

Monthly Update

School Nutrition Programs



July 29, 2022

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

August Tuesday Town Hall at 2 PM – August 23

Plan now to join KSDE for a Tuesday Townhall meeting at 2 pm on August 23 using this link: <https://ksde.zoom.us/j/84920437369?pwd=dXgrdE5ickp6VVVHRTFWbkowN0FJUT09>. Agenda items will include Update on Summer P-EBT, Annual Financial Reports, Spend Down Plans, New Supply Chain Assistance Funds, Supply Chain Disruption Strategies and any new USDA Guidance.

Reimbursement Rates

Reimbursement rates for SY 2022- 2023 are posted at www.kn-eat.org, School Nutrition Programs, Key Links. The Reimbursement rates posted include the additional funding made available through the Keep Kids Fed Act.

Direct Certification SY2022-23

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. New for SY 2022-23, students eligible for free (MED-F) or reduced price meals (MED-R) due to Medicaid will be included on the Direct Certification List.

Important Note: Only students found on the Direct Certification list as eligible for free or reduced price meals due to Medicaid can be directly certified. A Medicaid number submitted by a household on a paper or online application cannot be used to certify students for free or reduced price meals because not all Medicaid programs meet Child Nutrition Program Income Eligibility Guidelines.

A complete list of all foster students and students eligible for Food Assistance or TAF or Medicaid is available now. The Direct Certification System displays daily matches for public schools and all private schools who send student records to KSDE. KSDE will send an email notification when a new student is added to the Sponsor list. The new students added will be displayed at the top with the date matched. Free or reduced price meal benefits begin when the sponsor sends the *Letter to Household about School Meal Benefits* or the "created date" if the Sponsor has requested flexibility for establishing effective date of eligibility on the Sponsor Application in KN-CLAIM.

Check the list frequently. Sponsors must send the *Letter to Household about School Meal Benefits* to notify households that students in the household are directly certified for free or reduced price meals in a timely manner so that the household does not take the time to submit an income application. A paper or electronic copy of the letter should also be maintained on file. The *KN-CLAIM Quick Reference for Direct Certification* has been updated and is available in KN-CLAIM, Quick References.



Direct Certification with Medicaid Q&As

Q. A household says they are eligible for Medicaid and should be receiving free or reduced price meals, but I know they have to be on the direct certification list. Who should I have them contact to see why they are not on the list?

A. Direct them to the Medicaid Clearinghouse by calling 1-800-792-4884 or they can go to the Self Service Portal <https://cssp.kees.ks.gov/apspsp/spp.portal> and take a self-assessment.

Q. If a student is on the Direct Certification list as MED-R, but the family goes ahead and completes an application because they believe they are eligible for free meals based on income and are determined eligible for free, would they receive free meals instead of reduced?

A. Yes, if the household completes an income application and qualifies for free, they would receive free benefits based on the income application and the income application would be included in the verification pool.

Q. Can a Medicaid Number be accepted on an Income Application and used to certify students for Free Meals?

A. No. Not all Medicaid programs meet Child Nutrition Program Income Eligibility Guidelines. Only students found on the Direct Certification list can be certified for free or reduced meals based on Medicaid.

Q. If a student is on the Direct Certification list as both MED-R and Foster, what should I do?

A. Foster benefits do not extend to other students in the household, but Medicaid benefits do. Since the student is a Foster Child they would be certified for Free benefits and if there are other students in the household that are not Foster children, the MED-R benefit would extend the reduced benefit to the other students in the household.

Fresh Fruit & Vegetable Program – Application Deadline Extended to August 17th

The application to apply to participate in the Fresh Fruit & Vegetable Program (FFVP) for PY 2022-23 is available at www.kn-eat.org, School Nutrition Programs, What's New. The FFVP provides all children in participating elementary schools with a variety of free fresh fruits and vegetables throughout the school year. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. Participation in the FFVP is limited to elementary schools, with priority given to schools with the highest percentage of students eligible for reduced price or free school meals.

