

North Carolina

# School Nutrition Weekly Update

November 25, 2014

Issue No. 2014.11-3

## ***In This Issue:***

- ***Memorandum of Agreement – Accountability/EDS***
- ***Instructions for Completing the Verification Report in the SN Technology System***
- ***2015 Menu Templates Now Available***
- ***USDA Policy Memos***
- ***Q&A – Time as a Public Health Control and Leftovers***
- ***Collards in the Cafeteria Video***
- ***What's New on the Web?***
- ***Important Dates***

## ***Memorandum of Agreement – Accountability/EDS***

---

The annual Memorandum of Agreement (MOA) between the School Nutrition Services and the Accountability Division of the NCDPI is attached. Traditionally, each SFA provides a data file that includes students' confidential meal eligibility status to the LEA's Testing Coordinator on December 1 and April 1. However, internal decisions related to the sharing of data that are participating in the Community Eligibility Provision (CEP) have delayed the MOA.

As a result, the annual December 1 data file exchange has been extended to **December 5**. Please share the data file that includes student's confidential meal eligibility status with your LEA's Testing Coordinator on or before December 5 using the same file format as in prior years.

Please follow the appropriate directions (below) for providing student data as it pertains to your SFA:

- **SFAs that are NOT participating in the CEP**  
Please prepare the data file as you have in the past.
- **SFAs with One or More Schools Participating in CEP**  
Please provide the same data file for students enrolled in traditional schools that are NOT participating in the CEP. The School Nutrition Services Section will provide a file of students who are Directly Certified to the Accountability Services Division within the NCDPI. Nothing further is required for students enrolled in CEP schools.

- **SFAs Participating in CEP District-wide (100% CEP)**

It is not necessary to submit a data file to the Testing Coordinator. The School Nutrition Services Section will provide a data file of students who are Directly Certified to the Accountability Services Division within the NCDPI.

We realize the MOA is coming to you much later than usual and regret any inconvenience the delay may have caused. Hopefully everyone will be able to achieve the December 5 goal.

Thank you very much for your cooperation. If you have questions, please contact your Regional School Nutrition Consultant.

Oh behalf of the section, Happy Thanksgiving!

## ***Instructions for Completing the Verification Report in the SN Technology System***

Instructions for completing the Verification report in the School Nutrition Technology System have been developed to assist you in completing this phase of the Verification process. We hope you will find these instructions beneficial and easy to follow.

[CLICK HERE](#) to view or download the instructions (pdf) or visit the School Nutrition website at: <http://childnutrition.ncpublicschools.gov/front-page/information-resources/verification>.

**IMPORTANT NOTE:** The Verification Report deadline has been extended to **January 20, 2015**.

Should you have questions or need assistance please contact your regional consultant.

## ***2015 Menu Templates Now Available***

The 2015 Menu Templates are now available and can be accessed from the Nutrition Education Resources for Schools section of the NCDPI School Nutrition website at:

<http://childnutrition.ncpublicschools.gov/information-resources/nutrition-education/school-meals/school-meals/menu-templates>

Please note the following:

- The Menu Templates run from January through July 2015.
- The Menu Templates were designed in two formats - Elementary and Middle/High. The content for the Elementary School Menus is aimed at families and the content for the Middle/High School Menus is aimed at Middle/High School students.
- By request, the Menu Template layout has been revised to fit within one page with fewer graphics.
- MS Publisher was used in the design to allow for customization by local School Nutrition programs.

Please do not hesitate to contact Tracey Bates, Nutrition Education Consultant, School Nutrition Services Section, NCDPI, [tracey.bates@dpi.nc.gov](mailto:tracey.bates@dpi.nc.gov), with any questions regarding the nutrition education resources for schools.

