

# Monthly Update



## School Nutrition Programs and Summer Food Service Programs

September 30, 2020

*Distributed to the School Nutrition Program Authorized Representatives Listserv and the Food Service Directors Listserv and posted at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, What's New and Distributed to Summer Food Service Program Authorized Representatives Listserv and posted at [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program, What's New*

### Town Hall Tuesdays at 2

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

<https://ksde.zoom.us/j/92455494779?pwd=aWpUUDI3N3hOVGcx01CRWg1NDJ2Zz09>.

On Tuesday, October 6, you are invited to bring your own local apple to the Town Hall to participate in a ZOOM Apple Crunch to kick off Farm to School month! For a complete list of all Professional Development opportunities that includes Zoom links, check out the [CNW Calendar](#).

### Verification During Child Nutrition Program COVID-19 Response

Verification is confirmation of eligibility for reduced price and free meals under the National School Lunch Program and School Breakfast Program. Since the Verification count date of October 1 is tomorrow and USDA has not yet provided guidance about the Verification process due to COVID-19 waivers and flexibilities, KSDE guidance as of 9/30/2020 is outlined below. KSDE will update this guidance as soon as information is received from USDA.

The following Sponsors do NOT complete verification this year:

- Sponsors participating in the Summer Food Service Program or the Seamless Summer Option and served no meals through the NSLP since the beginning of the school year or refunded all charges on all student accounts to the beginning of the school year
- Residential Child Care Institutions that do not also operate a day school
- Sponsors that are participating district-wide in the Community Eligibility Provision (CEP)
- Sponsors that are participating only in the NSLP Special Milk Program

**The following Sponsors DO need to count applications and students approved for reduced price and free meals as of October 1:**

- **Sponsors that have continued to serve meals under the National School Lunch Program**
- **Sponsors who served some meals under the NSLP and did not retroactively refund student accounts to the beginning of the school year**

**Record the counts on the Pre-Verification Worksheet but do not proceed any further until Verification guidance is received from USDA. You will be notified in an Update as soon as KSDE receives information from USDA.**



To navigate to the Verification screens in KN-CLAIM, select School Nutrition Programs, Program Year 2021 and then click on the “Forms” tab on the Sponsor Summary page. On the same line at “Pre-Verification Worksheet”, click the <Add> 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. Download the guide at [www.kn-eat.org](http://www.kn-eat.org), KN-CLAIM, SNP, Quick References, Verification Reporting.

### Civil Rights Nondiscrimination Statement Updated

The USDA Civil Rights Division has updated the link to the Civil Rights Complaint Form within the Nondiscrimination Statement (NDS). Please update the NDS posted on your website and within all electronic documents where the NDS is used or referenced. The updated NDS in both English and Spanish is posted at [www.kn-eat.org](http://www.kn-eat.org), USDA Nondiscrimination Statement. Electronic documents and websites must be updated as quickly as possible. However, for printed materials, Sponsors can first use their current supply of printed materials, and when getting new documents printed be sure to include the new NDS.

### August Claims

- August National School Lunch Program (NSLP) claims in approved status will be processed on 10/6/2020. Please ensure the claim reflects how you intend to claim meals for August.
- Summer Food Service Program (SFSP) claims in approved status continue to be processed weekly.

### SFSP Monitoring Requirements

- **Pre-operational visits** are required for new Child Nutrition Program (CNP) sites and at those sites that experienced significant operational problems in prior year.
  - A [sample pre-operational site visit form](http://www.kn-eat.org) is available at [www.kn-eat.org](http://www.kn-eat.org), SFSP, Administration, Administrative Forms.
- **First week visits** have been waived for sites that have operated successfully in the previous year and sponsors that successfully participate in the SFSP, CACFP or the NSLP.
  - A [first week site visit form](http://www.kn-eat.org) is available at [www.kn-eat.org](http://www.kn-eat.org), SFSP, Administration, Administrative Forms.
- **Monitor Site Review** must be completed in the first four weeks of SFSP operation for each site operated under the sponsor, including racial/ethnic identification.
  - Can be conducted as a desk audit.
  - SFSP runs on a calendar year. If a monitor site review was conducted in March for a specific site, another monitor site review would not be required for that particular site even if there was a gap in service.
  - A [SFSP Monitor Site Review Form](http://www.kn-eat.org) is available at [www.kn-eat.org](http://www.kn-eat.org), SFSP, Administration, Administrative Forms.
  - If a site and sponsor also participate in the At-Risk Afterschool Care Component of the Child and Adult Care Food Program (CACFP), they can follow the CACFP review schedule year-round (the SFSP review counts as one of the three annual CACFP reviews).

