School Nutrition Update - December 18, 2019

School Nutrition News <NCPublicSchools@public.govdelivery.com>
Wed 12/18/2019 4:15 PM
To: Donna Knight <Donna.Knight@dpi.nc.gov>

Having trouble viewing this email? View it as a Web page.

In this Issue...

Program Operations Information

• Important Dates
• Equipment Assistance Grants
• Independent/Second Review of Applications Report

Summer Nutrition

• Register for RACE Online 2020
• Prepare for CARTEWHEEL Meal Counter in 2020
• In Search of New Summer Nutrition Sponsors for 2020

Continuing Education

• Current School Nutrition Leadership Opportunities
• Winter 2020 Zone Policy Updates for School Nutrition Administrators
• Golden Key Achievement Award Guidance for 2019-20 is Updated!
• Institute of Child Nutrition (ICN) New Course in the Catalog!
Important Dates

*NOTE: Anytime a deadline falls on a weekend or a holiday the actual deadline is extended to the next business day.

Dec 24, 25, 26 ........Christmas Holidays (State offices closed)

Jan 1..........................New Year's Day (state offices closed)

Jan 10.......................Deadline to submit NSLP/SBP/ASSP Claim for Reimbursement (for Dec)

Jan 15.......................Deadline to submit FFVP Claim for Reimbursement (for Dec)

Jan 20.......................Martin Luther King Day (State offices closed)

Feb 10.......................Deadline to submit NSLP/SBP/ASSP Claim for Reimbursement (for Jan)

Feb 15.......................Deadline to submit FFVP Claim for Reimbursement (for Jan)

Feb 15.......................Deadline to submit Second Review of Applications form (FNS-874)

Mar 2-6......................National School Breakfast Week

Mar 8-10....................2020 Legislative Action Conference (Washington, D.C.)

Mar 10.......................Deadline to submit NSLP/SBP/ASSP Claim for Reimbursement (for Feb)

Mar 15.......................Deadline to submit FFVP Claim for Reimbursement (for Feb)

2019 NSLP Equipment Assistance Grants (EAG)

The NC Department of Public Instruction (NCDPI) is pleased to notify all School Food Authorities (SFA) of a grant opportunity specifically intended to help SFAs purchase commercial equipment for use in preparing and/or serving nutritious meals to students that participate in the National School Lunch Program (NSLP). The one-time appropriation of $962,408.00 has been made available to the NCDPI for sub-grants for equipment purchases in eligible schools and sites in traditional, charter and non-public schools and residential child care institutions operating the NSLP.

Given the limited amount of funds available to the agency and the commitment to distribute these funds as equitably as possible, we encourage SFAs to be realistic in their requests. Based on this recommendation, if an SFA would like to request a "partial grant" with the plan of using other SFA funds to purchase a larger piece of equipment, you may do so. For example, a single request for $40,000 is unlikely to be successful, but a partial grant in the amount of $20,000 is much more likely to be successful and that amount can defray the overall cost of the equipment.

SFAs must use their individual School Nutrition Procurement Plan to determine whether a formal or informal purchasing method is indicated and all procurement documents, including the solicitation and the vendor’s bid/quote must be submitted with the application/proposal packet. All funds must be fully expended by September 30, 2020. Funds not fully paid to the vendor by this date will be returned to the USDA. Applications are due to the NCDPI by 5:00 PM, Wednesday January 29, 2020.

Should you have questions, please contact Jacquelyn McGowan at Jacquelyn.mcgowan@dpi.nc.gov
Independent/Second Review of Applications Report

All School Food Authorities (SFAs) processing Free and Reduced Price School Meal Household Applications are required to conduct a Second Review of Applications. If your district or school is 100% Community Eligibility Provision (CEP), you are not required to complete this report.

The required reporting period spans from the start date of processing the Free and Reduced Price School Meals Household Applications in the 2019-20 School Year through October 31, 2019. However, the SFA must continue to document any discrepancies on the NC tool, Documentation of Change as a result of Second Review of Applications (see attached) for the entire school year.

Should you have questions on completing the forms, please contact your Zone Consultant or Jacquelyn McGowan, Compliance Specialist.

<table>
<thead>
<tr>
<th>Form</th>
<th>Due Date:</th>
<th>Submit to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNS-874 Local Education Agency Second Review of Applications Report Template</td>
<td>Monday February 17, 2020</td>
<td>Please email the completed form to Jacquelyn McGowan at: <a href="mailto:Jacquelyn.mcgowan@dpi.nc.gov">Jacquelyn.mcgowan@dpi.nc.gov</a></td>
</tr>
<tr>
<td>Documentation of Change as a result of Independent/Second Review of Applications</td>
<td>N/A - Provide Upon Request by State Agency</td>
<td>Maintain on file in the SFA.</td>
</tr>
</tbody>
</table>

---

Summer Nutrition

Register for RACE Online 2020

Registration for the Summer Nutrition 2020 Required Annual Continuing Education (RACE) Online training is open now! RACE Online 2020 will be available January 2020 but register today so you can be the first to gain access to the course.

