



Child Nutrition & Wellness

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June Update

Distributed to the School Nutrition Program Authorized Representatives and
Food Service Directors via Listserv
June 24, 2019

Distribution of Applications

Remember that the application packet for CNP benefits is not to be distributed to households before July 1.

Reimbursement Rates

Reimbursement rates for FY2020 will be posted at www.kn-eat.org, School Nutrition Programs, Key Links as soon as they are available from USDA.

Program Renewal

The Program Renewal memo and webinar recording are available at www.kn-eat.org, School Nutrition Programs, Administration, Program Renewal (Program Renewal is in the drop-down list when you scroll over Administration).

- Program renewal documents are due by **July 15, 2019**.
- A 2020 Program Agreement is required. Two copies of the Agreement must be completed, signed and submitted to Child Nutrition & Wellness, Kansas State Department of Education (KSDE). Original signatures are required. A signature stamp is acceptable only if it is registered with the Secretary of State. When the Program Agreement is approved, copies will be returned for the Sponsor's files. KSDE will upload the fully executed Program Agreement to the Checklist Tab in KN-CLAIM. It is important to read the Agreement and make sure to understand its terms.
- Reimbursement claims for school year 2019-2020 cannot be processed until all program renewal documents are approved by KSDE.
- Reminder: The Wellness Impact Tool and Annual Financial Report must be completed in Program Year **2019**.
- **Important:** The prototype Procurement Plan Appendix A: Buy American Documentation log cannot be completed at the time of Program Renewal for the entire year. **It is an optional prototype that can be used to document justifications for limited product exceptions if needed during the school year.**

Monthly Financial Management Reports

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

Important Reminder: Make transfers to the Food Service Fund for low priced adult meals, gratis other adult meals and/or paid lunch equity before the end of the state fiscal year - June 30!

Wellness Policy Data

Complete the Wellness Impact Tool in PY2019 in KN-CLAIM to accurately reflect the sponsor's status in relation to the current Kansas School Wellness Policy Model Guidelines as of the end of SY 2018-19. School Wellness Policy data for every school district in Kansas is available to the public at KSDE Data Central: www.ksde.org, Data Central, Child Nutrition & Wellness Reports.

Community Eligibility Provision – Application Available in KN-CLAIM

For USDA guidance and Q & A's that address common questions, go to www.kn-eat.org, School Nutrition Programs, Administration, Community Eligibility Provision. Sponsors must complete the application at www.kn-eat.org, KN-CLAIM, School Nutrition Programs, Applications, Community Eligibility Application by **June 30** if applying to elect the Community Eligibility Provision for SY 2019-20. If you have questions, please contact Julie Henry at jhenry@ksde.org or 785-296-2276.

Spanish Resources

Prototype Application and Letter to Household

The USDA Spanish version of the revised [Prototype Application for Free and Reduced Price School Meals](http://www.fns.usda.gov/school-meals/translated-applications), along with the translated prototype letter to households and the instructions document, are available at <http://www.fns.usda.gov/school-meals/translated-applications>. KSDE has Spanish application materials available at www.kn-eat.org, School Nutrition Programs, Program Renewal, Foreign Language Translations.

At-Risk Afterschool Meals Toolkit

Kansas Team Nutrition has developed a toolkit for At-Risk Afterschool Meals sponsors. Check it out today! Resources in the toolkit include: sample social media posts to promote your program, a 2-week hot menu, 2-week cold menu, 4-week snack menu, program administrative tools, and supplemental menu resources. The toolkit can be found on the CACFP website at: www.kn-eat.org, CACFP, Resources, At-Risk Afterschool Meals.

Direct Certification – SY 2019-20

All sponsors are required to use the Direct Certification system to assure that all foster students and students eligible for Food Assistance or Temporary Assistance to Families (TAF) are approved to receive free school meals. A complete list of all foster students and students eligible for Food Assistance or TAF will be available online after **July 9**. **The Direct Certification System displays daily matches.** Check the Direct Certification List frequently. The sponsor list will show new students added at the top with the date matched.

Food Safety Tip of the Month

Did you know...it is important to perform preventative maintenance on all foodservice equipment to ensure their proper and safe functioning. Equipment upkeep involves deep cleaning, periodic inspecting, and replacing of parts as needed. Door seals and filters may need to be changed out. Knife blades and slicer blades may need to be sharpened. Equipment that uses water may need to be descaled. Compressors and condensers on refrigerated equipment need to be checked. These important activities work to protect the food supply, keep employees safe, and improve workplace efficiencies.

