



Child Nutrition & Wellness

Kansas State Department of Education
Landon State Office Building
900 SW Jackson Street, Suite 251
Topeka, Kansas 66612-1212

(785) 296-2276
(785) 296-0232 - fax
www.ksde.org

July Update

Distributed to the School Nutrition Program Authorized Representatives and
Food Service Directors via Listserv
July 31, 2019

Reimbursement Rates

Reimbursement Rates for FY 2020 will be posted at www.kn-eat.org, School Nutrition Programs, Key Links as soon as they are published in the Federal Register.

Indirect Cost Rates

Indirect Cost Rates for 2019-2020 will be available soon at www.kn-eat.org, School Nutrition Programs, What's New. The rate for private schools is 10% (De Minimus Rate).

Attendance Factor

The state-wide attendance factor for SY2019-2020 is 95%.

Monthly Financial Management Reports

In order to complete the Annual Financial Report in KN-CLAIM by August 15, you MUST complete the online Monthly Financial Management Reports for Program Year 2019. The Monthly Financial Reports will automatically roll-up to create the Annual Financial Report.

Spanish Translations

Spanish translations of KSDE's documents related to program renewal are available at www.kn-eat.org, Administration, Foreign Language Translations.

Now Available! The Exhibit A Grains Tool - Part 2!

A new enhancement to the Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool, Part 2 of the Exhibit A Grains Tool, is now available. The first release of the Exhibit A Grains Tool on June 10 allows users to search their grain product (as listed on Exhibit A) and enter in the serving size as listed on the product label. The tool determines the ounce equivalent (oz eq) grains or grains/bread serving(s) for the grain product. The second part to the Exhibit A Grains Tool includes an additional capability to determine the number of servings a program needs to serve to obtain a specific meal pattern contribution. Stay tuned for the release of the completed Exhibit A Grains Tool in the Mobile App this summer! Check out the Exhibit A Grains Tool today at <https://foodbuyingguide.fns.usda.gov/>.

Determining Eligibility Q & A

Question: If a household submits an application with an income of \$47,000/year written above the income reporting section, does the school have to contact the household and get additional information prior to making an eligibility determination?

Answer: No, if a household provides only annual income, the Sponsor is not required to secure additional income information from the household prior to making an eligibility determination. Therefore, sources reported in annual amounts are not subject to additional pre-certification review as described in past versions of the Eligibility Manual for School Meals. (SP 19-2017).

Child Nutrition Reporting Burden Analysis Study

The *Child Nutrition Reporting Burden Analysis Study* was commissioned by the USDA Food and Nutrition Service (FNS) in response to a legislative requirement of House Report 114-531. The study provided a unique opportunity for USDA/FNS through an independent research contractor to hear directly from States and local Program operators and their ideas on how to improve the administrative burden associated with the Child Nutrition programs. The final report publication on the [FNS website](https://www.fns.usda.gov/child-nutrition-reporting-burden-analysis-study) is located at <https://www.fns.usda.gov/child-nutrition-reporting-burden-analysis-study>. The study identified requirements that contribute most to the workload for state agencies and SFAs and developed a set of considerations for reducing these burdens. Among its key findings:

- Streamline school meal certification and verification processes
- Implement a risk-based administrative review cycle
- Consolidate duplicative information requests across Management Evaluations and Financial Management Reviews
- Develop a fact sheet for each CN reporting requirement
- Develop procurement templates and supporting materials
- Modernize the Food Programs Reporting System (FPRS)

Healthier Kansas Menus Updated

The Healthier Kansas Menus (8-Week Lunch Cycle with Alternate Entrees) has been updated and is available online at www.kn-eat.org, School Nutrition Programs, Resources, Healthier Kansas Menus. The menus were updated to meet Sodium Target 2. Other changes: additional vegetables from the dark green, red/orange, and beans/peas sub-groups; removal of produce that sponsors have historically had difficulty sourcing locally, and a fruit option cycle that encourages seasonal and local procurement.

Menu Planning Tools Updated

The breakfast and lunch menu planning tools have been updated and are available at www.kn-eat.org, School Nutrition Programs, Menu Planning & Production Records, Recordkeeping Forms. The tools have been updated to include a column to specify whether or not items contributing to the Grains component are whole grain-rich as well as a space in the weekly summary to indicate if the requirement that half of all grains served are whole grain-rich has been met.

