

# Monthly Update

## School Nutrition Programs



July 1, 2020

*Distributed to School Nutrition Program Authorized Representatives and Food Service Directors via Listserv*

### **USDA Provides Flexibilities to Ensure Kids Receive Meals This Fall**

KSDE Child Nutrition & Wellness will continue to support Sponsors during the COVID-19 pandemic in any way we can. USDA announced on June 25 a range of nationwide flexibilities (meal pattern, group-setting, meal service times, parent/guardian pick-up of meals, offer vs. serve) to give Sponsors the certainty needed to operate the National School Lunch Program and School Breakfast Program in the way that makes sense given local on-the-ground situations. The *COVID-19 Waiver Summary for Child Nutrition Programs* resource provides information on how to apply for or extend these waivers and can be accessed at [www.kn-eat.org](http://www.kn-eat.org), SNP, What's New. Thanks to all of you for your patience, hard work, and understanding during this unprecedented time.

### **Pandemic EBT Registration Extended to July 31**

Department for Children and Families (DCF) has extended the deadline for families with children who were eligible for free or reduced price meals last school year to register for the benefit through July 31. Sponsors can use this language to send to households to remind them to access the Parent Portal and register for benefits:

*"Due to your household's eligibility for free or reduced price meals for SY2019-2020, your student(s) are eligible for a Pandemic EBT benefit to equal the value of the meals the child(ren) would have received at school if school had not been closed due to COVID-19. To register for this benefit, go to \_\_\_\_\_. This confidential link is for your household only and not to be shared with others. If you have questions, call 1-888-369-4777. Kansas will continue to comply with civil rights requirements, to include providing equal access to individuals with disabilities and individuals who are limited English proficient."*

If the school district receives a call from a household that is directly certified and they are reporting they have not received the P-EBT benefit, please provide them the link to the parent portal and ask them to please register their household for the benefit. If the household has further questions have them call DCF at 1-888-369-4777, Monday–Friday, 8:00 am – 5:00 pm.

### **Navigating Change 2020 Considerations for Food Service**

Join us for a Town Hall Meeting on **July 13** at 1:30 to review the Food Service Considerations in the KSDE Navigating Change 2020 Re-opening Plan. Join from PC, Mac, Linux, iOS or Android:  
<https://ksde.zoom.us/j/91552553990?pwd=cUs4TDg0LzhEcUpkdU9pQ3lxcktjUT09> Password: 195740.

**There is no registration for the July 13 Town Hall.**

Two additional Town Hall Meetings will be held to provide an opportunity for Sponsors to share best practices and work together by region to develop and refine re-opening plans. In order to breakout participants by region of the state, registration will be required.

- **July 20** from 1:30 pm – 2:30 pm: Register in advance for this meeting:  
[https://ksde.zoom.us/meeting/register/tjwvdO-grT8sHtU-1BINtag\\_NtV2AJR5ddc5](https://ksde.zoom.us/meeting/register/tjwvdO-grT8sHtU-1BINtag_NtV2AJR5ddc5)  
After registering, you will receive a confirmation email containing information about joining the meeting.



- **July 27** from 1:30 pm – 2:30 pm: Register in advance for this meeting:  
<https://ksde.zoom.us/meeting/register/tjEqdeuurDwrHtbAdqxPV7LpQzPgIhKlajsl>  
After registering, you will receive a confirmation email containing information about joining the meeting.

### Reimbursement Rates

Reimbursement rates for FY2021 will be posted at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Key Links as soon as they are available from USDA.

### Program Renewal

The Program Renewal memo is available at [www.kn-eat.org](http://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, 2020**.
- Reimbursement claims for school year 2020-2021 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 **2020**.

### Monthly Financial Management Reports

In order to complete the Annual Financial Report in KN-CLAIM by August 15, you MUST complete the Monthly Financial Management Reports (MFR) in KN-CLAIM for Program Year 2020. The Monthly Financial Reports will automatically roll-up to create the Annual Financial Report (AFR). For technical assistance in completing the MFR/AFR there is a video tutorial available on the KSDE Learning Portal at: <https://learning.ksde.org>.