Review the Program's Food Safety Training Record

Please review the Food Safety Training Record located in KN-CLAIM on the "Forms" tab 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.

The 8-hour Kansas Food Safety in Schools is being offered at four locations during Child Nutrition Management Academy. All new directors are required by the Professional Standards Rule to complete 8 hours of food safety instruction not more than 5 years prior to or within 30 days of the employee's start date. Eight hours of food safety instruction every 5 years is required for all directors.

The 3-hour Food Safety Basics class is also being offered this summer so that all staff have an opportunity to meet the food safety training requirements. Registration information is available at www.kn-eat.org, School Nutrition Programs, Training. If the face-to-face classes are not convenient, Food Safety Basics is also offered online on the KSDE Training Portal.

USDA Updates

Exhibit A Grains Tool – Now Available

The Exhibit A Grains Tool, a new enhancement to the Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool, is now available. This new tool will allow 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 will determine the ounce equivalent (oz eq) grains or grains/bread serving(s) for the grain product. Stay tuned for the second part to the Exhibit A Grains Tool in the following months to include an additional capability to determine the number of servings a program needs to serve to obtain a specific meal pattern contribution.

Reminder for Students Transferring from Provision to Non-Provision Schools – SP 30-2019

On July 29, 2016, USDA's Food and Nutrition Service published the final rule "*National School Lunch Program and School Breakfast Program: Eliminating Applications Through Community Eligibility as Required by the Healthy, Hunger-Free Kids Act of 2010*" (81 FR 50194). This memorandum reminds State and local Program operators about a provision in the final rule effective on July 1, 2019, relating to free and reduced price eligibility for students transferring between LEAs during the school year.

Regulations at 7 CFR 245.9(l) require local educational agencies (LEAs) to provide free, reimbursable meals to students who receive free meals at a Provision school and, during the school year, transfer to a school using standard counting and claiming procedures. Schools must provide these students with free, reimbursable meals for up to 10 operating school days or until a new eligibility determination for the current school year is made, whichever comes first. This is an existing requirement for transfers within the same LEA, and is required for transfers *between* LEAs effective July 1, 2019.

Crediting Updates for Child Nutrition Programs: Be in the Know! Webinar Series

On April 21, 2019, CNP held the webinar, *Moving Forward: Update on Food Crediting in Child Nutrition Programs with Guidance for Dried Meat Products*. This webinar provided an overview of the crediting updates resulting from the Request for Information and provided crediting technical assistance with hands-on practice specifically for dried meat products. The recording of the webinar is available at <https://www.fns.usda.gov/tn/moving-forward-update-food-crediting-dried-meat-products>.

On May 8, 2019, CNP held the webinar, *Additional Meat/Meat Alternate Options for CNPs: Crediting Tempeh and Surimi*. This webinar provided an overview of the crediting updates resulting from the Request for Information and provided crediting technical assistance with hands-on practice specifically for tempeh and surimi. The recording of the webinar is available at <https://www.fns.usda.gov/tn/additional-meat-meat-alternate-tempeh-and-surimi>.

These are the first two webinars of the Crediting Updates for Child Nutrition Programs: Be in the Know! webinar series. This webinar series assists with implementation of the recent changes in CNP related to the release of *SP 08-2019, CACFP 02-2019, SFSP 02-2019 Update of Food Crediting in the Child Nutrition Programs* and other memos including *SP 24-2019, CACFP 11-2019, SFSP 10-2019 Crediting Surimi Seafood in the Child Nutrition Programs* and *SP 25-2019, CACFP 12-2019, SFSP 11-2019 Crediting Tempeh in the Child Nutrition Programs*. Check out the [Crediting Updates for Child Nutrition Programs: Be in the Know! Webinar Series website](#) for updates on upcoming webinars as well as recorded webinars as they become available.

Professional Development Tracking

Review and update your Sponsors professional development tracking record for all nutrition program staff to ensure professional development requirements for the current program year are achieved. Summer is a great time to take advantage of all the KSDE sponsored professional development available to child nutrition program personnel.