Excel Application for Child Nutrition Program (CNP) Benefits

The Excel Application is now available in KN-CLAIM. Use of the form is OPTIONAL. The Excel Application is NOT to be posted on a district's website. It automatically determines student eligibility for reduced price or free CNP benefits based on the information entered. The Excel Application CAN be used by school personnel as follows:

- During enrollment, parents/guardians complete the Excel Application with assistance from school personnel. A paper copy is printed and the parents/guardians signs the excel application. The Determining Official will sign the Certification Worksheet and attach it to the Excel Application signed by the parents/guardians.
- Parents/guardians submit paper applications as usual. School personnel enter the data from the paper application on the Excel Application and use the Certification Worksheet to compute the household size and income. The Determining Official will sign and date the original paper application attaching the Certification Worksheet.
- Error-prone applications are identified on the Certification Worksheet.

Breakfast Outreach

Schools participating in the School Breakfast Program must inform families of the availability of breakfast prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced price meal applications for the new school year. In addition, schools should send reminders regarding the availability of the School Breakfast Program multiple times throughout the school year.

Wellness Policy Committee

It is time for each sponsor to organize its Wellness Policy Committee. The committee should involve representatives of parents, students, the School Nutrition Program, the school board, school administration, teachers, school health professionals and the public. Team Nutrition has developed a [Local School Wellness Policy Outreach Toolkit](#).

Food Safety Tip of the Month

Did you know...that food safety has a role in farm-to-plate menu planning and procurement? For tips on operating a successful farm-to-plate program at your site, and for food safety guidance when using locally procured foods, check out the Farm to School Planning Toolkit at <https://fns-prod.azureedge.net/sites/default/files/f2s/F2S-Planning-Kit.pdf>. This toolkit guidance can be easily adapted for implementation in schools, preschools, and childcare centers. Also refer to the Farm to School section on the Child Nutrition & Wellness website at www.kn-eat.org, Farm to School.

Review the HACCP Food Safety System and Revise the Plan

An important part of a Hazard Analysis Critical Control Point (HACCP) food safety system is to review and revise the HACCP Food Safety Plan at least annually or as changes occur. Summer is a great time to reflect on program practices and to ensure staff members are following the food safe practices identified in the site's HACCP Plan. It is essential that the written HACCP plan accurately reflect what is being done in the kitchens.

The "Worksheet to Review and Revise the HACCP Food Safety Plan," available on the [Child Nutrition & Wellness website](#), is an effective evaluation tool to use for this review.

Review the Program's Food Safety Training Record

Please review the Food Safety Training Record located in KN-CLAIM to ensure all of your school nutrition staff including the Food Service Director are current on approved food safety training. The Food Safety Training Record in KN-CLAIM should be updated each time a staff member takes an approved food safety class.

Professional Development Tracking

Review and update the professional development tracking record for all nutrition program staff to ensure professional development requirements for the current program year are achieved.

Professional Development Opportunities

A wide range of face-to-face, high quality, professional development opportunities are available for Child Nutrition Program personnel. Contact Cindy Johnson at cjohnson@ksde.org or call 785-296-2276 to request face-to-face professional development. A list of classes with descriptions is available at www.kn-eat.org, School Nutrition Programs, Training.

Online Professional Development Classes and Tutorials

Online professional development classes and tutorials can be accessed free of charge 24/7 via the KSDE Training Portal. Create an account at <https://learning.ksde.org>. For detailed instructions on creating an account and accessing the training, go to www.kn-eat.org, School Nutrition Programs, Training.

Determining Eligibility Webinars

Plan now to refresh your knowledge and attend the Determining Eligibility webinar on August 1 from 10:00-11:30 am at <https://meet.lync.com/ksde/jladd/YZY5C0GP>.

Jump Start for Directors

A two-day training opportunity for new directors will be held in Manhattan at the KSU Alumni Center on October 7 and 8, 2019. For more information, call 785-296-2276. Registration information is available at www.kn-eat.org, School Nutrition Programs, Training.

Jump Start for Managers

Professional development can help new and aspiring managers successfully supervise a school's child nutrition program. Jump Start for Managers is designed to give a quick overview of program responsibilities, as well as provide tips, guidance and networking opportunities. The two-day Jump Start for Managers will be held September 26-27 in Garden City. Registration information is available at www.kn-eat.org, School Nutrition Programs, Training.

