

North Carolina

School Nutrition Weekly Update

May 20, 2015

Issue No. 2015.5-2

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2015-2016 Free and Reduced Price Application Clarification

Two Versions of Free & Reduced Price Application Packet

The State Agency is continually working to meet the needs of our customers, and in doing so, we found that it was necessary to further revise the North Carolina prototype Free & Reduced Price School Meal Household Application packet to accommodate SFAs that utilize NON web-based applications and SFAs that use Web-based applications. The differences occur within the parent letter. The NON web-based application packet includes the parent letter with **15** questions and answers and the Web-based application packet contains the parent letter with **16** questions and answers. Both versions of the packet are available on the School Nutrition website at: <http://childnutrition.ncpublicschools.gov/agreements/agreements>.

Waiver Request

The State Agency's goal was to have one approved template, for numerous reasons including a less time consuming and quicker approval process. However, some SFAs have expressed interest in additional edits for various reasons that would not allow the new template to remain in the 8.5x11 format. As a result, the State Agency has decided to allow SFAs to request a waiver from using the approved NC prototype application and make SFA-specific edits. SFAs that wish to be considered for a waiver must submit a written request explaining why the change is necessary along with a highlighted copy of the SFA's revised prototype application. Please submit the waiver request to Karla Wheeler at karla.wheeler@dpi.nc.gov.

To date, one software vendor and printing company has contacted us and we are working with each to create an approved template as well. Once this template is approved then modifications to these templates will have to go through the same process of the previously mentioned waiver request.

Meeting the Requirements

The Eligibility Guidance Manual for School Meals (August 2014) page 19 states [All LEAs must be able to provide households with paper applications and materials.] Therefore all SFAs except those that are participating 100% in the Community Eligibility Provision (CEP) have to submit a Free and Reduced Price School Meals Household Application to the State Agency for approval, which includes SFAs approved for Web-based applications. The SA recognizes a web-based application may not exist in a hard copy format; nevertheless, the web-based application must meet all the requirements on the paper application. For SFAs obtaining approval to use a web-based application, a paper application and all corresponding documents in the F&R Priced School Meals applications must be submitted (including software generated letters).

Who Approves the Free & Reduced Price packet?

Traditional Public Schools and RCCIs with day students should submit the Free and Reduced Price School Meals Household application electronically to Katie Chatman at: chatmankathryn@gmail.com. All Charter Schools and Non Public Schools should submit their packet electronically to Jacquelyn McGowan at: jacquelyn.mcgowan@dpi.nc.gov.

USDA Policy Memoranda

- [SP 32-2015](#)** Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs
- [SP 33-2015](#)** Revised Prototype Free and Reduced Price Application Materials: Policy Changes and Design Overview
Attachments: **[SP 33-2015a](#)**, **[SP 33-2015a2](#)**, **[SP 33-2015a4](#)**,
- [SP 34-2015](#)** Fresh Fruit and Vegetable Program: Allocation of Funds for School Year 2015-2016
- [SP 35-2015](#)** Community Eligibility Provision: Revised Department of Education Title I Guidance
Attachment: **[SP 35-2015a](#)**
- [SP 36-2015](#)** Voluntary Menu Labeling in the National School Lunch and School Breakfast Program

If you have any questions, please contact the consultants for your region

Workshop – The Administrative Review Process

North Carolina Department of Public Instruction, School Nutrition Services Section will offer The Administrative Review Process: An Approach to Collaborative Compliance workshop on **June 22-23, 2015** at the Koury Convention Center in Greensboro, NC.

WORKSHOP OBJECTIVE

The workshop will provide important information about the United States Department of Agriculture Administrative Review. Feedback from past participants indicates that this session provided valuable opportunities to learn more about collaborative participation in a successful review. Please invite members of your School Nutrition team who perform the duties associated with program operations related to the Administrative Review to join you at the workshop.

CLICK HERE for more information and details.

