



Child Nutrition & Wellness

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January Update

Distributed to the School Nutrition Program Authorized Representatives Listserv
and the Food Service Directors Listserv
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Applications for Fresh Fruit & Vegetable Program are Invited through January 23, 2009

Funds are available for approximately 20 additional elementary schools to participate in the Fresh Fruit and Vegetable Program (FFVP) from February through June 2009.

Federal legislation passed in July 2008 provides funds for Kansas schools to participate in USDA's FFVP. Thirty-four schools are currently receiving additional funds to offer free fresh fruits and vegetables to students in one or more areas at times other than meal service periods. Up to \$33 total per student is available for the period February through June 2009.

Participation in the FFVP is limited to elementary schools with 50 percent or more of students eligible for reduced price or free school meals. Priority will also be given to schools that establish partnerships with non-federally funded organizations to provide additional resources to implement the program.

All related documents are posted on www.kn-eat.org, School Nutrition Programs, Forms & Instructions. These materials include the FFVP:

- School Handbook
- School Application
- School Selection Criteria
- Program Agreement Addendum
- Reimbursement Claim

To apply for the FFVP, complete the application and return it to KSDE no later than January 23, 2009. Schools selected to participate will be notified by January 30, 2009.

Participating schools will be reimbursed for their documented expenses on a monthly basis. FFVP program participation is approved on an annual basis. The application process for the 2009-2010 school year will be announced in April 2009.

Timely Completion of Verification

Thanks to all of you who completed verification activities by November 15, 2008 and entered verification results in KN-CLAIM by December 15, 2008. As we think ahead to next school year, please note that federal regulations do not permit KSDE to grant extensions for completing verification beyond December 15. Any sponsor that did not complete verification by that date must write to USDA and request an extension. It is far better to complete this responsibility on time!

Are Your Temporary Approvals Up to Date?

Because procedures changed this year and since there are more layoffs occurring than usual, here is a review of KSDE's guidance for handling temporary approvals.

When a household reports zero income or a temporary reduction in income, eligibility must be determined based on the present rate of income rather than on regular income. Eligible children should receive temporary approval in the following types of economic situations:

- Zero income, for whatever reason (except foster children and institutionalized children)
- Temporary layoffs
- Strikes (voluntary work stoppages)
- Temporary disability

The time period for a temporary approval is not to exceed 60 calendar days. A shorter time period may be approved if it is more appropriate for the household's circumstances.

At the end of each temporary approval period, school officials must re-evaluate the household's situation by contacting the household to determine if the household's circumstances have changed. At the end of the approval period:

- **If the household's situation remains the same and still appears to be temporary**, the sponsor should continue temporary approval and re-evaluate the situation at another interval (i.e. 60 calendar days or less). On the application, note the date of the follow-up contact, any information obtained about the family's situation and the new expiration date.
- **If the household's situation remains the same and appears likely to continue for the foreseeable future**, the sponsor should make the approval effective for the duration of the current school year and no further follow-up is necessary.
- **If the household's situation has changed**, the sponsor should request that the household (1) complete a new application or (2) update the information on the existing application and both initial and date the changes. The sponsor must implement the new eligibility status within three operating days.

Temporary approvals expire at the end of 60 calendar days or the shorter approved time period. While contacting the household in advance of the expiration date is not required, it is recommended that the determining official contact the household to request updated information before terminating benefits

Sponsors Must Assure that Households are Aware of CNP Benefits and Know How to Obtain Application Materials

Sponsors are required to send Form 3-F, Announcement of Child Nutrition Programs, to any employer in the sponsor's vicinity which has announced that it will lay-off employees. The employer should be asked to post Form 3-F where it can be seen by employees. Form 3-F is available at www.kn-eat.org, School Nutrition Programs, Forms & Instructions, Program Renewal. Families experiencing a layoff may have never been previously eligible for reduced price or free meals and need to be informed of how to apply for these benefits. Information about how to obtain application materials can be included in school memos, newsletters or on the menu calendar.

