



Child Nutrition & Wellness Advisory Council Meeting November 10, 2016

Attendees – Judy Friesen, Corina Cox, Cheryl Watts, Sandy Skucius, Adam Inman, David Paul, Jessica Younker, Laura Fails, Sholanda Smith, Brook Brubeck, Terri Jo Markham, Wanda Williams, Kathy Barrett, Nancy Coughenour, Jennifer Church, Connie Vogts, Robyn Steuwe, Kyleen Harris, Amber Howells, Stan Vallis, Sandy Procter, Cheryl Johnson, Jill Ladd, Mark Thompson, Kelly Chanay, Emily Brinkman, Julie Henry, Hilary Robertson and Pam Rosebaugh.

Welcome – Cheryl Johnson

USDA State Agency meeting in Washington DC. Cheryl relayed some of Dr. Katie Wilson's (Deputy Under Secretary for USDA FNS) thoughts. Thanked everyone. Food Insecurity at lowest point ever. Reauthorization – we need to tell our story, be positive about our programs, how they benefit children, be proud of what we do.

Introductions – Cheryl Johnson

Introduced KSDE staff and Hilary Robertson, a KU intern working with Child Nutrition & Wellness (CNW) until the end of the semester. Advisory Council members introduced themselves and named one question they would like answered today.

Questions included:

- CN Labels. Can we use the USDA list?
- How can USDs implement Community Eligibility Provision? What are talking points that I can take back to my community to engage others?
- How can KSU staff/faculty support CNW/Child Nutrition Programs?
- What kind of guidance and support for unpaid meal charges? Looking for more help.
- Looking forward to the KN-CLAIM roll out.
- How can KSU staff/faculty support CNW/SNPS?
- New CACFP meal pattern guidelines.
- Direction of Smarter Lunchrooms?
- Excited about new KN-CLAIM roll-out
- Expectations with regard to procurement
- Latest trends with regard to Food Service Management Companies in Kansas
- How can KDA assist with compliance issues?
- Will there be more Power Up Wellness Workshops for middle school students?
- What are best practices for implementing CACFP meal patterns in schools?
- Excited about online training,
- CACFP training requirements for teachers.
- How can K-State Extension faculty support Child Nutrition Programs?

2017 FNS Strategic Priorities

- Focus on Local Foods – What is considered local? Some vendors identify local products.
- Finalize HHFKA (Healthy Hunger-Free Kids Act of 2010)
- Support for Revised Food Allergy Guidelines
- Less Improper Payments
- Reduce Food Insecurity

What's Coming

- Innovative Uses of Technology
- Focus on Program Integrity
- Program Oversight “Culture” – focus on the right things
- Political Transition at the National Level
- Increased Public Expectations for Information (availability of real time data and transparency)

KN-CLAIM Testing, Training & Roll-Out – Jill Ladd

Explained common authentication. Demonstrated the new KN-CLAIM. Main changes: Cannot hit the enter key to move forward - must hit a button on the screen. All upload buttons have been moved to the Checklist. New navigation menu on the right along with a save button so not necessary to scroll to bottom of the form to save. Also shows section with the errors. Looking currently for a January/February roll out date. Staging environment is being developed. Asked Advisory Council members if they would be willing to test KN-CLAIM in staging environment. After rollout, KSDE will have an IT help desk from the different programs to answer questions. All data will be migrated from old KN-CLAIM to new KN-CLAIM.

KN-CLAIM Online Training Module – Julie Henry

Julie demonstrated how sponsors can use this module to explore and practice using the KN-CLAIM system without using production – just a simulation. Good for first time users without the fear of messing anything up.

On-Line Training Demonstration & Discussion – Julie Henry

Julie demonstrated the online training platform. Questions and comments included:

- Spanish option? Institute of Child Nutrition is working on this option.
- May be helpful to have someone outside the agency to test.
- Fair labor standards – people working off the clock and taking a class. Time stamp?
- Important for classes to be responsive to different electronic devices.
- Requirement to take in person class after so many years.
- Online training should benefit new employees.
- A Blood Borne Pathogen class would be helpful.
- Voiceover for all classes would be good. Some learners can hear and learn (understand) but cannot read and understand the words.
- Would be helpful to have voiceover for the questions and answers as well.