### Wellness Policy Data

Complete the Wellness Impact Tool in PY2020 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 2019-20. School Wellness Policy data for every school district in Kansas is available to the public at KSDE Data Central: [www.ksde.org](http://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](http://www.kn-eat.org), School Nutrition Programs, Administration, Community Eligibility Provision. Sponsors must complete the application at [www.kn-eat.org](http://www.kn-eat.org), KN-CLAIM, School Nutrition Programs, Applications, Community Eligibility Application by **August 31** if applying to elect the Community Eligibility Provision for SY 2020-21. If you have questions, please contact Julie Henry at [jhenry@ksde.org](mailto: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](http://www.kn-eat.org), School Nutrition Programs, Program Renewal, Foreign Language Translations.



### Indirect Cost Rates

Indirect Cost Rates for 2020-2021 have been posted at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, What's New. Food service uses the unrestricted rate in the last column. The rate for private schools is 10%.

### 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](http://www.kn-eat.org), CACFP, Resources, At-Risk Afterschool Meals.

### Direct Certification – SY 2020-21

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. A video tutorial is available on the KSDE Learning Portal to assist in navigating the Direct Certification List at <https://learning.ksde.org>.

### HACCP Food Safety Plan

The HACCP Food Safety Plan Template has been updated to include information relevant to current needs and activities. The updated template includes the most recent standard operating procedure, SOP 25 Viral Pandemic Response. The beginning of a school year is a great time to review and revise your site's HACCP Food Safety Plan! Check out the template and the Worksheet to Review and Revise the HACCP Food Safety Plan at [www.kn-eat.org](http://www.kn-eat.org), Food Safety, HACCP Guidance & Resources, HACCP Resources.

### 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 and Authorized Representative 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. Approved classes are listed in Food Service Facts Chapter 22.

### Professional Development Opportunities Summer 2020

Many opportunities for learning are available this summer. Go to [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training to access the class list with dates, times and ZOOM links. If you would like to schedule a ZOOM Inservice for your Sponsor, contact Cindy Johnson at [cljohnson@ksde.org](mailto:cljohnson@ksde.org).

Professional Development Classes offered in July:

- **Equipment Upkeep** on July 14 at 2:00 pm. Join this class at <https://ksde.zoom.us/j/91377052957?pwd=WGZISHdhT1dqU1FzS2xVYWtxbmhodz09>.
- **Farm to Plate M&Ms** on July 21 at 2:00 pm. Join this class at <https://ksde.zoom.us/j/96885302030?pwd=WnlwOUhLQkVWdGI4VHRMVmRBY2pTZz09>.
- **Collaborating with Community Health Professionals** on July 28 at 2 pm. Join this class at <https://ksde.zoom.us/j/94209614956?pwd=NU1vR2YveTJua2NMZks0UkZCV0dUZz09>

**Child Nutrition Management Class – Kansas Nutrition 101**

- July 9 at 8:00 am - 4:30 pm. Join this class at <https://ksde.zoom.us/j/95706943529?pwd=aEEeVEo3ZUJ6Y25KNnhPek5XUG0xQT09>

**Administrative Update SY2020-21**

SY 2020-21 Administrative Update continues to be offered via webinars and through an online module. Choose the option that best meets your needs. Three remaining webinars will be offered:

- July 7 at 1:30 pm – 5:30 pm. Join the webinar at <https://ksde.zoom.us/j/93577036165?pwd=T0pPMHQRVTFXTmtmY0lwcNlYkU1Zz09>
- August 12 at 9:00 am - 1:00 pm. Join the webinar at <https://ksde.zoom.us/j/92356446739?pwd=bEdnMUZuWV4OFhPV1djTXhDMVAXZz09>
- August 3 from 2:00 pm - 5:00 pm (**for RCCI's only**). Join the webinar at <https://ksde.zoom.us/j/96413227492?pwd=VTRoNUlPcWRMU0hFSW9kQXgwYjROQT09>

Topics will include new policy guidance for SY 2020-21, Annual Civil Rights Training and COVID-19 Contingency Planning. Dates, times and ZOOM links can be found at [www.kn-eat.org](http://www.kn-eat.org), Training. Remember, the authorized representative or designee is required to complete this administrative training annually. Note: In-depth Determining Eligibility (designed for the Determining Official) and Verification training (designed for the Verification Official) will be offered at separate times. Dates, times and ZOOM links are posted at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.