To apply for the FFVP, complete the application and return it to KSDE no later than August 17, 2022. Schools selected to participate for the new federal program year beginning October 1 will be notified in early September 2022. Participating schools will be reimbursed for their documented expenses on a monthly basis. If you have any questions, please contact Barb Depew at 785-296-2276 or bdepew@ksde.org.

Cash in Lieu of the Supply Chain Assistance USDA Foods – Return Attestations Now!

Kansas is being provided a fair-share portion of The Commodity Credit Corporation Supply Chain Assistance USDA Foods in the form of a cash award. The cash award in lieu of the Supply Chain Assistance USDA Foods must only be used to purchase domestically grown and produced food products. KSDE Child Nutrition & Wellness has sent an Attestation to each Kansas Sponsor with the amount of the cash award that must be signed and **returned to KSDE by August 5** to accept the award and attest the award will be used to purchase domestically grown and produced food products.



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 2022. 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 2022-2023 will be posted at www.kn-eat.org, School Nutrition Programs, What's New by mid-August. 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 PY2022 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 2021-22. 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.

Spanish USDA Nondiscrimination Statement – Now Available

The www.kn-eat.org web site has been updated to include the Spanish translation of the new USDA Nondiscrimination Statement. Find the Spanish translation at: www.kn-eat.org, USDA Nondiscrimination Statement in the right-hand menu bar.

School Nutrition Program (SNP) Statewide Waivers 12(I)

KSDE has applied and been approved for the following statewide waivers for the period of July 1, 2022 – June 30, 2023:

- Waiver 3: Non-Congregate Meal Service (NSLP and SBP)
- Waiver 4: Parent/Guardian Meal Pick-Up (NSLP and SBP)
- Waiver 5: Meal Service Times (NSLP and SBP)
- Waiver 6: Offer Versus Serve (NSLP and SBP)
- Waiver 16: Non-congregate Meal Service during Unanticipated School Closures (SSO/SFSP)
- Waiver 17: Parent Guardian Pick Up during Unanticipated School Closures (SSO/SFSP)
- Waiver 18: Meal Service Times for Unanticipated School Closures (SSO/SFSP)
- Waiver 19: Service of Meals at School Sites during Unanticipated School Closures

USDA expects that operational flexibilities under these waivers will only be implemented by Program operators when congregation is limited by the COVID-19 pandemic.

Since our Kansas governor has declared that Kansas is now in an endemic you may wonder under what conditions will Sponsors be approved to utilize these statewide waivers? Sponsors will have to show that there is a surge in COVID-19 cases in their community such as the county being classified by the CDC as "High" risk or the local school has temporarily closed due to a surge in COVID-19 cases. In these instances, the Sponsor could possibly be approved to utilize these waivers on a temporary basis but only while the county remains in the "High" risk status or the local school is closed.



Watch for a future SNP Update for more information about these state waivers and instructions on how to apply in the event there are COVID-19 related reasons that a Sponsor needs to utilize these flexibilities in PY2023.

CACFP At-Risk Afterschool Meals Training

As summer break wraps up and the school year begins CACFP At-Risk Afterschool Meals and snacks can again be served to children located in low-income locations. Please note that meals and snacks must be consumed on-site in area eligible locations. Sponsors and sites interested in being reimbursed for a supper and/or snack served after the school day can learn more about CACFP At-Risk Afterschool Meals on Thursday, August 4 from 11:15 am – 12:15 pm. Join at: <https://ksde.zoom.us/j/89436398830?pwd=Z0ZrS1lWY2twL0ZGUdhdEQksvQINjdz09>

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. Please note that breakfast must be reviewed at 50% of the sites.

Fiscal Year 2022 National School Lunch Program Equipment Assistance Grants

Kansas has received an allocation of \$218,453 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, increase efficiency of procurement, food storage and service, 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 September 2, 2022. 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 – Recently Updated!