Brainstorming & Work Groups

Farm to Plate

Grant project ideas. How to get local foods from all sections of the plate on the plate? How to make connections? How to make it work for farmers and schools—cost benefit analysis?

- Ideas for small CACFP centers
- Database - Ingredients/products/manufacture
- Local Community College involvement—adopt a school
- Virtual tours—Midwest Dairy Council
- Kansas Farm Bureau
- Gleaning Summer/Fall Efforts—Summer Food, Farmers Market Fundraiser, FFA/Ag experience
- Streamline donation form - if licensed = qualified to donate; record of licensing = documentation for school
- How to get delivery to multiple sites?

Tech Innovation - KN-Claim

- KN-Claim license errors—overlap month glitches
- CACFP Management Plan—being able to print entire document
- Will system email authorized representative when change is made or approval is completed?
- FFVP - Auto fill OR load for sponsors serving same items at multiple sites.
- Financial reports by month throughout current year not just previous years.
- Downward revision after 90 days—not going in error.

CACFP Training Needs

- Webinar classes become on-line (KHDE) approved—certificates not needed as long as class log is available for management to verify.
- We need front line training online – especially targeting teachers' role in encouraging consumption of the nutritious food that is offered.
- Especially appreciate webinars to answer admin changes.
- Teaching ideas that are children appreciated fun facts about food-pyramid, etc...
- Teaching ideas - exercise and healthy food choices are one. Family style serving (required by KDHE) how to make it fun/worthwhile.
- Can extension help with the 2 teaching requests above? We have resources related to all. Then...would this be KDHE approved? Cost? Make sure very visible that it is KHDE approved. Must have certificate!
- Food Allergies
- Webinars geared toward front-line staff, not just directors.
- Make a few RTC classes into webinar format - NSLP.
- Can NSLP directors get class materials from KSDE to teach to their own staff, no fee?
- Training for actual cooks in At-Risk/SFSP including paperwork and examples of cost-effective recipes.

CNW Regional Training System

Are monthly webinars needed? Frequency? Topics? Admin topics or other topics for webinars and online classes. Length for webinars and online classes. Format—topic with sponsors able to call in with questions or like pre-prepared training presentation. How can we help with technology challenges? Move away from RTC coordinator model—in-services and SNA-KS. How could sponsors learn about CNMA and what could we do to make classes relevant for all? Should the SNP Leadership Forum be open to all program sponsors? Leadership Connections beneficial? What classes F2F vs Online?

- Maybe alternate time of webinars—one-month morning/one-month afternoon
- More reminders of upcoming webinar
- More culinary classes (basic knife, baking skills, etc...)
- Training update and then one 'other' monthly update - separate updates
- Blood born pathogen training online
- In-services!! 1/2 day and full day options.
- Like webinars—like that they are recorded-be sure handouts also available if watching recorded webinar
- Online – Food Safety Basics, Is This Meal Reimbursable, Civil Rights, Portion Control
- As an RTC coordinator, I have struggled to find available common dates for the districts in my RTC.
- Webinars are at a good time (6 am better), or just online so that it could be viewed whenever (with outline that shows topics to be covered).
- CNMA time—think about different time of year? Spring break? Maybe just a couple of days instead of 4.
- Move away from RTC coordinator model. Districts have travel restrictions. Let sponsors know/aware of how to request in-services.
- Leadership Connections beneficial? 3 votes yes!

Food Safety Questions

- *Food Service Management Company licensing - who is responsible?
- Compliance data - FSMC vs. Non-FSMC Sponsors

2017 Goals

What do you think the goal priorities should be for the CNW team?

- Unpaid meal charges guidance, multi-level (Food Service Director, business office, superintendent, PTA)
- Increasing breakfast participation thru Grab N Go/Second Chance
- Smarter lunchrooms
- Helping Home Day Care providers understand changes and receive timely info.
- Attitude adjustment for teachers (and administrators!) and invite them to be part of ideas and planning!

