Spring Business Meeting

April 20, 2012
9:00am– 4:00pm

Law and Justice Center
645 South 200 East
Salt Lake City, UT

Agenda

9:00	Welcome
	Ice Breaker
	CNPweb/Agreements/PLE
	Farm 2 School
	Review Findings
	FFVP
	Contracts (FSMC)
	Contracts (Vended Meals)
	Direct Certification
11:15	Lunch (Provided)
	Spotlights
	Verification
	Wellness Policy
	Winter Conference Q&A
	Bulletins
	SFSP/SSO
	Come Together Source
1:20	Break (Provided)
	Burial of the Old Meal Pattern
	New Meal Pattern
	Breakfast Meal Pattern
	Menu Examples/Excel sheet
	Networking
	Adjourn

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Updated: April 2012

BINGO

Read the descriptions below and find someone that the description applies to and have them sign the square. For each square someone signs ask at least one follow up question.

Find someone who…

Has a food allergy	Mows their own lawn	Works at a school where they do scratch cooking	Has hit a deer	Likes very spicy food
Has grandchildren	Is a vegetarian (or doesn't like meat)	Has created menus for the new meal pattern	Loves strawberries	Has seen a play on Broadway
Has opened the Food Buying Guide in the last week	Had a coke this morning		Doesn't live in the same county as you	Ate a peanut butter sandwich in the last week
Was born outside of Utah	Works at a school that had a review this year	Never flown in an airplane	Grows herbs in their house	Doesn't like asparagus
Has never eaten shrimp	Loves to ski	Takes a daily vitamin	Loves to bake	Works at a school that uses whole grain products

Review Findings in SY 2011-2012	How to Avoid Them
HACCP Plan	
Plan not being followed as stated	• Follow the plan as stated, or re-state the plan to match procedures • Read through HACCP plan o update processes that have changed o remove parts (processes, checklists, logs) not being used
Production Records	
Planned adult or a la carte meals are missing	• Add planned numbers for adults/a la carte for each menu item • If adult meals are offered, the planned amounts and food prepared should be documented on the production record
Total planned amount is missing	• Fill in planned total (children + adults + a la carte) for each menu item • Production record needs to indicate the amount of food that was prepared and whether it is enough for the number of meals planned
Planned serving sizes are missing	• Include planned serving size for each age/grade group to be served • Needed for completion of analysis
Total amount served is missing	• Record amount of food that was served for each menu item • Production record needs to indicate whether or not there was enough food • Use this to know if adjustments in preparation are needed
Information not specified for each grade group	• Must be specified by grade group for each menu item: serving size, planned numbers, total number of students served • Needed to complete analysis
Not filled out completely every day	• Fill it out completely, all the way down, for each menu item after meal is served • If it's not written down, it didn't happen, i.e., the food wasn't served
Substitutions are made, but not dated	• If subs are made, the date the need for the subs was known must be recorded • Also needed under new meal pattern
Special diets are not included	• Write in and date if menu items need to be prepared or pulled for a special diet • This is documentation of what needs to be prepared if staff are new • This is backup of what was served if the child gets ill
Food Based component information is missing	• Food Based production records must indicate which menu items are contributing to the components • Will be required under new meal food-based meal pattern!
Foods of Minimal Nutritional Value (FMNV)	
FMNV are available in the food service area during the meal	• "Food service area": any area on school premises where program meals are *served* or *eaten* • FMNV are defined in the Quick Reference and NSLP Bulletin 01-02 • Read the wellness policy to comply with that also • Check what is offered in vending machines, school stores, student clubs or groups throughout the food service area o If there are no FMNV, they are good to go! o If they have FMNV you can remove the FMNV, or put procedures in place to prevent their sale in the food service area ▪ Turn off machines ▪ Redefine food service area • Per NSLP Memo dated March 21, 2012: State will require LEA to repay all lunches that were served during review period
Applications & Verification	
Income for *all* household members is missing	• Make sure *every* household member has an income amount and frequency listed OR indication that no income is received • Follow-up if information on app does not make sense (i.e., hourly wage is listed)

Updated information is missing documentation	• Document (initial, date, phone call or in person) any changes at are made to the application, such as if the household is contact to clarify or provide information • All changes or additions to applications must document how and when the information was obtained
Apps filled out for family not done appropriately	• Follow directions in Eligibility Manual, pg 27, if filling out an app for households that fail to apply • May be done by a school official for a child known to be eligible with best household size and income information
Application information requested the full SSN	• Use updated template for application that only requests last 4 digits of SSN • Use updated template for verification letters that does not require SSN of adults • Make sure these are updated wherever they may be provided: in the office, online, in registration packets, etc.
Apps pulled for verification missing confirming official	• Designate and train someone in the SFA to review applications selected for verification before the household is contacted • Each app pulled for verification is reviewed and signed by confirming official • If it's not written down, it didn't happen
Verification procedures are not tracked	• Maintain a description of verification efforts • Document which apps were selected, when letters were sent, when information was received, the outcome, and when verification complete
Menus	
Milk of more than 1% milk fat offered	• Limit milk options to 1% white, or skim white or flavored • This is per NSLP Bulletin 12-11 and the new meal pattern requirements
Serving size by weight vs. volume not used appropriately	• Make sure the amount listed as the serving size and included in the analysis is equal to what is actually being served • Use caution when listing serving sizes by weight (ozs) unless it has actually been weighed; this may result in incorrect nutrient information
Menu items missing appropriate nutrition or CN labels	• Maintain a file of nutrition facts labels and CN labels for all products • Update as necessary – when products or brands are changed • For new regs, product speculation forms or CN labels will be required! o Creditable grains, combination foods
Point-of-Service adult leaves during the meal	• Make sure POS adult does not leave during meal service • Designate someone else to be the runner for refills, etc. • Have a process in place that the line is stopped if the POS adult leaves

Point-of-Service adult not identifying reimbursable meals	• Make sure POS adult knows that is required for a reimbursable meal
	  o Will depend on meal pattern, offer vs. serve
	  o Train for new meal pattern: minimum serving sizes; fruit or veg required!

