

North Carolina

# School Nutrition Weekly Update

April 7, 2015

Issue No. 2015.4-1

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

- ***CEP Reimbursement Worksheet***
- ***Web-Based Free and Reduced Application Approval Process***
- ***Time as a Public Health Control Webinar***
- ***Field Trips and Food Transport: Do it Safely! Webinar***
- ***\*\*REMINDER\*\* Golden Key Achievement Awards Due April 15, 2015***
- ***Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010***
- ***Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) Continuing Education Scheduled***
- ***Workshop – Procuring Local Produce***
- ***Continuing Education Opportunity Schedule***
- ***Important Dates***

## ***CEP Reimbursement Worksheet***

The CEP Reimbursement Worksheet has been updated to include the current (2014-15 sy) reimbursement rates. If you have any questions please contact Janet Johnson at [janet.williamsjohnson@dpi.nc.gov](mailto:janet.williamsjohnson@dpi.nc.gov) or Jeff Squires at [Jeffrey.squires@dpi.nc.gov](mailto:Jeffrey.squires@dpi.nc.gov).

 [CEP Reimbursement Worksheet](#)

## ***Web-based Free and Reduced Application Approval Process***

All School Food Authorities (SFA) planning to use a Web-based Free and Reduced Price Meal Application in the 2015-2016 school year (SY), must complete the Web-based School Nutrition Applications Checklist and submit to your respective Regional Consultant for approval. Should you have any questions please contact your Regional Consultant.

 [Web-based Application Checklist](#)

## ***Time as a Public Health Control (TPHC) Webinar***

TPHC foods are menu items using time without temperature control as the public health control for a working supply of time-temperature controlled for safety food before cooking, or for ready-to-eat time-temperature controlled for safety food that is displayed or held for sale or service.

TPCH procedures are especially effective for foods served in innovative or alternative service areas such as classroom, hallways, buses, or field trips and for foods on the serving line that are difficult to hold at the appropriate temperature. Join our webinar on **April 23 (10:00 – 11:00 am)** to learn more about holding foods safely with TPHC. A certificate will be issued to participants for 1 hour of continuing education.

REGISTRATION: <https://attendee.gotowebinar.com/register/601451917660376578>

## ***Field Trips and Food Transport: Do it Safely! Webinar***

This webinar is the third in a planned series of monthly ongoing continuing education for North Carolina school nutrition staff to support the School Nutrition professional development requirements. In this webinar we learn about how to provide safe food during field trips and other transporting situations such as Summer Nutrition. A certificate will be issued to participants for 1 hour of continuing education.

Information in this continuing education session is directed towards all school nutrition employees so you may share with all schools in your School Food Authority. All participants must register for the event and login to the session to receive a certificate.

## REGISTRATION

To register, please send an email to [NCSUfoodsafety@gmail.com](mailto:NCSUfoodsafety@gmail.com) that includes your first and last name and email address along with *Field Trip Safety* in the subject line. The email address is where the continuing education certificate will be sent after successful completion of the webinar. Participants will receive the details on joining the session via email following registration.

## **\*\*REMINDER\*\* Golden Key Achievement Awards Due April 15**

Complete a separate Awards Summary Form, found on pages 18-20 of the [Golden Key Achievement awards criteria booklet](#), for each school being considered for the award. Once completed, submit the form by **Wednesday, April 15, 2015** to Melody Watkins using one of these methods:

1. By **EMAIL** with attachments to [Melody.Watkins@dpi.nc.gov](mailto:Melody.Watkins@dpi.nc.gov) (preferred method)
2. By **FAX** to Melody's attention at (919) 807-3516
3. By **MAIL** to Melody Watkins, 6324 Mail Service Center, Raleigh, NC 27699-6324. If mailing, be sure to use a traceable method to ensure prompt delivery by the due date.

Planning to present the awards at a local event? Then, you must submit the summary **at least (3) three weeks** prior to the date you need the certificates or plaques. Please be sure to notify Melody of the date needed; otherwise, the awards will be sent by about the end of May.

### **State Level Award**

Schools qualifying for a plaque may be eligible to compete for award recognition at the State level. To do that each School Food Authority may also submit their **ONE best entry that meets the plaque requirement** (of those submitted for the Golden Key Achievement Award entries) to the State Agency to compete for First, Second, and Third-place awards. State level winners will be announced at the annual School Nutrition Association of North Carolina (SNA-NC) conference and also recognized at the annual School Nutrition Administrator Conference. The State level entries should be hand delivered or mailed by traceable delivery to Melody Watkins and received no later than **April 15, 2015**.

If you have any questions please contact Susan Thompson at [susan.thompson@dpi.nc.gov](mailto:susan.thompson@dpi.nc.gov).

## **Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010**

This final rule establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. The final rule institutes hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education (CE). These regulations are

expected to result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently.