Administrative Update

SY2019-20 Administrative Update is now available through online modules. Topics include new policy guidance for SY 2019-20 including the Buy American, Purchasing, Meal Pattern Flexibilities, Professional Standards Flexibilities, Annual Civil Rights Training, Confidentiality, Determining Eligibility and Verification. Remember, the authorized representative or designee is required to complete administrative training annually.

Food Safety Training

The schedule for face-to-face Summer Food Safety Basics classes is available at www.kn-eat.org, School Nutrition Programs, Training.

Verification Training

Plan now to attend Verification training in September! This face-to-face 2-hour training will be available regionally. The schedule will be posted at www.kn-eat.org, School Nutrition Programs, Training in early August. A verification training webinar will be held September 25 from 2:00-4:00 pm. at <https://meet.lync.com/ksde/jladd/TWB2DKHK>. A Verification online training class will also be available soon in the KSDE Learning Portal.

Annual Civil Rights Training

"Front line staff" and their supervisors must have civil rights training annually. "Front line staff" includes employees who interact with program applicants or participants regarding program services and benefits. Read Chapter 5 in Food Service Facts and/or use the Annual "Front-Line Staff" training handout and the Civil Rights Quick Train Tutorial posted at www.kn-eat.org, School Nutrition Programs, Food Service Facts to conduct a training session. Child nutrition professionals can also individually take the online Civil Rights Compliance in Child Nutrition Programs for professional development credit found on the KSDE Learning Portal (<https://learning.ksde.org>). Be sure to keep documentation of civil rights training on file. Training rosters must also be uploaded annually during Program Renewal.

Sponsors Contracting with a Food Service Management Company

All sponsors contracting with a Food Service Management Company are strongly encouraged to participate in the 2019 FSMC Fall Update on September 18 at 10:00 am. Join the webinar at <https://meet.lync.com/ksde/lhodgson/Z1CSC94L>. The webinar will provide updates for the 2019-20 school year as well as review sponsor responsibilities for monitoring FSMC contracts.

Is This Meal Reimbursable – Lunch & Breakfast Webinar Training Opportunities

The Child Nutrition & Wellness team has developed two classes that can be used to train school food service professionals and cashiers on how to identify a reimbursable lunch and breakfast meal. These two classes are being offered via webinar on:

- Is This Meal Reimbursable – Breakfast on August 6 from 9-10 am, <https://meet.lync.com/ksde/jladd/V3C3Y5PL>
- Is This Meal Reimbursable – Lunch on August 7 from 9-11 am, <https://meet.lync.com/ksde/jladd/FN6Y03ZH>

The webinars will be recorded and posted on the KSDE Learning Portal so that they can be taken online. A 2-hour class about lunch and a 1-hour class about breakfast are also available to be requested for an in-service or a regional training event, for in-depth training with hands-on activities! Contact Cindy Johnson at cljohnson@ksde.org to schedule these important classes!

Team Up for Local Foods Recipe Challenge (SNP)

"Wanted, healthy recipes that use local foods!" Schools are encouraged to participate in the Team Up for Local Foods Recipe Challenge by building teams, which must include students, a Family and Consumer Science educator, a school nutrition professional and a local producer. Teams are challenged to develop student friendly recipes that use local foods, comply with meal planning requirements, and taste good. Teams must commit to the challenge by October 14, 2019, develop recipes, and submit recipes by December 31, 2019. Incentives include training grants, personalized school banners, student chef jackets, and featuring of winning recipes in a recipe book. Watch for details in the August Update.

At-Risk Afterschool Meals

Help students make the grade this coming school year by serving At-Risk Afterschool Meals to school-aged children in lower income areas. Help ensure that children have access to nutritious meals and snacks for students to achieve both in and outside of the classroom. Qualified sites providing educational or enrichment activities after the end of the school day, on weekends or on holidays during the school year can receive reimbursement at the free rate for all meals/snacks that are served. For more information, call 785-296-2276 and ask for Laura.

National School Lunch Week – October 14-18

The #NSLW19 theme is "School Lunch: What's on Your Playlist?" which spotlights the wide variety of flavors, dishes, delivery options and tastes that can be customized in today's school lunch. Get started planning your hit celebration today with the help of SNA's [helpful resources](#) to promote your program.