What are YOUR goals for 2017?

- Increasing breakfast participation with limited support from building administration.
- Decrease food waste (KDHE)
- Just survive! ☺
- Increase access to lunch service
- Telling “the story” to students, staff and public
- Limit exposure to more charges (\$\$) from the district
- Start an alternative breakfast service at all mid and high schools/start SFSP.

Increasing Access to SFSP & At-Risk, Breakfast & CACFP

What can KSDE do to help? How to promote and market? What is needed for successful program initiation? Training needs? What partners can help? What is needed in an At-Risk tool kit?

- At-Risk tool kit - Get tips from the field, the reality of getting the program started.
- Facts and figures “kit” for admin presentation, to get them on board.
- Capacity of lunch service vs. student count.
- SFSP Less Restrictive: congregate meals and education component
- Training for non-nutrition should include at least 2-week menu and all paperwork for recipes at a 10 child increment and info cook needs.
- At-Risk/SFSP sites to understand transition between program sponsors vs. site transition.
- Startup money—understand money/reimbursement won't arrive for 2 months.
- Guide of how to plan and do a traveling bus for SFSP to get meals to kids.
- Success stories of how to do grab & go line for breakfast. To show how simple thinks can feed more kids.
- Ideas of shelf-stable meal options.
- What data is available to support stakeholder collaboration, additional programming?

Administrative Review

Posting results/issues that arise. Procurement Reviews - keep with AR? Need training? Resource Management - training, resources, non-program foods tool - helpful? How can it be made easier? Are face-to-face Administrative Review (AR) trainings needed? Webinar only ok?

- AR and Procurement Reviews need to stay together!
- AR training annually but allow anyone to come.
- Yes to face-to-face AR and Procurement Reviews
- CACFP reviews good as is. Appreciate list of things to be covered ahead of time to be able to have items collected.
- Find a way to publish AR results which show the positive. Can't only include the findings which need corrected.
- Keep Procurement Review as its own review (don't combine with AR)
- Education for general public on terminology in reviews. Most have no idea what it all means.
- Ability for the school district or places reviewed to explain how corrections are made and what will be done to keep corrections in place on results posting.
- Information on what to expect with procurement review.
- Overall rating system so that negative results are labeled by severity.
- Post positive and negative results (all).
- Give each district the option - together or separate.
- Take Smart Snacks out for NS. Put burden on school!

CACFP Meal Pattern Resources & Training

Timing? How long? Locations for training? Specific questions you want answered? Best way to disseminate information after training?

- Allow providers to attend regional roll out trainings also.
- Highlights of difference and how to encourage remembrance...
- When is Crediting Food Handbook being revised?
- Best practice for schools w/ pre-K and how to serve students in both programs.
- Seminar for industry
- Clarify requirements vs. best practices
- Regional face-to-face training and simple fact sheets (feedback given that USDA sheets are a little too busy for providers)
- Can extensions help with training? F2F especially?
- How do I know if the PK in my K-2 school is part of the CACFP program?

