

North Carolina

School Nutrition Weekly Update



May 25, 2016

Issue No. 2016.5-1

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PROGRAM OPERATIONS NEWS

***IMPORTANT NOTICE* SY 2016-17 Online SFA Application Revised**

The online SFA Application for the 2016-17 SY has been revised with the addition of two (2) new questions. The question were added under the *Procurement/Code of Ethics* section to address Group Purchasing Organizations (GPOs). The two new questions are:

- *Does the SFA use a third party to obtain rebates or other purchase incentives? If yes, please provide the name and describe the process used.*
- *Does the SFA use a Group Purchasing Organization (GPO) for any goods or services? If required, did the SFA competitively procure the GPO?*

When answering the second question, please be aware that the *North Carolina Child Nutrition Procurement Alliance* **DOES NOT** require competitive procurement. The system currently indicates that it does in error and the vendor will correct this statement this later today.

The online application will be returned to the School Food Authorities (SFA) that submitted their online application packet prior to the revision in order to answer those two questions. Those SFAs will receive an automated email message from the SN Technology system that the application has been returned for corrections.

Should there be any questions, please contact your Zone Consultant or Janet Johnson at janet.williamsjohnson@dpi.nc.gov

USDA Policy Memos

Policy Memo #	Title	Release Date
<u>SP 29</u>	Reporting Instructions for Form FNS-874: Local Educational Agency Second Review of Applications	Mar 9
<u>SP 30</u>	Extension of Deadline for LEAs to Elect the CEP for SY2016-17	Mar 10
<u>SP 31</u>	Reporting Guidance for Results of the Administrative Reviews Conducted in SY2014-15	Mar 16
<u>SP 32</u>	Additional Yield Information for School Meals	Mar 30
<u>SP 32-2016a1</u>	Additional Yield Information for School Meals Chart (Food Buying Guide for School Meal Programs)	Mar 30
<u>TA 01-2016</u>	Twentieth Release of the Child Nutrition (CN) Database	Apr 6
<u>SP 33</u>	Extension Notice: Requests for Exemption from the School Meals' Whole Grain-Rich Requirement for SY 2016-17	Apr 29
<u>SP 34</u>	Revised Prototype Free and Reduced Price Application Materials for SY 2016-17	Apr 29

	IMPORTANT NOTE: The North Carolina Prototype of the Free and Reduced Price School Meals Household Application is available at: http://childnutrition.ncpublicschools.gov/agreements/sy-2016-17-agreement-renewal/2016-17_agreement	
<u>SP 34-2016a1</u>	Attachment: Frequently Asked Questions about Free and Reduced Price School Meals	Apr 29
<u>SP 35</u>	Bonding Requirements for Food Service Management Companies and other Subcontractors	May 5
<u>SP 06-SFSP06-2016 v2s</u>	Promoting Nutrition in Summer Meal Programs, with Best Practices	May 18
<u>SP 36</u>	Fresh Fruit and Vegetable Program: Allocation of Funds for School Year 2016-2017	May 11

Newly Designed Summer Nutrition Guides Now Available!

All SFAS interested in operating a summer nutrition program are highly encouraged to review the Summer Food Service Program (SFSP) guides. The USDA Food and Nutrition Service (FNS) recently announced their newly designed versions of the 2016 SFSP Guides. There are specific guides for the sponsor, site supervisor, monitor and nutrition. These are excellent tools to improve sponsor and staff proficiency in both the SFSP and the Seamless Summer Option (SSO). If you have not reviewed the 2016 SFSP Guides, now is great time to do so. The guides can be found at <http://www.fns.usda.gov/sfsp/handbooks>.

Team Up

United States Department of Agriculture in cooperation with the Institute of Child Nutrition has launched a Team Up for School Nutrition Success initiative. It is intended to be a learning experience providing technical assistance to school nutrition programs that want to maintain a healthy environment and student meal program participation. Team Up includes strategies for mentoring in a variety of areas using a Skilled Helper Model and SMART goals.

North Carolina's Team Up initiatives will be integrated into policy updates over the coming months and will utilize two kinds of mentors working with the Team Up activities - Group Leaders/Facilitators and Mentors. Participants are referred to as Mentees. The responsibilities of each are described below.

Group Leaders/Facilitators:

The Group Leaders are facilitators for the panel discussions and the breakout sessions and these duties will be carried out by the Zone consultants and specialists. Group Leaders/Facilitators are responsible for ensuring that the discussions and breakouts meet the needs of all participants and are completed in a timely manner. Group Leaders/Facilitators will also be available to offer regulatory guidance if questions arise.

