

# Monthly Update

## School Nutrition Programs



June 28, 2023

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

### **New USDA Guidance**

#### **Supply Chain Assistance (SCA) Funds – Round 4**

USDA is providing an additional round of Supply Chain Assistance (SCA) Funds for school districts to purchase domestic products. KSDE is waiting for USDA to release the memorandum with additional details including required funding documents and will provide more information as it becomes available.

School nutrition programs have faced significant challenges in recent years, with supply chains for food and labor stressed and at times disrupted. Throughout SY 2022-2023, the Keep Kids Fed Act (KKFA) provided schools additional financial support by temporarily increasing meal reimbursement rates for school meals, but these increases will expire on June 30, 2023. In addition, USDA provided close to \$2.5 billion in relief funds through the Commodity Credit Corporation (CCC), authorized under the CCC Charter Act [15 U.S.C. 714]. These resources, referred to as Supply Chain Assistance (SCA) funds, were distributed to School Food Authorities (SFAs) and local level program operators by State agencies and USDA has received feedback that these funds helped SFAs meet financial challenges with elevated food and labor costs.

USDA wants to continue to support school nutrition professionals as they continue to navigate through these challenges. USDA is providing an additional **\$1.2 billion in SCA funds** under the same authority (CCC Charter Act [15 U.S.C. 714]) to assist school programs in their efforts to provide consistent and nutritious school meals to children. The SCA funds are a critical funding stream that will provide an additional financial resource for school districts to purchase domestic food products as part of school districts' efforts to respond to these remaining supply chain challenges, enhance efforts to strengthen local food supply chains, and help schools to overcome financial and operational barriers while maintaining children's access to nutritious meals.

KSDE will distribute this fourth round of SCA funding to eligible SFAs via the same formula used to distribute the first three rounds of funds. SCA funds remain limited to the purchase of unprocessed or minimally processed domestic food products.

**As a reminder: The requirement to maintain no more than a three-month operating balance in the nonprofit foodservice account does not impact a school's eligibility for and/or receipt of SCA funds. In cases where a school food authority has an operating balance over three months, the State agency may approve net cash resources in excess of three months through a spend down plan.**

FNS expects that these funds will support SFA operations in school year (SY) 2023-2024. The Kansas total allocation is \$12,343,464.



### Ending of Keep Kids Fed Act

As a reminder, the following Child Nutrition Program flexibilities allowed during the presidentially declare public health emergency are set to expire on June 30, 2023:

- Temporary higher per-meal reimbursement rates for NSLP, SBP, and CACFP
- SY 2022-23 meal service operational and administrative flexibilities offered through individual 12(l) waivers (see full list here: [SY 2022-23 Child Nutrition Programs Waiver Checklist](#))
- Offsite monitoring waivers

USDA appreciates the exceptional efforts of local Program operators in their efforts to maintain Program integrity and access during the public health emergency which ended May 11, 2023.

### New Civil Rights Posters – Still Not Available

New Civil Rights Posters have not yet been provided by USDA. Please continue use the “old” Civil Right Poster. If additional posters are needed, contact Katy Hatch at [khatch@ksde.org](mailto:khatch@ksde.org).

### Local Food for School Payments

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 should receive the direct deposit in mid to late July once the State of Kansas Accounting System reopens for the new state fiscal year. Contact Eryn Davis at [edavis@ksde.org](mailto:edavis@ksde.org) with any questions.

### 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 will be available online after July 6. 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. **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.

#### **Reimbursement Rates**

Reimbursement rates for FY2024 will be posted at <https://cnw.ksde.org>, Key Links, Reimbursement Rates as soon as they are available from USDA.

#### **Attendance Factor**

The Attendance Factor for SY 2023-24 is .92. Form 9A, Daily Record of Lunches Served, has been updated with the new attendance factor and can be found at SNP, Food Service Facts, Chapter 9 at <https://cnw.ksde.org>.

