

North Carolina

# Child Nutrition Weekly Update



Week of January 27-31, 2014

Issue No. 2014.1-4

## In this issue:

- 2014 Best Practice Awards [1 Attachment]
- School Kitchen Capacity and Inventory Survey
- January N.C. Farm-to-School Newsletter
- Weekly Q&A – Participating in the After School Snack Program
- Mark Your Calendar

# TRP

Becoming the  
Totally  
Responsible  
Person

## TRP Foundational Principle #5

*We can learn to deal with the “victim mentality” in ourselves and others. This recenters the “locus of control” within ourselves, and reaps profound benefits in our personal and professional lives.*

Find the Nine Foundational Principles and a host of other information and resources on the TRP Enterprises, Inc., website at:  
<http://www.trpnet.com/foundational-principles/>

## 2014 Best Practices Awards

The US Department of Agriculture has announced the Twenty First Annual Best Practice Awards in the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Food Distribution Program (FDP). The purpose of this program is to encourage and reward outstanding practices in schools and in School Food Authorities (SFAs) in the Southeast Region Please review the attached Best Practice Awards information for 2014. **All nominations are due on or before 5:00 p.m. on Tuesday, March 11, 2014.** Electronic documents or fax transmissions will not be accepted. Please review the attached document for entry details and criteria along with the nomination entry forms.

All entries should be sent or delivered to: **North Carolina Department of Public Instruction  
Child Nutrition Services Section  
301 N. Wilmington Street  
6324 Mail Service Center  
Raleigh, NC 27699-6324  
Attention: Pat Brafford**

Should you have any questions please contact your Regional Consultants.

[2014 best practice award.doc](#)

## School Kitchen Capacity and Inventory Survey

Dear Child Nutrition Directors:

In an effort to understand the capacity of school kitchens in North Carolina, the Department of Public Instruction (DPI) is working with the School of Government at UNC Chapel Hill and the Center for Environmental Farming Systems at NC State to survey Child Nutrition Directors and cafeteria managers about kitchens in their schools. **Child Nutrition Directors are encouraged to fill out the survey (for each school) unless they need to pass the link to a cafeteria manager more familiar with an individual kitchen.** If you are the person who can best describe the capacity or inventory of an individual school kitchen, please complete the survey found at the following link:

[https://unc.az1.qualtrics.com/SE/?SID=SV\\_9AY5DImVYq0gtF3](https://unc.az1.qualtrics.com/SE/?SID=SV_9AY5DImVYq0gtF3)

This survey link will be active from **February 4 – 25, 2014**. We need your help learning about kitchen infrastructure, equipment, staffing, and training. The survey should take approximately 10 minutes. The results will be delivered as a report to DPI and will also be made available to you. Your participation is voluntary and you are not required to participate.

Thank you so much for helping with this important study. If you have any questions, please feel free to contact us directly at the email addresses below. Thank you for your time and all you do for North Carolina children.

Best regards,

Andrew George, Ph.D.  
Evaluation Director  
School of Government  
University of North Carolina at Chapel Hill  
Cell: 828 280 6956  
[andrewg@unc.edu](mailto:andrewg@unc.edu)

## January N.C. Farm-to-School Newsletter

The January issue of the Farm to School newsletter features the winners of the NC Farm to School Week Promotion held in November and sponsored by the N.C. Farm to School Cooperative.

The newsletter is available at:

<http://www.ncfarmtoschool.com/htm/newsletter/documents/2014JanuaryFarmtoSchoolNewsletter.pdf>

Also, February is Sweet Potato Month and the N.C. Sweet Potato Commission is once again sponsoring a contest for schools. So check out the contest rules, registration form and suggested activities and plan to Show Your Love for N.C. Sweet Potatoes in February!

<http://www.ncfarmtoschool.com/htm/promotions/index.htm>

For questions about the newsletter or N.C. Farm to School, please contact:

Heather Barnes  
Marketing Specialist  
NCDA&CS  
919-707-3127  
[heather.barnes@ncagr.gov](mailto:heather.barnes@ncagr.gov)

## Weekly Q&A – Participating in the After School Snack Program

### Question:

What are the criteria for participating in **an After School Snack Program**?