**Determining Eligibility**

Determining Officials and Authorized Representatives are encouraged to attend a live ZOOM webinar to receive in-depth training on determining eligibility. No pre-registration is required. Training dates and links are:

- July 2 from 2:00-4:00 pm  
<https://ksde.zoom.us/j/94565545357?pwd=Y0c5a3lxQkdnaElsS0lrUUUsvVk1Zz09>
- August 5 from 1:30-3:30 pm  
<https://ksde.zoom.us/j/91381298958?pwd=ZGpBRUE4Z0JhZGRWTXQ5cWM1YlJKUT09>

**Nutrition Standards for School Meals**

- August 10 from 9:00 am - 4:00 pm via ZOOM webinar  
<https://ksde.zoom.us/j/95392715066?pwd=Tnp2OTJQOGhNVWcvWE5qcHBGY2I4dz09>  
Password: 347353

**Calculating Components**

Calculating Components will be offered in five modules on each Wednesday in July. Dates and links:

- July 1 from 1:30-3:30 pm – Kitchen Math Made Easy  
<https://ksde.zoom.us/j/93249129954?pwd=bFIOM1hkSm4rODRWak5NSUVKSTFIUT09>
- July 8 from 1:30-3:30 pm – Navigating the Food Buying Guide  
<https://ksde.zoom.us/j/91070131963?pwd=d0VET1IRbzErcXUxTUtLWU1BTHlZZz09>
- July 15 from 1:30-3:30 pm – Calculating Components for Grains and Bread  
<https://ksde.zoom.us/j/91374740601?pwd=VXF4bERqZHorMGUyNWxId3I2NU42dz09>
- July 22 from 1:30-3:30 pm – Calculating Components for Fruits and Vegetables  
<https://ksde.zoom.us/j/95850108959?pwd=MWFpY3JFUmhFeWtqYkImTFhuNFNoQT09>
- July 29 from 1:30-3:30 pm – Calculating Components for Meats and Meat Alternates  
<https://ksde.zoom.us/j/91035294401?pwd=UEM0dnJUa2hFWjYzbGZBTUNaYUI3UT09>

In order to receive credit for the Calculating Components class required for the Kansas Certificate in Child Nutrition Management, attendees must take the trainings on July 15, 22 and 29.



### Jump Start for Managers

New managers and any kitchen manager ready for a refresher, can join KSDE Consultants for the two-day Jump Start for Managers via Zoom. Participants must attend both days to receive a certificate of completion.

- Day 1 on July 28 from 9:00 am - 3:30 pm at <https://ksde.zoom.us/j/91035294401?pwd=UEM0dnJUa2hFWjYzbGZBTUNaYUI3UT09>
- Day 2 on July 30 from 9:00 am - 3:30 pm at <https://ksde.zoom.us/j/93550639660?pwd=SjdkK2J2Wk4xTnVLcWtVRjRoTlFhZz09>.

### Food Safety Training

Food Safety Basics will be taught via live webinar on July 30 from 2:00 to 5:00 pm. Join this training at <https://ksde.zoom.us/j/99708362656?pwd=ajAwN3M4bWVlNXQxcWkyN1JoOEFMUT09>. Food Safety Basics will be taught several times this summer via live webinar and is also available as an online class in the KSDE Learning portal at <https://learning.ksde.org>. Remember to update your Food Safety Training Record in KN-CLAIM after your employees take an approved food safety class

### 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](http://www.kn-eat.org), School Nutrition Programs, Training.

### 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.

### Summer Nutrition Success – 205 Sponsors, 723 Sites!

Kansas is pleased to show an increase in sponsors and sites for summer 2020. A listing of all Kansas Summer Meals sites, including addresses and meal times is available at [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program, Locate a Site Near You.

### Fiscal Year 2020 National School Lunch Program Equipment Assistance Grants

Kansas has received an allocation of \$243,583 to competitively award equipment assistance grants to eligible Sponsors participating in the National School Lunch Program (NSLP). This year priority does **not** have to be given to high-need schools where 50% or more of the enrolled students are eligible for free or reduced price meals. Priority will be given to those schools who have not received a previous NSLP Equipment Assistance Grant. These funds will allow Sponsors who apply and are awarded equipment assistance grants to purchase equipment to improve nutritional quality of school meals, safety of food served, overall energy efficiency, supports expanded participation in the NSLP, ability to use locally grown fresh fruits and vegetables, strategies for adopting lunchroom changes that provide more convenience and appeal to the student population such as Grab and Go or Kiosks and/or to support the establishment, maintenance or expansion of the School Breakfast Program through innovative service models. The Kansas grant application is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, What's New. Applications are due August 14, 2020.