Program Updates, Hot Topics, Q & A

- Breakfast Initiatives – FRAC reports that alternative breakfast initiatives have increased. Still reports of teacher resistance. Training to send to school late. It is not our job to feed the kids 24 hours a day. Have student support. Need buy in of Administration or have it be administration idea.
- Farm to School & Technology Innovation Grant (TIG is for CACFP and SFSP)
- Healthy Kansas Schools Initiatives:
 - Funding for K-Fit ended this year. Hoping to use leftover funds to work with school systems (SIS) to develop fields where teachers could enter data. This would be free so setting up meeting with vendors to hopefully have in place by next year.
 - LMAKS – Last year of funding for this initiative. In the 6 years of LMAKS, trained teachers in 61 counties across Kansas. With more funding from KPHARED, additional in-services are being provided.
 - Youth Risk Behavior Survey. HS only. Have 62 HS selected. They have been contacted. Related the importance to schools to gather information about nutrition, injuries, and bullying. No data in 2015, so working hard to get this information and getting schools to participate. Trying to local input as to why it is important. School will get \$1,000 for participating. Would be helpful for the survey to be electronic. 9-12 and random selection (2-5 classrooms).
- Summer Food Service Program & At-Risk Afterschool Meals Numbers. Added 16 counties across the state that previously did not have a SFSP sponsor. 24 new sponsors, 577 sites (484 last year) 1,328,209 meals; 20,000 more meals than last year. Great partnerships have been formed. At-Risk Afterschool Meals (year round meals) streamlining the application has helped. Available on KN-CLAIM so less data duplication. Approved 2 new sponsors. Increase in school sponsors serving At-Risk meals. FSMC sponsors are pushing to serve more meals. Biggest challenge is knowing about the program. Showing how this will work – staffing, making meals and then accountability.
- Industry Training. Shawnee Mission. Procurement training first then, CACFP regulations. Sample template based on qualifying for. (morning, ½ day)
- Can USDA CN Label database list be used to identify products for providers? If purchasing the product, it needs to have a CN Label or if vendor can give you one with watermark. The verification report would not work to actually prove (same product code #) that was served. Share CN labels with sponsors. CACFP sponsors could use school sponsors as a resource.

- Wellness Coach Model. Beneficial? Yes for smaller districts. Depends on the coach. Application for CACFP Healthier CACFP Award could be why no one from Kansas is applying. Would a money award be more likely for more sponsors to apply? Yes. Free training would help.
- February 24, 2017 is Wellness Policy Summit. Will submit revised model wellness policies to State Board in May.
- Team Up for Success - SFSP & CACFP Topic Areas and SNP Recap. Suggested topic areas for SFSP: Last year operations and outreach. This year: ways to get more participation using transportation models, increasing access, increasing participation, marketing the program. CACFP suggested topic areas: training in the classroom, collaborating with schools, resources (who to contact), increasing participation, marketing the program.
- Final Rules - CACFP Meal Pattern, CEP, engaging all the community partners, getting administrators to know that every school is different, demographics are different; Wellness, Smart Snacks, Administrative Review.
- How can KSU staff/faculty support CNP programs? Smarter Lunchrooms techniques to decrease plate waste. Working with KSU to look at whole grain products and plate waste study, then go to schools to train them and complete a post survey. Assisted with Body Venture evaluations. KSU dietetics take Jump Start for Directors as part of their curriculum.
- CACFP Meal Pattern training/guidance. What resources will be available? Institute of Child Nutrition is coming up with training materials and resources. CNW will have some as well.
- Expectations in regard to procurement. The procurement review tool is very complicated. USDA has not approved tools from some states yet. KSDE is going forth as is. Need training on the tool. KSDE staff are entering information in the tool for sponsors. Suggested as a topic for Leadership Connections for spring and invite superintendents or purchasing person.
- Latest trends with regards to FSMC in Kansas. New contracts for 2016 – 17. This year 3 have expressed an interest. The initiation is coming from superintendents and administration. We do offer efficiency reviews at their district to look at costs and make recommendations. Training next week for sponsors interested in FSMC. Most are small districts going to FSMC. Make sure the sponsors understand the responsibilities that they have to retain, things that FSMC cannot do. How it effects the economics of the communities. KSDE responsibilities to educate the sponsors and FSMC to understand the regulations and responsibilities of all within that contract.
- What can KDA do to help? Currently good partnership. FDA recalls for fruits and vegetables. USDA for other products.
- Will there be any more Power Up Wellness Workshops for middle school students? Students really enjoyed this opportunity provided through a Team Nutrition grant.
- Unpaid Meal Charges. What kind of support/resources can KSDE provide? CNW will attend Council of Superintendents. Kansas State Association of School Boards is putting together a template policy.

Wrap-Up & Adjourn

- Meeting Dates 2017. April and November time frames work best. Preference would be to have meeting either before or after verification.
- Thank YOU and distribution of certificates of participation.