

# Monthly Update

## School Nutrition Programs



July 20, 2023

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

### Reimbursement Rates

Reimbursement rates for SY 2023- 2024 are posted at <https://cnw.ksde.org>, Key Links.

### Local Food for School Payments – Direct Deposit of Funds on July 20th

Sponsors who completed the Attestation and opted in to receive a sub grant to purchase local meats for the National School Lunch Program and School Breakfast Program funds will be dispersed on July 20. This payment must be deposited in the food service fund (Code 24); however, it is not required to account for these funds separately within the non-profit school food service account. Deposit in Code 24 Food Service (USD budget): Revenue 4590 - Other Federal Aid (CFDA #10.185). Record in KN-CLAIM on the Monthly/Annual Financial Report: Line 8 - Federal Grants 3

School Food Authorities (SFA) are required to maintain documentation supporting meat purchases that are allowable purchases and equal in amount received, consistent with the regular program recordkeeping requirements. Submit the Local Food for Schools Final Report to KSDE Child Nutrition & Wellness once all grant funds have been expended or at least by January 31, 2024. Contact Eryn Davis at [edavis@ksde.org](mailto:edavis@ksde.org) with any questions.

### Online Kansas Free and Reduced Price Meal Application – Important!

Please check to make sure the email address listed on the Forms Tab in KN-CLAIM for the Online Kansas Free and Reduced Meal Application is correct. Several email messages have bounced back to KSDE.

### Direct Certification SY2023-24

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) and eligible Medicaid students are approved to receive free school meals. Again, for SY 2023-24, 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 was available online as of July 7. 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 *Notify Households 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.



Sponsors can begin directly certifying students as soon as the July list is available. Check the list frequently. Sponsors must send the *Notify Households 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 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. The *Navigating Direct Certification* tutorial has also been updated and is available in the KSDE Training Portal.

**Please note that Sponsors electing the Community Eligibility Provision (CEP) must still conduct direct certification.**

[Direct Certification with Medicaid Q&As](#)

**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.

**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.

### **Indirect Cost Rates**

Indirect Cost Rates for 2023-2024 will be posted at <https://cnw.kse.org>, SNP, What's New by mid-August. Food service uses the unrestricted rate in the last column. The rate for private schools is 10%.

### **Excess Cash Balance – Food Service Fund**

To maintain the nonprofit status of the Food Service Fund, the fund balance or net cash resources of the fund should not exceed three (3) months' average expenditures. If the balance exceeds this threshold, the sponsor must take steps to reduce the balance or have an acceptable plan for using surplus revenues. **KSDE will notify Sponsors who have exceeded the threshold in September to develop a plan.** The plan must be reviewed and approved by KSDE. Only allowable expenses to the Food Service Fund are approvable. **Due to the uncertainty of costs and participation in school meal programs for SY 2023-24, Sponsors that have excess cash balances will be allowed to indicate that higher food and labor costs paired with lower reimbursement rates and uncertain participation may impact the food service fund and can be used as acceptable reasoning on a spend down plan.**



### Monthly Financial Management Reports

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 2023. 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.

### August Thursday Town Hall at 2 PM – August 24

Plan now to join KSDE for a Thursday Townhall meeting at 2 pm on August 24 using this link: <https://ksde.zoom.us/j/87204779621?pwd=NEhrcHloRjBobGtOZTJEWfJtR0tUQT09>. Agenda items will include Update on Summer EBT, Annual Financial Reports, Spend Down Plans, New Supply Chain Assistance Funds, Online Training Tips, and any new USDA Guidance.

### Professional Development Update

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 <https://cnw.ksde.org>, Training, CNW Calendar. There is no preregistration for the live virtual classes through Zoom. Sponsors can also access online training through the KSDE Training Portal, <https://learning.ksde.org/>. New to the KSDE Online Training Portal: Navigating Direct Certification Tutorial.