### Answer:

The Afterschool Snack Program (ASSP) offers federal reimbursement to School Food Authorities (SFA) who meet specific program criteria. Under the National School Lunch Program (NSLP), a SFA must operate the lunch component and the school district must sponsor or operate an afterschool care program which:

- provides children with regularly schedule activities in an organized, structured, and supervised environment; and,
- includes educational or enrichment activities.

Each SFA is responsible for maintaining documentation on file in the Child Nutrition office demonstrating how **each** afterschool care program meets the required criteria:

- Regularly scheduled – days of operation, including a start date and end date for the program;
- Organized – descriptions of how attendance and participation information is obtained and maintained (collection procedures/meal counts and production records);
- Structured – including a schedule detailing activities, snack service, and enrichment/educational component;
- Supervised – including a contact name and number; and,
- Educational/enrichment activity – describe the activity, component, or purpose of the afterschool program that demonstrates student education or enrichment.

Please remember that organized athletic programs may not be approved if they are engaged in interscholastic or community level competitive sports only. However, afterschool care programs which include supervised athletic activity may participate provided that they are “open to all” and do not limit membership for reasons other than space or security or, where applicable, licensing requirements.

In addition, the service of a snack must occur **after** school hours and during the operation of the school’s after school care program. Schools operating expanded learning times longer than the traditional school day may contact your Regional Operations Consultant for more information.

If you have questions regarding the Afterschool Snack Program participation or documentation, contact your Regional Operations Consultant.

### 1) What is the Checklist for Qualifying an After School Snack Program?

In North Carolina, the **Checklist for Qualifying an After School Snack Program** or equivalent document must be completed and maintained on file to document eligibility of **each** participating afterschool care program. The **Checklist for Qualifying an After School Snack Program** is a simple yet comprehensive self-assessment for SFA’s to use in determining if program criteria are met prior to program approval and to qualify afterschool care programs for participation. The **Checklist for Qualifying an After School Snack Program** is available on the Child Nutrition Technology website and must be completed **before** reimbursable snacks are provided to a qualifying care program. A separate **Checklist for Qualifying an After School Snack Program** must be completed for **each** participating afterschool care program. If using an alternate or equivalent document, contact your Regional Operations Consultant for prior approval.

Each SFA must apply for participation through the Child Nutrition Technology website by completing Section C of the Child Nutrition School Meal Program application. Once submitted, the State Agency will review the information and contact the SFA when approved. Remember, Federal reimbursement may only be provided for approved Afterschool Snack Programs. Approved programs must have a completed **Checklist for Qualifying an After School Snack Program**, or equivalent document, on file in the Child Nutrition office.

If you have questions regarding the Afterschool Snack Program participation or documentation, contact your Regional Operations Consultant.

## **2) What records must be maintained when administering the After School Snack Program?**

In the After School Snack Program (ASSP), the following records must be maintained to support the claim for reimbursement:

- Documentation demonstrating the afterschool care program meets the criteria for participation in the reimbursable afterschool snack program. A completed Checklist for Qualifying an Afterschool Snack Program will satisfy this requirement and is available on the Child Nutrition Technology website.
- For sites that are not area eligible, free and reduced price applications for all children for whom free and reduced-priced snacks are claimed.
- Point of service (POS) meal counts:
  - Non-area eligible – meal counts by type (free, reduced, and paid)
  - Area eligible – total meal count

A check-off roster/sheet that documents each reimbursable snack received by each eligible student will satisfy this requirement. The check-off roster/sheet must identify each student by name or personal identification number.

- Documentation for each day of a child's attendance
- Documentation of compliance with meal pattern requirements and production records. A state-agency approved production record must be accurately completed for each meal service.

Please remember, meal counts taken at the point of service are required for afterschool snack service by the North Carolina Department of Public Instruction Child Nutrition Services Section. Accurate meal count records must be maintained to support claims for reimbursement. All records, reports and documents pertaining to the afterschool snack program must be maintained on file for a minimum of three years plus the current operating year.