### CACFP Monitoring Requirements

Sponsors that have more than one CACFP site must monitor each of its sites.



**Pre-Approval Visits.** Sponsors must conduct pre-approval visits to each proposed new site to discuss Program benefits and requirements and ensure the site is capable of providing the proposed meal service.

- Pre-Approval visits are not required at sites that have previously operated as a SFSP site.
- School Nutrition Program Sponsors are also not required to conduct pre-approval visits at schools that have or are currently participating in the National School Lunch Program.
- A pre-approval visit is also not required for Sponsors with only one site.

**Sponsors of multiple CACFP sites must adhere to the following review schedule for each of its sites:**

- Review each site three times per year
- At least two of the reviews must be unannounced
- At least one unannounced review must include observation of a meal service
- At least one review must be conducted during each **new** site's first four weeks of operation
- No more than 6 months may elapse between reviews

KSDE has a template [Center Site Review Form](#) found in the Administrative Handbook, Chapter 11 that can be used to conduct monitor reviews. Sponsors that operate both SFSP and CACFP At-Risk Meals are not required to monitor their sites following the SFSP requirements during the summer and then monitor those same sites again following the CACFP requirements during the school year. Instead, such sponsors may follow the CACFP monitoring schedule year-round. If sponsors choose to follow the CACFP monitoring schedule year-round, one of the three annual reviews must occur during the summer, review for SFSP requirements, include the review of a meal service, and be unannounced; two reviews must occur during the school year, review for CACFP requirements, at least one must include the review of a meal service, and at least one must be unannounced.

**Sponsors with only one site are not required to conduct monitoring as described above.**

**Current CACFP Monitoring Waivers.** FNS waived for all CACFP Sponsoring Organizations that CACFP monitoring requirements included at 226.16(d)(4)(iii) be conducted onsite.

### Virtual Afterschool Enrichment

To help meet the enrichment activity requirement while providing non-congregate meals, No Kid Hungry has compiled ideas and links for [six weeks of virtual activities](#) that kids can complete at home. These activities would meet the afterschool enrichment activity requirement while providing non-congregate meals.

### HACCP Help

Each year during National Food Safety Month, KSDE develops a 'HACCP Help' newsletter to provide important updates and answers to common food safety questions. The newsletters are a practical tool to use to keep team members informed of critical food safety information. The 2020 edition of HACCP Help, along with past editions are posted at [www.kn-eat.org](http://www.kn-eat.org), Food Safety, HACCP Guidance & Resources, HACCP Resources, HACCP Help Newsletters.

### Professional Development Opportunities

Virtual professional development will continue this fall. The CNW Calendar has the class announcements, dates, times, and ZOOM links here: [www.kn-eat.org](http://www.kn-eat.org), CNW Calendar. There is no need to preregister for the Zoom classes.



October classes through Zoom include:

