

North Carolina

School Nutrition Weekly Update

November 23, 2015 Issue No. 2015.11-1

In This Issue:

- ***Memorandum of Agreement – NAEP***
- ***Memorandum of Agreement – Testing/EDS***
- ***Verification Answers and Helpful Tips***
- ***USDA Policy Memo SP 03-2016***
- ***Continuing Education Opportunities***
- ***Important School Nutrition Dates***
- ***In the Previous Issue of SN Weekly...***

Memorandum of Agreement – NAEP

The 2015 – 2016 Memorandum of Agreement with the National Assessment of Education Progress (NAEP) is now available. This MOA authorizes the School Nutrition Directors in the respective districts to disclose students' confidential meal eligibility status directly to the NAEP Consultant collecting data for the assessment in each individual school. [CLICK HERE for the 2015-16 MOA – NAEP.](#)

Please note the MOA applies only to the following LEAs:

- Charlotte-Mecklenburg Schools
- Clinton City Schools
- Franklin County Schools
- Johnston County Schools
- New Hanover County Schools
- Pender County Schools
- Rowan-Salisbury Schools
- Sampson County Schools
- Union County Public Schools
- Wake County Public Schools

If you have any questions please contact your [Operations Zone Consultant](#).

Memorandum of Agreement – Testing/EDS

The annual [Memorandum of Agreement \(MOA\) for Testing/EDS](#) between NCDPI/School Nutrition Services and the Accountability Division Testing is now available. As a reminder prior to creating the EDS file, please be sure that the Direct Certification data is up to date. If the Direct Certification file has not been uploaded within the last three business days, this process must be completed so that accurate information is provided to Accountability Services.

If there are any questions related to creating the EDS file, please contact your Eligibility software vendor for assistance. The vendors have created a query that can be executed within their software to meet this requirement.

Verification Answers and Helpful Tips

We have received several questions in response to the email that was sent to SFAs earlier this week regarding (and titled) Verification Survey 2015. We have compiled answers to your questions along with some helpful tips to assist you. If you have additional questions please contact your [Operations & Management Zone Consultant](#).

- 1) REMEMBER: All Verification questions should be directed to your [Operations & Management Zone consultant](#).
- 2) **All** School Food Authorities (SFAs) with the exception of the Special Milk Program sponsors are required to complete the Verification Survey as well as completing the Verification Report in the School Nutrition Technology System.
- 3) Please complete the **Verification Survey** by **Monday, November 23, 2015** (by midnight). Survey link: <https://www.surveymonkey.com/r/verification2015>
- 4) The deadline to complete the **Verification Report** in the School Nutrition Technology System (SNTS) by **Friday, December 18, 2015**. [CLICK HERE](#) for the Instructions for Completing the Verification Report in the SN Technology System (2015-2016 SY).
- 5) NOTE: The person completing the Verification Report in the SNTS must be the person with **Applications** security rights. The claims security rights person will not be able to complete the report.
- 6) The School Year selected in the SNTS must be 2015-2016 in order to access the Verification Security Report.
- 7) In the SNTS Verification Report, Question 5-2 asks: *“Was verification performed and completed?”*

The selections for response are:

1. *Yes, completed by November 15th;*
2. *Yes, completed after November 15;*
3. *or NO, verification was NOT performed or the process was not completed.*

Since November 15th was on a Sunday, the State Agency extended the deadline to November 16...so if the SFA completed the process on November 16, the answer to this question would be **Yes, completed by November 15th**. If not, then the other two answers need to be determined by the SFA which would require a Verification Corrective Action Plan.

- 8) The [Verification Corrective Action Plan \(CAP\)](#) is required only if:
 - a) The SFA reports errors (i.e., under or over verified the number of required applications)
 - b) Or, the SFA did not start the Verification Process on October 1, 2015
 - c) Or, the SFA did not complete the Verification Process by November 16, 2015. Instructions for completing and submitting the Verification CAP are located at the bottom of the form.

USDA Policy Memo SP 03-2016

SP 03-2016 Procurement Standards and Resource Management Requirements Related to Franchise Agreements (Release date: November 6, 2015)

While it is somewhat rare to find a School Food Authority doing business under a formal franchise agreement, we strongly encourage any SFA that is doing business with a franchise to carefully read this USDA Policy Memorandum and make modifications if these products have not been competitively procured. Please note, this includes foods purchased service as reimbursable meals and non-program foods (a la carte sales, catering, adult meals, etc.) sales. All purchases in the School Nutrition Program, including products available through a local franchise, must be competitively procured. If you are uncertain about the process to competitively procure products and services, please contact your Operations & Management Consultant. A Procurement Workshop is scheduled for January 11-12, 2016 in Greensboro, NC. Registration information will be sent to School Nutrition Administrators from McKimmon Center by early December.

Continuing Education Opportunities

Please consider attending the following continuing education events.

Date	Course Title <i>(CLICK the Course Title for registration information and more details)</i>
December 3-4, 2015	<u>Certified Food Protection Manager (CFPM) Course and Examination</u>
Thursday, December 17, 2015 (2:00 – 3:00 pm EST)	<u>Creating a Food Safety Culture in Your School Webinar</u>

Important School Nutrition Dates

Remember: Any time a due date/deadline falls on a weekend or a holiday, the deadline automatically moves to the next business day.

November

Nov 26-27Thanksgiving Holidays – State Offices Closed

December

Dec 10 (Thurs)*NSLP/SBP/ASSP/SFSP/SSO* - Deadline to submit claim for reimbursement (for Nov 2015)
 Dec 15 (Tues)*FFVP* - Deadline to submit claim for reimbursement (for Nov 2015)
 Dec 15Twice Yearly Analysis Reports Due (Submit to Nutrition Specialists)
 Dec 18Deadline to complete online Verification Report (SN Tech System Verification Report Closes)
 Dec 24-25Christmas Holidays – State Offices Closed

In the Previous Issue of SN Weekly...

SN Weekly Update – [October 22, 2015](#)

- It’s National School Lunch Week!
- 2015-2016 Bonus Pay – Q&A
- Continuing Education Opportunities
- *REMINDER* Workshop - SummerPalooza Summit!...Expanding Summer Nutrition for NC Kids

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information