

Monthly Update



School Nutrition Programs

October 28, 2022

Distributed to the School Nutrition Program Authorized Representatives Listserv and the Food Service Directors Listserv and posted at www.kn-eat.org, School Nutrition Programs, What's New

October 31 – Verification Reminder

Update all counts of students approved for reduced price and free meals on the Pre-Verification Worksheet in KN-CLAIM. Do NOT update number of applications!

Verification

Verification is confirmation of eligibility for reduced price and free meals under the National School Lunch Program and School Breakfast Program. The following sponsors do not complete verification:

- Sponsors participating in ONLY the Special Milk Program
- Residential Child Care Institutions that do not also operate a day school
- Sponsors that are participating district-wide in the Community Eligibility Provision (CEP)

All other sponsors must select and verify eligibility for a sample of applications approved for benefits. One person should coordinate all verification activities for the sponsor. Important deadlines for the verification process are:

- **October 31** – Update counts of students approved for reduced price and free meals on the Pre-Verification Worksheet in KN-CLAIM. Do NOT update number of applications. Sponsors participating in CEP, but not district-wide, will be able to enter the number of Directly Certified students in CEP schools and those in non-CEP schools.
- **November 15** – Complete all verification activities. This deadline is the same whether it falls on a weekday or weekend.
- **December 15** – Complete reporting of Post-Verification Results in KN-CLAIM.

To navigate to the Verification screens in KN-CLAIM, select School Nutrition Programs, Program Year 2023 and then click on the “Forms” tab on the Sponsor Summary page. On the same line as “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. Please download the guide at www.kn-eat.org, KN-CLAIM, SNP, Quick References, Verification.

USDA requires KSDE to annually report verification data for each sponsor. The USDA report is completed using the data you provide on the Pre-Verification Worksheet and the Post-Verification Results screens in KN-CLAIM. Please make sure that the information entered is accurate, complete, and submitted on time. For instructions on the verification process and all related forms (including KSDE’s Spanish translations), go to www.kn-eat.org, School Nutrition Programs, Food Service Facts, Chapter 8-Verification of Eligibility. **If you missed the verification webinar, an online class is available as well as Pre-Verification Worksheet and Post-Verification Worksheet tutorials in the School Nutrition Program section at <https://learning.ksde.org>.**



November Tuesday Town Hall at 2

Plan now to join KSDE for the November 15th Tuesday Townhall at 2 pm using this link: <https://ksde.zoom.us/j/84920437369?pwd=dXgrdE5ickp6VVVHRTFWbkowN0FJUT09>. The agenda will include but not be limited to: Supply Chain Assistance Funds Round 2 and 3, Portion Costing, Non-program Foods Tool, Summer P-EBT, Professional Development Updates, and more!

Supply Chain Assistance Funds Update – Second and Third Rounds

Sponsors will receive a grant award notification of funding for the combined Second Round and Third Round of the Supply Chain Assistance Funds once the KSDE enrollment numbers based on the September 20th count date are available. USDA has indicated that another attestation statement is not needed if the Sponsor signed an Attestation for the First Round of Supply Chain Assistance funds. The only actions needed will be for those Sponsors who wish to accept the funds to opt in and those who do not want to accept the Second or Third Rounds of Supply Chain Assistance Funds to return the Grant Award notification and indicate they are opting out. These funds do not have to be spent by the end of this school year and can remain available until fully used.

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, 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.

Fiscal Year 2022 CACFP & SFSP Area Eligibility Data Now Available!

The USDA Food and Nutrition Service (FNS) is excited to announce that the 2023 Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) participant area eligibility data are now available! At the start of every fiscal year, FNS releases a special tabulation of data provided by the Census Bureau for CACFP and SFSP that establishes area eligibility in CACFP and SFSP. These data are effective as of October 1, 2022. The FNS mapping tools have also been updated to reflect the new data. To see the map, click this [link](#). The data set is also available for download on FNS' [open data site](#).

To learn more about using census data for establishing area eligibility in CACFP and SFSP, please see our policy memorandum SP 08-2017, CACFP 04-2017, SFSP 03-2017, *Area Eligibility in Child Nutrition Programs*, issued December 1, 2016, available at: <https://www.fns.usda.gov/cn/area-eligibility-child-nutrition-programs>. Please note that the map works best when opened in the following browsers: Google Chrome or Mozilla Firefox.



Professional Development Opportunities

Many opportunities for learning are available for School Nutrition Program Sponsors. Go to www.kn-eat.org, CNW Calendar to access the class list with dates, times and ZOOM links. Training is also offered through the KSDE Training Portal 24/7, <https://learning.ksde.org/>. New to the portal: Managing Service Training, CACFP Monitoring: Back to the Basics Training and Meal Counting, Claiming and Edit Checks Tutorial.