If you have questions after you have submitted your registration, please contact Iyana at importer@ncsu.edu or (919) 515-8185. If you have general questions about the workshop, please contact Susan Thompson at susan.thompson@dpi.nc.gov.

We look forward to seeing you in Greensboro for this important professional development opportunity!

2015-2016 Annual Agreement Renewal

The written Annual Agreement Renewal for the 2015-2016 school year and the Online Renewal Application is available. For your convenience, all of the parts of the written agreement are broken down into individual downloadable documents along with a brief description/purpose and specific instructions for each document. All written agreement documents and information are available on the School Nutrition website at: <http://childnutrition.ncpublicschools.gov/agreements/agreements>.

Agreement Renewal Deadlines

- **June 1, 2015** - Free & Reduced Price School Meals Household Application and Verification packet must be submitted for approval to the state agency by this date.

Note: Documents posted on the Agreement Renewal page.

- **June 8, 2015** - Deadline for all SFAs to complete **all parts of the Agreement Renewal (F&RP Application, Online Renewal Application, and Written Agreement)** and all hard copy documents must be received in the state agency office. **KEEP IN MIND:** June 8 falls on a Monday. Please plan accordingly to insure your required documents are received in the State Agency office by close of business on that day.

NOTE: The current agreement expires on June 30, 2015. Any meals served after June 30, 2015 and prior to an approved Agreement for the 2015-2016 school year WILL NOT BE REIMBURSED. So we urge you to complete the agreement renewal process as early as possible.

Online Renewal Application

- Access the Online Renewal Application at: <https://www.ncchildnutrition.org/>
- [CLICK HERE](#) to download step-by-step instructions on completing the Online Renewal Application.
- There are three parts of the online application: SFA Application, Site Application, Checklist (includes listing of all hard copy documents that must be submitted to and approved by the state agency.)

*NOTE: Please complete the **Site Application first** and take note of the new certification box at the bottom of each site application page.*

- Food Safety Inspections – Must be completed in the online application (Applications Tab)
- If applicable, FSMC Contract List must be completed online. All FSMC contract documentation must be submitted to Dr. Lynn Harvey for approval.

Have Questions?

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

School Nutrition Services Policy Updates – Spring 2015

The May Policy Updates for School Nutrition Administrators is approaching. Please select the session of your choice below and **register at least one week before the session** so that room set up and meals may be arranged efficiently.

Agenda topics include: Civil Rights, Community Eligibility Provision, Professional Standards Final Rule, updates for Production Records and HACCP, review of dietary accommodations for students with special needs, Local Wellness Policy, Free/Reduced price meal applications, and Child Nutrition Reauthorization 2016.

An evaluation link will be sent to attendees after the session and a continuing education certificate for the session will be provided when the evaluation is completed.

REGION & REGISTRATION <i>(click on the region to register)</i>	Date	Location
REGION 3 - CHARTER/RCCI	May 27	McKimmon Center <i>(Raleigh, NC)</i>
REGION 3 - TRADITIONAL PUBLIC	May 28	McKimmon Center <i>(Raleigh, NC)</i>
REGION 4	May 28	Little River Golf and Resort <i>(Carthage, NC)</i>
REGION 8	May 28	Sheraton Four Points <i>(Asheville, NC)</i>

****REMINDER** Smart Options: Teach the Leader Workshop**

Date: June 23, 2015

Location: Hampton Inn Greensboro-Airport (7803 National Service Rd, Greensboro, NC 27409)

Registration: [CLICK HERE to register for Smart Options: Teach the Leader](#)

Description

The workshop will offer the information and resources required for teaching *Smart Options: School Meals Make a Difference in NC*, an approved School Nutrition Association (SNA) core course in the area of nutrition. Smart Options is a continuing education course tailored for school nutrition professionals in North Carolina that covers nutrition and physical activity guidelines, school nutrition regulations, methods for serving quality school meals, strategies for linking the cafeteria to the classroom with nutrition education, ways to market school meals, and school wellness. Upon full completion of the class, participants will receive a certificate and access to the leader materials for teaching Smart Options.

