

Monthly Update

School Nutrition Programs



December 29, 2020

Happy & Healthy New Year!

*Distributed to School Nutrition Program Authorized Representatives and Food Service Directors via Email
As posted to www.kn-eat.org, School Nutrition Programs, Updates*

Annual On-site Accountability Reviews – SSO and NSLP Sponsors Only

The School Food Service On-Site Accountability Review (Form 9-G) can be accessed online at www.kn-eat.org, School Nutrition Programs, Food Service Facts, Chapter 9. **By February 1, Sponsors implementing the National School Lunch Program (NSLP) or Seamless Summer Option (SSO)** with more than one serving site must review each approved lunch site and review 50% of all approved breakfast sites at least once per year. Someone not involved in the daily meal accountability procedures at the site must conduct the On-Site Accountability Review. Keep completed reviews on file with school food service program documents for review or audit. Each on-site review must ensure the school's claim is based on the counting system, as reported on the site application, and yields the actual number of reimbursable meals served for each day of operation. If the review discloses problems with a school's meal counting or claiming procedures, the Sponsor must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems. **These reviews can be completed via desk audit this year due to COVID Waiver flexibility.**

Verification

Verification screens are available in KN-CLAIM:

- Count total number of applications received as of **October 1** and total number of students approved for reduced price and free meals as of **October 31**. Applications in "carry-over" status on October 1 should NOT be included in these counts.
- Complete the Pre-Verification Worksheet in KN-CLAIM to determine the Sponsor's sampling method. Access the Pre-Verification Worksheet in KN-CLAIM by selecting School Nutrition Programs, Program Year 2021 and then clicking on the "Forms" tab on the Sponsor Summary page. On the same line as "Pre-Verification Worksheet" click the button which can be found at the right-hand side of the screen and has the image of a + sign.
- For step-by-step instructions, the Verification Quick Reference Guide can assist you in completing the Pre-Verification Worksheet correctly. Please download the guide at www.kn-eat.org, KN-CLAIM, SNP, Quick References, Verification Reporting.
- Once the Pre-Verification Worksheet is submitted, go into the Post-Verification Results screen to see the number and type of applications that must be verified. Verify **ONLY** the number required unless application(s) are verified "for cause".
- **February 28** – Deadline to complete and report all verification activities in KN-CLAIM.

Verification Training – Recording Available

KSDE CNW conducted Verification training on December 1. Watch the recording at:

https://ksde.zoom.us/rec/share/N5jsViLX56SigK_Nbeqa0GEri0lvZiXO84e7A4xp0RkFy9j4o7MFFpdPXJFsykKW.CjCeQma-mQycpDTN?startTime=1606852884000



Seamless Summer Option (SSO) Reminder

SSO operators must update their SNP Site applications to add SSO info for January through the end of school year before serving meals in January 2021.

Claim Deadline Reminder

Claims are due 60 days after the end of the claim month. Please be aware that 60 days does not always correspond with the last day of the month and that claims must be in “approved” status not “pending”.

HACCP Reminder

Remember to complete the Food Safety Checklist each month for each site and keep a copy of the monthly review on file as part of your HACCP documentation. A copy of the checklist can be found at www.kn-eat.org, Food Safety, HACCP Guidance & Resources, HACCP Resources.

Professional Development Opportunities

Virtual professional development will continue in 2021. The CNW Calendar has the class announcements, dates, times, and ZOOM links. Locate the calendar at www.kn-eat.org, CNW Calendar. There is no need to preregister for the Zoom classes. Professional development scheduled through Zoom in January includes:

- Food Safety Basics on Wednesday, January 20, 2:00 p.m. – 5:00 p.m.
<https://ksde.zoom.us/j/94099394145?pwd=eE9aVzk4b1NpdGNwVnBWM2dqQzZFdz09>
- Controlling Costs in the Kitchen on Thursday, January 21, 8:30 a.m. – 3:30 p.m.
<https://ksde.zoom.us/j/97783919382?pwd=TzBIWE83ZIZTRG1iQmxmRmdCZ1JtQT09>

Spanish Food Safety Basics

Food Safety Basics in Spanish is available upon request as a recording of a live virtual class. Spanish speaking employees who are not fluent in English may view the recording under the oversight of their supervisor. Contact Cindy Johnson at cjohnson@ksde.org to request the link to the recording and corresponding participant handouts.

