



Child Nutrition & Wellness Advisory Council Meeting Notes January 10, 2014

Attendees – Stan Vallis, Connie Vogts, Vicki Hoffman, Susanna Thyer, Tandy Rundus, Kyleen Harris, Sandy Skucius, Carol Semrau, Angela Jeppesen, Shalonda Smith, Valerie Cable, Londa Tindle, Stephanie Keller, Tracey Colbert, Audrey Monroe, Kevin Sauer, Bridget Sheenhan, Cheryl Watts, Dale Dennis, Cheryl Johnson, Peggy McAdoo, Kelly Chanay, Jill Ladd, Mark Thompson and Pam Rosebaugh.

Welcome – Welcome by CNW Director, Cheryl Johnson and Deputy Commissioner, Dale Dennis.

Fundraising – Kansas is a local policy state. Per request from Mr. Dennis, members gave the following thoughts/opinions about fundraising.

- Policy based on size of school (1A/2A, 3A/4A, 5A/6A)
 - Promote alternatives
 - List of foods that do meet guidelines
 - 1 day/week
 - 1 fundraiser per week
 - Not during lunch
 - 1 day junk – 4 healthy days
 - Same day every week
 - PTO/PTA
 - Who will monitor?
 - Good choice – right for kids
 - Need to have concrete consequences
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Introductions – Council members introduced themselves by giving name, location in Kansas and programs administered or connection to CNW.

Child Nutrition Programs (CNPs) & Grants – CNW staff gave brief descriptions of CNPs and grants.

- **National School Lunch Program** - Kansas school sponsors that participate 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 use a food-based menu planning system, Nutrition Standards for School Meals.
 - **School Breakfast Program** - 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.
 - **Special Milk Program** - The 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
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available to children who attend “split session” classes (half day) and do not have breakfast or lunch offered to them. **After School Care Snack Program** - 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.

- **Fresh Fruit & Vegetable Program** - The FFVP provides all children in participating schools with a variety of free fresh fruits and vegetables throughout the school day. 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.
- **Summer Food Service Program** - The Summer Food Service Program (SFSP) provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play, and grow, throughout the summer months when they are out of school. Locally, SFSP is run by approved sponsors, including school districts, local government agencies, camps, or private nonprofit organizations. Sponsors provide free meals to a group of children at a central site, such as a school or a community center. They receive payments from USDA, through their State agencies, for the meals they serve to children at eligible sites. Priority is to increase participation. Last year, Kansas reached its goal of serving more than 1 million meals during the summer (which was over a 10% increase from last year).
- **Child and Adult Care Food Program** - The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursement for healthful meals and snacks served to children (less than 6 years of age) and adults (in residential adult day care). This is a supplemental program – not intended to cover cost of meals served. The USDA bases CACFP reimbursement on the type of meal and the income level of participants. The meal types are breakfast, lunch/dinner and snacks. Centers have three income categories: free, reduced price and paid. Family day care homes have two income categories: Tier 1 and Tier 2. Facilities earn reimbursement for eligible meals and snacks served to enrolled participants.
- **At Risk After School Snack Program** – At-risk after school meals are suppers and/or snacks reimburse through the CACFP to sites at schools or licensed child care programs serving in an area identified as eligible.
- **Healthy Kansas Schools** - The goal of Healthy Kansas Schools is to promote school health policies, procedures, and programs that improve health behaviors. Healthy Kansas Schools (HKS) operates from the premise that healthy children are more capable of learning and, thus, better students. The logical extension is that better students help create healthy communities. Healthy Kansas Schools emphasizes the connection between recommended health practices, academic achievement, and lifelong healthy behaviors. Healthy Kansas Schools is multi-faceted; providing technical assistance, health policy and standards guidance, training opportunities, direction on funding opportunities, and on-going communication. Healthy Kansas Schools utilizes a broad network of partners and resources to help create healthier schools and, in turn, healthier communities.

