



"You must be the change you wish to see in the world."

—Mahatma Gandhi

Here's to a Year of Success!



Welcome Back!

Luann Elliott—Child Nutrition

Welcome to the new school year! Since last year's menu analysis project, we've still yet to see a single applicant for the HealthierUS School Challenge. If you've considered applying, but needed some motivation, USDA is now providing a monetary incentive to schools that successfully take the challenge.

For example, schools qualifying at the Bronze level will receive \$500, Silver will receive \$1,000, Gold will receive \$1,500 and Gold with Distinction receives \$2,000.

There are currently 723 award-winning schools in 32 states, but none of them are in Utah — yet. In addition to the monetary reward, the first school to receive the designation in Utah will receive extensive promotion in the press. We're eager to highlight all the good changes schools have been making in their school meals!

If you're waiting to be asked, consider this an invitation to apply for the designation! If you need help, please contact your specialist.

Tips & Changes

Charlene Allert—Assistant Director

This has been an unusual year in terms of the kinds of information we're receiving regarding our program from the Federal level. Congress has been unable to pass new income guidelines, so we'll be using the ones from 2009-10 until further notice.

The USDA sent out new forms we can use for free and reduced-price applications, but they are not providing translations of these documents, and they didn't send them to us until after the State's copy had been sent to the prison for printing. The new forms come with new template letters which might help with verification and telling parents which benefits their children qualify for.

Information on these changes, as well as our bulletins and other communication, is being sent via e-mail. So if you didn't hear about these things, check your e-mail box. If you need to update your address, please do so via CNPweb.

Copies of our bulletins are also maintained on our agency web page, so if you need one, they're easy to obtain.

Other changes include new modules on CNP-U to help you perform verification and use the Food Buying Guide. If you have other modules you'd like to have us develop, please ask. We look forward to working with you!

State Contract for Vended Meals

The state agency has recently issued a contract for school meals through vendors. Now schools unable to prepare meals on-site will be able to use Utah's State Purchasing contract to obtain meals that are program compliant.

In order to use the contract, sponsors simply need to contact the vendor, indicate that they wish to purchase meals through the state contract, and work out the details. (Details include who will place the daily order, where the school commodities are stored, and how the contractor will receive and record their use.) They will enter into a contract which spells out those details in writing. We hope this makes it easier for schools to join the program and obtain meals in which commodity items can be used more easily. If the school you represent is interested in changing to the new state contract, contact your specialist.

Issue Highlights:

- ◆ Refreshing reminders
- ◆ Wellness policy
- ◆ Verification
- ◆ SFSP spotlight
- ◆ 2010-11 calendar
- ◆ Commodities delivery schedule

Refreshing Reminders

Nicole Vance—Specialist

The new school year is nearly upon us! Here are some important reminders of program details and dates:

- ◆ **Site Monitoring**—This needs to be done each year by SFAs that have more than one site. Site monitoring needs to be completed by **February 1**. The site monitoring form is available online at www.schools.utah.gov/cnp/NSLP.
- ◆ **Claims**—Claims are due in CNPweb by the **4th working day** of each month. To get paid on time, submit the claim on time! Make sure to enter the claim numbers for each site, then check box 15 on the Sponsor Claim form to pass it on to the state.
- ◆ **Civil Rights**—Each staff member must attend civil rights training annually. We have created a training that can be viewed online: www.schools.utah.gov/cnp/CNPU/Civil_Rights.html. Also, make sure there is a civil rights poster hanging up in the eating area of each site, and that all staff members know what to do in the event of a civil rights complaint.
- ◆ **Program Documentation**—There is a lot to keep track of! Make sure to maintain the following for a period of 3 years plus the current year:
 - ◆ **Production Records**—Complete with all necessary information, including dated substitutions and special diets.
 - ◆ **Local Wellness Policy**—Know where it is and what it says!
- ◆ **HACCP or Food Safety Plan**—Make sure the plan says what's happening in the kitchen, and that what's happening in the kitchen is done as stated in the plan.
- ◆ **Health Inspection**—Keep the letter requesting 2 inspections from the health department, and post the most recent health inspection results in a public location at each site.
- ◆ **Special Diets**—If a student requests a change to the menu because of a disability, schools must have the request on file. A template of our Special Diet Request Form is available at www.schools.utah.gov/cnp/Files. Special diets should also be included on production records.
- ◆ **Edit Checks**—There should be a procedure in place to back up claim numbers. An example would be comparing a tray count to the actual point-of-service count for the day. Be sure daily summaries are printed **daily**, immediately following the meal service!
- ◆ **NSMP Menus**—Nutrient Standard meals need to be analyzed for their nutrient content. This is the case whether meals are prepared and analyzed by the school or a vendor does it for the school. Menus must be compliant **before they are served**. This includes having **current and accurate food labels and recipes** for each menu item.