CN Labels & Product Formulation Statements Tutorial – Now Available!

Sponsors can now access the 20-minute CN Labels & Product Formulation Statements tutorial through the KSDE Training Portal. This online tutorial explains when CN labels and product formulation statements (PFS) are required, identifies the required components of a CN label and PFS, and describes best practices for documenting CN labels and PFS. Access the tutorial at <https://learning.ksde.org/>, Child Nutrition & Wellness, Child Nutrition Programs (General Information).

Production Records: Fruit and Vegetable Bars Quick Train Tutorial – Now Available!

Sponsors can now access the online 15-minute quick train tutorial through the KSDE Training Portal. This tutorial provides an overview and demonstration of how to complete a production record for a fruit and vegetable bar. Production Records are required to document meals served to children in Child Nutrition Programs. This tutorial can assist program operators with ensuring production records are filled out correctly and completely for fruit and vegetable bars. Access the training at <https://learning.ksde.org/>, Child Nutrition & Wellness, Child Nutrition Programs (General Information).

Town Hall Tuesdays at 2

Join us each Tuesday at 2:00 pm for a Town Hall meeting at:

<https://ksde.zoom.us/j/93001580396?pwd=ZlliMTVuemh3d0VoVU80aGVQcmPuZz09>



Food Service Management Company Training

An important training session for Sponsors considering contracting with a Food Service Management Company for SY 2021-22 will be held on January 13 from 1:00 pm-3:00 pm via ZOOM. Please RSVP to Jill Ladd at jladd@ksde.org to register and receive the ZOOM link.

Food Buying Guide – New Features

New features released on December 11, 2020 are now available on the Food Buying Guide (FBG) for Child Nutrition Programs. Team Nutrition appreciates receiving your feedback on the FBG and works continuously to enhance the user experience. Team Nutrition has further enhanced the capabilities for registered users by allowing Program operators the ability to create folders for the Recipe Analysis Workbooks (RAW) in the FBG Interactive Web-based tool. This new feature allows users to organize their RAWs using the Web-based Tool and also view them when logged into the FBG Mobile App. Additionally, users can now conveniently access their Favorite foods directly from the homepage with the new Favorite foods button on the FBG Web-based Tool. See what the [Food Buying Guide for Child Nutrition Programs](#) has to offer you today!

Food & Mood Town Hall: January 27, 10am -12pm CST

FNS is working with partners at HHS Substance Abuse and Mental Health Services Administration to host a Food and Mood town hall. This kick-off meeting will look at the relationship between food and behavioral health in the K-12 population, touching upon the intersection between food insecurity and nutrition, school gardens, gardening as an intervention, horticultural therapy, and more. We welcome participation from others within your networks. You are welcome to share this information broadly throughout your communities with other food, nutrition, education, and/or behavioral health partners serving tribal and other communities interested in learning more about this important work. We envision this being the first of a series of discussions to explore this connection between behavioral health and food and thank you in advance for helping us connect with those who could help us grow this effort. [Registration](#) is open now!

Kansas School Lunch Week: Promote Farm to Plate – January 25-29, 2021

Kansas will be 159 years old on January 29th. Celebrate Kansas products by featuring in your menus during Kansas School Lunch Week, January 25-29. Educate students where their food comes from with fun facts and activities in the cafeteria or classroom with resources from these websites: <http://www.ksagclassroom.org/> and [Food Facts & Trivia: Kansas \(foodreference.com\)](#). Celebrate and share your nutrition activities using the hashtag #fuelingKSKids!