The HACCP Food Safety Plan Template has been updated to include information relevant to current needs and activities. The HACCP plan must be reviewed/ revised 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).

Tip Sheet for Crediting Meats/Meat Alternates in Child Nutrition Programs – Now Available!

This tip sheet is part of a series of seven tip sheets that includes [Crediting Fruits and Crediting Vegetables in Child Nutrition Programs](#) previously released. This handy reference for Program operators across all Child Nutrition Programs (CNPs) is a simple and easy-to-use resource that highlights the basics of crediting for the meats/meat alternates component. Access today at: [Crediting Meats/Meat Alternates in Child Nutrition Programs](#). Printed versions of the tip sheet series will be available at a later date. Stay tuned for tip sheets on crediting milk and grains in Child Nutrition Programs!

New Yields Available in the Food Buying Guide

New yields are now available in the Food Buying Guide for Child Nutrition Programs Interactive Web-based (FBG) Tool! New yield data for whole sorghum, pearled sorghum, and sorghum flour have been added to the FBG. This is the first set of new data from phase two of the FBG Yield Study. Check out the [Food Buying Guide for Child Nutrition Programs](#) today!

Professional Development Opportunities

Professional development is offered through the KSDE Training Portal 24/7 and as scheduled live virtual events through Zoom. A full listing of live virtual events and links can be found on the CNW Calendar at www.kn-eat.org, CNW Calendar. There is no preregistration for the live virtual classes through Zoom. New to the portal: September Culinary Corner: Going Gluten-Free with Sorghum, Using Standardized Recipes in Child Nutrition Programs. Watch the June Quick Bite featuring blueberries at: https://www.youtube.com/playlist?list=PLd_2hYclboc_QUbcjdjw6GfQP7i2Zv2MHM

Back-to-School Trainings in August – Plan now to Attend!

- **August 2** - 9:00 AM - SNP Determining Eligibility
- **August 3** - 9:00 AM - Is This Meal Reimbursable-Breakfast, 10:45 AM - Introduction to HACCP.
- **August 3** - 1:00 PM - Training Bundle (Introduction to HACCP, Frequent Food Safety Violations, and Control That Portion)
- **August 4** - 9:00 AM - Is This Meal Reimbursable-Lunch, 11:15 AM - CACFP At-Risk After School Meals
- **August 17** - 1:00 PM - Food Safety Basics



SNP Administrative Update

At least one representative from each Sponsor must participate in the SNP Administrative Update. Sponsors unable to attend a live virtual session may take the training through the KSDE Learning Portal. It is posted at <https://learning.ksde.org>.

Food Service Management Company (FSMC) Fall Monitoring Training – September 15th

All sponsors contracting with a Food Service Management Company are strongly encouraged to participate in the FSMC Fall Update & Monitoring Training on September 15 at 9:00 am. Join the webinar at <https://ksde.zoom.us/j/89944277848?pwd=TmM5YnRHajdNWWdMTVBxeFZvVTNmZDZ09>. This training will provide updates for the 2022-23 school year as well as review sponsor responsibilities for monitoring FSMC contracts.

Professional Standards Requirements Reminders

- 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.
- All Front-Line Staff must complete Civil Rights Training annually.
- See Food Service Facts Chapter 23 for more information.

NEW! Fueling My Healthy Life Nutrition Education for 7th and 8th Grade Students

USDA's Team Nutrition is excited to announce the release of new *Fueling My Healthy Life* nutrition education for 7th and 8th grade students, available at fns.usda.gov/tn/fueling-my-healthy-life. This standards-aligned and inquiry-based collection of educational resources is designed to engage middle school students using a variety of learning styles.

Educators can pick and choose from a variety of learning activities to create a fun lesson with easy to access digital materials including informational text articles, student assessments, digital interactives (i.e., games), and videos.