- ◆ **FBMP Menus**—Food-Based meals need to demonstrate compliance in the numbers and amounts of components for the day and the week. Planned menus need to be compliant **before they are served**. This includes having **correct CN labels and recipes** for all menu items.
- ◆ **Procurement**—NSLP participants must allow for free and open competition. Those interested in finding a vendor or a food service management company must either select one from state purchasing or procure their own. Be aware that proper procurement means the RFP and the contract must both be approved by a CNP specialist!
- ◆ **SSID List**—This list connects students to schools. Ask registration secretaries to update this list as students enroll. Doing so can make data matching with the Workforce Services List a whole lot easier.
- ◆ **CHIP responses**—Part of the free and reduced-price application asks parents for permission to be contacted by CHIP. SIS has a data field to record this information, making it possible to run a report if CHIP requests it. Other software programs may have the option of adding a similar data field so this information can be made more easily available.

Get ready for a successful year! For additional refreshers, check out our training resources at www.schools.utah.gov/cnp/CNPU. As always, please contact us with questions.

School Wellness Policies—Are They Working?

Jyl Bosone—Specialist

As we all know, School Food Authorities are required to have a Wellness Policy in place in order to participate in the National School Lunch Program. But just because a Wellness Policy has been developed, doesn't mean that it's put on the shelf and forgotten.

Take this into consideration: the current School Wellness Policy was developed in 2006. We are now entering the 2010-2011 school year. This policy is four years old! It makes one wonder... *has anyone evaluated it? Has the school's student population changed? Has there been a change in staff?*

As a new school year begins, school's needs and preferences may change. Therefore, ongoing evaluation must be performed to ensure that policies are successful.

So how does evaluation work?

First, designate one or more person(s) to ensure that the Wellness Policy is being carried out.

Second, remember that changes may take time. It is important to ask for input from students, parents, teachers, and the administration.

Ask the following questions:

- Is the policy making a difference?*
- What's working? What's not working?*
- What areas need to be improved?*
- How well is the policy being enforced?*
- Who is involved in the wellness committee?*

Third, review what progress has occurred and resolve any problems that arise. Policies may need to be revised in order to make sure goals are accomplished.



Lastly, HAVE FUN by celebrating successes and milestones!

For more information on School Wellness Policies, visit: www.fns.usda.gov/tn/healthy/wellnesspolicy_steps.html

Verification

Kim Loveland—Specialist

Free and reduced-price applications for the new year are rolling in. Ensure that staff members are properly trained to approve free and reduced-price applications. CNPU is a great tool for training staff members who are assigned to approve applications. Our office has recently added sound recorded PowerPoint presentations for each verification type to CNPU at <http://www.schools.utah.gov/cnp/CNPU>.

applications. Both the manual and IEG forms are available online. Contact our office if you need access to the direct certification list.

due dates for the reports and to plan ahead and schedule staff accordingly.

Review last year's verification outcomes and determine what worked well and what didn't work well. A tracking sheet may also be a helpful tool to track verification activities. It is encouraged that you directly verify students for free and reduced-price benefits to ease the verification process.