National School Breakfast Week – March 8-12, 2021: Score Big with School Breakfast!

The #NSBW21 theme is “Score Big with School Breakfast,” a fun way to show students, parents and stakeholders all the ways that your school breakfast program is a winner! Start planning your celebration today. Go to <https://schoolnutrition.org/meetings/events/nsbw/2021/toolkit-handouts/>.

Guide to Professional Standards for School Nutrition Programs – Recently Updated!

Team Nutrition has just released the updated [Guide to Professional Standards for School Nutrition Programs](#). This updated resource provides State and local school nutrition professionals a comprehensive guide to the required annual training and hiring standards under the *Final Rule: Professional Standards for School Nutrition Programs Personnel*. The updated guide addresses the additional final rule, published March, 1, 2019, that adds four flexibilities to the hiring standards for new school nutrition program directors in small local educational agencies (LEAs) and new State directors of school nutrition programs under the Professional Standards regulations for the National



School Lunch Program (NSLP) and School Breakfast Program (SBP). The resource supports school nutrition professionals in ensuring they have the knowledge, training, and tools they need to successfully operate the NSLP and SBP.

The *Guide to Professional Standards for School Nutrition Programs* provides updated* and user-friendly information on:

- New hiring flexibilities under the Professional Standards requirements*
- Minimum educational criteria for hiring of new directors*
- Job categories
- Training topics organized by key areas
- Where to access training* (including the [Professional Standards Training Database](#))
- Record-keeping requirements for training* (including the [Professional Standards Training Tracker Tool \(PSTTT\)](#))
- Annual training requirements for staff
- LEA enrollment categories

(*Updated information found in the *Guide to Professional Standards for School Nutrition Programs*.)

The updated guide also introduces training reward badges as a way to motivate and acknowledge staff who complete their annual training. Sticker pages of reward badges will be included with the printed version of the guide. Program operators will be able to order additional sticker pages of reward badges through the Team Nutrition website. Access the PDF versions today:

- *Guide to Professional Standards for School Nutrition Programs*
(<https://www.fns.usda.gov/tn/guide-professional-standards-school-nutrition-programs>)
- *Professional Standards Training Reward Badges* packet
(<https://www.fns.usda.gov/tn/professional-standards-training-reward-badges>)

Printed copies will be available for ordering, while supplies last, from Team Nutrition at a later date – stay tuned!

Sunflower Spotlights

The Sponsor listed below will be featured at www.kn-eat.org, School Nutrition Programs, Recognition.

USD 471 Dexter School Nutrition Services, teachers, paras and school staff joined forces during the pandemic response this year. Working collaboratively, school personnel coordinated and delivered meals and student lesson packets to approximately 225 students through seven daily delivery routes. Delivered daily breakfasts consisted of milk, juice box, cereal, fresh fruit and an additional menu item of the day. Delivered daily lunches consisted of a main dish item, vegetables, fruit cup, fresh fruit and milk.

Nutrition program staff cooked and cooled prepared menu items prior to delivery and frozen juice boxes were used to keep the meals cold during transit. Teachers developed weekly student lesson packets that were delivered with the meals on Mondays of each week. The librarian coordinated routes and identified which students were home on a given day to receive deliveries. Meals and lesson packets, including music lessons, were delivered by paras, who appreciated a continuation of their work schedules during remote learning periods. Teachers considered the process to be very organized and efficient. School staff indicated that communication between home, school, and transport personnel was the key to the success of the process. USD 471 school personnel made it work because it met the immediate needs of their students and kept them in contact with community families. Great collaborative effort USD 471 Dexter!



Child Nutrition & Wellness Kansans CAN 2020-21 Best Practice Awards

The purpose of the best practice awards program is to encourage and reward outstanding practices in Child Nutrition & Wellness Programs in Kansas that support the Kansas State Board of Education's 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, 2021.** 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 2021 State Board of Education Meeting.

Happy New Year!

Cheryl, Jill and Julie



For more information, contact:

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