KSDE Training Portal Tips

For the best user experience when accessing trainings and tutorials on the KSDE Training Portal:

- Recommended browsers: Edge and Firefox
- Tablets and mobile devices are not recommended at the present time when taking online classes/tutorials.
- For instructions on how to request a user account to access trainings on the KSDE Training Portal go to: www.kn-eat.org, SNP, Training.
 - Please do not create a new account if you already have created one. If you have an account and it was inactivated, send an email to training@ksde.org to request your account be re-activated.

Culinary Quick Bites Featuring Local Foods

Make sure to check out the KSDE YouTube Playlist for the most recent Culinary Quick Bites featuring aronia berries at: https://www.youtube.com/playlist?list=PLd_2hYclboc_QUbcjw6GfQP7i2Zv2MHM

KSDE Professional Recognition Program

The Child Nutrition & Wellness team is retiring the KSDE Professional Recognition Program but will continue to encourage completion of the Kansas Certificate in Child Nutrition Management.

Happy Farm to School Month!

KSDE 2022 USDA Farm to School Sub-Grant Application – Now Available

Up to \$10,000 in sub-grant funds is available per sponsor to assist in purchasing equipment that will support CNPs in preparing, packaging and merchandising grain products made from scratch. Consider baking equipment, tools, storage items, carts, etc. that may benefit your programs. The Sub-Grant Application can be found at www.kn-eat.org, School Nutrition Programs, What's New.

FY23 USDA Farm to School Grant Request for Applications

The FY 2023 **USDA Farm to School Grant** Request for Applications (RFA) is now available [here!](#) Applications are due by 11:59pm ET on January 6th, 2023. USDA seeks to award up to \$12 million to expand access to local food. Schools and school districts, CACFP and Summer sponsors, Indian tribal organizations, State agencies, local agencies, non-profit organizations, and agricultural producers are encouraged to apply. Applicants may apply for grants of up to \$100,000 in one of the five grant tracks. State agencies or other eligible organizations proposing projects that are multi-state or national in scope may apply for up to \$500,000. USDA will host webinars [Tuesday, Nov. 8th, 2022 at 2:30 pm ET](#) and [Wednesday, Nov. 9th, 2022 at 2:30 pm ET](#) to help interested applicants learn more about the RFA and how to apply. Note that these webinars will be the same, so please only sign up for one by clicking the link for the date you would like to register for. Please contact sm.fn.farmtoschool@usda.gov with any questions related to this grant or RFA (and feel free to CC Allison (Alli) Bell at sm.fn.mpro.f2s@usda.gov).



Crediting Milk in Child Nutrition Programs

The fourth tip sheet in a series of seven that includes the previously released [Crediting Fruits, Crediting Vegetables, and Crediting Meats/Meat Alternates in Child Nutrition Programs](#) is now available. This tip sheet is an easy-to-use reference for program operators in implementing the milk component requirements across all Child Nutrition Programs (CNP). Program operators can do a knowledge check of the meal component requirement with a question-and-answer section. Access today at: [Crediting Milk in Child Nutrition Programs](#)

Revised Whole Grain Resource for the National School Lunch and School Breakfast Program

The [Whole Grain Resource for the National School Lunch and School Breakfast Programs](#) has been revised with the 2022 final rule *Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium*. It is a must-have resource for anyone involved in planning school meals. This important resource provides examples of various grain products often served in schools and walks the user through the process of determining whether products are whole grain-rich, creditable as enriched, or not creditable. You may access the *Whole Grain Resource* at: <https://www.fns.usda.gov/tn/whole-grain-resource-national-school-lunch-and-breakfast-programs>

Personnel Update

Eryn Davis has joined the Child Nutrition & Wellness team as a Dietitian Specialist/Farm to School Coordinator. She has a Bachelor of Science degree in dietetics from Kansas State University. Katy Hatch is the new Administrative Specialist for the Child Nutrition & Wellness team. She has a Bachelor's and Master's Degree in Education. Welcome Eryn and Katy!

Cindy Johnson will be retiring as of November 1st. She has been an integral part of the Child Nutrition & Wellness team for the past 12 years developing and providing outstanding Professional Development throughout the state as well as being the key contact for Food Safety and HACCP. Thank you for your service, dedication, and passion for Child Nutrition. We will miss you!

As always, if you have questions or concerns, please call or email your area Child Nutrition Consultant or any of the Topeka office staff.

Happy and Healthy Halloween! We think you are all Spooktacular!

Cheryl, Karen, and Kelly



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