

Monthly Update



School Nutrition Programs

July 30, 2021

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

August Tuesday Town Halls at 2

Plan now to join KSDE for Tuesday Townhall meetings at 2 pm using this link:

<https://ksde.zoom.us/j/93001580396?pwd=ZlllMTVuemh3d0VoVU80aGVQcmpuZz09>. The August 3rd Town Hall meeting will be for Sponsors implementing the Child & Adult Care Food Program (CACFP) and will detail PY2022 CACFP Certification. On August 10, the main agenda item will be P-EBT and Summer or Supplemental P-EBT and any new USDA Guidance.

Local Level P-EBT Administration Costs Due August 2 – No Late Forms Can Be Accepted!

The Continuing Appropriations Act, 2021 and Other Extensions Act (P.L. 116-159), Sec 721 of the FY 2021 Omnibus and COVID Relief and Response Act (P.L. 116-260) allow funds to be sub-awarded to local Sponsors to assist with the administrative costs associated with local level implementation of Pandemic Electronic Benefit Transfer (P-EBT).

In response to State Agency feedback regarding the complexities with identifying, gathering, and reporting local costs, USDA has provided an optional strategy with the intent to simplify. Sponsors now have two options to submit local level P-EBT Administration Costs.

Option 1 – Kansas Sponsors of School Nutrition Programs can continue to track P-EBT administrative costs and submit via the P-EBT Excel Administrative Cost Workbook posted at www.kn-eat.org, School Nutrition Programs, What's New. Instructions for submitting costs can be found on the Instruction Tab. Under Reimbursement Type select Budget Categories. The completed excel workbook must be submitted to KSDE CNW via email to CNW@ksde.org by August 2. All appropriate supporting documentation that supports that the listed costs are reasonable, necessary and allocable must be maintained on file for review by KSDE CNW at the time of the Administrative Review and by auditors.

Option 2 – As an alternate to tracking local administrative cost information and submitting the individual itemized costs, Sponsors may be awarded a specified dollar amount that aligns with the number of P-EBT eligible children served by the Sponsor.

- Less than 1,000 P-EBT Eligible Children: \$614
- 1,001-5,000 P-EBT Eligible Children: \$3,063
- 5,001-1,000,000+ P-EBT Eligible Children: \$5,814

Select the Simplified Methodology response under Reimbursement Type on the Excel Worksheet at www.kn-eat.org, School Nutrition Programs, What's New and enter the amount based upon number of eligible P-EBT children in the Simplified Reimbursement column. Send to KSDE CNW via email to CNW@ksde.org by close of business on August 2. No supporting documentation must be kept on file.



Next Steps for Implementation of the Emergency Operating Costs Reimbursement Program

Sponsors who are eligible to receive Emergency Operating Costs Reimbursement will be notified via email in early-August. A statement of the calculated reimbursement will be provided as well as an excel spreadsheet calculator to review the calculation. The Authorized Representative will be required to certify that the reimbursement total has been reviewed and is correct and then scan and email the signed document to cnw@ksde.org. If you have questions regarding the Emergency Operating Costs Program, please contact Julie Henry at jhenry@ksde.org.

Public Notification Requirement: Free Breakfast and Lunch Through the SSO during SY2021-22

Schools operating SSO must provide public notification regarding the availability of school meals and the eligibility criteria at or near the beginning of the school year, as provided in 7 CFR 245.5. For SY 2021-2022, schools participating in SSO should notify households that all meals will be offered free through SSO. The Child Nutrition & Wellness team has developed sample flyers and a sample news release. Access these resources at www.kn-eat.org, School Nutrition Programs, What's New.

Reimbursement Rates

Reimbursement rates for FY2021 are posted at www.kn-eat.org, School Nutrition Programs, Key Links.

Adult Meal Price

The prices charged for adult meals must be sufficient to cover the overall cost of the meal, including the value of cash-in-lieu of commodities. If cost data is not available, the sponsor should set the adult meal charge at least equal to the free meal reimbursement rate for the Seamless Summer Option per meal type which is \$4.60.

Direct Certification – SY 2021-22

All sponsors are required to use the Direct Certification system to assure that all foster students and students eligible for Food Assistance (FA) 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 is now available. 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. Remember to send the Letter to Households about Direct Certification and keep a copy in your records. This year you do not need to send a Letter to Households about Direct Certification for Migrant, Runaway or Homeless categorically eligible students.

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 2021. The Monthly Financial Reports will automatically roll-up to create the Annual Financial Report (AFR). Remember that the AFR must match the Sponsor's Food Service Fund Account. For technical assistance in completing the MFR/AFR contact your area Child Nutrition Consultant.

Indirect Cost Rates

Indirect Cost Rates for 2021-2022 will be posted at www.kn-eat.org, School Nutrition Programs, What's New after August 1. Food service uses the unrestricted rate in the last column. The rate for private schools is 10%.



Wellness Policy Data

Complete the Wellness Impact Tool in PY2021 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 2020-21. 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. Be sure to add this link on the Sponsor website or make current Wellness policies available to the public to meet the USDA requirement to make the Wellness Policies available to the public.