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 .

If you have general questions about the workshop, please contact Susan Thompson at susan.thompson@dpi.nc.gov or 919-218-4090.

Please share this information with School Nutrition supervisors or others in your School Food Authority who may wish to participate and be eligible to teach the Smart Options workshop. We look forward to seeing you in Greensboro for this important professional development opportunity!

****REMINDER** N.C. Safe Plates Workshop**

CORRECTION: We have just noticed that the dates of N.C. Safe Plates Workshop has been advertised and posted incorrectly. The workshop will take place on June 22, 23, and end on the 24. We apologize for the error.

Description

North Carolina Department of Public Instruction, School Nutrition Services Section will offer a NC Safe Plates workshop on **June 22-24, 2015** at the Koury Convention Center in Greensboro, NC as a preconference session to the School Nutrition Association of NC annual conference. NC Safe Plates is a Certified Food Protection Manager (CFPM) course that provides food safety instruction and an American National Standards Institute (ANSI) accredited CFPM examination for the Person in Charge (PIC) of a food establishment as specified in Paragraphs 2-102.12(A) and Section 2-102.20 of the NC Food Code. The course will also provide food safety instruction for School Nutrition Administrators as specified in the United States Department of Agriculture Professional Standards for State and Local School Nutrition Programs Personnel Final Rule.

[CLICK HERE](#) for Workshop details and agenda.

Registration: <http://calendars.ncpublicschools.gov/calendar/workshops/nc-safe-plates>

Continuing Education Opportunity Schedule

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

Webinars

May 21	**NEW** Standardized Recipes: Developing Those that Work!
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May 27	<u>How SNA's Professional Development Programs Can Help You Meet Professional Standards</u>
May 28	<u>Controlling Allergens: Preparing and Serving Food Safely in School Kitchens</u>
June 11	<u>Food Temperatures: Cook and Hold Safely</u>

Workshops

June 22-23	<u>The Administrative Review Process: An Approach to Collaborative Compliance</u>	Koury Convention Center, Greensboro, NC (SNA-NC Annual Conference)
June 22-24	<u>N.C. Safe Plates</u>	Koury Convention Center Greensboro, NC (SNA-NC Annual Conference)
June 23	<u>Smart Options: Teach the Leader</u>	Hampton Inn, Greensboro Airport

Important Dates

May

- May 21WEBINAR: [Standardized Recipes: Developing Those that Work!](#)
- May 25Memorial Day (State offices closed)
- May 27 Region 3 (Charter & RCCI) Policy Update
- May 27 WEBINAR: [How SNAs Professional Development Programs Can Help You Meet Professional Standards](#)
- May 28 Region 3 (Traditional Public) Policy Update
- May 28 Region 4 Policy Update
- May 28 Region 8 Policy Update
- May 28 WEBINAR: [Controlling Allergens: Preparing and Serving Food Safety in School Kitchens](#)

June

- June 1Deadline to submit F&RP School Meals Household Application and Verification forms
- June 8 Deadline to have completed written agreement, online renewal application and required documents submitted to State Agency
- June 10 (Sunday) Deadline for Submitting Claim for Reimbursement (for May 2015)
- June 11WEBINAR: [Food Temperatures: Cook and Hold Safely](#)

June 15 (Friday)..... Fresh Fruit & Vegetable Claim for Reimbursement Deadline (for May 2015)
 June 22-23..... WORKSHOP: [The Administrative Review Process](#)
 June 22-24..... WORKSHOP: [N.C. Safe Plates](#)
 June 23 WORKSHOP: [Smart Options: Teach the Leader](#)
 June 24-25[School Nutrition Association of NC State Conference](#)

July

July 10 (Friday) Deadline for Submitting Claim for Reimbursement (for June 2015)
 July 12-15[School Nutrition Association Annual National Conference](#)

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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).

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