Be sure staff members also have a copy of the *Eligibility Manual for School Meals* and the 2010-2011 Income Eligibility Guidelines (IEG). The manual is helpful in both approving and verifying

School Food Authorities will again use CNPweb to determine the number of applications to verify. Applications pulled for verification will be reported on CNPweb. It is important to note the

CNPweb Due Dates

October 1—Verification Summary Report
November 15—Verification Results Report
February 15—Verification Re-applies

HealthierUS School Challenge

The HealthierUS School Challenge is promoted by USDA as a way to help schools to meet the new dietary guidelines and address childhood obesity. As Luann said in her opening column, no schools have been designated in Utah (yet), and we're anxious to help schools complete applications.

If there is a school in the district for which you'd like help in completing the application materials, just contact us and we'll work with you.

For further information, visit the website at :



<http://teammnutrition.usda.gov/HealthierUS/index.html>

To that end, we have identified some schools that had menus which were close to meeting the bronze level challenge. We'll be working with them individually throughout the fall.

We are anxious to celebrate the first HealthierUS School in Utah!

Welcome Aboard

Jyl (pounced "Jill") Bosone (rhymes with "Zamboni" — like the ice resurfacing machine) has joined the State Office as a Child Nutrition Specialist. Previously, she was employed by Head Start as a Health Specialist. Her degree is in Health Promotion from Weber State University and she grew up in Carbon County. Jyl enjoys being outdoors hiking, biking, and snowboarding. She'll be learning the procedures and accompanying the other specialists on reviews this year. Welcome aboard, Jyl!



USDA Foods: 2011 Delivery Schedule

Barbie Faust—Specialist

COMING SOON!

USDA is no longer offering battered breaded chicken. They have found an excellent replacement product, which is oven-roasted chicken. The new product has half the fat of the breaded item. The target date for delivery is the later part of school year 2011. Along with the roasted chicken, this fall you will see a survey for bulk Pollock. The Pollock can be further processed into a variety of end products, including sticks, nuggets, and patties.

| Month | Beginning Ship Date | Ending Ship Date | Order by | Processed product must be delivered to Davis warehouse by |
|-----------|---------------------|------------------|------------|---|
| August | 8/16/2010 | 8/27/2010 | 8/6/2010 | 8/2/2010 |
| September | 9/13/2010 | 9/24/2010 | 9/3/2010 | 8/30/2010 |
| October | 10/4/2010 | 10/15/2010 | 9/24/2010 | 9/20/2010 |
| November | 11/8/2010 | 11/19/2010 | 10/29/2010 | 10/25/2010 |
| December | 12/6/2010 | 12/17/2010 | 11/26/2010 | 11/22/2010 |
| January | 1/10/2011 | 1/21/2011 | 1/3/2011 | 12/17/2010 |
| February | 2/7/2011 | 2/18/2011 | 1/28/2011 | 1/24/2011 |
| March | 3/7/2011 | 3/18/2011 | 2/25/2011 | 2/18/2011 |
| April | 4/18/2011 | 4/29/2011 | 4/8/2011 | 4/1/2011 |

“Promote the nutritional well-being of the Utah public, with a focus on children, so they may reach their full potential.”



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**CHILD NUTRITION PROGRAMS
WWW.SCHOOLS.UTAH.GOV/CNP**

Submissions, suggestions, and comments are always welcome.

Reduced Fat Ranch Dressing

Courtesy of South Sanpete School District

Ingredients:

- 1 gallon low-fat, cultured buttermilk
- 1 gallon reduced-fat mayonnaise
- 1 gallon plain low-fat yogurt
- 8-oz. package Hidden Valley Ranch Mix

Instructions: Blend buttermilk, mayonnaise, yogurt and ranch mix in a large mixing bowl. Cover and refrigerate (below 41° F) until ready to serve.

Yield: 320 (1-oz.) portions

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