



Child Nutrition & Wellness

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February Update

Distributed to the School Nutrition Program Authorized Representatives Listserv
and the Food Service Directors Listserv
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IMPORTANT- New Financial Management Tools Available in KN-CLAIM!

Monthly Financial Reports can now be completed in KN-CLAIM and will automatically roll-up to create the Annual Financial Report. The Monthly Financial Reports must be completed within 90 days following the last day of the claim month beginning School Year 2012 or reimbursement will be withheld until completed. For School Year 2011, the Monthly Financial Reports do not have to be completed in order. Sponsors are required to complete the 2010-2011 monthly reports in KN-CLAIM prior to completion of 2011 Annual Financial Report due August 15, 2011. Please refer to the Quick Reference for Monthly/Annual Financial Reports for detailed information on how to complete the reports. You can access the Quick Reference at www.kn-eat.org, School Nutrition Programs, KN-CLAIM, Quick Reference, Monthly/Annual Financial Reports.

Fourteen additional new **Financial Management Reports** are now available in KN-CLAIM. Click Applications on the blue menu bar at the top left of the screen. Scroll down to Financial Management to access the new reports.

- **Equivalents and Expenditures – Meal Equivalents and Per Meal Expenditures**
Calculates actual cost per meal allowing you to see labor expense, food cost, and other cost percentages.
- **Worksheet 1 – Total Earned Program Revenue**
Displays revenue generated by the food service program during the previous program year. Use as a planning tool to project revenue for the coming year.
- **Worksheet Three – Determine if Adult Meals are Priced Appropriately**
Determines the amount of transfer required to subsidize low adult meal prices.
- **Worksheet Four – Value of Subsidy from Transfers to the Food Service Fund**
Computes total transfers to the Food Service Fund less the amount of the adult meal price subsidy (if applicable).
- **Worksheet Five – Value of Indirect Costs Paid from Other Funds**
Computes the maximum allowable indirect costs to be paid from the Food Service Fund; and then compares the maximum amount to what was actually paid from the Food Service Fund.
- **Worksheet Six – Food Service Direct Costs Paid from Other Funds**
Summarizes food service related costs paid from funds other than the Food Service Fund, such as additional benefits for food service employees.
- **Worksheet Seven – Summary of Food Service Costs Paid from Other Funds**
Summarizes the data compiled on Worksheets 5 (Value of Indirect Costs Paid from Other Funds) and 6 (Food Service Direct Costs Paid from Other Funds).
- **Worksheet Eight – Total Operating Costs**
Total cost of operating the food service program is summarized.
- **Worksheet Nine – Profit/Loss Statement**
Determine if the school nutrition program is operating at a profit or a loss.
- **Worksheet Ten – Operating Loss Subsidies**
If Worksheet 9 indicates that the food service program operated at a loss, this worksheet analyzes the resources used to subsidize the program and maintain a positive cash balance in the Food Service Fund.
- **Worksheet 11 – Analyze Potential Average Revenue From Reimbursable Meals – Lunch**
Calculates the average revenue received per lunch for each different paid student meal price.
- **Worksheet 12 – Analyze Potential Average Revenue From Reimbursable Meals – Breakfast**
Calculates the average revenue received per breakfast for each different paid student meal price.
- **Worksheet 13 – Track Lunch Participation by Site**
Use as a tool to evaluate student and parent satisfaction with school lunches.
- **Worksheet 14 – Track Breakfast Participation by Site**
Use as a tool to evaluate student and parent satisfaction with school breakfasts.

USDA Exemptions to Restrictions on Foods of Minimal Nutritional Value-Clarification of New Policy Memo

Please note that the new policy dated 10/22/10 states that Exempted Foods of Minimal Nutritional Value CANNOT be served as part of a reimbursable meal. If you have questions, please refer to the policy memo posted at www.kn-eat.org, School Nutrition Programs, What's New or contact our office at 785-296-2276 or your area consultant.

Foster Children Eligibility

The Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296 provides categorical eligibility for free meals to foster children. Foster children may now be certified without an application if the sponsor obtains documentation from an appropriate State or local agency indicating the status of the child as a foster child whose care and placement is the responsibility of the State or that the foster child has been placed with a caretaker household by a court.

Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on the same household application that includes their non-foster children. This will streamline the application process and may help the foster family's non-foster children qualify for free or reduced price meals based on household size and income.

This change should be implemented as soon as possible for any new foster children identified by foster agencies or who submit applications for the remainder of this school year. All household applications and supporting materials will be updated to reflect these changes for school year 2011-2012. KSDE will work with State and local foster agencies to establish a way to receive information directly from these agencies to facilitate certification for free meals for foster children prior to the 2011-2012 school year.

2010 Dietary Guidelines for Americans

The new *2010 Dietary Guidelines for Americans* focus on balancing calories with physical activity, and encourage Americans to consume more healthy foods like vegetables, fruits, whole grains, fat-free and low-fat dairy products, and seafood. We are also encouraged to consume less sodium, saturated and *trans* fats, added sugars, and refined grains. Go to www.dietaryguidelines.gov for more information.