Professional Development Opportunities

A wide range of face-to-face, high quality, professional development opportunities are available for Child Nutrition Program personnel. For a list of professional development classes with class descriptions that can be requested for face-to-face training, go to www.kn-eat.org, School Nutrition Programs, Training, Kansas Professional Development Training System. Contact Cindy Johnson at cljohnson@ksde.org to schedule.

Determining Eligibility Webinars

Plan now to refresh your knowledge and attend a Determining Eligibility webinar. The same webinar will be offered twice – July 9 and August 1 from 10:00-11:30 am.

- July 9 webinar link - <https://meet.lync.com/ksde/jladd/Q3M1C8QD>
- August 1 webinar link - <https://meet.lync.com/ksde/jladd/YZY5C0GP>

Child Nutrition Management Academy (CNMA) 2019

Attend CNMA 2019 to build your skills, network with other child nutrition program professionals and accrue hours for professional development requirements! Management level classes, including an 8-hour face-to-face food safety class, Kansas Food Safety in Schools, will be offered. This class is suitable for all team members working in school nutrition programs and meets the 8-hour Federal food safety training requirement for school nutrition program directors. A track of culinary classes and a track of staff development classes are also offered concurrent with management level classes. For full information and registration details, go to www.kn-eat.org, School Nutrition Programs, Training. Classes will be held on:

- July 9-11 in Hays and Topeka
- July 23-25 in Chanute and Nickerson

Develop Your Microsoft Office Skills at CNMA!

KSDE will offer Microsoft Excel, Word, and PowerPoint in Child Nutrition Programs classes during Child Nutrition Management Academy. Excel will be offered from 8:30-11:30 am. and Microsoft Word and PowerPoint will be offered from 1:30-3:30 pm. Registration information is available at www.kn-eat.org, School Nutrition Programs, Training, Child Nutrition Management Academy.

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 in three locations in Kansas this summer. Registration information is available at www.kn-eat.org, School Nutrition Programs, Training.

- July 29-30 in Spring Hill
- July 30-31 in Newton
- September 26-27 in Garden City

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.

Administrative Update

SY2019-20 Administrative Update will be offered at regional locations throughout the summer, via webinars and through online modules. A targeted webinar for Sponsors of Multiple Child Nutrition Programs will be June 25. Topics will 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.

Nutrition Standards for School Meals and Calculating Components

The schedules for face-to-face Nutrition Standards for School Meals and Calculating Components are available at www.kn-eat.org, School Nutrition Programs, Training. These classes are essential for new Food Service Directors and those with menu planning responsibilities, as well as a great refresher for seasoned professionals!

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.

Online Professional Development Classes and Tutorials

CNW staff continue to develop new interactive online training classes and tutorials that can be accessed free of charge 24/7 via the KSDE Training Portal. The professional development classes offer a certificate upon successful completion which can be printed. Tutorials are 5 minutes or less with no quiz and no certificate. Create an account now at <https://learning.ksde.org> and see the entire list of classes and tutorials available. For detailed instructions on creating an account and accessing the training, go to www.kn-eat.org, School Nutrition Programs, Training. We are pleased to announce that Administrative Update is now available on the KSDE Training Portal.

Fresh Fruit & Vegetable Program (FFVP) Participants for SY 2019-20

The FFVP is a USDA Program that provides funds to elementary schools for the purpose of serving additional fresh fruits and vegetables to students at times other than at breakfast or lunch. For SY 2019-20, 170 Kansas elementary schools will be provided FFVP funds totaling over two million dollars. Grant funds will be used to pay the cost of FFVP food, supplies, labor and program administration. The grants will directly benefit approximately 55,395 Kansas Students. A list of schools that were selected to participate in the FFVP for the 2019-20 school year is available at www.kn-eat.org, Fresh Fruit & Vegetable Program.

Summer Nutrition Success – 183 Sponsors, 689 Sites!

Kansas is pleased to show an increase in sponsors and sites for summer 2019. A listing of all Kansas SFSP sites, including addresses and meal times is available at www.kn-eat.org, Summer Food Service Program, Locate a Site Near You.

July is Lunch Across Kansas!