- **Personnel Management II** on October 1, 8:30 am – 3:30 pm, <https://ksde.zoom.us/j/93307874222?pwd=dnVTSVdjTG0wOHh6bFBleTI0YXA5Zz09>
- **Kitchen Math Made Easy** on October 6, 1:30 pm – 3:30 pm, <https://ksde.zoom.us/j/99236195826?pwd=alpvNnhHblUvbjRldWo1VEhOTTRpZz09>
- **Calculating Components for Grains** on October 8, 1:30 pm – 3:30 pm, <https://ksde.zoom.us/j/97390675547?pwd=aGJEbEVySlkzcTdlLaWo2djZlZSxpqdz09>
- **Recipes 101** on October 15, 8:30 am -3:30 pm, <https://ksde.zoom.us/j/96376499585?pwd=TnRCczQzeFF1WVUzenl0a0hudWxtQT09>
- **Food Safety Basics** on October 19, 2:00 pm – 5:00 pm, <https://ksde.zoom.us/j/95902349659?pwd=VnlaZi9PNmpiSEpCYkloaGRHWnk0Zz09>
- **Calculating Components for Fruits & Vegetables** on October 20, 1:30 pm – 3:30 pm, <https://ksde.zoom.us/j/97138766577?pwd=ME9FTUJkNWlyTDEyYlZtZGdWcTF5Sdz09>
- **Calculating Components for Meats & Meat Alternates** on October 22, 1:30 pm – 3:30 pm, <https://ksde.zoom.us/j/92282135922?pwd=ZWE0ZkVXTWxzVm10T09QakFKQkhZdz09>
- **Professional Communications** on October 29, 8:30 am – 3:30 pm, <https://ksde.zoom.us/j/91572789801?pwd=a1Fkb2dtR0pjd2JKV0U1YUMyZDA3Zz09>

Food Safety Basics is also available as an online class in the KSDE Training Portal at: <https://learning.ksde.org>. A recording of the **Food Safety Basics in Spanish** is available upon request. Contact Cindy Johnson at [cjohnson@ksde.org](mailto:cjohnson@ksde.org).

Note: Due to the Child Nutrition Meal Service COVID-19 Response, the October session of **Jump Start for Directors** has been cancelled.

### **Professional Standards Training Tracker Tool- Webinar Recording Now Available**

On August 12, 2020, Team Nutrition held the webinar, **Track Training Like a Star with the Professional Standards Training Tracker Tool (PSTTT)**. This webinar provided an overview of the Professional Standards for school nutrition professionals and the PSTTT. Team Nutrition showcased the newest enhancements, such as a streamlined way to enter training titles, the ability to deactivate employees, and the capability to earn reward badges for completing one or more trainings under a specific key area and completing trainings in more than one key area. The recording of the webinar is available at <https://www.fns.usda.gov/resource/webinar-track-training-star-professional-standards-training-tracker-tool>.

### **National School Lunch Week (NSLW) – October 12-16**

The #NSLW20 theme is “*Now Playing: School Lunch!*” which spotlights hit menu items that kids love. SNA’s #NSLW campaign offers the “big picture” of tools and resources, including downloadable artwork and social media tips, to help you plan a successful celebration and promote your program to students, parents and the local community. Go to: <https://schoolnutrition.org/meetings/events/nslw/2020/toolkit-handouts/>.

### **Farm to Plate – Happy 10<sup>th</sup> Anniversary!**

Help celebrate the 10<sup>th</sup> anniversary of Farm to School month in October. You are encouraged to recognize, appreciate and celebrate local foods in your Child Nutrition Programs. Highlight local menu items with posters or stickers. Consider coloring pages at meal distribution or classrooms using downloadable resources provided <http://www.farmtoschool.org/our-work/farm-to-school-month>.



### **Mountain Plains Crunch Off – October 14th**

Kansas is participating in the Mountain Plains Crunch Off with eight other States! Mark your calendars and make plans to bite into a local apple on October 14th. The state with the most “crunches” will be crowned the Crunch Champion! Due to COVID guidelines; there is no requirement to have your group participate together at the same time. Participants can CRUNCH individually, virtually or in small groups. Register at: <https://www.surveymonkey.com/r/535866Q> . A toolkit with resources and marketing information is provided at the registration link. If you have any questions, please contact Barb Depew, Farm to Plate Project Director at [bdepew@ksde.org](mailto:bdepew@ksde.org) or phone 785-296-2262.

### **Farm to Child Nutrition Program Sub Grants- Apply Now**

Bringing the bounty of America’s farms into Child Nutrition Programs as a part of breakfast and lunch is one of the best ways we can ensure children are receiving nutritious and delicious meals at school or child care! 2020-2021 Farm to Child Nutrition Program Sub-Grant Applications will be available by Monday, October 5 at [www.kn-eat.org](http://www.kn-eat.org), Farm to School, What’s New. Apply now to improve access to local foods in Child Nutrition Programs and increase agricultural education opportunities. Sub Grant applications are due on or before December 1, 2020. Contact Barb Depew at [bdepew@ksde.org](mailto:bdepew@ksde.org) or 785-296-0062 if you have a question.