### 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>.

### SNP Determining Eligibility

On August 1 from 9:00 am – 11:00 am, SNP Determining Eligibility will be offered via live Zoom. Join at <https://ksde.zoom.us/j/81103685816?pwd=TnhtL0xZdnAyVmNvQzluZUEwanUzUT09>

### NEW In Person Culinary Training Opportunities

Plan now to attend one of the two remaining regional Local Foods Culinary Workshops to be held in Olathe and Garden City made possible by a USDA Team Nutrition Grant. Registration options include half or full day options. The half day option, 9:00 am to noon, includes presentations and demonstrations. The full day option, 9:00 am to 4:00 pm, includes the morning session and afternoon hands-on culinary lab experience. Please note that registrations for the full day option are limited due to culinary lab capacity at each site. Sponsors will be paid a stipend to offset travel costs for each participant. Each school participating in the hands-on culinary lab will receive a culinary toolkit. For more information contact Kelly Chanay at [kchanay@ksde.org](mailto:kchanay@ksde.org). Register at: [https://ksde.sjc1.qualtrics.com/jfe/form/SV\\_begXgQet9UvV858](https://ksde.sjc1.qualtrics.com/jfe/form/SV_begXgQet9UvV858)

#### Workshop Details:

- 9 am – 12:00 pm: Local Foods presentations and demonstrations.
- 12:00 pm - 1:30 pm: Lunch on your own
- 1:30 pm - 4:00 pm: Hands on culinary lab

#### Remaining Workshop Locations:

- August 2 – Olathe, KSU Olathe Campus
- August 4 – Garden City, Garden City High School



### Meal Pattern Training Opportunities

To assist program operators with implementing the transitional standards for milk, whole grains, and sodium final rule and to meet all meal pattern requirements, Sponsors are invited to participate in the following meal pattern training opportunities via live webinar. To access the times and webinar links, visit <https://cnw.ksde.org>, Training, CNW Calendar.

- Is This Meal Reimbursable: Breakfast – August 2
- Is This Meal Reimbursable: Lunch – August 3

### Food Service Management Company (FSMC) Fall Monitoring Training – September 14

All sponsors contracting with a Food Service Management Company are strongly encouraged to participate in the FSMC Fall Update & Monitoring Training on September 14th at 2:00 pm. Join the webinar at <https://ksde.zoom.us/j/82780084989?pwd=Z3lxWnAzUGp5bDd2RXpXeWg5djVFQT09> This training will provide updates for the 2023-24 school year as well as review sponsor responsibilities for monitoring FSMC contracts.

### 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. 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 3 from 1:00 pm–2:00 pm. Join at: <https://ksde.zoom.us/j/81547793233?pwd=V21jcEZnQWdpbnpHVkZQWU13Q1doQT09>

### 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.
- Sponsors may now track all training hours in KN-CLAIM under the Training tab.
- 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.

### Wellness Policy Data

Complete the Wellness Impact Tool in PY2023 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 2022-23. School Wellness Policy data for every school district in Kansas is available to the public at KSDE Data Central: [www.ksde.org](http://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.



### 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.

### HACCP Food Safety Plan

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 <https://cnw.ksde.org>, SNP, Food Service Facts, Chapter 22 Food Safety & Sanitation, HACCP Guidance & Resources, HACCP Food Safety Plan – Updated July 2022.

### Review Food Safety Training in KN-CLAIM on the Training Tab

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).

### The 5<sup>th</sup> Annual Mountain Plains Crunch Off – October 2023

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 230,000 crunches. Celebrate with local produce any day September 29<sup>th</sup> – October 31<sup>st</sup> to participate in the crunch off. Watch for the registration link at <https://cnw.ksde.org>, Farm to School, What's New in early August. Make your event plans. Crunchable local produce can be found in many places – school/childcare 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](mailto:bdepew@ksde.org) or Eryn Davis, Farm to Plate Project Coordinator at [edavis@ksde.org](mailto:edavis@ksde.org).



### **Farm to Plate Survey**

We need your feedback! This short (less than 5 minute) survey will inform the CNW Farm to Plate team of local food purchasing in School Nutrition Programs across the state. This information will be used to develop new resources, trainings, and strategies to assist schools in increasing local foods served program meals. Take the survey here: [https://ksde.sjc1.qualtrics.com/jfe/form/SV\\_411twq0CB5OB8HA](https://ksde.sjc1.qualtrics.com/jfe/form/SV_411twq0CB5OB8HA)

### **Harvest of the Month is coming!**

Harvest of the Month is coming this fall. This program features Kansas grown foods with educational materials for both the cafeteria and the classroom. The program is set to kickoff in October (Farm to School Month) celebrating Kansas grown apples!

### **Turnip the Beet 2023 Nomination Packet**

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) is pleased to share the availability of the [Turnip the Beet 2023 Nomination Packet](#). The Turnip the Beet Award recognizes outstanding summer meal program sponsors across the nation who work hard to offer high quality meals to children that are appetizing, appealing, and nutritious during the summer months. Please consider applying for a Turnip the Beet award. More information can be found on the [Turnip the Beet webpage](#) or by contacting Barb Depew at [bdepew@ksde.org](mailto:bdepew@ksde.org) or Eryn Davis at [edavis@ksde.org](mailto:edavis@ksde.org).