#### **Annual Financial Report – Due August 15**

In order to complete the Annual Financial Report (AFR) in KN-CLAIM by August 15, you MUST complete each of the Monthly Financial Reports (MFR) in KN-CLAIM on the MFR/AFR Tab in Program Year 2023. Information from the MFRs will automatically roll-up to create the AFR.

#### **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.

#### **Sponsors Serving Summer Meals through Seamless Summer Option (SSO) in July and/or August**

Sponsors that are serving summer meals through the Seamless Summer Option in July and/or August **must complete and be approved for SY 23-24 operations PRIOR to July 1**. While completing program renewal, Sponsors operating SSO in July and/or August must indicate "Seamless Summer Option Only" within the Summer Meals section of each site application that SSO summer meals will be served. Select and enter the Site Qualification information that reflects how the site qualifies to serve summer meals. Indicate the days in which meals will be served for July and/or August in the Operating Schedule table. Designate the days of operation and complete the meal service table specific for summer meal distribution. For rural sites, indicate if meals will be served non-congregate, congregate, or both.



### Indirect Cost Rates

Indirect Cost Rates for SY 2023-24 will be posted in July at <https://cnw.ksde.org>, SNP, What's New. Food service uses the unrestricted rate in the last column. The rate for private schools is 10%.

### At-Risk Afterschool Meals Toolkit

Kansas Team Nutrition has developed a toolkit for At-Risk Afterschool Meals sponsors. Check it out today! Resources in the toolkit include: sample social media posts to promote the program, a 2-week hot menu, 2-week cold menu, 4-week snack menu, program administrative tools, and supplemental menu resources. The toolkit can be found at <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 13, Guidance and Resources. To receive a hard copy of the At-Risk Afterschool Meals Cycle Menus, email Katy Hatch at [khatch@ksde.org](mailto:khatch@ksde.org).

### HACCP Food Safety Plan

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 as well as the prototype for a new HACCP Food Safety Plan at <https://cnw.ksde.org>, SNP, Food Service Facts, Chapter 22, HACCP Guidance & Resources, Related Forms. Reminder: The HACCP Plan review is required annually and must be documented.

### Review the Food Safety Training Record

Please review and update food safety training in KN-CLAIM on the "Training" tab to ensure all of school nutrition staff including the Food Service Director and Authorized Representative are current on approved food safety training. The Training Tab in KN-CLAIM should be updated each time a staff member takes an approved food safety class or there is a staffing change. Access the Training Tab Tutorial at <https://learning.ksde.org>, Child Nutrition & Wellness, Tutorials, School Nutrition Program Tutorials. Approved classes are listed in Food Service Facts Chapter 22.

### 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.**

### 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: SNP Administrative Update, PLE Tool Tutorial, Training Tab Tutorial, Determining Eligibility Basics Tutorial and an Income Based Eligibility Tutorial.



### Technical Assistance

KSDE will also be offering in-person Technical Assistance sessions throughout the state in July. Contact your area Child Nutrition Consultant for information.

### SNP Administrative Update

Sponsors should make plans to attend SNP Administrative Update training. At least one representative from each Sponsor must participate in the SNP Administrative Update. One live virtual training options via zoom remains:

- SNP Administrative Update/CACFP Administrative Workshop – July 6, 8:00 am-12:00 pm  
<https://ksde.zoom.us/j/88237490614?pwd=Z1FOSmY3ODIsYV5bE5EclJHVHp4UT09>

Sponsors unable to attend a live virtual session will have the opportunity to take the training through the KSDE Training Portal at <https://learning.ksde.org>.

### 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

### SY2023-24 Jump Start Your Success in School Nutrition Programs – July 17

Make plans to join CNW for the SY2023-24 kick-off event on July 17th in Topeka at the Shawnee County Library from 9:00 AM to 3:00 PM. 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 SY2023-24 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. For more information about Jump Start as a participant or mentor, contact Kelly Chanay at [kchanay@ksde.org](mailto:kchanay@ksde.org). Registration has closed. Contact Katy Hatch at [khatch@ksde.org](mailto:khatch@ksde.org) to be added to the waiting list. Priority will be given to new directors and managers.