Special Diets	

Appropriate documentation missing	• Obtain appropriate documentation for the student. Must specify:
	  o Disability or Non-disability – determines of accommodations required
	  o Foods to be omitted
	  o Foods to be substituted
	  o Medical Authority's signature (parent may sign for non-disability milk sub)
	• A template request form is available online!

Non-disability conditions not accommodated correctly	• Make appropriate accommodations for documented special diets
	• **Disability**: accommodation **required**; do what doctor says, meal will be reimbursable
	• **Non-Disability**: accommodation **optional**; meal must still meet meal pattern to be reimbursable; may accommodate through offer vs. serve
	  o Non-Disability milk substitution: same as non-disability; but if non-dairy milk substitution is provided it must be nutritionally equivalent to milk
	  ▪ If offering juice, it must be available to all students

Example “contract” requiring principals to pay back any funds lost as a result of FMNV violations from his/her school’s funding.

Source: Sharon Stucki from Washington School District

NOTICE
From the Child Nutrition Department

September 20, 2011

The Child Nutrition Department will be having an Audit conducted during the current school year 2011/2012. This means we MUST be in compliance with all state and federal regulations pertaining to School Breakfast and Lunch service times. Competitive Foods seems to be a little bit of an issue during our meal service time frame. If Competitive Foods are being sold during the meal service time, funding will be revoked. Your school will be responsible to reimburse the Child Nutrition Department for all funding that has been revoked.

“Any food item that is sold in competition to the reimbursable school meal program is considered a Competitive Foods. This is defined by 7 CRF 210.11 and 220.12. Foods with minimal nutritional value are prohibited from being sold in food service areas during meal periods”.

Thank you for complying with these regulations pertaining to the Child Nutrition program.

Sharon Stucki

School:_____ Principal Signature:_____

Date:_____

Comparison Chart of the 2004 and 2010 requirements for local school wellness policies (LWP)

	Old Requirements **Child Nutrition WIC Reauthorization Act, 2004**	**New Requirements** **Healthy, Hunger-Free Kids Act of 2010**
Overview	**Directs local educational agencies (LEAs) to have in place a LWP for each school under its jurisdiction.**	**Strengthens LWPs and adds rules for public input, transparency, and implementation.**
Elements of the Local School Wellness Policy	LWP to include, at a minimum, goals for nutrition education, physical activity, and other school-based activities to promote student wellness, as well as nutrition guidelines for all foods available on school campus.	In addition to the 2004 requirements, the LWP is also to include goals for nutrition promotion.
Stakeholder Involvement	LEAs are required to involve parents, students, and representatives of the school food authority, the school board, school administrators and the public in the development of LWP.	In addition to the 2004 requirements, LEAs are now required to permit teachers of physical education and school health professionals to participate in the development of LWP.
Stakeholder Participation	The stakeholders named above are required to participate in the development of the LWP.	In addition to the 2004 requirements, LEAs are now required to permit all stakeholders named above and in 2004 to participate in the implementation and periodic review and update of LWP.
Local Discretion	LEAs can determine the specific policies appropriate for the schools under their jurisdiction, provided that those policies include all required elements specified in the Act.	Same as 2004 requirement.
Public Notification	None.	LEAs are required to inform and update the public (including parents, students, and others in the community) about the content and implementation of the LWP.
Measuring Implementation	LEAs are required to establish a plan for measuring implementation of the LWP.	LEAs are required to measure periodically and make available to the public an assessment on the implementation of LWP, including the extent to which schools are in compliance with LWP, the extent to which the LWP compares to model LWP, and to describe the progress made in attaining goals of LWP.
Local Designation	LEAs are required to establish a plan for measuring implementation of the LWP, including designation of one or more persons within the LEA or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the LWP.	LEAs are required to designate one or more LEA officials or school officials, as appropriate, to ensure that each school complies with the LWP.

12/06/2011. Created by US Department of Agriculture's Food and Nutrition Service (USDA FNS); US Department of Education (ED); and US Department of Health and Human Services, Centers for Disease Control and Prevention (CDC).

Plan	Yes	No	Person(s) responsible; Activities; Comments	Date Completed
Has a LWP been established?				
Does the LWP include the involvement of students, parents, school food authority, school board members, and the public in the development of the plan?				
Is the Local Education Authority (LEA) making efforts to include teachers of physical education, school health professionals, and school administrators in the development, implementation, and periodic review and update of the policy?				
Does the LWP include goals for nutrition education, physical activity, and other school-based activities that promote student wellness?				
Are there goals for nutrition education?				
Goals for physical activity?				
Goals for other school based activities that promote school wellness?				
Does the policy reflect current standards for USDA School Meals?				
Nutrition guidelines for all foods available on each school campus during the school day that promote student health and reduce childhood obesity?				
Is the scope of the policy being expanded to include nutrition promotion?				
Implement/Measure	**Yes**	**No**	**Person(s) responsible; Activities; Comments**	**Date Completed**
Is the content of the policy specific and directive?				
Is there a plan for measuring implementation of the policy? If yes, how often will the plan be evaluated?				
Has one or more persons been charged with operational responsibility of the LWP?				
Reporting	**Yes**	**No**	**Person(s) responsible; Activities; Comments**	**Date Completed**
Is the policy made available to the public (including parents, students, and community)?				
Is the public (including parents, students, and community) being informed and updated of policy content and implementation?				

Resources

- **Action For Healthy Kids, Wellness Policy Tool** http://www.actionforhealthykids.org/for-schools/wellness-policy-tool/
- **WellSAT: Wellness School Assessment Tool** http://www.wellsat.org/default.aspx
- **USDA Food and Nutrition Services Policy Requirements** http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html
- **Centers for Disease Control and Prevention** http://www.cdc.gov/healthyyouth/npao/wellness.htm

Policy

- **Proposed Rule for Public Comment-Fall 2012** http://www.regulations.gov/
- **Final Rule-Fall 2013**

Spring Business Meeting Q&A **April 20, 2012**

Crediting Foods for Food Based Menu Planning

Q: What is required for a manufacturer's statement (product spec sheet, product formulation sheet, manufacturer's statement)?