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- **Kansas Fitness Information Tracking (K-FIT)** is a Healthy Kansas Schools project funded by the Kansas Health Foundation that will provide Fitnessgram® to 900 schools statewide. Participating schools incorporate uniform fitness testing into their physical education curriculum and submit data on students to KSDE. The goal of K-FIT is to enhance the understanding of the relationships between various fitness measures (i.e. aerobic capacity, muscular endurance, flexibility, etc.) and individual academic indicators. The K-FIT project seeks to further validate the importance of physical education and physical activity to the academic mission of schools.
 - **Let's Move! Active Kansas Schools (LMAKS)** is an initiative designed to provide training for Kansas physical education teachers to become Certified Physical Activity Leaders for their schools. The overarching goal is to ensure that every school delivers a comprehensive school physical activity program with quality physical education as the foundation so that youth will develop the knowledge, skills, and confidence to be physically active for a lifetime.
 - **Team Nutrition** - An initiative of USDA, it's focus is to help kids Eat Smart and Play hard. The goal of Team Nutrition is to improve children's lifelong eating and physical activity habits through nutrition education based on the principles of the Dietary Guidelines for Americans and MyPlate. Team Nutrition focuses on five specific behavior outcomes: eat a variety of foods, eat more fruits, vegetables and whole grains, eat lower fat foods more often, get your calcium-rich foods, and be physically active. Kansas Team Nutrition is actively working to promote a number of health education programs to support schools' wellness policy goals.
 - **Body Venture** – A traveling health exhibit of the human body featuring engaging educational activities. Also includes classroom activities for use prior to and following the students' trip through the exhibit.

Child Nutrition Stats FY2013 - Cheryl shared CNW Child Nutrition Stats for FY2013 (# of sponsors/program, # of meals served/program, \$ of federal/state reimbursement, # of training registrations) and also compared the numbers to FY 2003. State reimbursement is a small match. However, if state doesn't appropriate funds, we can't participate in the federal programs.

Grants – Cheryl shared information about the current grants awarded to/administered by CNW.

- USDA-2012 Team Nutrition
 - USDA-2013 Team Nutrition
 - USDA-2013 Team Nutrition Non-Competitive
 - USDA-ART II
 - USDA-Direct Certification
 - USDA-CACFP Wellness
 - USDA-Summer Food Service Backpack Demonstration
 - KHF-Kansas Fitness Information Tracking (K-FIT)
 - KHF-Let's Move Active Kansas Schools
 - KHF-Healthier School Challenge Incentive
 - KHF-Wellness Policy Implementation
 - KHF-Healthy Kansas Schools Initiative
 - KHF-Physical Education Curriculum
 - CDC-School Health Surveillance
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USDA Priorities – USDA Strategic Priorities for 2010-2015 have 3 main focuses. Members gave thoughts on how to incorporate these priorities into Kansas programs.

- **Improve Program Integrity**
 - Direct Certification – multiple listings are time consuming
 - Use school eligibility for tiering
 - Serious Deficiency system humanized – less punitive
- **Improve Access to Nutrition Assistance**
 - Direct Certification emails – Make sponsors feel guilty
 - Use school eligibility for tiering
 - Selling the “why” to administrators
 - Focusing on partnerships
 - Key role of principals
 - Student surveys
 - Second Chance Breakfasts
 - Breakfast in the Classroom
 - Marketing breakfast to MS/HS - make it “cool”
 - Licensing restrictions – At-Risk & SFSP (ASCSP & Arts (Wichita)
 - Clarify time frame for supper (FDCH)
- **Improve Nutrition**
 - Expand Breakfast Outreach (Info to principals/administration about Grab ‘n Go /Breakfast in the classroom, Selling value in upper grade levels and storytelling – put face on hunger)
 - Need teeth for Smart Snacks without hurting school food service.
 - Increase supper program.
 - Masters of Education – Integrate impact of child nutrition programs into curriculum.

Child Nutrition & Wellness Goals – Cheryl distributed handouts with CNW 2013 goals achieved and a working copy of CNW 2014 goals. Members should circle which goals they feel are most important - keeping in mind the USDA Strategic Plan (Priorities).

Training/Technology Needs/Enhancements/Website Redesign – CNW granted ART II Grant. Goal is to reduce administrative error and increase program integrity for School Nutrition Programs. Rewrite KN-CLAIM into .NET format using contract company. Also to enhance reporting, purchase mobile devices to get real time information at reviews, and class development.

General Group Discussion of Training Needs

- **Successes**
 - Liked the bench marking and challenges in SFSP The Heat is On!!
 - Formatting
 - Accessibility
 - FS training – humor, reality experience
 - Consistently developed
 - Open channel
 - Power points to use with staff (Is This Meal Reimbursable?)
 - Quick Trains
 - Once a year Home Sponsor sharing important
 - CACFP Culinary class
 - Like being made available to make own class
 - **Common Barriers**
 - Multi-lingual
 - **Challenges**
 - Need training earlier than offered
 - CACFP On-line without KDHE approved
 - Want short videos for SFSP – comprehensive overview
 - 2-1 hr classes or 1-2 hr class (need 2 hrs/month)
 - Want certificate/test for quick train
 - Want videos
 - 2 hr. CACFP culinary classes
 - Not able to share at SFSP training
 - **Want**
 - Small group discussion regarding outreach
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Work Group