### **Adopt A Cow**

The Adopt-A-Cow program engages classrooms throughout the school year with individual updates about their calf’s growth and care, while also learning about the broader dairy community. Bi-monthly updates include an introductory kit with the calf’s name, birthday, and home as well as how the farmer takes care of her. The class will receive photos of the calf and activity sheets as well as a suggested lesson that follows Common CORE standards. At the end of the school year, some classrooms will have the opportunity to video chat with the calf and her owner where they can ask questions. Registration for the 2020-2021 Adopt-A-Cow program will close on October 15. [Click here](#) to learn more and register.

### **Future of Farming and Food**

You are invited to attend the Kansas Rural Center’s (KRC) “Future of Farming and Food” Town Hall virtual meeting. The meeting Thursday, October 8<sup>th</sup>, from 7 pm-8:30 pm will include discussion about Farm to School featuring Kansas Child Nutrition sponsors. Register at <https://kansasruralcenter.org/2020townhalls/>. Recordings of past town hall meetings, including virtual farm tours, are also available at this link.

### **Sunflower Spotlights**

Eight Kansas school districts and a group of leaders received **Kansans CAN 2019-2020 Best Practice Awards** at the Kansas State Board of Education Meeting in September. Congratulations to each of the awardees!

**Wamego USD 320:** *Kansans Can Implement Innovative Meal Pattern Strategies* – Because of the unanticipated school building closures in March, Wamego Unified School District 320 switched from cafeteria meal service to a grab-and-go model with four sites and a home-delivery model with less than 24 hours of notice. Wamego stepped up to the challenge to continue to service delicious meals in a grab-and-go format that included fresh fruits, vegetables and fresh baked breads using a leading industry bagging system. Parents reported children were trying new foods and breakfast participation increased 249% because of the exceptional food quality of the grab-and-go meals.



**Haven USD 312:** *Kansans Can Serve Local Foods* – Going green took on new meaning at the Haven High School greenhouse in Have USD 312. By mid-March, the greenhouse was in full production and growing enough kale, Romaine lettuce and microgreens to support student demand in the school lunch program. Students not only grew the fresh greens, but also grew to love the fresh produce offered on the salad bar.

**Elk Valley USD 283:** *Kansans Can Serve Local Foods* – Students put fresh, local foods on the plate in child nutrition programs from the on-campus garden and vo-ag classes in Elk Valley USD 283. Working year-round in the garden and raising pigs, students at Elk Valley provided fresh produce and pork for breakfast, lunch and Summer Food Service Programs. Produce grown and donated to district food service included onions, kale, tomatoes, squash, cucumbers, green beans, salad greens, carrots, beets, melons and more, which saved the district more than \$500 in food costs. Participation in meals increased more than 30% because of the quality of the student-grown foods.

**Topeka USD 501:** *Kansans Can Provide Outstanding Customer Service* – Developing strong community partnerships was key to ensuring that children had access to nutritious foods when schools closed this spring because of COVID-19. Through innovative outreach strategies, Topeka USD 501's Chris Wagner and Nicole Jahnke worked with churches, libraries, civic organizations and local businesses to maximize communications and increase access to meals beginning in March and continuing through the summer – even expanding meals to seven days per week throughout the summer. They reported an 83% increase in summer meals from June 2019 to June 2020.

**McPherson USD 418:** *Kansans Can Provide Outstanding Customer Service* – Customer service is alive and well in central Kansas. Not only did McPherson USD 418 serve summer meals at five sites throughout the McPherson community, but the district provided meals to children in surrounding communities when other school districts ended meal service in May. Under the leadership of Bill Froese, McPherson served more than 151,731 meals through July 2020 – a 1,360% increase over last summer.