The new 7th and 8th grade materials will join the previously-released resources for 6th grade. All materials for each grade are available on the Team Nutrition website:

- **6th Grade: Start Right with Breakfast**
Students explore why eating breakfast matters, what constitutes a balanced breakfast, and how *MyPlate* can help them make healthy eating choices.
- **7th Grade: What's Your Healthy Eating Style**
Students explore their eating patterns and ways to choose nutritious foods and drinks that are low in added sugars, saturated fats, and sodium.
- **8th Grade: The Truth About Snacking and Sodium**
Students explore how sodium affects the human body, how to track nutrients in the foods they eat, and how to make healthy snack and meal choices.



The 4th Annual Mountain Plains Crunch Off – October 2022

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. The Kansas goal is 50,000 crunches statewide. Our regional goal is 202,200 crunches. Celebrate with local produce on Wednesday, October 12 or pick another day in October to participate in the crunch off. Watch for the registration link at www,kn-eat.org, Farm to School, What's New in early August. Make your event plans. Crunchable local produce can be found in many places- school/child care gardens, farmer's market, local distributors or <https://shopkansasfarms.com/map/>. If you have any questions, please contact Barb Depew, Farm to Plate Project Director at bdepew@ksde.org or call 785-296-0062.

Kansas State Department of Education (KSDE) Awarded USDA State Agency Farm to School Grant

KSDE will help Child Nutrition Programs address supply chain issues by partnering with Kansas Wheat Commission to work with Kansas flour mills to increase access to locally milled whole grain flour. Projects include local procurement, agricultural education efforts and culinary training to teach food service staff how to bake with local whole grain flour. KSDE will offer sub-grants to child nutrition program sponsors for purchasing equipment and supplies needed to prepare, package and merchandise grain products from scratch.

Staffing Update

Kelly Chanay and Karen Campbell have accepted Assistant Director positions for the Child Nutrition & Wellness team.

Kelly has recently been serving as Acting Assistant Director and has also been a Child Nutrition Consultant and Professional Development Project Director during her 16 years of service at KSDE. She can be reached at kchanay@ksde.org. Karen's most recent position has been Senior Child Nutrition Consultant and has served as a Child Nutrition Consultant for 22 years. She can be reached at kcampbell@ksde.org.

Kelly and Karen have extensive knowledge and experience with Child Nutrition Programs and will provide amazing leadership, technical assistance and training in the Assistant Director positions. Congratulations Kelly and Karen!

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, and Justice for All Posters are available by contacting sbruschi@ksde.org.

Transitioning to Normal Child Nutrition Operations Workgroups Create New Resources

The Workgroup creating resources for School Board Members and Administrators and the Workgroup creating resources for Parents and Community Members have helped inform the CNW team in the development of resources to help communicate the transition to normal Child Nutrition Program operations for SY 2022-23:

- School Meal Highlights for School Year 2022-23
- School Meals for School Year 2022-23 – Questions and Answers
- Sample Letter to Households about Changes to the School Nutrition Program for SY 2022-23
- Using Social Media to Communicate with Parents, Guardians, and the Community
- Public Service Announcement to recruit school nutrition staff. Download at <https://vimeo.com/730134129>



- Public Service Announcement to inform that Free and Reduced Meal Applications must be completed to determine eligibility for SY 2022-23. Download at <https://vimeo.com/731904219>
- Prototype News Release to Inform households of the need to complete a Free and Reduced Meal Application (Coming Soon)

These resources are or will be available soon at www.kn-eat.org, School Nutrition Programs, What's New.

Back to school is fast approaching and we cannot wait to see the incredible work that will happen this school year in school cafeterias across the state as you are #FuelingKSKids! Be sure to post your success stories and best practices and use the hashtag!

As always, if you have questions or need technical assistance, please contact your Child Nutrition Consultant or the Topeka office.

Cheryl, Kelly and Karen



For more information, contact:

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