• Training Needs

- CACFP Statewide trainings in addition to region to meet the needs of cooks, teachers, childcare providers, etc.
- New training for turnover employees throughout the year.
- Language barriers – more Spanish
- CACFP At Risk Manual
- New CACFP Crediting Foods
- KSDE make stand w/administrators to attend training. (What are the consequences? Need teeth so local will be allowed to attend.)
- Combination of RD needs as directors and need for RD hours vs. SNA (Help for RDs applying for SNA accreditation)
- CACFP sponsor trainings 2 times/year
- Hardware (equipment) needed for CACFP trainers or any cadre trainers
- Current variety is nice
- Materials are nice and appealing

• Training Methods

- Don't read what we can read ourselves
- Computer on-line with testing and certification
- Class is good with people interaction
- Webinar option is really nice (and keeps on track)
- Continue electronic training as supplement
- More information sharing between like groups
- Face-to-face and on-line
- Delivery to a single or small group of new employees

• Training Timing

- Not during claims.
- Light during summer vacation times.

Days of Week

- Not Monday or Friday
- Doesn't really matter – Wed/Thurs best 2-4 pm (Schools)

Length

- If people travel long distance – longer training
- 1 hour too short – 3 hours too long

Time of Day

- Afternoon

• Training Locations

- Central locality nice – 1 hour or less
 - CACFP – Enjoyed central fall conference.
 - Offer both statewide and regional
 - Offer satellite
 - Offer one location so everyone can share in like groups
 - Offering more than one option is nice
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Work Group – Administrative Training

- **Positives**
 - Accessibility
 - Pretty well done overall
 - Good training
- **Negatives**
 - Timing
 - Focus one year at a time (current year)
 - Too late in year
 - Allow customization when re-teaching KSDE materials (homes)
- **New Ideas**
 - Love to have May/June training
 - On-line refresher
 - Need specific check-off sheet for CACFP At-risk
 - More tools to train sites

Work Group – Menu Planning/Nutrition

- **Positives**
 - 6 weeks! Yeah.
 - Keep practical cooking classes
 - Lab classes are great!
- **Negatives**
 - Make culinary classes with recipes kids are really eating
 - More training in flavor enhancements (all programs)
 - Some recipes need more testing
 - Need menu cycles for CACFP w/variety
- **New Ideas**
 - Menu Cycles w/ 2nd choice
 - More information on allergy needs.
 - Consider difference between aggregate sites and homes.
 - As sodium levels change
 - As take out sodium, really push helping districts with spices for flavor
 - Recipes with spices really important
 - Spicing guidelines as you increase proportions
 - Common quantity cooking – small site menus and cookbook using 9 x 13 pans
 - Provide HKM recipes that work well with schools to CACFP home providers

Work Group – Other Topics Needed

- **Positives**
 - A la carte regs
 - **Negatives**
 - **New Ideas**
 - How to deal with parents, public, media & teachers
 - Customer Service Complaints
 - Food Safety new research & techniques
 - At-Risk CACFP Organic Parents
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Work Group – KN-EAT website

- **What works?**
 - Great to have info available and updated
 - Like that you are constantly working on it and asking for our input
 - Comprehensive
 - Obvious communication is important to KSDE authors
 - Access to forms
 - Rarely ever down
 - **What is used most?**
 - Food Service Facts
 - Administrative Handbook
 - Crediting Foods
 - What's New
 - HKM and resources (more so by 4A and below)
 - KN-CLAIM
 - Tool Bars
 - Contact us
 - Program Agreement & documents
 - School Eligibility Summary
 - **What do you need?**
 - Better search tool w/ in site
 - Search engine inside each tab and on the outside for what tab to go to specifically or page you are on
 - Maybe needs an "outside consumer" corner or concerned parent section that is more general public oriented (schools could link this to their web pages) which includes new guideline info, state of the state for KS, programs offered, School Wellness Policies Counterintuitive if on the outside where things are on the site
 - Better organized more efficiently
 - Some items are hard to find on the program
 - Contact info for comments good/bad
 - What's New has too much infor. How to categorize it or separate important items you HAVE to do and highlight as such (ACTION section or high priority, then other sections.
 - Website for CACFP Home Sponsors
 - Contacts of state staff (emails, phones- easily accessible)
 - Seems to be closed for maintenance more frequently
 - Highlight what a meal should look like – photos
 - Videos run very slow – Farm to School buffered
 - Ability to print handbook on one click, rather than having to download PDF of chapters and then print
 - At Risk CACFP Page
 - More timely updates – FSF
 - Map or Site index
 - Printing claims off KN-CLAIM & reports
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Work Group – KN-CLAIM website