### Professional Standards Authorized Representative Requirements

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs. Individuals designated as the Authorized Representative and/or Food Service Director for an operation must follow the hiring and training requirements identified for Directors. SP 05-2020 provides clarification on the hiring standards and training standards for Directors and reminds Sponsors of the hiring flexibilities that went into effect in April 2019.

The USDA rule establishes minimum hiring standards for new directors based on a school district's size. For example, a school district with 2,499 student or less may designate an Authorized Representative who meets or exceeds the hiring standards established for a school district with an enrollment of 2,499 student or less. Additional flexibilities are in place if the school district has 500 or less enrolled students. The USDA rule also requires minimum annual training for all new and current directors, with approved food safety training as part of the requirement. New Food Service Directors and Authorized Representatives are required to have completed an approved 8-hour Food Safety class five years prior to hire or within the first 30 days of hire date.

For more information on hiring standards and training requirements, refer to Food Service Facts, Chapter 23 Professional Standards Personnel Guidelines and Professional Development at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Food Service Facts, Chapter 23.

### School Food Service On-Site Accountability Review

School Food Service On-Site Accountability Review Form-9G has been updated and posted in Food Service Facts Chapter 9. The School Food Service On-Site Accountability Review form must be completed by February 1 for each serving site.

### Back to School Resource: Parent Outreach Language

The Child Nutrition & Wellness team has developed parent outreach language that has been reviewed and approved by the Kansas Department of Agriculture Food Safety Licensing Division that you may use to communicate with parents prior to school opening this fall.

*Food is a source of nourishment, stability, and comfort for your child. The (insert your school district/program name) is working very closely with state agencies in ongoing efforts to protect the health and wellness of children. Federal, state, and local organizations have collaborated to prioritize food availability and food safety for young customers participating in school nutrition programs. We want to assure you that school nutrition program personnel are taking every precaution to support the safe delivery of program meals to your children in whatever form that takes in the coming months. Standard protocol for handling foods served in school nutrition programs is to follow the four key steps of food safety: clean, separate, cook, and chill. Following strict food safety protocol has been, and will continue to be, part of program practices at all times.*

Protocol includes:

- Proper handwashing before handling foods and food-contact surfaces.
- Application of the "No Bare Hand Contact Rule" when handling ready-to-eat foods.
- Exclusion of employees experiencing symptoms of illness.
- Purchase of foods from reputable sources.
- Cooking and holding foods at proper temperatures.
- Cleaning and sanitizing surfaces, as well as disinfecting facility surfaces when necessary.



*The strict practices followed by school nutrition program personnel are designed to protect the safety of the foods and better ensure children receive quality meals that meet their nutritional needs. The Kansas State Department of Education, the Kansas Department of Agriculture, the Kansas Department of Health and Environment, and (insert your school district/program name) take the health and wellness of your child very seriously.*

*For more information about our program, contact (insert name, email, and or phone number). For more information about Covid-19, refer to (insert relevant links approved by school district).*

### **KSDE Child Nutrition & Wellness Awarded USDA Farm to School Grant**

KSDE was notified Monday, June 29, that it was awarded \$96,648. This will allow KSDE to award subgrants through a competitive application process. The funds will support farm-to-CNP programming that includes local procurement and agricultural education efforts. Watch for details in future Monthly Updates!

**Have a safe, healthy and happy July 4<sup>th</sup>!**

**Cheryl, Jill and Julie**



For more information, contact:

Cheryl S. Johnson  
Director, Child Nutrition & Wellness  
(785) 296-2276  
[www.kn-eat.org](http://www.kn-eat.org)  
[csjohnson@ksde.org](mailto:csjohnson@ksde.org)

Kansas State Department of Education  
900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
(785) 296-3201  
[www.ksde.org](http://www.ksde.org)

This institution is an equal opportunity provider.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.