A: Information will need to include the product name and description, raw/cooked portion size, case pack, contribution to the USDA meal pattern, company name, signature of authorized company official. Review the manufacturer's calculations to ensure they are correct and reasonable (Road to SMI Success, http://www.fns.usda.gov/tn/Resources/smi_ch2.pdf). A template is available on our website at http://schools.utah.gov/cnp/National-School-Lunch-Program/GettingStarted4.aspx.

Grains

Q: If I use the chart to determine grain equivalents, the result is different than when I do the recipe analysis. Which method should I use?

A: There are two ways to determine grain per serving. The first is to weigh the baked product and using the chart on pg. 3-15 and 3-16 of the *Food Buying Guide*, determine how many servings are in the item. For example, if the product is a bun, there are .9 ounces in a serving. If the cooked bun weighs 3 ounces, divided by .9 equals 3.33 servings. Round down to the nearest quarter serving and the bun has 3.25 servings of grain. The second method is to use the amount of creditable grain in the recipe. Add up the total quantity of creditable grain in the recipe and divide by the number of servings in the recipe. Then, divide the amount of grain in the serving by 14.75 to determine the number of creditable grain serving. Round down to the nearest quarter. With the new menu planning system, grain ounce equivalent takes the place of grain/bread servings as noted in the Food Buying Guide. Ounces do not equal grain ounce equivalents, they must be converted.

Q: The Food Buying Guide uses 14.75 to determine the number of creditable grain servings in the webinar earlier this month it was mentioned this would change with the new Food Buying Guide.

A: FNS MPRO office confirmed that the Grain guidance in the Food Buying Guide will be changed to 16.00 grams of creditable grains per serving (rather than the 14.75 grams in the current FBG). The quantities in the Exhibit A Grain chart will also be updated to reflect 16 grams per serving (FNS MPRO email, New G/B Guidance, Gina O'Brian, 3/23/12). Schools are advised to use the 16 grams per serving when analyzing recipes beginning July 1st. The state office will be sending out additional guidance as it becomes available.

Vegetables

Q: Can tomato soup and tomato/carrot 100% juice be counted as a red/orange subgroup? The Food Buying Guide (pg. 2-73) states 1 cup reconstituted tomato soup is credited at 1/4 cup.

A: In the example of serving a tomato/carrot 100% juice blend, USDA stated it would count under the red/orange subgroup. However, if it was a tomato/carrot/celery (V8 type) 100% juice blend, it would count as an "additional" subgroup. The menu planner will need to track which vegetables are credited under each vegetable subgroup.

Meat/Meat Alternates

Q: If the minimum amount of meat/meat alternate is provided in two menu items (main dish and one other-i.e. soup & sandwich) and the school participates in offer vs. serve, must the student take both items to count the meat/meat alternate as a component?

A: The minimum requirement for each grade group must be planned and served. The child will need to take the minimum amount, whether offered in the main dish or main dish and one other item, to count as a component for a reimbursable meal. For any meat/meat alternate to count toward the requirements, the planned serving size must be at least ¼ ounce in the main dish and one other item and fulfill the required daily amount for the specific age/grade group.

Eligibility/Claiming

Q: If homeschooled children come to our school, can they be claimed for reimbursement?

A: In order to be claimed for the National School Lunch Program, the homeschooled children must be enrolled in one of the charter schools and be participating in classes that count towards graduation. Enrichment activities do not count towards graduation and the homeschooled children cannot be claimed if they are only participating in strictly enrichment activities. If attending enrichment or extracurricular activities, the students would be documented as a visitor meal (FNS MPRO response email, 11/17/2011).

Electronic Free/Reduced Applications

Q: Our department is looking into online applications. What information can the state agency provide on electronic signatures?

A: Electronic signatures can be digitized signatures, biometrics, passwords, personal URL addresses, personal identification numbers (PINs), smart cards, and "I Agree" buttons. A Level two identity authentication level (using passwords and pins) can be used for household submitting an electronic application. The program must uniquely identify the sender and recipient so both parties know where the information is coming from and where it is going. Information may not be deliberately or inadvertently altered. The sender's identity must be established. The system must protect the information from unauthorized access (USDA Bulletin, SP 10-2007). Our office also suggests having a certification statement or some type of an "I Agree" button to certify the information is accurate and complete. Also consult with your school/district legal counsel in regards to electronic signatures and legally binding documents.

Verification

Q: What documentation is sufficient for child support income? A family reports on their income application that they have child support coming in. During verification, the household explains they have not been receiving child support. Is it sufficient that they informed the LEA that they are not receiving child support over the phone?

A: Although the phone call could be noted by the LEA and dated, verification items should, as often as possible, come in writing. Some options the household has are:

- Providing the court order and a written statement the household has not been receiving the child support.
- Providing the LEA with a collateral contact from the court that can verify support hasn't been given
- If available, the last child support deposit provided (FNS MPRO email, Follow-up Questions and Answers from Utah's HHFKA Conference Call, 11/22/11.)

Below is a list of the recent bulletins distributed by the state office and a brief summary of their content.

Please note these summaries are not intended to replace the full text of the bulletins. Refer to the actual bulletins for further guidance on each topic.