- **What works?**
 - KSDE staff can help by getting on claim. They are helpful.
 - Sponsor application and site applications.
 - Thank you for checking the “box” that we are all reporting to the best of our knowledge.
 - Not as user friendly as KN-EAT – needs attention
 - Uploading feature has been nice for some things.
 - Comprehensive final page for claims.
 - Program renewal/budget info for CACFP – also other programs
 - Reports – but only as good as info entered
 - Reporting such as verification
- **What is used most?**
 - File Claims
 - Financial reports
 - CACFP Reports in KN-CLAIM
 - CACFP Homes: HD license tie in
 - Food Service Facts
- **What do you need?**
 - Claim Upload – No indicator if it failed and why
 - Wellness Policy Builder
 - Training for directors on how to run reports or what is in it
 - FFVP Claim - too repetitive and time consuming. Needs auto fill feature.
 - FFVP Claim – would like to copy info from school to school
 - Automatic notification of changes on site information to consultant
 - Too much “Mother may I?” Permissions too ridged date wise (CACFP Homes)
 - Ability to upload claim information for FFVP
 - Address compatibility issues (re: uploading documents)
 - Combined program agreement features
 - Monthly Claim – when get to it have it JUST be claim or remember where you were last
 - Easier movement on claim form
 - Continuing work to help ensure reporting accuracy – training (re: reporting as we move from/with district reports to KSDE reports)
 - Improvements w/ designated user process; also access to program agreement as option for designated user in NSLP
 - Tasks have too many steps to complete
 - Passwords – and remembering them?! No answer though (change less if possible)
 - Reconciling errors is very burdensome (CACFP Homes)
 - Change application menu (make into individual tab)
 - Make HOME button worthwhile (need door to be open)
 - Monthly claim just be right beside YTD report so you do them both monthly
 - Poor navigation – too much in and out of screens
 - Down too often
 - Less time consuming reporting process
 - CACFP report printing improvements
 - Needs to carry site info from FY to FY.
 - More cohesive proves for end of year claims – CACFP Homes.
- **Electronic Signatures/Access by Designated Users**
 - Problems accessing designated user system. Would like to be able to designate like CACFP for schools

Outreach Needs to Increase Child Nutrition Program Access Collaborations & Partnerships

- **Outreach and Access**

- Summer School
- Bus passes – United Way provides
- Bus kids to school which qualifies for SFSP
- Administration (Superintendents/principals) barriers at HS
- Supervision of kids
- Use city facility or adjoining park
- Coaches want football kids fed. Gets indoor.
- Library
- Non-profits
- Parks & Recs
- PTA
- Churches
- Lions Club
- Coalitions
- Food Banks
- Volunteers from newspaper
- Boys & Girls Club
- Let sponsors know they can be in other communities
- 2nd half summer – Share partnership
- Partner School Administrators
- Filling the Gap – Junk Food
- Communication/selling point of programs – SFSP academic success – Marketing campaign
- USD 204 – Day Camp with no summer school – routed meals in
- KCACRA - training in western Kansas to get more licensed daycare homes
- Local Health Department – make aware of meal pattern changes (CACFP)
- University school administration programs

Customer Service is a Priority – Discussion centered around the current CNW Customer Service Survey through Survey Monkey. Members gave input to how they perceive survey and its value as a whole.

- **Positive**

- Transparency

- **Negative**

- Access problems to survey
- Do not want to hurt CNC program performance
- Need to know it's not detrimental to person or their job
- Provide summary of Customer Service Survey Results and/or outcomes (themes, can/can't do)
- Acknowledge response, feedback
- Heads-up – have child nutrition consultant say the survey is coming
- Needs to be concise – 5-7 questions
- Why fill out? Federal guidelines can't change the outcome
- Always after opportunity
- Tell them at the time of the review that "In a week these questions will be sent to you". Better results and increased response.
- All trainings – always offer opportunity for feedback

Grant Project Ideas

- Team Nutrition and Farm to School
- Non-Profits can often not write grants that do not directly fund the budget
- Grants that make free materials available to sites
- Promote SFSP to MS/HS

Set Next Meeting Date & Adjourn

- Members voted to have 3 meetings a year.
 - The focus for the 2nd meeting would be on Smart Snacks in Schools, CACFP Meal Pattern and Farm to School / Farm to Preschool.
 - At the 3rd meeting, agenda items will include Professional Standards and Community Eligibility.
 - Cheryl will email next meeting date options but must be before June 30, 2014.
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