Proposed Rule to Update School Lunches and Breakfasts

USDA has issued a proposed rule to align school meals with the *2005 Dietary Guidelines for Americans*, as recommended by the Institute of Medicine (IOM). You are encouraged to submit comments about the proposed rule by April 13, 2011 at www.regulations.gov. The proposed rule is available at www.kn-eat.org, School Nutrition Programs, What's New and will be reviewed and discussed at Leadership Connections meetings this spring.

Salad Bars in the National School Lunch Program

USDA encourages the use of salad bars in the school meals programs and they can be effectively used in the service of reimbursable meals. Salad bar programs have a positive effect on fruit and vegetable consumption. A new policy memo, Salad Bars in the National School Lunch Program, has been released by USDA and provides information on portion size, point of service, nutrient analysis and food safety for school meals. The policy memo is posted for your information on www.kn-eat.org, School Nutrition Programs, What's New.

ESPH Video News

We encourage you to visit the new edition of the ESPH (Eat Smart Play Hard) Video News at www.eatsmartplayhard.org. This site provides important information for families about healthy living and shows how Kansas schools are teaching their students to "eat smart" and "play hard". It is designed to share positive information with the public about school food service, physical education and healthy schools. School districts featured in the February edition are USD 348 Baldwin and USD 229 Blue Valley.

The ESPH Video News is a great tool for sharing health and wellness information with your students, their families, and patrons. We encourage you to include a link to this site on your district and/or school websites. By doing so, the district will achieve several of the Kansas Wellness Policy Guidelines on Nutrition Education and Physical Activity for "Family & Community". If you have comments, questions, or suggestions for the ESPH Video News, please send an email to Cheryl Johnson at csjohnson@ksde.org or use the "Contact Us" button on the website.

Healthier Kansas Menus-Breakfast

The complete 4-week Healthier Kansas Menus-Breakfast menu cycle including production records and recipes is now available at www.kn-eat.org, School Nutrition Programs, What's New.

School Breakfast Waivers

Eating breakfast is one of the best ways to assure that students are healthy and able to achieve their full potential. All Kansas public schools are required by State law to participate in the School Breakfast Program unless they meet the following criteria and receive an annual waiver from the Kansas State Department of Education.

Fewer than 35% of students in attendance at the school building during March of the current academic year are eligible for free or reduced price meals **AND**

1. The school building does offer the School Breakfast Program and meets the following criteria:

- Breakfast is available, but student participation is low.
- The school principal must attest that breakfast is available to all students in the building.
- The school principal must attest that parents and students receive regular reminders of the availability of breakfast at school.
- The school principal must attest that bus and class schedules allow students a minimum of 15 minutes to eat breakfast at school.
- The school breakfast average daily participation in March of the current school year must be less than 25% of the number of students eligible for reduced price and free meals.

OR

2. The school building does not offer the School Breakfast Program and meets the following criteria:

- There is documented evidence that there is no need for the School Breakfast Program.
- The school must specify the policy and procedures that allow morning nutrition to be provided in that building to any student who needs it.

Waiver Request forms for the 2011-2012 school year are available at www.kn-eat.org, **School Nutrition Programs, Administration, Breakfast Waivers**. If you have questions about the waiver process, please contact our office at 785-296-2276 or your area's KSDE child nutrition consultant.

Summertime Success

If you are not already serving nutritious meals during the summer, now is the time to consider that possibility. Kansas kids need summer nutrition because hunger doesn't take a vacation. The Summer Food Service program (SFSP) was created to ensure that during long school vacations, children would continue to receive the nutritious meals they receive during the school year. Approximately 330,000 lunches are served to children each day in Kansas during the school year. Only 18,000 children statewide receive the free meals each day provided by SFSP sponsors during the summer months, so more sponsors are needed. Providing healthful meals can help maintain students' learning readiness, provide a safe place for children to interact with other kids and supportive adults, allow families to stretch their food dollars, employ staff in the summer, maximize use of otherwise idle buildings, bring money to the community, and build community partnerships.

The **Simplified Summer Option** provides for seamless operation of the School Nutrition Programs at sites with 50% or more of students eligible for reduced price or free school meals. All students will be served free of charge and meals will be reimbursed at the NSLP free rates for breakfast and/or lunch.

The **Summer Food Service Program** (SFSP) operates under different, although very similar, rules. Reimbursement rates are higher which helps to compensate for making a few operational changes. All meals are served free of charge to eligible children at participating sites.

The 2011 Summer Reimbursement Rates are now available at www.kn-eat.org, Summer Food Service Program. If you have questions about the SFSP or the Simplified Summer Option, please contact our office or your area consultant.

Training Pays!

In these uncertain times, it is more important than ever to make the best use of limited resources. Sending employees to training continues to be a good investment. Well trained employees are the key to high quality and cost effective Child Nutrition Programs.