Annual Accountability Reviews

A sponsor with multiple serving sites must conduct an annual on-site accountability review of each serving site. All on-site reviews must be completed by February 1. The purpose of the on-site review is to ensure that the accountability system (as specified on the sponsor's approved collection and accountability procedures in KSDE's computer system, KN-CLAIM) is being used correctly. Someone who is not involved with the daily operation of the system must complete the review. The School Food Service On-Site Accountability Review (Form 9-G) should be used to document the findings of the on-site accountability review. Refer to *Food Service Facts*, Chapter 9, for further information and the review form. *Food Service Facts* can be accessed online at www.kn-eat.org, School Nutrition Programs, Policies & Guidance.

New Federal Fluid Milk Substitution Rules

New Federal regulations have changed guidance for making milk substitutions for students who do not have a disability.

The new regulations do NOT change guidance for:

- Substitutions for students with disabilities, and
- Substitutions other than milk for students who do not have a disability, but are unable to consume a food item because of medical or other special dietary needs.

The new regulations DO change guidance for milk substitutions made for students with medical or other special dietary needs that do not rise to the level of a disability.

Detailed guidance on these changes is posted on www.kn-eat.org, Policies & Guidance, Child Nutrition & Wellness Update Memos.

New Federal Rules Allow Geographic Preference in Purchasing Locally Grown and Locally Raised Agriculture Products

The Food Conservation and Energy Act of 2008 (P.L. 110-246) encourages schools operating the Child Nutrition Programs to purchase unprocessed locally grown and locally raised agricultural products. The National School Lunch Act was recently amended to allow schools to apply geographic preference when purchasing such foods.

- Geographic preference may ONLY be applied to the purchase of unprocessed agricultural products which are locally grown and locally raised, and that have not been cooked, seasoned, frozen, canned, or combined with any other products.
- The legislation does allow minimal processing needed to present an agricultural product in a usable form such as washing vegetables, bagging greens, butchering livestock and poultry, pasteurizing milk and using minimal amounts of preservatives to prevent spoilage.
- All milk served in the Child Nutrition Programs must be pasteurized and meet State and local standards. Pasteurized milk is the only dairy product for which geographic preference may be applied.
- Sponsors are still required to conduct all procurements in a manner that allows for open and free competition.

Revised Instructions for Annual Financial Report

An inconsistency in the data on our Annual Financial Report and the financial reports prepared by CPAs and KSDE auditors was recently identified. Our instructions have stated to report June expenditures not including encumbrances (i.e. unpaid bills). However, when auditors examine your financial records, they include encumbrances in June expenditures. KSDE's Fiscal Auditing staff discovered this in the process of comparing Annual Financial Reports and audit reports. We want these two financial reports to match. So in the future, please do include encumbrances in your June expenditures. Instructions for the Annual Financial Report (also known as the Annual Financial Status Summary) have been updated to reflect this change and are posted on www.kn-eat.org, School Nutrition Programs, Policies & Guidance, *Food Service Facts*, Chapter 10. If you have questions about this change in reporting, please contact Jennifer Barger in School Finance (jbarger@ksde.org or 785-296-4965).

New & Revised Food Based Menu Planning Forms & Information

To access the forms listed below, go to www.kn-eat.org, School Nutrition Programs, Policies & Guidance, Menu Planning Forms & Guidance.

Yield Charts – 5A and 5B

At last fall's Leadership Connections meetings, two new yield charts were distributed:

- Chart 5A – Yields for Selected Single-Fruit Recipes
- Chart 5B – Yields for Selected Single-Vegetable Recipes

The posted version of Chart 5A has a revised yield for mandarin oranges and cantaloupe.

Recipe and Component Contribution Forms

Using the Food Bar Recipe & Component Contribution Form and the Single-Ingredient Recipe & Component Contribution Form will save you time and effort while helping to assure that meals meet program requirements. Both a PDF and enterable MS Word version are available.

Production Record for 3 Age-Grade Groups

A Food Based Production Record for a site serving three different age/grade groups has recently been added to the website. Both a PDF and enterable Word version are available.

Need to Request a Food Safety Inspection

Federal law requires school kitchens to have two food safety inspections annually. During the 2007-2008 school year, 1,323 Kansas school kitchens received two or more food safety inspections, while 83 received only one inspection.

The law also requires that if your sponsor has a school that did not receive two inspections last year, the sponsor is responsible for requesting the inspections from the responsible agency and documenting its efforts to obtain the required inspection. To request a food safety inspection, contact: Kansas Department of Agriculture, Division of Food Safety and Lodging, 109 SW 9th St., Topeka, Kansas 66612, 785-296-3556.