**Maize USD 266:** *Kansans Can Provide Outstanding Customer Service* – The Maize USD 266 maintenance department provided exceptional internal and external customer service during 2020 unanticipated school closure emergency feeding. Under the leadership of Joe Naputi, Stan Starkey and George Gruver, maintenance staff members worked alongside food service staff members to implement a positive experience for kids participating in curbside meal pick-up. Maintenance staff members moved refrigeration, loaded meals in cargo vans and more. Most memorable was the maintenance team initiating costumes and wearing them to entertain the community at meal distributions.

**Wamego USD 320:** *Kansans Can Increase Participation* – Implementation of the 2<sup>nd</sup> Chance Breakfast was the key to increased breakfast participation at Wamego High School. The addition of 2<sup>nd</sup> Chance Breakfast not only increased total participation by 139% in the school breakfast program, data from the first year indicates that more students in the reduced-price and paid categories are eating breakfast.

**Haven USD 312:** *Kansans Can Increase Participation* – Changes to the school day schedule at Haven High School created more challenges for students to eat a healthy breakfast at the start of the school day. A proactive approach doubled breakfast participation with the implementation of a 2<sup>nd</sup> Chance Breakfast option offered between first and second hours at the high school.



**Southern Lyon County USD 252:** *Kansans Can Increase Participation* – Southern Lyon County USD 252 implemented 2<sup>nd</sup> Chance Breakfast at Olpe High School in 2018 and saw a 91% increase. The program was such a success that the district applied for an innovative breakfast grant for the 2019-2020 school year to implement 2<sup>nd</sup> Chance Breakfast at Hartford High School in 2019. As anticipated, breakfast participation increased at Hartford by 46%. As a part of school redesign, Hartford Junior-Senior High School students helped with the 2<sup>nd</sup> Chance Breakfast in conjunction with their applied business class. Jane Kelley, a business teacher, and Anna Baum, food service director, worked with the students on meal patterns, inventory and more.

**Liberal USD 480:** *Kansans Can Increase Participation* – Liberal USD 480 has seen success at every level by implementing innovative breakfast delivery models district-wide as part of school redesign. The 71% increase in breakfast participation is attributed to using different approaches at different grade levels. The district implemented breakfast in the classroom in elementary schools and 2<sup>nd</sup> Chance Breakfast at secondary schools. Connie Vogts, foodservice director, has been a mentor and source of information as other Kansas school districts work to develop innovative breakfast service models and positively impact student success.

**Navigating Change 2020 Food Service Operations Committee:** *Kansans Can Step Up to Lead* – It is important to ensure all children have access to school meals, regardless of the learning environment. For the health and well-being of students, continuation and adaptation of meal service in some form should remain a priority in the 2020-2021 school year. KSDE extends its sincere appreciation to the members of the Navigating Change Food Service Committee who stepped up to lead and donated their time to research and then develop considerations for food service operations to be included in KSDE's Navigating Change: Kansas' Guide to Learning and School Safety Operations. Members included:

- Jessica Younker, chair, Hays USD 489
- Nancy Coughenour, Shawnee Mission USD 512
- Connie Kimzey, Southeast USD 247
- Lori Campbell, Silver Lake USD 372
- Tracy Moerer, Burlington USD 244
- Megan Barnard, Maize USD 266

**Maize USD 266:** *Kansans Can Adapt* – Lynn Scott and Lynette Drevo, Maize USD 266 food service employees, were instrumental in orchestrating the production of meals served during the spring 2020 unanticipated school building closures. They utilized existing inventory, managed shortages from suppliers and daily production numbers to launch the Seamless Summer Option at Maize, which had never been offered before. They teamed up to design and perfect the process of bagging individual breakfast and lunches into a larger bag for curbside pick-up of multiple days' worth of meals to minimize potential COVID-19. Maize served more than 89,049 meals using a two-day-a-week curbside pick-up model.

### Autumn Thoughts

School Nutrition Professionals are Awesome to the Core! Register now and make plans to Crunch an Apple or other local product on October 14. Be sure to tag us in your apple crunching pictures at #FuelingKSKids. Thank you for working with heart to fuel Kansas' future!



**As always, if you have questions please call or email us or your area Child Nutrition Consultant.**

**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.