### **Think Local for Back to School!**

Celebrate Back to School with local foods! Melons are in season and are a great addition to program menus. Melons are loaded with nutrition, including vitamin C, vitamin A, potassium, folate, vitamin B6 and antioxidants. Melons can be a tasty addition to salads, yogurt parfaits, or smoothies. Pureed, frozen melon can serve as a healthy dessert. TIP: Bacteria can be transferred from the outside of the melon to the inside through the cutting process. Wash the outside of the melon prior to cutting to help eliminate bacteria transfer. Try these recipes from the School Nutrition Association in your August menu:

- [Watermelon Greek Salad](#)
- [Watermelon Rind Coleslaw](#)
- [Watermelon Salsa](#)
- [Mango Watermelon Salad](#)

### **New Food Yields Added to the Food Buying Guide for Child Nutrition Programs Interactive Web-based Tool and FBG Mobile App!**

New yields are now available in the Food Buying Guide for Child Nutrition Programs Interactive Web-based (FBG) Tool and FBG Mobile App! New yield data is available for: individually quick-frozen red beans, frozen diced potatoes, frozen cubed sweet potatoes, brown lentils, and canned black turtle beans. Stay tuned for additional yield data releases coming soon. Explore the [Food Buying Guide for Child Nutrition Programs](#) today!

### **Healthy Meals Incentives Recognition Awards for School Food Authorities (SFA)**

As part of a cooperative agreement to develop and implement USDA Food and Nutrition Service's (FNS) [Healthy Meals Incentives Initiative](#), Action for Healthy Kids (AFHK) is offering Recognition Awards to celebrate SFAs that have made significant improvements to the nutritional quality of their school meals. The Recognition Awards will spotlight innovative practices, student and community engagement activities, and strategies schools have used to provide meals that are consistent with the *2020-2025 Dietary Guidelines for Americans*.



The Recognition Awards application portal and helpful resources to complete the application are available at <https://healthymealsincentives.org/recognition-awards/>. Applications will be accepted on a rolling basis through June 30, 2025. Applicants will be notified of their results within two months of submission by email and the application status will also be posted on the portal.

#### Recognition Award Categories:

There are a total of eight Recognition Awards:

1. Breakfast Trailblazer Award
2. Small and/or Rural SFA Breakfast Trailblazer Award
3. Lunch Trailblazer Award
4. Small and/or Rural SFA Lunch Trailblazer Award
5. Innovative School Lunch Makeover Award
6. Innovation in the Cultural Diversity of School Meals Award
7. Innovation in the Preparation of School Meals Award
8. Innovation in Nutrition Education Award

To see the full list of criteria for each award, visit <https://healthymealsincentives.org/recognition-awards/>.

#### Eligibility Criteria:

SFAs must participate in the National School Lunch Program and/or School Breakfast Program in the contiguous United States, Hawaii, Alaska, District of Columbia, Puerto Rico, Guam, or the United States Virgin Islands. Only SFAs are eligible to apply for the Recognition Awards.

Before completing an application, SFAs must obtain State agency confirmation that the SFA does not have any outstanding corrective actions and that any previous findings have been resolved. A fillable PDF form for this purpose is available for SFAs to download at <https://healthymealsincentives.org/wp-content/uploads/2023/06/Recognition-Award-State-Agency-Letter-fillable.pdf>. State agencies do not need to review SFA applications prior to submission. SFAs may apply for any of the awards at any point during the application period but may only receive each award once.

#### Benefits:

SFAs meeting Recognition Award criteria will receive national and local recognition, as well as an awardee toolkit that includes digital assets, and travel stipends to attend a national Healthy Meals Summit. FNS and Action for Healthy Kids will highlight and share diverse best practices nationwide from Recognition Awardees through traditional and social media, stakeholder engagement, training and technical assistance activities, and Healthy Meals Summits.

#### Informational Webinar:

**On September 21, 2023, from 3:00 – 4:00pm EST, AFHK will host an informational webinar about the Recognition Awards.** This webinar will provide an overview of the Recognition Awards including information about eligibility, the application process, technical assistance available, and more. Register for the webinar [here](#).

#### 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 [khatch@ksde.org](mailto:khatch@ksde.org).



It was wonderful to see so many Kansas School Food Service Professionals at the SNA Annual Nutrition Conference in Denver – over 100 strong! 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**



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