NSLP Bulletin	Title and Summary
02-12	Final Rule: Nutrition Standards in NSLP & SBP Q&A on the Final Rule • Highlights new regulations. • Topics include: Overview, Fruits and Vegetables, Meat/Meat Alternate, Sodium, OVS (Very General), USDA Foods, Implementation and Monitoring.
03-12	Questions & Answers Regarding School Nutrition Programs • Topics include: Food Safety Plans in School Meals Programs; Special Dietary Needs; Eligibility, Certification and Verification; Procurement; Civil Rights; Farm to School; FFVP.
04-12	Questions & Answers Regarding School Nutrition Programs • Topics include: HHFKA; Eligibility, Certification and Verification; Procurement; SSO; FFVP.
05-12	Guidance on the Food Donation Program in Child Nutrition • Leftover food – menu planning and production practices should be adjusted to reduce leftovers. • All alternatives (using leftovers in other meal service, offering "sharing tables" or transferring to other sites) should be exhausted before discarding food. • Contact local health department for local health and sanitation codes. • Excess may be donated to a non-profit organization. Contact local health department.
06-12	Verification for Cause in the School Meals Program • Apart from annual verification 7 CFR 245.6a(c)(7) requires an LEA "must verify any questionable application…" and "…should verify any application for cause when the [school] is aware of additional income or persons in the household." • Requirement to complete certification process prior to conducting verification. • School district employees: recommended if appears employee may have misrepresented their income (i.e. Zero income because they applied in July). • Recommend LEA consult with legal counsel in establishing parameters of verification for cause for school district employees. • Must not be used to automatically verify all school district employees! • Verification for cause applications are separate from annual verification sample.
07-12	Soliciting Bids from Commercial Distributors for End Products • End products must be obtained from a processor that has a State processing agreement with State Distributing Agency. • Only end products with approved end product data schedules, and that meet substitution and grading requirement in 7 CFR 250.30, may be provided. • SFA must receive credit (through discount from gross case price; or refund/rebate after sale of end product) for value of donated foods contained in end products.

	• Distributor must collaborate with process to ensure SFA is eligible recipient of end products. • Distributor must provide notification to the processor end product sales so that the appropriate inventory draw-down may occur.
08-12	Procurement Questions Relevant to the Buy American Provision • Change to original bulletin SP 20-06. • In Q #3 the word "included" was changed to "are".
09-12	Paid Lunch Equity: School Year 2012-2013 Calculations guidance on Paid Lunch Equity & Revenue from Non-program Foods • Paid lunch calculations based on inflation factor used for previous SY's reimbursement rates. • Corrective action for failure to calculate average paid lunch price or to add funds from non-federal source. • Unallowable non-Federal support: any payments provided for support of SBP and other CNP; any payments, including additional per-meal reimbursements, provided specifically to support F/RP meals; and any in-kind contributions converted to direct cash expenditures after July 1, 2011. • SFA may split revenue increase between non-Federal sources and an increase in paid lunch prices. • Recommend non-Federal funds be added at beginning of school year, on a monthly or quarterly basis or otherwise made available during current school year. **Re: Non Program Foods** • Non-program foods must generate at least the same proportion of SFA revenues as they contribute to SFA food costs. See bulletin for calculation example. • Non-program foods include (but not limited to): a la carte items sold in competition with school meals, adult meals; items purchased for fund raisers, vending machines, school stores, etc.; items purchased for catering and vended meals. • All SFAs must do revenue calculations. If proportion of revenue is equal to or greater than proportion of food costs-no further action necessary; if not, SFA must review prices charged for non-program foods and make necessary adjustments.
10-12	Crediting Tofu and Soy Yogurt Products • Must be commercially prepared and meet definition in 7 CFR 210.2. • 2.2 ounces (1/4 cup) of commercially prepared tofu, containing at least 5 grams of protein, is creditable as 1.0 ounce equivalent meat alternate. • ¼ Cup (4.0 fluid oz) of soy yogurt is creditable as 1.0 oz equivalent meat alternate."
11-12	Mountain Plains Regional Office Questions & Answers • Topics include: service of meals on half days; field trips; parental request of non-participation; sending out applications when using online applications; Provision extensions; CRE; ASSP
12-12	Proposed Regulations Fresh Fruit & Vegetable Program 7 CFR 11 • Public comments due 4/24/2012.
13-12	Questions & Answers on the Final rule: Nutrition Standards in the National School Lunch & Breakfast Programs • Update of Bulletin 02-12 (SP 10-2012) • Answers added for further information/clarification under "Fruits and Vegetables", "Meat/Meat Alternate", "Grains", "Trans Fat", "USDA Foods", "Age/Grade Groups", "Compliance", and "Miscellaneous".

14-12	Frozen Fruit Products & Nutrition Standards in the National School Lunch & Breakfast Programs • USDA foods frozen fruit may be used through SY 2012-2013 to provide time to use existing inventories. • Beginning July 1, 2013 all frozen fruit served in NSLP must contain no added sugars.
15-12	Revised HealthierUS School Challenge (HUSSC) Criteria • Reflect changes to NSLP and SBP meal pattern requirements. • All applications submitted to the State Office on or after July 1, 2012 will be considered using new criteria.
16-12	Rescinding State Standards for Sodium, Fiber & Cholesterol • Rescinded because of new Federal requirements will increase fiber content of meals and address sodium decreases. • Schools are encouraged to menu items low in cholesterol.
17-12	Procurement Q & A Regarding Food Service Management Companies & Vendors • Districts, charter schools or RCCIs that use VENDORS or FSMC. • Material change depends on initial solicitation. For example, was original Bid for nutrient standard menu planning? For Traditional Food Based Menu Planning? Address whole- grain rich foods? • If material changes, SFA must either conduct separate procurement to obtain desired deliverable that created the material change OR conduct new procurement and ensure new solicitation contains appropriate specifications. • FSMC districts could amend this year but MUST rebid next year.
19-12	Management of Donated food Inventories at Processors • May have no more than six months inventory. • If exceeds six months, it must be used by the end of SY 2011-2012. • If not used, excess product will be recovered and redistributed throughout the state.
20-12	Income Eligibility Standards for 2012-13 • To be used July 1, 2012 through June 30, 2013

Business Meeting: The Latest Summer Food Service Bulletins **April 2012**

Below is a list of the recent bulletins distributed by the state office and a brief summary of their content.