In Kansas, the average daily Summer Food Service Program participation is much lower in July than in June, but the need for the program is just as high. Kansas State Department of Education and Kansas Appleseed partner to sponsor Lunch Across Kansas (LAK) Month, which encourages program sponsors to host events and activities to raise awareness and increase participation in July. Additionally, the enrichment activities that sites offer can help prevent “summer slide”, so kids are ready to learn when they return to school. Drive participation by hosting a special event featuring activities, special programming, or extra outreach and marketing, such as:

- Social media posts about the program
- Email blasts to partners and community members
- Post flyers in places people will see them (ask store managers if you can put them by the mirrors or stalls in bathrooms!)
- Share information on community marquees or signs

Share pictures of LAK events and promotions with Kansas Appleseed by emailing Christina Ostmeyer at costmeyer@kansasappleseed.org. Kansas Appleseed will post LAK events at www.kansasappleseed.org/lunch-across-kansas.

National Summer Learning Week – July 3-8, 2019

Events during the summer help sustain the enthusiasm to keep participation high! Make plans to celebrate Summer Meals by planning events during National Summer Learning Week. Check out the great resources to use during National Summer Learning Week or all summer long at <https://www.summerlearning.org/summer-learning-week/>.

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 July Update. Contact Barb Depew at bdepew@ksde.org for information about sourcing local apples for the event.

Child Nutrition & Wellness Kansans CAN 2018-19 Best Practice Awards – Deadline June 30

The Kansas State Board of Education has a vision: Kansas leads the world in the success of each student. This vision for education calls for a more child focused system that provides support and resources for individual success and will require everyone to work together to make it a reality. The academic achievement and physical well-being of our students in Kansas today will impact the success of our communities, our state and the nation in the future. The good health that results from good nutrition and physical activity, and the learning that is possible as a result, is primary among those tools.

The purpose of this program is to encourage and reward outstanding practices in Child Nutrition & Wellness Programs in Kansas that support the Kansans CAN vision. There are many outstanding child nutrition programs in Kansas. We encourage you and your staff to make nominations for outstanding and/or innovative practices for recognition of your efforts. A nomination entry form is available at www.kn-eat.org, School Nutrition Programs, What's New. **Nominations are due to the Child Nutrition & Wellness office on or before June 30, 2019.** Winners will be notified by July 31 and presentations will be made at the August State Board of Education meeting.

Please do not hesitate to contact the Child Nutrition & Wellness team at (785) 296-2276 if we can be of assistance with this process. We look forward to receiving your nominations and celebrating the Kansans CAN Best Practice Awards with you at the August 2019 State Board of Education Meeting.

Kansas Team Nutrition: Power Panther Pals Sub-Grants Announcement

Kansas Team Nutrition will be offering Power Panther Pals, accompanying sub-grant funds and resources to support implementation of the eight-week health education program. This sub-grant opportunity is for elementary students in grades K-5. Applications are available at www.kansasteamnutrition.org, and will be due August 31, 2019. For questions or additional information, contact Karen Seymour at kseymour@ksde.org or call (785) 296-2276.

Free Back-To-School Resources from Team Nutrition

Get a head start on back-to-school and [order](#) these **free** Team Nutrition resources:

- [Serving Up My Plate: A Yummy Curriculum](#)
- [Team Nutrition Cooks!](#)
- [MyPlate Guide To School Lunch](#)
- [MyPlate Guide To School Breakfast](#)
- [Team Nutrition Popular Events Booklet](#)
- [Team Nutrition Posters](#)

Meet Me in St. Louis – School Nutrition Association Annual Nutrition Conference

We look forward to seeing you at KSDE professional development events, Summer Food Service Program Sites or the School Nutrition Association's Annual Nutrition Conference (ANC) in St. Louis this summer! There will be presenters from Kansas at the following sessions this year at ANC: Procurement Ethics (Cheryl Johnson), Leading the Way to Grow Breakfast Participation (Jill Ladd, Cindy Jones and Cheryl Johnson), Meal or No Meal (Rachel Schiferl), Romaine Calm: How to Handle a Food Recall (Cindy Johnson and Stan Vallis) and Connecting with Customers (Cindy Johnson and Stan Vallis). Congratulations to **Elaine Harris** USD 368 Paola who was selected as Kansas Director of the Year and **Southwest Region Director of the Year!** Congratulations to **Jeanine Flory** USD 339 Jefferson County North who was selected as Kansas Employee of the Year and **Southwest Region Employee of the Year!** So exciting to have two regional winners from Kansas!

Sincere appreciation to all Kansas Child Nutrition Professionals who embrace professional development, idea sharing, and networking – all integral to the growth and success of school nutrition programs! As always, if you have questions or require technical assistance contact your area Child Nutrition Consultant or the Topeka office.