This spring and summer, KSDE will offer a full schedule of Leadership Connections meetings, Child Nutrition Management Academy classes, menu planning classes and administrative workshops. In addition, we continue to work with Regional Training Cooperatives (RTCs) to assure that classes tailored to local needs are available across the state. RTC classes are conveniently located, inexpensive and cover a wide variety of relevant topics.

We strongly encourage you and your staff members to participate. We also suggest that employees are paid to attend and that hourly wages or salaries are linked to completion of professional development activities. The benefits to your program will far outweigh the costs!

Spring Leadership Connections Meetings

“All Aboard” for Spring Leadership Connections Meetings! We will discuss Child Nutrition Reauthorization and the proposed nutrition standards for school nutrition programs. Beautiful new posters that will brighten up your cafeteria and encourage physical activity will be distributed. There will be announcements and recognition awards, and as always, there will be great opportunities for professional networking. Meeting dates and locations will be posted at www.kn-eat.org, School Nutrition Programs, What’s New in early March. Plan now to attend!

Child Nutrition Management Academy & Regional Training Cooperative Classes

This June, we will offer both Child Nutrition Management Academy and Regional Training Cooperative (RTC) classes at six locations. This means that relevant training for **all** food service employees will be available at a convenient regional location. We hope this approach will make it practical for employees to share transportation and reduce the costs of attending training. Dates and locations are as follows:

- June 7-10: Topeka, Iola, and Hays
- June 14-17: Dodge City, Haysville, and Kansas City

The following classes will be offered:

- Personnel Management II
- Working SAFE
- KN-TECH
- Nutrition Education in the Primary Classroom
- Al a Carte...Mission Possible
- The Path to Personal Wellness
- Flexing Your Marketing Muscle
- Effective Financial Management
- Implementing HACCP in Kansas
- Food Service Sanitation
- SNA Healthy EDGE
- Food Based Menu Planning and Production Records

Each of the above classes provides 3 to 12 hours of training. In addition, there will be a selection of RTC classes offered at each location. The full class schedule and registration will be available around the first of April at www.kn-eat.org, School Nutrition Programs, 5-Star Training System.

Jump Start! – Orientation Class for Food Service Directors

New directors need all the help they can get to successfully manage our complex programs. Jump Start! was designed to give a quick overview of program responsibilities. Participants will receive valuable tips, guidance and ideas. They will also meet people who can be of help for years to come. Each class will be taught by a team of KSDE’s child nutrition consultants. A class for Directors will be offered on March 2 & 3 at the Kansas State Student Union in Manhattan, Kansas. For more information, go to www.kn-eat.org, School Nutrition Programs, What’s New.

SNA-KS Professional Development Workshop

The School Nutrition Association of Kansas invites you to come to Atwood for fun and professional learning on April 9th. The theme for this year’s workshop is “Life’s A Garden, Dig It.” For more information and registration forms, go to www.sna-ks.org.

Kansas Nutrition Council Annual Conference

“Access to Nutrition in 2011” is the theme for this year’s Kansas Nutrition Council’s 2011 Annual Conference. The event will be held on Thursday, April 14 at Eberley Farms in Wichita. For more information, go to www.sne.org/KansasNutritionCouncil.htm.

Scheduling Body Venture for 2011-12

Body Venture is KSDE’s traveling health education exhibit for students in grades K-5. Each year this exciting exhibit visits approximately 100 schools and helps students learn why it is so important to “Eat Smart. Play Hard.” To learn more about the exhibit, go to www.bodyventure.org. Requests for 2011-12 visits can be made between March 1 and April 30, 2011.

HealthierUS School Challenge

We encourage all Kansas schools to take the HealthierUS School Challenge! Contact Kelly Chanay at kchanay@ksde.org for information and/or assistance applying. Could your school be the first in Kansas to earn the Gold Award or the Gold with Distinction Award?

Reminder

We will be happy to post **free-of-charge advertisements for child nutrition job openings and food service equipment for sale**. Email your advertisements to Paula Tryon at ptryon@ksde.org.

A link has been added to the **USDA quantity recipes** which are posted on the National Food Service Management Institute’s website. To access the recipes, go to www.kn-eat.org, School Nutrition Programs, Guidance, Menu Planning & Production Records.

Winter Thoughts...

I hope many of you have had the opportunity to see the Public Service Announcement that has been airing on TV stations across the state promoting school nutrition programs and encouraging everyone to “Eat Smart and Play Hard!” With the passage of the Healthy, Hunger-Free Kids Act of 2010, Child Nutrition Programs are receiving increased attention. Embrace the opportunity to promote your program and the healthy, safe and cost effective meals you provide. Information about new policies and regulations from USDA will be posted at www.kn-eat.org, What’s New as we work together to implement Child Nutrition Reauthorization. The Child Nutrition & Wellness team appreciates everything you do every day for Kansas students. Please do not hesitate to call your area child nutrition consultant or me if you have questions or if we can help in any way!

Cheryl