Please note these summaries are not intended to replace the full text of the bulletins. Refer to the actual bulletins for further guidance on each topic.

SFSP Bulletin	Title and Summary
07-11	Waiver of meal Time Restrictions and Unitized Meal Requirements • Removes meal time restrictions; however allows SA to retain the right to establish restrictions. Our policy is that it must be reasonable (ie. We do not feel dinner at 230 or 300 is reasonable). • Offer versus serve: extends the OVS option to non-school sponsors.
08-11	Waiver of Site Monitoring Requirements • Waives first week site visit for **RETURNING** sites that operated successfully during previous summer. • Site only open one week: must conduct site visit during that week. • Sponsors are required to maintain reasonable level of site monitoring.
09-11	For-Profit Locations as Meal Sites in the SFSP • For profit sites (ie. Apartment buildings) may be operated by a eligible non-profit Summer Sponsor.
10-11	Restricted Open Sites and Summer Schools • Cannot be used to serve meals only to summer school participants. • Only reasons are: space, security, safety or control. • Two options: continue with NSLP and SBP to serve only children in summer school program; OR open the service to the community at large.
12-11	Shelf-stable, Dried Snacks Made From Meat, Poultry, or Seafood • Dried meat, poultry or seafood snacks are not creditable. • Cured meats, poultry sausages (without byproducts, cereals, binders or extenders), such as Bologna, Frankfurters and Vienna sausage are creditable. Refer to the Food Buying Guide.
17-11	Eligibility Based on Census Data • Census data is now only good for 5 years.
18-11	Waiver of Meal Time Restrictions& Unitized Meal Requirements in the Summer Food Service Program • Removes meal time restrictions; however allows SA to retain the right to establish restrictions. Our policy is that it must be reasonable (ie. We do not feel dinner at 230 or 300 is reasonable). • Offer versus serve: extends the OVS option to non-school sponsors • Revised 07-11 to contain Q and A.
19-11	Serving Additional Foods in the Summer Food Service Program • If site chooses to purchase additional food with SFSP funds the food must be a creditable food under the meal pattern requirements. • Any foods offered in addition that are not creditable to the meal pattern must use non program funds. •

Old Meal Patterns Funeral Script

Materials: black hair nets, mini coffin, tissues, props for each speaker, procession music.

Person 1: We gather together to bid our final farewell to the old meal patterns – to reflect on the good times we've had with Nutrient Standard and the old Food Based menu planning systems. We will always remember the old meal patterns with fondness and love. I'd like to open up the floor to others who would like to share their feelings.

Person 2: I will miss so very much, Nutrient Standard Menu Planning (hold up sign), and its close companions, the Entrée, and the Sides.

Person 3: (Sniff, Sniff, holding the old copy of the SMI Review Procedures manual) The only way I can express my grief is through poetry . . . (pause, gather composure) A book I have, I see your words in mourning; our journey has advanced; we have come to a fork in the road; behind, a sealed route; with feet reluctant to move forward; where shall I look for comfort? Ahead, relenting in the review light (raise manual into the air), with trembling hands (shake manual) I release thee! (Place manual into the coffin.)

Person 4: Farewell desserts… need I say more?

Person 5: Good bye to the combined fruit/veg component. I will miss the carefree ease of crediting you.

Person 6: I don't know what I'll do without all the grains. My pizza will be floppy and won't be able to hold the toppings, the extra breadsticks and rolls are a thing of the past. (Voice breaking, tears falling) I don't know how I'll go on!

Add people: Improvise! Set free your grief by sharing your true feelings about life without the old meal patterns!

Person 1: Join me in a moment of silence in honor of our beloved old meal patterns…

But the old meal patterns wouldn't want us to grieve for long. Oh no! The old meal patterns would want us to pick ourselves up, tighten up our jaws and start anew! The old meal patterns would want us to embrace vegetable subgroups and upper limits on grains and meats. The old meal patterns would want us to say no to trans-fat and yes to whole grains, controlled calories, and yes to healthier, happier children!

So, don't weep for the loss of our old meal patterns, honor them! Honor them by serving the new meal pattern with the same zeal and passion that you did the old!

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5[a]	*Grades 6-8*[a]	*Grades 9-12*[a]	*Grades K-5*	*Grades 6-8*	*Grades 9-12*
Meal Pattern	**Amount of Food[b] Per Week (Minimum Per Day)**					
Fruits (cups)[c,d]	5 (1) [e]	5 (1) [e]	5 (1) [e]	2½ (½)	2½ (½)	5 (1)
Vegetables (cups)[c,d]	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark green [f]	0	0	0	½	½	½
Red/Orange [f]	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) [f]	0	0	0	½	½	½
Starchy[f]	0	0	0	½	½	½
Other [f,g]	0	0	0	½	½	¾
Additional Veg to Reach Total[h]	0	0	0	1	1	1½
Grains (oz eq) [i]	7-10 (1) [j]	8-10 (1) [j]	9-10 (1) [j]	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	0 [k]	0 [k]	0 [k]	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) [l]	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal)[m,n,o]	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories)[n,o]	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg)[n, p]	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans fat[n,o]	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.					

[a]In the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-2013 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).
[b] Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ⅛ cup.
[c]One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
[d]For breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or "Other vegetables" subgroups as defined in §210.10(c)(2)(iii).
[e]The fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-2015).
[f]Larger amounts of these vegetables may be served.
[g] This category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).
[h]Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.
[i]At least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012-2013), and in the SBP beginning July 1, 2013 (SY 2013-2014). All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-15).
[j]In the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013-2014).
[k]There is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.
[l]Fluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).
[m]The average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).
[n]Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.
[o]In the SBP, calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013-2014).
[p]Final sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfast

Vegetable Subgroup Constituents

Lists have been combined from the July 1, 2012 NSLP regulations, HealthierUS School Challenge, and ChooseMyPlate.gov.

