

# Monthly Update



## School Nutrition Programs

December 16, 2022

*Distributed to School Nutrition Program Authorized Representatives and Food Service Directors via Email  
As posted to [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Updates*

### Supplemental/Summer P-EBT Town Hall on January 6<sup>th</sup> – Important!

Join us for a Town Hall meeting on January 6<sup>th</sup> at 9:30 am at this link: <https://ksde.zoom.us/j/84920437369>. Training will be provided about School Food Authorities responsibilities for Supplemental/Summer P-EBT. **It is important that at least one person attend and preferably a staff member who completes benefits issuance for the Sponsor.** Go to this link for information from the Department for Children and Families (DCF) about Supplemental/Summer P-EBT: [Pandemic Electronic Benefit Transfer - Home \(ks.gov\)](https://www.ks.gov).

### Tuesday Town Hall at 2 on January 17<sup>th</sup>

Plan now to join KSDE for the January 17<sup>th</sup> Tuesday Townhall at 2 pm using this link: <https://ksde.zoom.us/j/84920437369>. The agenda will include but not be limited to: Supply Chain Assistance Funds Round 2 and 3, Summer/Supplemental P-EBT, Paid Lunch Equity, Wellness Workshops each Wednesday in February, Professional Development Updates, and any new guidance from USDA!

### Virtual Wellness Workshops in February – Wellness Wednesdays

Join KSDE each Wednesday in February for Wellness Wednesdays to assist Kansas schools in implementing wellness policies and creating a healthier school environment. Each Wednesday in February a 1-hour virtual sessions will be offered at 9:30 a.m. Save the dates and watch for details regarding workshop topics for each Wednesday and how to register in the January Update.

### Annual On-site Accountability Reviews

The School Food Service On-Site Accountability Review (Form 9-G) can be accessed online at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Food Service Facts, Chapter 9. **By February 1**, Sponsors with more than one serving site must review each site approved to participate in the National School Lunch Program at least once per year and review 50% of all sites approved to participate in the School Breakfast Program once per year. It is a best practice to rotate review of breakfast sites to ensure all sites are monitored at least every other 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 free, reduced price, and paid lunches, respectively, 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.



### **Contracting with a Food Service Management Company Training, January 10th**

An important training session for Sponsors considering contracting with a Food Service Management Company for SY 2023-24 will be held on January 10 from 9:00-11:00 am via Zoom. Join the training at <https://ksde.zoom.us/j/86550655101>.

### **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](http://www.kn-eat.org), Food Safety, HACCP Guidance & Resources, HACCP Resources.

### **Professional Development Opportunities**

Jump start the new calendar year by attending training! Go to [www.kn-eat.org](http://www.kn-eat.org), CNW Calendar to view all scheduled classes – dates, times and ZOOM links.

Upcoming trainings through Zoom include:

- Spring Back to School Food & Kitchen Safety Training Bundle on January 4 beginning at 8:30 am. Classes will include Food Safety Basics from 8:30-11:30 am, Intro to HACCP from 12:30-1:30 pm and Knife Handling Basics from 1:35-2:35 pm. Join at <https://ksde.zoom.us/j/82390635170>.
- If you would like to schedule a ZOOM Inservice for your Sponsor or have questions about professional development, contact Kelly Chanay at [kchanay@ksde.org](mailto:kchanay@ksde.org).

Training is also offered through the KSDE Training Portal 24/7 at <https://learning.ksde.org>. New to the portal: Completing Corrective Action Tutorial and Kansas Nonprogram Food Revenue Tool.

### **Culinary Quick Bites Featuring Local Foods**

Check out the KSDE YouTube Playlist for the December Holiday Culinary Quick Bite featuring green beans at: [https://www.youtube.com/playlist?list=PLd\\_2hYclboc\\_QUbcDjw6GfQP7i2Zv2MHM](https://www.youtube.com/playlist?list=PLd_2hYclboc_QUbcDjw6GfQP7i2Zv2MHM)

### **Spring Jump Start Your Success in School Nutrition Programs**

If you missed the Fall 2022 Jump Start Your Success in School Nutrition Programs, make sure to join CNW for the Spring kick-off event on **January 12** in Salina. Jump Start will offer a blend of in-person, live virtual, on demand and personalized training opportunities for new and aspiring school food service directors and managers. This training opportunity is for those with less than three years of experience. Those with three years of experience or more may participate as a mentor.

The 2023 free, multi-week Jump Start program will offer real-time and immediately applicable training opportunities that are facilitated by CNW staff and mentors. Jump Start has been developed to incorporate personalized training and leadership development through mentoring opportunities and to encourage open-group discussion so participants can be actively involved in learning best practices from the field. Participants who complete the Jump Start program will develop the skills and knowledge needed for the successful operation of school nutrition programs.



Don't miss out on this great opportunity to jump start your success in School Nutrition Programs and join us for the spring kick-off event on January 12 from 9:00 am-3:00 pm at the Smoky Hill Education Service Center in Salina. For more information about Jump Start as a participant or mentor, contact Kelly Chanay at [kchanay@ksde.org](mailto:kchanay@ksde.org). All participants must register at [https://ksde.sjc1.qualtrics.com/jfe/form/SV\\_577eu6HSSn2VhRk](https://ksde.sjc1.qualtrics.com/jfe/form/SV_577eu6HSSn2VhRk).

### New Staff Recruitment Tools from SNA

Is your program in need of some new, talented employees? Are you struggling to draw people to the school nutrition industry? To help make your hiring processes go more smoothly, SNA has created a series of recruitment resources. The "Bring More to the Table" Hiring Toolkit is designed to help you promote open staff positions and show others what a career in the diverse field of school nutrition actually looks like. [Learn More](#)

### Child Nutrition & Wellness Kansans CAN 2022-23 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 will be available after January 1st at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, What's New. **Nominations are due to the Child Nutrition & Wellness office on or before June 30, 2023.** 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 2023 State Board of Education Meeting.

### Wishes for a Happy and Healthy 2023!

### Happy New Year!

**Cheryl, Karen, and Kelly**



For more information, contact:

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