If you have questions regarding the Afterschool Snack Program participation or documentation, contact your Regional Operations Consultant.

## **3) What are the monitoring requirements for sponsors receiving reimbursement for snacks in After School Snack Program?**

Each afterschool snack program must be reviewed by the School Food Authority (SFA) two times per year (210.91(7)). The SFA must make the first review during the first four weeks of snack service each school year with the second review occurring before snack program ends. These reviews must assess each program's compliance with counting and claiming procedures and the ASSP meal pattern. A review of the Checklist for Qualifying an After School Snack Program, the Point of Service (POS) participation roster, menu and production records should be included in the review. A copy of the after school review form is available on the NCDPI Child Nutrition website [www.ncchildnutrition.org](http://www.ncchildnutrition.org).

If you have questions regarding the Afterschool Snack Program participation or documentation, contact your Regional Operations Consultant.

## Mark Your Calendar

February 3	Region 5 Policy Update for Charter Schools (Greensboro, NC)
February 5-7	NC Procurement Alliance Board Meeting (Greensboro, NC)
February 6	Region 2 Policy Update (Surf City, NC)
February 7	Region 3 Policy Update for Charter & RCCIs (Raleigh, McKimmon Center)
February 7	SNA-NC District 2 Meeting (Location TBA)
February 10 (Monday)	Deadline for Submitting Claim for Reimbursement (for January 2014)
February 13	Region 3 Policy Update for LEAs (Raleigh, McKimmon Center)
February 13	Region 5 Policy Update for LEAs (Greensboro, NC)
February 13	Region 7 Policy Update (Hickory, NC)
**February 15 (Saturday)	Fresh Fruit & Vegetable Claim for Reimbursement Deadline (for January 2014)
February 19-20	NCDCA New Director/Supervisor Training (Butner, NC)
February 21	Region 8 Policy Update (Asheville, NC)
February 22	SNA-NC District I Meeting (Roper, NC)
February 28	Region 1 Policy Update (Edenton, NC)
February 28	Deadline for submitting Paid Lunch Equity Tool to the State Agency
Month of March	National Nutrition Month
March 3-7	National School Breakfast Week
March 2-5	SNA Legislative Action Conference (Washington, DC)
	<b>Registration Information:</b> <a href="http://docs.schoolnutrition.org/meetingsandevents/lac2014/registration.asp">http://docs.schoolnutrition.org/meetingsandevents/lac2014/registration.asp</a>
March 3	December Financial Report Due
March 10 (Monday)	Deadline for Submitting Claim for Reimbursement (for February 2014)
March 11	Best Practice Award Nominations Deadline for Submission to NCDPI
March 12	Registered Dietitian Nutritionist Day
March 15	Fresh Fruit & Vegetable Claim for Reimbursement Deadline (for February 2014)

**\*\*When a deadline/due date falls on a weekend or holiday.**

1. When the 10<sup>th</sup> of the month falls on a weekend or holiday the deadline for submitting the claim for reimbursement is the next business day which is usually Monday. In the event that the following Monday is a holiday then the deadline moves to the next business day.
2. **REMEMBER**...the CN Technology system is programmed to flag any claim for reimbursement that is submitted after the 10<sup>th</sup> with the "10 day" error message (Error Code 1401). The system does not differentiate a week day from a week end day. The NCDPI Child Nutrition section and the Claims section are fully aware of this and the Claims department will automatically override that error message for any claims submitted in this time period. *It is not necessary to contact the Child Nutrition office when you receive the error message in this situation.*
3. If a claim for reimbursement is submitted after the 10<sup>th</sup> for any other reason, you must contact the NCDPI Child Nutrition office.

4. This also applies to the Fresh Fruit and Vegetable Program for which the claim for reimbursement is due on the 15<sup>th</sup> of each month.

"The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities).

Under the Federal Child Nutrition Program and USDA policy, discrimination is prohibited under the basis of race, color, national origin, sex, age or disability.

If you wish to file a Civil Rights complaint of discrimination, complete the USDA Program Discrimination Complain Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."