Remember, two administrative personnel from each sponsor are required to complete RACE Online. Use the appropriate link below to access the Google Form where you can register for the RACE Online course.

- **SFSP SFA Sponsors:** [https://forms.gle/sdSGnjFv3dbijqzs9](https://forms.gle/sdSGnjFv3dbijqzs9)
- **SSO Sponsors:** [https://forms.gle/vj9uF2MCDtcLFSLU9](https://forms.gle/vj9uF2MCDtcLFSLU9)

After you complete your registration, Donna Knight will set up your RACE Online course in Canvas. In January, you will receive an email with further instructions on how to login to the course.
Prepare for CARTEWHEEL Meal Counter in 2020

For summer 2020 and beyond, NC Summer Nutrition Programs will be using the Cartewheel Meal Counter application for meal counts at all summer nutrition sites across North Carolina. This will mean paperless and accurate meal counts, as well as easy claim submission for you!

If you have not scheduled a preparation call with Jessica Barkiewicz, Cartewheel project manager, and you would like more information prior to training, please use this link to sign up for a 30-minute time slot in December.

Every sponsor is required to complete the Cartewheel training in 2020 and will have up to 4 training attendee spots. The only required individual from your organization to come will be your claims person, but other key staff should attend as well.

Prior to training, you need to:

1. Register for training. Contact Jessica Barkiewicz if you have not received a link to register.

2. Complete your sponsor application in the Summer Nutrition Technology System by February 14th, 2020. We need this information to know how many sites you plan on having for summer 2020, which will inform how many iPads you will receive. We also cannot set-up your Cartewheel sponsor login until you have submitted the application.

See the training dates and locations below. Exact times and venues are listed at the registration link.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, February 25, 2020</td>
<td>New Bern</td>
</tr>
<tr>
<td>Thursday, February 27, 2020</td>
<td>Colfax</td>
</tr>
<tr>
<td>Tuesday, March 3rd, 2020</td>
<td>Raleigh</td>
</tr>
<tr>
<td>Thursday, March 12th, 2020</td>
<td>Hickory</td>
</tr>
<tr>
<td>Friday, March 20th, 2020</td>
<td>Greenville</td>
</tr>
<tr>
<td>Tuesday, March 24th, 2020</td>
<td>Asheville</td>
</tr>
</tbody>
</table>

In Search of New Summer Nutrition Sponsors for 2020

Do you know a public or private non-profit organization in your area that would be a good SFSP sponsor? Is your area in need of more sponsors to help fill the hunger gap? We are always looking for new sponsors to expand the NC Summer Nutrition Programs, and we need your help connecting with the local organizations in your area!

If you know of an organization that would be a great potential sponsor, please help us connect with them by sharing this link to the Potential New Sponsor Pre-Screen Tool.

As soon as this tool is completed, a Summer Nutrition Consultant will be in touch! Thanks for your help!!
Current School Nutrition Leadership Academy Opportunities

The NC School Nutrition Leadership Academy offers a variety of professional development activities for School Nutrition Administrators. Be sure to keep the School Nutrition Administrator contact information updated in the School Nutrition Technology System as this is the information used to send email notifications. When logging in and registering for a course offered through NCSU McKimmon Center, please check your student profile for accurate email address, especially if you have moved to a new School Food Authority (SFA). This student profile email is used to confirm your enrollment and provide important course details.