Mentors:

Mentors are considered facilitators for the participants when working in the small networking roundtable discussions. The Consultants and Specialists will identify Administrators to be the Mentors in advance of the

session who will lead each of the small Team Up networking groups. Each group’s mentor should be a strong “I can give help” individual who will make sure everyone in the group gets to tell their story and can effectively channel the discussions into positive experiences. The mentor’s key role is to help participants identify any challenges they are facing locally and help participants create solutions to those challenges through the development of SMART goals and action plans.

Mentees:

Mentees are the participants in the large group presentation and in the small networking roundtable discussions. Mentees will participate by telling their story about giving or needing help related to the session’s topic which may be different at each Team Up session. The mentees key role is to share information that may be helpful to others or to ask for help.

School Nutrition Administrators will be asked to share the roles of Mentor and Mentee so that all may have a chance to participate. The assigned roles will vary depending on the topic of discussion. If Administrators have a strong preference for serving as a mentor or mentee for a particular topic, please notify the zone staff.

Vacancy Announcement

School District/Agency	Position	Description & Application Information
Washington County Schools	School Nutrition Director	CLICK HERE for VACANCY ANNOUNCEMENT
Union County Public Schools	Clinical Dietitian and School Nutrition Marketing Specialist	VIEW VACANCY ANNOUNCEMENT

CONTINUING EDUCATION

WORKSHOP - *The Administrative Review Process: An Approach to Collaborative Compliance*

WORKSHOP DATE & TIME: June 13-14, 2016 (2:00 – 3:00 PM)

North Carolina Department of Public Instruction, School Nutrition Services Section will offer *The Administrative Review Process: An approach to collaborative compliance* workshop on June 13-14, 2016 at the Koury Convention Center in Greensboro, NC. 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 program operations

related to the Administrative Review to join you at the workshop. The session will begin with registration at 12:30 pm on June 13 and continues from 8:30 AM to 3:30 PM on Tuesday, June 14. Participants are responsible for all related travel expenses including meals, snacks, and beverages. It will provide 10 hours of continuing education credit for School Nutrition professional development in the learning code 3260 Administrative Review.

Click on the link below to register for the workshop:

<https://onece.ncsu.edu/search/publicCourseSearchDetails.do?method=load&courseId=5798016>

Please register for the workshop by **Friday, June 3, 2016**. 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 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!

WORKSHOP - Smart Options: Teach the Leader

North Carolina Department of Public Instruction, School Nutrition Services Section will offer a *Smart Options: Teach the Leader* workshop on June 14, 2016 at the Nussbaum Center for Entrepreneurship, 1451 S Elm-Eugene St, Greensboro, NC 27406. Sign in for pre-registered participants will begin at 8:00 AM and the class will be conducted from 8:30 AM until 12:30 PM.

The workshop 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. Smart Options was developed with assistance and review from an advisory committee of school nutrition administrators from across North Carolina and features local school success stories. Participants will receive a certificate at the conclusion of the workshop.

[CLICK HERE](#) for additional workshop details and the tentative agenda.

The Teach the Leader 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 key area of nutrition. The Smart Options course 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. Smart Options was developed with assistance and review from an advisory committee of school nutrition administrators from across North Carolina and features local school success stories. Upon full completion of this Teach the Leader workshop, participants will receive a certificate and access to the leader materials for teaching the full Smart Options course in the School Food Authority (SFA). It will also provide 4 contact hours toward continuing education credit for professional development in the learning code 1300 General Nutrition.

Mark Your Calendar

Important Dates

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

May 2016

May 30..... Memorial Day (State Offices Closed)

June 2016

June 8..... Deadline for ALL SFAs to complete Online Agreement Renewal and Written Agreement

June 10..... Deadline to submit claim for reimbursement for *NSLP/SBP/ASSP/SFSP/SSO* (for May 2016)

June 13-14 The Administrative Review Process: An Approach to Collaborative Compliance Workshop

June 13-15 NC Safe Plates Workshop (Greensboro)

June 14..... Smart Options Teach the Leader Workshop

June 15..... Deadline to submit *FFVP* claim for reimbursement (for May 2016)

June 15-16SNA-NC Annual Conference (Greensboro)

June 21.....WEBINAR: Fresh Fruit & Vegetable Program Part 1 – Program Requirements (10:00am – 11:30am)

June 22.....WEBINAR: Fresh Fruit & Vegetable Program Part 1 – Financial Guidance (10:00 – 11:30am)

July 2016

July 4..... Independence Day (State Offices Closed)

July 10 (Sun)..... Deadline to submit claim for reimbursement for *NSLP/SBP/ASSP/SFSP/SSO* (for June 2016)

July 10-13..... [School Nutrition Association Annual Conference](#) (San Antonio, TX)

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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