Community Eligibility Provision Application Available in KN-CLAIM – Due September 30

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 wishing to elect the Community Eligibility Provision for SY2021-22 must complete the application in KN-CLAIM at www.kn-eat.org, KN-CLAIM, School Nutrition Programs, Applications, Community Eligibility Application by September 30, 2021. If you have questions, please contact Julie Henry at jhenry@ksde.org or 785-296-2276.

CACFP At-Risk Afterschool Meals

Did you know that during SY 21-22 all sites can qualify as CACFP At-Risk Afterschool Meals sites? This means that schools can serve up to 1 meal and/or snack per child per day after the school day, weekend and/or holidays and receive the CACFP free reimbursement rate in addition to serving a breakfast and lunch on school days under the Seamless Summer Option. If you'd like to learn more about serving CACFP At-Risk Afterschool Meals contact your Child Nutrition Consultant and check out the At-Risk Afterschool Meals online training on the KSDE Training Portal, <https://learning.ksde.org>, Child Nutrition & Wellness, Child & Adult Care Food Program.

Updated Guidance for COVID-19 Prevention in Child Nutrition Programs

The Centers for Disease Control and Prevention (CDC) recently updated the Guidance for COVID-19 Prevention in K-12 Schools. Complete guidance can be found at the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>.

- Maintain physical distancing measures as much as possible. The CDC recommends at least 3 feet of physical distance between students, and 6 feet for adults working in close proximity to others for periods longer than 15 minutes.
- Continue the use of additional spaces outside of the cafeteria for mealtime seating, such as, the gymnasium or outdoor seating.
- Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.
- Continue to clean frequently touched surfaces often to manage viral load.
- Promote frequent handwashing to food handlers and customers participating in programs.
- Improve ventilation using methods such as opening windows, maximizing filtration as much as the system will allow and using portable HEPA air cleaners. Read more at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/ventilation.html>

School Food Service On-Site Accountability Review – Reminder for Multi-Site Sponsors

School Food Service On-Site Accountability Review Form-9G is 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 for Sponsors with multiple serving sites.



Fiscal Year 2021 National School Lunch Program Equipment Assistance Grants

Kansas has received an allocation of \$243,125 to competitively award equipment assistance grants to eligible Sponsors participating in the National School Lunch Program (NSLP) including those operating the Seamless Summer Option (SSO). 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, support 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, School Nutrition Programs, What's New. Applications are due by close of business on August 20, 2021. Contact Diane Dysart at ddysart@ksde.org with questions. Diane is available to review applications to make sure they are complete prior to the deadline.

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 HACCP plan must be reviewed/revise on an annual basis so 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, 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 or when the employee status changes (i.e. they leave employment). Approved classes are listed in Food Service Facts Chapter 22.

Food Safety Professional Development Requirements

- **New school food service directors** and **new authorized representatives** are required by the Professional Standards Rule to complete 8 hours of approved food safety instruction not more than 5 years prior to or within 30 days of their employment date.
- School food service directors and authorized representatives are required to take eight hours of approved food safety training every 5 years thereafter.
- New school food service employees, who are not directors, are required to attend one of the approved food safety classes within 6 months of their employment date.
- School food service employees, who are not directors, are required to complete one of the approved food safety class every 5 years thereafter.
- Recorded courses offered by KSDE that meet food safety training requirements can be found on the KSDE Training Portal at <https://learning.ksde.org/>, Child Nutrition & Wellness. Authorized Representatives and Food Service Directors must take the 8-hour Food Safety in Schools course found under School Nutrition Programs. Other food service staff, who are not directors, can take the 3-hour Food Safety Basics course found under Child Nutrition Programs (General Classes).



Team Up for Local Foods “Put our State on your Plate” Recipe Challenge 2021

“Wanted, healthy recipes that use local foods!” Schools are encouraged to participate in the Team Up for Local Foods Recipe Challenge in the fall of 2021 by building teams, which must include student(s), a Family and Consumer Science or culinary educator, a school nutrition professional, and a local producer. Teams are challenged to develop student friendly recipes that could be served as part of the Child Nutrition Programs, use local foods, comply with nutrition standards for school meals, and taste great! Teams must commit to the challenge by submitting the letter of intent by October 15, 2021. Recipes and challenge materials are due by December 31, 2021. All teams that apply and complete challenge requirements will receive a sub-grant in the amount of \$200. The winning teams will also receive a banner for the school to display and be recognized with a Sunflower Spotlight award. Winning recipes will be featured in the Healthier Kansas Menus resource.

School Nutrition Directors and Family Consumer Science/Culinary Educators are welcome to attend our virtual webinar on **Thursday, September 16 at 3:30 pm** to learn more about the Team Up for Local Foods “Put our State on your Plate” Recipe Challenge at <https://ksde.zoom.us/j/83687308559pwd=bXk4ZWtPSG1YQTZIS1hKdnJlVDQxQT09>. More information and a recording of the virtual webinar can be found at www.kn-eat.org, School Nutrition Programs, What's New, [Put our State on Your Plate - Team Up for Local Foods 2021 Recipe Challenge](#). If you have questions, please contact Kyleen Harris at kharris@ksde.org or 785-368-8039.