Time to Register for Food Safety Basics Spring Classes

The Food Safety Basics schedule for February, March and April 2009 is posted at www.kn-eat.org, School Nutrition Programs, 5-Star Training System and online registration is available. Please check your “Food Safety Training” record in KN-CLAIM to confirm that all of your sponsor’s food service employees are listed. Employees with a status other than “OK” need to be enrolled in one of the upcoming Food Safety Basics classes.

Food Safety Basics Available in Spanish

Food Safety Basics is now available in Spanish on a video which can be checked out from Child Nutrition & Wellness. For more information, please contact Cheryl Johnson, training coordinator at 785-296-2276 or csjohnson@ksde.org.

Child Nutrition Management Academy Dates and Locations

The following dates and locations have been set for the 2009 Child Nutrition Management Academy:

- Haysville: June 9 – 12
- Hays: June 9 – 12
- Topeka June 9 – 12
- Dodge City: June 16 – 19
- Iola: June 16 – 19

The full-class schedule and online registration will be available in early April.

Celebrate Kansas School Lunch Week

The School Nutrition Association of Kansas (SNA-KS) developed menus and suggestions for celebrating this special week, January 26-30, 2009. This year’s theme is “There is no place like Kansas school lunch to taste the rainbow!” Go to www.kn-eat.org, What’s New for more information.

The Institute of Medicine Releases School Meals Report

The Institute of Medicine (IOM) released Nutrition Standards and Meal Requirements for National School Lunch and Breakfast Programs: Phase I, Proposed Approaches for Recommending Revisions (<http://iom.edu/CMS/3788/54064.aspx>), a technical report detailing the criteria and scientific background that the committee plans to use to recommend changes to the meal pattern and nutrition standards for school meals. The public has two opportunities for providing feedback:

- The IOM will hold an open public forum in Washington, DC on January 28, 2009. (Register through the IOM Web site.)
- The IOM will accept public comments which can be sent via e-mail (FNBSchoolMeals@nas.edu) through January 31, 2009

IOM will formulate recommendations and issue a final report in 2009; the final report will serve as the groundwork for a USDA proposed rule.

Resources for Expanding Your Breakfast Program

USDA has redesigned the School Breakfast Toolkit as an online resource. It provides information to help promote and expand school breakfast as a way to support positive outcomes for children. Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. Having breakfast in the morning also helps children develop healthy eating habits and contributes to their overall well-being.



Many of the materials included on this site are designed to be customized. You can download PowerPoint files, information sheets, letters, and marketing materials and modify them to suit your specific needs. We hope that this information will be useful to many different stakeholders who are interested in helping more students benefit from the School Breakfast Program.

<http://www.fns.usda.gov/cnd/breakfast/expansion/default.htm>

Time to Think About Summer Nutrition

The best time to think about warm summer days is when the weather is cold. Plan ahead now to offer your students the benefits of nutritious meals during the summer months. For information about summer nutrition options, please go to www.kn-eat.org, Summer Food Service Program or contact your area consultant or our office at 785-296-2276.

Wellness Policy Data – Statewide Averages are Posted

To view current data on statewide average scores for each content area of the Kansas School Wellness Policy Model Guidelines, go to www.kn-eat.org, School Nutrition Programs, Wellness Policies. How is your sponsor doing in comparison to the rest of the State? To find out, go to KN-CLAIM and access the Wellness Policy Builder. Make a screen print of the summary page for your sponsor (i.e. the screen showing scores for each content area). Then compare the sponsor's summary to the statewide summary data.

The beginning of a new year is a great time for the School Wellness Policy Committee/School Health Council to evaluate and update the current Wellness Policy Implementation Plans for your sponsor. KSDE consultants will look at these plans during reviews of your program. Sponsors should be making continual progress towards creating healthier school environments by setting incremental objectives that are realistic and reachable.

Students Love this Whole Wheat Bread!

For quite some time now, we've been encouraging schools to serve more whole grains. We now have a tested recipe that includes 51% whole wheat flour. The recipe is posted on www.kn-eat.org, What's New.

Best wishes for a happy, healthy, successful 2009! We sincerely appreciate your dedication to serving children and your excellent cooperation with Child Nutrition & Wellness. Please contact our office or your area consultant whenever you have questions or need assistance.