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Course/Workshop Title</th>
<th>SN Academy Classification</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 9, 16, and 23</td>
<td>Level 1 Marketing Foundations</td>
<td>Marketing</td>
<td>Online/Instructor-Led Course</td>
</tr>
<tr>
<td>Feb 4, 13, and 18</td>
<td>Level 2 Conducting Market and Customer Research (Pre-requisite Level 1 Marketing Foundations)</td>
<td>Marketing</td>
<td>Online/Instructor-Led Course</td>
</tr>
<tr>
<td>March 5, 12, and 19</td>
<td>Level 3 Marketing Tactics Development (Pre-requisite: Level 2 Conducting Market and Customer Research)</td>
<td>Marketing</td>
<td>Online Course</td>
</tr>
<tr>
<td>March 5, 2020 (tentative)</td>
<td>Program Accountability Level 2: Accountability for Successful School Nutrition Programs</td>
<td>Program Accountability</td>
<td>Eastern Location TBA</td>
</tr>
<tr>
<td>Mar 19, 2020 (Save the date, registration coming soon)</td>
<td>Food Production and Operations Management (new course in development for standardized recipe development and yield testing)</td>
<td>Food Production and Operations Management Level 3</td>
<td>Mebane</td>
</tr>
<tr>
<td>Mar 31-Apr 2, 2020 (register by Mar 23)</td>
<td>Lead Like It Matters: A Leadership Development Program for School Nutrition Professionals</td>
<td>Leadership</td>
<td>New Bern</td>
</tr>
<tr>
<td>April 2, 2020</td>
<td></td>
<td></td>
<td>Hickory</td>
</tr>
<tr>
<td>Program Accountability Level 2: Accountability for Successful School Nutrition Programs</td>
<td>Program Accountability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 9, 2020</td>
<td>Nutrition Level 3: Menu Development and Nutrient Analysis Protocol</td>
<td>Nutrition</td>
<td></td>
</tr>
<tr>
<td>April 15-17, 2020 (register by Apr 7)</td>
<td>Safe Plates: A Certified Food Protection Manager Course and Examination</td>
<td>Food Safety</td>
<td>Kinston</td>
</tr>
<tr>
<td>April 16, 23, and 30</td>
<td>Level 4 Marketing Plan Launch and Measurement (Pre-requisite: Level 3 Marketing Tactics Development)</td>
<td>Marketing</td>
<td>Online Course</td>
</tr>
<tr>
<td>May 7, 2020</td>
<td>Nutrition Level 3: Menu Development and Nutrient Analysis Protocol</td>
<td>Nutrition</td>
<td>Location TBA</td>
</tr>
<tr>
<td>May 7, 14, and 21, 2020</td>
<td>Level 2 Conducting Market and Customer Research (Pre-requisite Level 1 Marketing Foundations)</td>
<td>Marketing</td>
<td>Online Course</td>
</tr>
<tr>
<td>June 10-12, 2020</td>
<td>Safe Plates for Food Managers: A Certified Food Protection Manager Course and Examination</td>
<td>Food Safety</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>June 22-23, 2020</td>
<td>Program Accountability Level 4: The Administrative Review</td>
<td>Program Accountability</td>
<td>Greensboro</td>
</tr>
<tr>
<td>June 22-24, 2020</td>
<td>Safe Plates for Food Managers: A Certified Food Protection Manager Course and Examination</td>
<td>Food Safety</td>
<td>Greensboro</td>
</tr>
<tr>
<td>July 21-23, 2020</td>
<td>Safe Plates for Food Managers: A Certified Food Protection Manager Course and Examination</td>
<td>Food Safety</td>
<td>Wilmington</td>
</tr>
</tbody>
</table>

**Winter 2020 Zone Policy Updates for School Nutrition Administrators**

Please review the Winter 2020 Zone Policy Updates schedule and register at the link below for the session of your choice: [https://forms.gle/GRYTp5ZZx9jorNqbA](https://forms.gle/GRYTp5ZZx9jorNqbA)

<table>
<thead>
<tr>
<th>Zone</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>February 7</td>
<td>NC Arboretum (Asheville)</td>
</tr>
<tr>
<td>2</td>
<td>February 11</td>
<td>The Event Center at Summit Square (Winston-Salem)</td>
</tr>
<tr>
<td>3</td>
<td>February 7</td>
<td>Hickory Metro Convention Center (Hickory)</td>
</tr>
<tr>
<td>4 (Charter, Non-Public, RCCI)</td>
<td>February 6</td>
<td>McKimmon Center (Raleigh)</td>
</tr>
<tr>
<td>4 (LEA)</td>
<td>February 7</td>
<td>McKimmon Center (Raleigh)</td>
</tr>
<tr>
<td>5</td>
<td>February 7</td>
<td>Little River Resort (Carthage)</td>
</tr>
<tr>
<td>6</td>
<td>February 6</td>
<td>NC TeleCenter (Williamston)</td>
</tr>
<tr>
<td>7</td>
<td>February 20</td>
<td>Riverfront Convention Center (New Bern)</td>
</tr>
</tbody>
</table>
**Golden Key Achievement Award**

The Golden Key Achievement Award program is a set of criteria designed to recognize the great accomplishments in a single school. The purpose of the award is to promote benchmarks of excellence across North Carolina and to honor School Nutrition programs maintaining high standards. Participation in this award fosters ongoing professional development and improvement in the school nutrition environment. Schools qualifying for a plaque may be eligible to compete for award recognition at the State level. Each School Food Authority may submit their one best notebook entry meeting the plaque requirement 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.

Refer to the website below for 2019-20 guidance and information:
https://childnutrition.ncpublicschools.gov/information-resources/awards-grants-opportunities/golden-key-achievement-award

---

**Institute of Child Nutrition (ICN) New Course in the Catalog!**

**Healthy Teachers Program** has launched and is now is the course catalog at the link below.
https://theicn.docebosaas.com/learn/course/external/view/elearning/94/HealthyTeachersProgram

**Description:** Developed by the Whole Kids Foundation, this is a training for teachers to learn principles of healthy eating. Content focuses on the Standard American Diet and how it is impacts our health; basic nutrition; label reading; principles of healthy eating; planning and shopping for healthy eating; cooking demos focused on putting principles of healthy eating into practice; and goal setting for healthy eating.

<table>
<thead>
<tr>
<th>Target Audience:</th>
<th>Teachers, School Nutrition Directors, School Nutrition Managers, School Nutrition Employee/Staff, School Administrators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of Instruction:</td>
<td>2</td>
</tr>
<tr>
<td>Key Area:</td>
<td>1 &amp; 2</td>
</tr>
<tr>
<td>Professional Standard Code(s):</td>
<td>1100, 1200, 1300, 2000</td>
</tr>
</tbody>
</table>

---

**USDA Nondiscrimination Statement**
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, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(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.

This institution is an equal opportunity provider.