Farm to Plate

Is Farm to Plate on your August menu? Farmer's Markets are a great place to look. The Community Health Promotion Section in the Bureau of Health Promotion at KDHE has created a Farmers Market Fact Sheet. It contains a map of farmers markets (based on 2018 registrations). There is also information about a few Kansas specific and national resources for farmers and farmers markets. You can find the fact sheet on the Resources for [Healthy Kansas Communities page](#), under the Nutrition header. This resource can also be helpful to source apples for the Mountain Plains Crunch Off, October 16. Contact Barb Depew, Farm to Plate Director, if you need assistance sourcing local product for your programs and promotions.

Kansas Farm Fresh Fridays Challenge

Celebrate Kansas farmers and local foods by participating in an initiative to unify the success of our farms, children and Child Nutrition Program Sponsors. Pledge to offer a meal consisting of at least two 'locally sourced' menu items at least one Friday per month at one or more serving sites. Once registered, you will have access to the KS Farm Fresh Fridays Marketing Kit. Take the challenge at <https://www.surveymonkey.com/r/DTMMXKR>.

Crunch Off – October 16

Kansas is participating in the Mountain Plains Crunch Off with nine other States! Mark your calendars and make plans so that students can bite into a local apple on this day. The state with the most "crunches" will be crowned the Crunch Champion! Begin getting your Crunch group together, registration information will be shared in the August Update. Contact Barb Depew at bdepew@ksde.org for information about sourcing local apples for the event.

Farm to School Census – Coming Soon!

FNS will conduct a third Farm to School Census in 2019 to further assess the nationwide impact of farm to school activities. The 2019 Census will assess Sponsors participation in farm to school activities during the 2018-2019 school year. In August-September 2019, Abt Associates will contact Sponsors directly via email with unique links to the individual survey form. Data collection ends in November 2019. In Spring 2020, USDA will post Sponsor-level data on the public Farm to School Census website and include findings in subsequent reports and communications. Previous Farm to School Census data can be found at: <https://farmtoschoolcensus.fns.usda.gov/>.

Offer versus Serve (OVS) National School Lunch Program Posters and Lunch and Breakfast OVS Tip sheets!

The Offer versus Serve (OVS) Lunch Posters for elementary, middle and high school students may be used as signage to instruct students to select a reimbursable meal under OVS. The OVS tip sheets are intended for use by school foodservice staff to enhance their understanding of OVS requirements at breakfast and lunch. You may access the updated Offer versus Serve resources at: <https://www.fns.usda.gov/tn/offer-versus-serve-national-school-lunch-program-posters>.

Team Nutrition Grant Opportunity

Kansas Team Nutrition is actively working to promote health education programs supporting school wellness policy goals and is currently accepting applications for Power Panther Pals program materials and sub-grant funding for the SY2019-2020. The application is available now at www.kansasteamnutrition.org. **Deadline for the application is August 31.** For questions or additional information, contact Karen Seymour at kseymour@ksde.org or call (785) 296-2276.

Food and Nutrition Services Research – New Releases

[The Summer Food Service Program \(SFSP\) Characteristics Study](#). This study collected data on SFSP operations and characteristics at the state, sponsor, and site levels. Survey data was collected in the summer of 2015 from a census of the 53 state agencies (all 50 states, the District of Columbia, the Virgin Islands, and Puerto Rico) and nationally representative samples of SFSP sponsors and sites. In lieu of a technical research report, study findings are included in a four-page infographic.

[Successful Approaches to Reduce Sodium in School Meals Study](#). This study was designed to provide information on (1) the market availability of foods that meet the sodium standards for school meal programs set by regulation in 2012, (2) the strategies most often used by schools that have met the sodium targets, and (3) the technical assistance needs of schools and districts working to develop lower sodium menus. Data collection took place in 2016 and 2017 with representatives from the food industry and public school food authorities.

FY2019 Administrative Review and Training (ART) Grant Awarded to KSDE

The Kansas State Department of Education (KSDE) has been awarded an ART grant to improve National School Lunch Program integrity by reducing errors in program operations. ART grants support web-based applications, technology improvements, system modification, automation, training and other program oversight improvements. Watch for more information about specific projects in upcoming Monthly Updates!

Sunflower Spotlights

Sunflower Spotlights are posted on our website at www.kn-eat.org, School Nutrition Programs, Recognition!