Professional Development Opportunities

Make CNW your back-to-school SNP training headquarters! Don't miss the following training opportunities:

- Virtual Back-To-School Training Bundle, August 10 from 7:30 am-1:30 pm: Frequent Food Safety Violations, Meal Modifications, Managing Responses to Stressful Situations, Knife Handling Basics and Gluten-Free Diets. Join for one class or the entire bundle. The CNW Calendar will be updated with specific class times soon.
- Virtual Back-to-School Essential Trainings:
 - Food Safety Basics, August 18 from 2:00-5:00 pm
 - Is This Meal Reimbursable-Breakfast, August 3 from 9:00-10:30 am
 - Is This Meal Reimbursable-Lunch, August 4 from 1:00-4:00 pm

Go to www.kn-eat.org, CNW Calendar to view scheduled classes – dates, times and ZOOM links. If you would like to schedule a ZOOM Inservice for your Sponsor or have questions about the Virtual Back-To-School Training Bundle, contact Kelly Chanay at kchanay@ksde.org.

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 less than an hour 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.

Food Service Management Company (FSMC) Fall Monitoring Training – Save the Date!

All sponsors contracting with a Food Service Management Company are strongly encouraged to participate in the 2021 FSMC Fall Update on September 16 at 9:00 am. Join the webinar at <https://ksde.zoom.us/j/98521893932?pwd=N0RSVW9FcWsyMXNXdn>. It will provide updates for the 2021-22 school year as well as review sponsor responsibilities for monitoring FSMC contracts.



Professional Standards Requirements Reminder

- USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.
- Sponsors must ensure that training hours are completed and documented each year from July 1 – June 30.
- The minimum annual professional development hours required vary depending on the number of hours a staff person works in a week. Authorized Representatives and Food Service Directors are required to have 12 hours of training annually. Managers are required to have 10 hours of training annually; staff working 20 hours or more are required to have 6 hours of training annually; and part-time staff working less than 20 hours are required to have 4 hours of training annually.
- See Food Service Facts Chapter 23 for more information.

New Feature Alert for the Professional Standards Training Tracker Tool!

A new feature is now available on the Professional Standards Training Tracker Tool (PSTTT). Team Nutrition appreciates receiving user feedback on the PSTTT and works continuously to enhance the user experience. Users can select a training title from a list of training titles available on the PSTTT and information related to the training, such as the length of the training, training provider, key area(s), training topic(s), and learning objective(s) will auto-populate. If users do not find the training they completed on the PSTTT training list, they may manually add the new training title and information to the list. With the latest update, users will now be able to easily upload multiple new training titles at one time to be included in the PSTTT instead of adding one at a time. Track your professional standards required training hours today using USDA's free [Professional Standards Training Tracker Tool](#).

Now Available! Team Nutrition Webinar Captioned in Spanish!

USDA's Team Nutrition initiative is pleased to announce the release of the "How to Maximize the Exhibit A Grains Tool" English webinar with captions in Spanish. This webinar demonstrates enhancements to the Exhibit A Grains Tool, which is a feature included with the Food Buying Guide for Child Nutrition Programs (FBG) Interactive Web-Based Tool and FBG Mobile App. The Exhibit A Grains Tool allows a user to search for a grain product (as listed on Exhibit A) and enter in the serving size from the product label. The tool then helps the user determine: ounce equivalent (oz eq) grains or grains/bread serving(s) for the grain product, amount to serve to provide a desired grains contribution, and amount to serve for a grain product in the order to meet the minimum grains requirement by age/grade groups for specific Child Nutrition Programs. The webinar can be viewed and downloaded at <https://www.fns.usda.gov/tn/food-buying-guide-training-resources>.

2019 USDA Farm to School Census Results Released

Thank you to the 276 Kansas School Food Authorities (SFA's) that reported with 59.8% indicating Farm to School participation. Results by State and Sponsor level at <https://farmtoschoolcensus.fns.usda.gov/> show food served, frequency, spending, nutrition education and more. You can explore your school's results and others too. Use this data to report to your administration and set Farm to School goals for the 2021-22 school year.



The 3rd Annual Mountain Plains Crunch Off – October 2021

This year's registrants are able to crunch on not only apples; but ANY local crunchable produce! Kansas is participating in the Mountain Plains Crunch Off with seven other regional states. Celebrate with local produce on Wednesday, October 14 or pick another day in October to participate in the crunch off. Registration opens August 1. Make plans now and register your event at <https://www.surveymonkey.com/r/79XXHNM>. Crunchable local produce can be found in many places – school/child care gardens, farmer's market, local distributors or <https://shopkansasfarms.com/map/>. 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 or phone 785-296-0062.

Welcome Back to School!

Would you like to brighten up your serving area for the start of the school year? Healthy Kansas Plate Posters, Pick 3 Clings, Why Choose One Posters and Justice for All Posters are available by contacting sbruschi@ksde.org.

Cheryl, Jill and Julie



For more information, contact:

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