Lists are not necessarily exclusive.

Dark Green	Red & Orange	Dry Bean & Peas (legumes)	Starchy	Other
Beet greens	Acorn squash	Black beans	Cassava	Artichokes
Bok choy	Butternut squash	Black-eyed peas (mature, dry)	Corn	Asparagus
Broccoli	Carrots	Garbanzo beans (chickpeas)	Fresh cowpeas (not dry)	Avocado
Collard greens	Hubbard squash	Great Northern beans	Field peas (not dry)	Bean sprouts
Dark green leafy lettuce	Pumpkin	Kidney banes	Black-eyed peas (not dry)	Beets
Endive	Red peppers	Lentils	Green bananas	Brussels sprouts
Escarole	Sweet potatoes	Lima beans, mature	Green peas	Cabbage
Kale	Tomatoes	Navy beans	Green lima beans	Cauliflower
Mesclun	Tomato juice	Pink beans	Plantains	Celery
Mustard greens		Pinto beans	Potatoes	Cucumbers
Romaine lettuce		Red beans	Taro	Eggplant
Spinach		Soy beans, mature	Water chestnuts	Green beans
Swiss chard		Split peas	White potatoes	Green peppers
Turnip greens		White beans		Iceberg (head) lettuce
Watercress				Mushrooms
				Okra
				Onions
				Parsnips
				Turnips
				Wax beans
				Zucchini

PLE

PLE-do we need to send the PLE back to the state office? The district/charter will need to send the reports page completed if they are increasing prices, contributing non-federal funds to cover the cost, or both. Retain a copy of each year's PLE spreadsheet in your files. Contact our office if you have questions.

F/R Eligibility and Applications

Can we notify households of their f/r benefits via email? Eligibility manual states the household can be notified verbally or in writing. If benefits are denied, you must provide written notification and an email to the household would be sufficient. How many times must we try to notify the household (return mail)? At least once.

If our applications art submitted and approved electronically, must we still sign the applications? What about for the confirming official at the time of verification – must we sign the application again? No, the school does not have to sign each application if the computer makes the eligibility determination. The computer system should be able to capture the original date of approval, the basis for the determination, and is able to update the status of applications to account for transfers withdrawals, terminations and other changes. (Eligibility Manual page 32, Question 8). The requirement for confirmation reviews is waived if the LEA uses a technology-based system that demonstrates a high level of accuracy in processing an initial eligibility determination. LEAs must contact the State agency to determine if their system qualifies them for this waiver. Otherwise, confirmation reviews must be conducted, even with electronic apps. (Eligibility Manual page 81)

Do direct certification households have to be notified of eligibility? The LEA must notify the household about eligibility established through direct certification and inform the household that: the child is eligible for free benefits; no further application is necessary; all students in the household are eligible for free benefits and how to notify the LEA of any additional children in the household; and how to notify the LEA if the household does not want free benefits for directly certified children. (Eligibility Manual page 60)

We were told in an email that we cannot distribute free/reduced applications earlier than four calendar weeks prior to the time students start school. Our district has some schools that start in July and some that don't start until the end of August. Many households are affected by both start dates, meaning some students start in July and some in August all in the same household.

When can we distribute our applications? The school may distribute applications to those students that start in July. One application will be needed per household. Applications can't be sent home at the end of the school year for the next year nor can the LEA accept and process applications before the beginning of the federally define school year (July 1 – June 30). See Eligibility Manual page 11; page 16 Q1.

Verification

What if a household selected for verification moves before verification is complete? "If a household selected for verification transfers out of the district/school before the information can be verified, verification cannot be completed. Too meet the minimum verification requirements, a new application must be selected." (Eligibility Manual page 90, question 1).

Salad Bar/ Al a Carte

If the salad bar/offering bar is after the POS does it need to be put on the analysis? (Salad Bars in the National School Lunch Program, NSLP 01-11) Yes. Any condiments and/or salad bars offered after the point of service in addition to the reimbursable meal would be analyzed.

Can we put additional bread items on the salad bar after the POS? Will the breads after the POS be counted towards the daily/ weekly minimum-maximum? Any bread/grain offered in the meal must count toward the grain requirement for the week.

Can we sell al a carte bread items in addition to the reimbursable meal? Schools may sell al a carte items. The price charged for the al a carte item must cover the cost of the item. USDA will be issuing additional guidance to all foods sold on campus during the school day.

Can students purchase a second meal? Yes. The second meal must not be counted for reimbursement and the student must be charged full price for the second meal.

Offer vs. Serve (OVS)

If a menu line using OVS offers a 4 oz. juice (credited up to half of the fruit component-credits as ¼ cup) plus 1/4 cup of peaches can the student walk away with the juice to have it count as a reimbursable meal? Juice can be credited up to half of the fruit component. A 4 oz. 100% juice would be credited as ¼ cup. For OVS a student must have ½ cup of fruit or vegetable to count as a reimbursable meal.

Multiple entrees-for offer versus serve if we serve three menu items are the students good to go? The meal service line must offer all five components before the point of service. Student must have the option to decline menu items.

If we have a 7-9 school, is the 9th grade considered high school? If so, must we have offer versus serve in that school? OVS is required in a senior high as defined by the State Agency. A 7-9th grade middle school in Utah is not defined as a senior high school. 7-9th schools may choose to participate or not (Offer vs. Serve manual, http://www.fns.usda.gov/tn/Resources/offer_v_serve.html, 4/24/12).

Do RCCI's have to have offer vs. serve? OVS is optional for RCCIs if one of the following conditions exists: Meals are prepared and packaged for students off-site and are delivered to the RCCI as a pre-plated meal. Students of the RCCI are not considered by the State educational agency to be Senior high school students. Per **CFR 210.10 (h) (2) (ii):**

(ii) Offer versus serve. Schools must offer at least three menu items for lunches. Senior high (as defined by the State educational agency) school students must select at least two menu items and are allowed to decline a maximum of two menu items. The student must always take the entree. The price of a reimbursable lunch does not change if the student does not take a menu item or requests smaller portions. At the discretion of the school food authority, students below the senior high level may also participate in offer versus serve.