## USDA Policy Memos

[SP 06-2015](#) - Farm to School and School Garden Expenses

[SP 07-2015](#) - Assessing Proposed Nutrition Education Costs in the National School Lunch Program and School Breakfast Program

[SP 08-2015](#) - Updated E-Rate Guidance for Schools Electing Community Eligibility

## Q&A – Time as a Public Health Control and Leftovers

QUESTION	ANSWER
<p><b><i>If Time as a Public Health Control (TPHC) procedure is used, may leftover foods that remain at a safe temperature be saved for re-service within three days?</i></b></p>	<p>No. Foods held according to TPHC procedures may not be saved as leftovers. The requirements of using this public health control procedure are clearly defined in the food code and require that:</p> <ol style="list-style-type: none"> <li>1. Written procedures are prepared in advance and followed exactly.</li> <li>2. Foods are properly prepared according to Food Code requirements prior to being offered for service.</li> <li>3. If food is held after preparation, it shall have an initial temperature of 41°F or less when removed from cold holding temperature control or 135°F or greater when removed from hot holding temperature control and placed on the serving line.</li> <li>4. Foods must be properly marked to indicate the time to discard the items.</li> <li>5. The food must be discarded within the time specified on the written TPHC procedure.</li> </ol> <p>Changes from the written TPHC procedures void the safety measures afforded by using time as a public health control.</p>
<p><i>References:</i></p> <p>Section 3-501.19 Time as a Public Health Control  <a href="http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm186451.htm">http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm186451.htm</a></p> <p>Safe Food Handling Section  <a href="http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/haccp-food-safety/information-resources/haccp-food-safety">http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/haccp-food-safety/information-resources/haccp-food-safety</a></p>	

## ***Collards in the Cafeteria Video***

---

Did you miss the Collards in the Cafeteria Video that was shown at the 2014 Annual Conference? Well you have another chance to take a look at it. The video featuring Frank Fields, SN Director along with school personnel and students in Gaston County Schools was created in partnership with the 10% Campaign/NCSU. Check out the video and read more about it at: <http://www.ncsu.edu/project/nc10percent/video.php>.

## ***What's New on the Web?***

---

### **Instructions for Completing the Verification Report in the SN Technology System (2014-15 SY)**

<http://childnutrition.ncpublicschools.gov/information-resources/verification/verification>

### **2014-15 Memoranda of Agreement – Accountability/EDS**

<http://childnutrition.ncpublicschools.gov/front-page/information-resources/memoranda-of-agreement-student-confidentiality>

### **Conference Highlights/Collards in the Cafeteria video**

<http://childnutrition.ncpublicschools.gov/continuing-education/conference/2014-annual-conference-for-child-nutrition-administrators>

### **USDA Policy Memos**

<http://childnutrition.ncpublicschools.gov/continuing-education/conference/2014-annual-conference-for-child-nutrition-administrators>

## ***Important Dates***

---

November 27-28 ..... Thanksgiving Holidays (State offices closed)  
December 10 (Wednesday) ..... Deadline for Submitting Claim for Reimbursement (for November 2014)  
December 15 ..... Deadline to Complete Civil Rights Checklist and File at SFA  
December 15 (Monday) ..... Fresh Fruit & Vegetable Claim for Reimbursement Deadline (for November 2014)  
December 15 ..... Nutrient Analysis for October Menus Due (Exception: SFAs with AR prior to Dec 31<sup>st</sup>)  
December 24, 25 & 26 ..... Christmas Holidays (State offices closed)

### **2015**

January 1, 2015 ..... New Year's Day (State offices closed)  
January 10 (Saturday) ..... Deadline for Submitting Claim for Reimbursement (for December 2014)  
January 15 ..... Fresh Fruit & Vegetable Claim for Reimbursement Deadline (for December 2014)

January 19 ..... Martin Luther King Birthday (State offices closed)

January 20 .....Deadline for completing the Verification Report in the SN Technology System

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases 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 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 bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found 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, D.C. 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).

"The USDA is an equal opportunity provider and employer."

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