 **SUMMARY of Minimum Hiring Requirements for School Nutrition Personnel** (rev. 4/2015)

## ***Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) Continuing Education Scheduled***

### **SFSP Workshop scheduled for April 21, 2015 in Cary NC**

SFAs that are interested in operating the Summer Food Service Program and missed the previous face-to-face meetings, please consider attending the next workshop scheduled for **April 21, 2015**. Please contact Cynthia Ervin at: [cynthia.ervin@dpi.nc.gov](mailto:cynthia.ervin@dpi.nc.gov) for details and the registration link.

### **SFSP/SSO Webinar**

Alternatively, SFAs may choose to attend the SFSP/SSO webinar that is scheduled for **April 17, 2014** (9:00 am- 10:00 am). The purpose of this webinar is to provide an overview of each program, the program application requirements and a review of the policy memo updates.

To register: <https://attendee.gotowebinar.com/register/7604942961790963713>.

## ***Workshop – Procuring Local Produce***

North Carolina Department of Public Instruction, School Nutrition Services Section in cooperation with North Carolina Department of Agriculture and Consumer Services will offer a workshop for School Nutrition Administrators to learn more about procuring local produce. The goals of the workshop include providing instruction to School Food Authorities (SFAs) regarding United States Department of Agriculture procurement guidelines and sharing best practices and resources regarding local food procurement. Anticipated outcomes include use of correct procedures by SFAs to procure local food, increased local food procurement by SFAs, and collection of Farm to School procurement success stories. At the conclusion of the workshop, participants will be able to:

1. Identify procurement methods used for local produce.
2. Differentiate between informal and formal methods of procurement and when each should be utilized.
3. Demonstrate how to talk with farmers and how to identify sources of Good Agricultural Practice (GAP) certified produce.
4. Write specifications for produce.
5. Understand geographic preference and how it can be used.

The workshops are planned for **Monday, April 13 in Greensboro** and **Friday, April 17 in Concord**.

Please click on the link below to register:

<https://onece.ncsu.edu/search/publicCourseSearch.do?method=searchPAOnly&programAreald=54369&howInternal=true>

Please share this workshop and registration information with those in your SFA who are responsible for procuring local produce.

Your registration will be confirmed by email from Iyana Porter at North Carolina State University McKimmon Center. If you have questions after you have submitted your registration, please contact Iyana at [importer@ncsu.edu](mailto:importer@ncsu.edu). If you have general questions about the workshop, please contact Susan Thompson at [susan.thompson@dpi.nc.gov](mailto:susan.thompson@dpi.nc.gov) or 919-218-4090.

## Continuing Education Opportunity Schedule

*\*NOTE\* Click each title to view/download information and instructions.*

### Webinars

April 17	<a href="#"><u>SFSP/SSO Webinar</u></a>
April 23	<a href="#"><u>Time as a Public Health Control (TPHC) Webinar</u></a>
April 29	<a href="#"><u>Field Trips and Food Transport: Do it safely! Webinar</u></a>

### Workshops

April 13	<a href="#"><u>Procuring Local Produce</u></a>	Greensboro, NC
April 17	<a href="#"><u>Procuring Local Produce</u></a>	Concord, NC
April 20-21	<a href="#"><u>SERVSAFE® Serving Safe Food (taught in Spanish)</u></a>	Rowan County Health Department
April 21	SFSP Workshop (Contact Cynthia Ervin for information: <a href="mailto:cynthia.ervin@dpi.nc.gov">cynthia.ervin@dpi.nc.gov</a> )	Cary, NC
June 22-23	<a href="#"><u>N.C. Safe Plates</u></a>	Greensboro, NC (SNA-NC Annual Conference)
June 23	<a href="#"><u>Smart Options: Teach the Leader</u></a>	Hampton Inn, Greensboro Airport

## Important Dates

### April

April 10 (Friday)..... Deadline for Submitting Claim for Reimbursement (for March 2015)  
April 15 (Wednesday) ..... Fresh Fruit & Vegetable Claim for Reimbursement Deadline (for March 2015)  
April 15 ..... Deadline for submission of Golden Key Achievement Awards  
April 15 ..... March Nutrient Analysis Reports Due (Submit to Regional Nutrition Specialist)  
April 19-25.....Every Kid Healthy Week  
April 30 .....3<sup>rd</sup> Quarterly Financial Analysis Worksheet Due (for Traditional Public School SFAs only)

### May

May 1 ..... School Lunch Hero Day  
May 4-8 ..... National School Nutrition Employee Week  
May 10 (Sunday) .....Deadline for Submitting Claim for Reimbursement (for April 2015)  
May 15 (Friday) ..... Fresh Fruit & Vegetable Claim for Reimbursement Deadline (for April 2015)

### June

June 10 (Sunday)..... Deadline for Submitting Claim for Reimbursement (for May 2015)  
June 15 (Friday)..... Fresh Fruit & Vegetable Claim for Reimbursement Deadline (for May 2015)  
June 24-25 .....[School Nutrition Association of NC State Conference](#)

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](#), 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.