Shortly after hiring social workers and learning about food insecurity, Kathleen Webb, Executive Director of Children First CEO Kansas Inc. started an education garden in partnership with **X0775, St. Patrick Catholic Church**, in Wichita, Kansas. The education garden is the short- and long-term answer to hunger. It provides an opportunity for not only immediate food for hungry families, but also a way to learn about growing healthy food for future years. The students love learning in the garden during recess, after-school, and at summer camp held twice a week. Kathleen explained, *'We hope to add cooking classes very soon, as well as school tastings this next year.'* The education garden grows an assortment of plants to demonstrate a variety of seed to harvest food, such as beets, lettuce, tomatoes, and peppers. In addition, students are learning about entrepreneurship through a youth-led farm stand.

Shawnee Mission USD 512 Foodservice Director, Nancy Coughenour, thinks that every School Food Service Sponsor needs an Associate Principal as passionate and supportive of school food service as Eddie LyDay at Shawnee Mission Northwest High School. Eddie understands the importance of ensuring kids are ready to learn and how food service can support this process. During the school year you will see Eddie encouraging students to grab a breakfast during 2nd chance breakfast or hear Eddie on the announcements after school letting the students know about the after school meals, and encouraging the students to get something to eat. This summer Eddie worked with the teachers during summer academy to make sure every student had the opportunity for lunch. He also welcomed children from Benninghoven day care who walked over for lunch. Northwest served all time record high for summer lunch with a total of 6,484 children served at Northwest in 30 days. Thank you, Eddie LyDay, for being a huge supporter of school food service.

USDA Farm to School Grants – Kansas Awardees

KC Healthy Kids (\$83,494). Through its Farm to School Academy, they will work with four school districts in the Kansas City Metropolitan Area to scale up and further develop their farm to school programs (Kansas City Kansas Public Schools, Kansas City Missouri Public Schools, Gardner Edgerton and Lee Summit R-7 School Districts). The Farm to School Academy will provide technical assistance and support for the districts and select schools to develop farm to school action plans, increase their local food purchasing, and implement curriculum and food and garden-based activities for students, parents, school staff and neighborhoods.

Sunrise Project (\$83,728). In partnership with Lawrence USD 497 Farm to School staff and volunteers, Sunrise Project will provide farm to school programming for three elementary schools for the 2019-2020 and 2020-2021 school years. Students will engage in gardening, cooking and lunchtime “farmer’s markets”. Students at each school will also host School Lunch “Farmer’s Markets” with weekly taste tests and distribution of fresh garden produce during the growing season.

Healthy Habits for Life Grant Opportunity – Blue Cross and Blue Shield of Kansas

Foundation Healthy Habits for Life is a major grant-giving program of the Blue Cross and Blue Shield of Kansas Foundation. It is offered to help schools address a current major health issue in Kansas and the nation: childhood obesity. The Healthy Habits for Life program is offering a total of \$150,000 in grants to assist schools in promoting healthy lifestyle choices to their K-12 students. School nurses, physical education teachers, principals, health or family and consumer science teachers, or other administrators are encouraged to apply for funding that they may use during 2020. Schools may apply for up to \$1,000 per school to help Kansas youth: reduce their cardiovascular risk, increase their physical activity, or learn healthy eating habits. For more information and to access the application, visit <https://www.bcbsks.com/hhfl/>.

Staffing Update

Effective August 2, Kelly Chanay, Assistant Director, will be transitioning to a part-time special projects’ role within the CNW team. This fall semester, Kelly will be teaching classes at Baker University and soon beginning work on a PhD. Sincere appreciation to Kelly for her outstanding work as an Assistant Director and Child Nutrition Consultant over the past 14 years for the Child Nutrition & Wellness team. Thank you, Kelly, for your passion and leadership in increasing access to healthy meals for Kansas children and for professional development for Kansas Child Nutrition Professionals.

Jill Ladd is returning to an Assistant Director role effective August 5. For the past two years, Jill has been working as a Grants and Project Specialist and has been leading implementation of the Innovative Breakfast Leadership Grant.

Program Year 2020 – Coming into Sight!

Thank you for all your efforts and hard work to get ready for School Year 2019-20! We sincerely appreciate your commitment to professional development and administering Child Nutrition Programs with integrity! All your efforts, such as starting Innovative Breakfast service methods, embracing Farm to School, working toward modeling level Wellness Policies and Serving Safe Healthy Foods and more...will make a positive impact on the academic success of Kansas students!

If you have questions or if we can assist in any way, please call your area Child Nutrition Consultant or the Topeka office. Together, let's make SY2019-20 the best yet!