### Save the Date – Spanish Kansas Food Safety in Schools Training

Two Kansas Food Safety in Schools will be taught on August 3 in Garden City. There will be an English class and a Spanish class. Contact Kelly Chanay at [kchanay@ksde.org](mailto:kchanay@ksde.org) for details.

### Town Hall Tuesdays

There will not be regularly scheduled Town Hall meetings in June or July unless new guidance is received from USDA that would result in a need to convene! Town Hall meetings will resume in August.



### **Professional Development Tracking in KN-CLAIM – New for SY2023-24**

New for SY 2023-2024, professional development completed, including required Food Safety Training, can now be tracked in KN-CLAIM on the Training Tab. Tracking Food Safety Training on this new tool is required. Tracking other training taken to meet professional standards requirements may be done in the Training Tool or by another method. The Training Quick Reference is available in KN-CLAIM to provide specific instructions on how to enter information and use this new tool!

### **NEW In Person Culinary Training Opportunities**

Plan now to attend one of three regional Local Foods Culinary Workshops to be held in Wichita, 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 to noon, includes presentations and demonstrations. The full day option, 9:00 to 4:00, 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 represented at the training will receive a culinary toolkit. For more information contact Kelly Chanay at [kchanay@ksde.org](mailto:kchanay@ksde.org).

#### **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

#### **Workshop Locations:**

- July 18 – Wichita, National Institute of Culinary and Hospitality Education
- August 2 – Olathe, KSU Olathe Campus
- August 3 – Garden City, Garden City High School

### **What's Your Favorite Beef Recipe?**

All Kansas Sponsors have the opportunity to submit new beef recipes to [healthyschoolrecipes.com](http://healthyschoolrecipes.com) to be housed in a Beef Recipe Collection. Let the Kansas Beef Council know your students favorite beef recipe for school lunch. If your recipe is selected for the collection, then the Kansas Beef Council will award your school \$250 to go towards the cost of beef or beef processing fees for your school's lunch program. Recipe submissions due July 15, 2023. Submit your recipe at: <https://forms.gle/dDxqRLo7LFBg45P98>. Questions? Email [abby@kansasbeef.org](mailto:abby@kansasbeef.org)

### **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).

### **Staffing Update**

Lindy Fike has joined the Child Nutrition & Wellness team as the Body Venture Program Manager and Culinary Training Specialist. Lindy has a BS in Education from Pittsburg State in Family and Consumer Science Education. She has worked as a FACS teacher in the Wellington and Seaman School Districts. Welcome Lindy!



### Happy Birthday, My Plate!

June marks the 12<sup>th</sup> birthday of the MyPlate icon and USDA has announced the webpage for MyPlate's 12<sup>th</sup> Birthday is now live! It can be found here: <https://www.myplate.gov/birthday>

For the birthday this year, it is a *Life stage Celebration*: each life stage focuses on the theme: **It's never too early or too late to eat healthier with MyPlate.** The birthday is an opportunity to share MyPlate messaging on different tips, resources, and information for each life stage. Nutrient needs change throughout each stage of life – from infants to older adults, nutrition plays an important role, no matter the age.

See life stage pages for more information: <https://www.myplate.gov/life-stages>

- Pregnancy and breastfeeding
- Infants and toddlers
- Kids and teens
- Adults
- Older adults

There are also 12 new recipes in MyPlate Kitchen that feature traditional foods at this link: <https://www.myplate.gov/myplate-kitchen/recipes?search=fdpir2023> as well as a link to the 7 new foods in *Shop Simple* with MyPlate that represent traditional foods (frozen catfish, frozen walleye, frozen salmon, wild rice, blue cornmeal, canned hominy, frozen blueberries).

**Happy Birthday, My Plate and Happy 4<sup>th</sup> of July! Wishing all fun, safe and healthy celebration!**

**The CNW Team is CELEBRATING each of you – THANK YOU for being AWESOME!**

**Cheryl, Karen, and Kelly**



For more information, contact:

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