RCCI program and treatment requirements do not allow for OVS to be a viable option (e.g. juvenile detention centers, functional needs centers, treatment centers, etc.) (MPRO RE: RCCIS and Offer Versus Serve, SP 94-C-32, 10/27/2010).

Do students need to take ½ cup of a fruit or a ½ cup of vegetable or can it be a combination to total ½ cup? ½ cup of a fruit or vegetable must be taken under Offer vs. Serve requirements for all grade groups.

Measuring

Do we need to pre-portion all menu items? How can we ensure students are taking proper portion sizes? On a self-serve bar a measuring utensil may not be ideal and we use tongs instead. Use visuals to show students and point of service clerks proper serving sizes (sample trays, # of baby carrots= ____cup) Utilize appropriate serving utensils and pre-portion as needed. Train point of service staff on proper portion sizes.

Do we use the Food Buying Guide to determine measurements or do we need to actually measure each menu item? The example of whole apples and sliced apples was used. If the fruit or vegetable you are looking for is not located in the Food Buying Guide you will want to measure and document the information. More information can be found on crediting fruits and vegetables in the Food Buying Guide, pgs. 2-2 and 2-3. The Food Buying Guide gives yields for different raw forms of apples (see page 2-7).

Vegetables

Can starchy vegetables be counted as an "other" or "additional" subgroup? Starchy vegetables are not counted as an "other" vegetable subgroup. The "other" subgroup is defined as E) Other vegetables. This subgroup includes specific other fresh, frozen, and canned vegetables, cooked or raw, such as artichokes, asparagus, avocado, bean sprouts, beets, Brussels sprouts, cabbage, cauliflower, celery, cucumbers, eggplant, green beans, green peppers, iceberg lettuce, mushrooms, okra, onions, parsnips, turnips, wax beans, and zucchini. Starchy vegetables could be counted towards the "additional" subgroup once the minimum amounts for the grade group for the "starchy" subgroup had been met.

Does the form of a vegetable matter? For example sweet potato fries vs. sweet potato chips. Sweet potato fries would count towards the red/orange vegetable subgroup. The main ingredient in sweet potato chips is corn, so the chips would not be credited towards the vegetable. See the food buying guide index to locate additional guidance under the vegetable, bread/grain, and other groups for "chip" examples.

Explain the difference in the forms of peas? Fresh, canned, or frozen peas are credited as a starchy vegetable. Dried peas are counted as a legume. Mature dry beans and peas are creditable in food-based menu planning as either a vegetable or meat/meat alternate component, but not as both components in the same meal. Dry refers to the bean being harvested dry, not to the purchase form of the bean. Many canned beans and peas are actually dry beans and peas that have been cooked and canned. Any fresh or frozen bean or pea does not qualify.

Can you provide more guidance on dark leafy green vegetables? Additional guidance will be provided by the state agency.
How do we measure lettuce? Loose leaf or packed? Loose leaf

Grains

Will a chart be made available for short/long school weeks? Yes, increase or decrease by 20% for each day. If there is less than three days, the days will be combined with another week.

If the maximum for grain has been met can we serve more grain based desserts and not credit them? More than two grain based desserts cannot be credited and no more than the weekly maximum of grains can be served.

Are there resources to determine a whole grain rich item? Use the food buying guide to determine creditable grains. USDA will be providing additional guidance.

Training Students/Staff

How can we train students on reimbursable meal components? Menu identified at the beginning of the line, sample tray, menu boards, in class training.

Will the site monitoring form be updated to reflect current milk variety? Yes.

Menus

Can a sample menu be provided that encompasses grades K-6? A sample menu will be provided by state agency.

Will the state provide sample menus for grades 6-12 overlap? State agency is working on.

Recipes/Analysis

Can we put a salt shaker out for students on the line? The amount of salt will be included on the analysis.

Will the USDA recipes be adjusted and reflect new components? State office will follow-up.

Is the Nutrkids software being updated to include subgroups? Contact Nutrikids.

Must we have one production record for each grade group or can they be combined? Use what works best for your facility. Ensure all required information is recorded for each grade group.

Grade Groups

When will we know if USDA will permit a "grade adoption?" We are concerned about age discrimination with the school grade setup and USDA meal grade groups. Will the state provide us with a date, say June 1st to adopt a grade or notify us to move forward with the established grade groups?

Breakfast

Can some breakfast sites begin with the new meal pattern and others not? Information is not on site sheets in CNPweb. Information will be recorded on the offline form in CNPweb.

Summer Food

With current SFSP schools using NSMP, what is going to be the change? Will schools need to follow the new meal pattern or the current meal pattern under SFSP? State office will provide further guidance.

Special Diets

Can the "foods to be omitted/substituted" section of the "special diet request" form be filled out by parents? Doctors often do not fill that section out and it is difficult to get ahold of doctors. A: If school food service staff have questions about the diet order, the prescribed meal substitutions, or any other modifications that are required, the child's physician and/or a registered dietician should be consulted. Under no circumstances should food service e staff diagnose health conditions, perform a nutrition assessment, prescribe nutritional requirements, or interpret, revise, or change a diet order.(Information obtained from Accommodating Children

with Special Dietary Needs in the School Nutrition Programs, Fall 2001, pgs. 20-21. A copy of the guidance is available online at http://www.fns.usda.gov/cnd/guidance/default.htm under the Special Needs bullet.)

