partnerships that promote food choices for a healthful diet through the media, schools, families and the community. Team Nutrition's goal is to improve children's lifelong eating and physical activity habits by using the principles of the Dietary Guidelines for Americans and MyPyramid.

Team Nutrition is implemented through three behavior-oriented strategies providing:

1. Training and technical assistance for Child Nutrition food service professionals to help them serve meals that look good, taste good and meet nutrition standards
2. Multifaceted, integrated nutrition education for children and their parents to build skills and motivation to make healthful food and physical activity choices as part of a healthy lifestyle
3. Support for healthy eating and physical activity by involving school administrators and other school and community partners

Additional information on Kansas TN programs and activities is in Chapter 31 of *Food Service Facts*.

## Kansas Coordinated School Health (KCSH)

Kansas Coordinated School Health (KCSH) believes that "Healthy children make better students, and better students make healthy communities." KCSH's goal is to promote school health programs that improve health behaviors, and emphasize the connection between recommended health practices, academic achievement, and lifelong healthy behaviors. KCSH provides health resources, technical assistance, trainings and funding to create healthy Kansas students, staff, schools, and communities.

Coordinated School Health Programs are a cost-effective, collaborative way to promote the health of your community's students. Each component of Kansas Coordinated School Health's Eight Component Model contributes in its own way, while overlapping with others. This Eight Component Model developed by the Centers for Disease Control incorporates not only school and health personnel, but also parents, families and the community. Schools can provide a critical facility in which many agencies might work together to maintain the well-being of young people.

For further information refer to *Food Service Facts*, Chapter 31, Resources.

## Calendar of Sponsor Responsibilities

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- May**
- ◆ Receive Program Agreement packet from KSDE.
  - ◆ Update Wellness Policy Builder to reflect progress during the current school year and plans for next school year.
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- Jun**
- ◆ Attend KSDE summer classes and workshops.
  - ◆ Enroll in Menu Planning and Administrative Workshops.
- 
- Jul**
- ◆ Appoint Authorized Representative, Hearing Official and Determining Official for new school year.
  - ◆ Establish prices for meals and milk.
  - ◆ Submit Program Agreement to KSDE by July 15.
  - ◆ Print “Application for Child Nutrition Program Benefits” and letter to households.
  - ◆ Print “Direct Certification List” and begin direct certification notifications.
  - ◆ Attend KSDE Menu Planning and Administrative Workshops.
- 
- Aug**
- ◆ Distribute “Application for Child Nutrition Program Benefits” and letter to households of all enrolled students.
  - ◆ Submit Annual Financial Status Summary for prior fiscal year to KSDE by August 15.
  - ◆ Determine eligibility of students for reduced price/free benefits and notify households of eligibility status.
- 
- Sep**
- ◆ Complete on-site review of After School Care Snack Program within first four weeks of operation (if applicable).
  - ◆ Meet with Wellness Policy Committee/School Health Council to review Implementation Plans for this school year.
- 
- Oct**
- ◆ Begin verification of reduced price/free eligibility.
    - ◆ On October 1, count approved students and applications by eligibility category.
    - ◆ Determine sampling method.
    - ◆ Determine number of applications to verify and select sample.
    - ◆ Complete confirmation reviews of applications in sample.
    - ◆ Notify households selected.
    - ◆ Review income documentation.
    - ◆ Verify eligibility and notify households of changes in benefits.
    - ◆ Report results using KN-CLAIM’s Post Verification Results.
  - ◆ Celebrate National School Lunch Week.
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## Calendar of Sponsor Responsibilities

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**Nov** ♦ Complete all verification activities by November 15.

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**Dec** ♦ Submit verification summary and results to KSDE by December 15.  
♦ Begin on-site accountability reviews (if applicable).  
♦ Begin on-site Food Service Management Company reviews (if applicable).

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**Jan** ♦ Celebrate Kansas School Nutrition Week. Plan activities to involve students, parents and community.

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**Feb** ♦ Complete on-site accountability reviews for all attendance centers by February 1 (if applicable).  
♦ Complete FSMC monitoring reviews and submit to KSDE by February 1 (if applicable).

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**Mar** ♦ Celebrate National School Breakfast Week.  
♦ Celebrate National Nutrition Month.  
♦ Receive information concerning breakfast waivers from KSDE.

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**Apr** ♦ Submit applications for breakfast waivers (if applicable).  
♦ Receive summer training schedule from KSDE and enroll in classes.

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**Other** ♦ Submit reimbursement claims within 60 days of last day of month claimed.

♦ Complete the Monthly Financial Report within 90 days of the end of the claim month.

♦ Complete After School Care Snack Program on-site review twice a year; conduct first review within four weeks of beginning operation (if applicable).

♦ Monitor Food Service Management Company contracts quarterly (if applicable).

♦ Update Food Safety Training Plan & Record in KN-CLAIM.

♦ Attend training sessions offered by Child Nutrition & Wellness: administrative workshops, Leadership Connections, menu planning classes, food safety training, Child Nutrition Management Academy, Regional Training Cooperative classes, etc.