Resources

Fillmore Middle School Health & Wellness Video, Principal George Richardson, http://www.youtube.com/watch?v=5BfyAutLDvs

New! Farm to School Grant Program- In this first funding cycle, FNS anticipates awarding up to $3.5 million in grant funding to support efforts that improve access to local foods in eligible schools. Grant funds will be made available on a competitive basis, subject to availability of Federal funds. Applicants are encouraged to first submit a Letter of Intent and then apply for either a Planning Grant or an Implementation Grant. Planning grants are expected to range from $20,000 - $45,000 and represent approximately 25 percent of the total awards. Implementation grants are expected to range from $65,000 - $100,000 and represent approximately 75 percent of the total awards. For both types of grants, the applicant must provide at least 25 percent of the costs of the grant project as the Federal share of costs for this grant cannot exceed 75 percent of the total cost of the project, as required by the HHFKA.

Important Dates and Deadlines

- April 17, 2012: Request for Applications Released
- May 18, 2012: (Suggested) Letter of Intent Deadline
- June 15, 2012: Proposals Due
- (Pending the Availability of Federal Funds) Shortly after October 1, 2012: Awards Announced and Funds Available

Grant information available online at http://www.fns.usda.gov/cnd/f2s/f2_grant_program.htm.

Farm to School webinar: Managing Food Safety When Handling Fresh Produce in Schools, http://www.schoolnutrition.org/ Click on Career& Education/Continuing Education/Webinar Wednesdays. ARCHIVE available at https://www2.gotomeeting.com/register/783916986

Webinar Documents: PowerPoint slides used in the webinar (pdf) Proof of Attendance/CEU Form (pdf)

ADDITIONAL RESOURCES: ***Field Guide to Produce* by Aliza Green** ***Vegetables from Amaranth to Zucchini: The Essential Reference* by Elizabeth Schneider**

School Week Chart (3-7 days)

The requirement for grains and meat/meat alternate is based on a daily and weekly requirement over a five-day school week for each grade group. School serving less than five days during a school week should decrease the weekly requirement by 20% each day. *A chart and additional guidance will be provided by USDA and the state agency.*

School week means the period of time used to determine compliance with the meal requirements in § 210.10. The period shall be a normal school week of five consecutive days; however, to accommodate shortened weeks resulting from holidays and other scheduling needs, the period shall be a minimum of three consecutive days and a maximum of seven consecutive days. Weeks in which school lunches are offered less than three times shall be combined with either the previous or the coming week.

The school nutrtion programs are doing some incredible things. To encourage networking statewide, Child Nutrition Programs compiled this list of which SFA's are doing what. This information was given voluntarily, and we encourage you to use this list as a tool to contact each other on topics that you wish to improve. If you want to add to the information please contact the Child Nutrition Office.

School	HUSSC	Ala Carte	TFBMP	Special Diets	SNAU	FFVP	ASSP	Catering	Training Staff	Regular Summer	Wellness Policies	Grants	Using a Vendor	Marketing	Head Start	Production Records	Breakfast in the Classroom	Recess before lunch	Seamless Summer Option	Farm to School	Financial Management	Food Buying Guide	Verification Process	Vending to additional sites
Alpine School District				x		x				x						x		x					x	
Beaver School District			x			x	x															x		
Cache School District	x			x						x														
Channing Hall									x															
Davis School District						x				x				x			x	x						
Edith Bowen Laboratory																		x						
Excelsior Academy						x						x												
Grand School District				x																				x
Jordan School District				x		x												x	x	x				
Juvenile Justice Service	x		x			x		x						x				x	x	x	x		x	
Lakeview Academy			x																					
Liberty Academy			x										x					x					x	
Logan School District						x																	x	
Nebo School District		x				x					x												x	
Ogden School District						x													x					
Pinnacle Canyon Academy						x												x					x	
Provo School District						x	x	x	x		x			x		x			x	x			x	
Reagan Academy				x	x											x								
South Summit School District															x									
Venture Academy									x												x			
Wasatch Peak			x																					
Weber School District			x			x							x			x			x			x	x	

School	Contact	Phone	Email
Alpine School District	Jodi Vlam	(801)610-8031	jodivlam@alpinedistric.org
Beaver School District	Bonnie Bairett	(435)438-2291	bonnie.bairett@beaver.k12.ut.us
Cache School District	Susan King	(435)792-7601	susan.king@ccsdut.org
Channing Hall	Kendra Frampton	(801) 572-2709	kframpton@channinghall.net
Davis School District	Pam Tsakalos	(801)402-7650	ptsakalos@dsdmail.net
Edith Bowen Laboratory	Linette Hlavaty	(435)797-3090	linette.hlavaty@usu.edu
Excelsior Academy	Anna Loertscher	(435)882-3062	anna.l@excelsior-academy.org
Grand School District	Debbie Rappe	(435)259-2757	rapped@grandschools.org
Jordan School District	Jana Cruz	(801)567-8761	jana.cruz@jordan.k12.ut.us
Juvenile Justice Service	Stephanie D. Higbee	(801)538-3907	stephaniehigbee@utah.gov
Lakeview Academy	Lisa Buffington	(801)331-6788	lbuffington@lakeview-academy.com
Liberty Academy	Kristy Oblad	(801)465-4434	koblad@libertyacademycs.org
Logan School District	Paul Guymon	(435)755-2300	paul.guymon@loganschools.org
Nebo School District	Bill Vest	(801)354-7438	bill.vest@nebo.edu
Ogden School District	Suzette Braithwaite	(801)737-7315	braithwaites@ogdensd.org
Pinnacle Canyon Academy	Ashley Downard	(435)613-8102	ashleydownard@pcaschool.com
Provo School District	Jenilee McComb	(801)374-4867	jenileem@provo.edu
Reagan Academy	Tammy Jenkins	(801)489-7828	tjenkins@reaganacademy.org
South Summit School District	Cathie Lewis	(435)783-4872	cl@ssummit.org
Venture Academy	Marcell Kearney	(801)393-3900	mkearney@venturelearning.org
Wasatch Peak	Kym Bushey	(801)936-3066	kbushey@wasatchpeak.org
Weber School District	Kathy Harris	(801)476-7836	kharris@wsd.net