School Nutrition Update
October 30, 2019

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**Important Dates**

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

- Nov 10 ............Deadline to submit NSLP/SBP/ASSP Claim for Reimbursement (for Oct)
- Nov 11 ............Veteran’s Day observed (State offices closed)
- Nov 15 ............1st Quarter FC1-A Report Due (Traditional Public Schools)
- Nov 15 ............Deadline to complete Verification of F&R Applications
- Nov 15 ............Deadline to submit FFVP Claim for Reimbursement (for Oct)
- Nov 15 ............SNA-NC Committee Day
- Nov 18 ............Online Verification Report Opens & Online survey
- Nov 28-29.......Thanksgiving Holidays (State offices closed)

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**Policy Memos**

Please review these memoranda and if you have any questions, contact your Zone Consultant.

**SP 42-2019**   Fresh Fruit and Vegetable Program: Allocation of Funds for Fiscal Year 2020 – Revised

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**Continuing Education**

**Is Your McKimmon Center Student Profile Up to Date?**

Many courses and workshops we offer are coordinated through the North Carolina State University McKimmon Center for Extension and Continuing Education. You must set up a profile containing a user name and password to register for one of our School Nutrition Leadership Academy courses. Your profile contains important organizational and contact information used to communicate with you. Many folks change positions or move to another SFA and forget to update their student profile and may be missing important course communications such as confirmations after registration, course information sent to registrants, or follow up information sent after the course is completed. Please log
on to your student account and click “My Profile” on the left side of the screen to review and update your student information. https://learn.mckimmoncenter.ncsu.edu/portal/logon.do?method=load
In addition, you may use the “My Account History” to review your past course completions if you need the information to update your professional development logs for the School Nutrition Program.

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**PROCUREMENT: 2019-2020 Courses Open for Registration**

- The popular *Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices* course will be repeated on January 29-31, 2020. Procuring goods and services for the School Nutrition program is a detailed, complex and precise process. Possessing a strong understanding of the procurement regulations and procedures is key to an accountable and successful procurement system, while offering the confidence of getting the highest quality products and services at the best prices. This course will provide instruction and afford the participant a learning experience for understanding Federal and state procurement process and regulations guiding the School Food Authority’s (SFA’s) procurement activities. This course provides 18 contact hours of professional development credit for learning code 2400 Purchasing/Procurement.

  Space is limited and pre-registration using the link below will close when the class has reached maximum capacity.

  [https://learn.mckimmoncenter.ncsu.edu/search/publicCourseSearchDetails.do?method=load&courseld=7284776](https://learn.mckimmoncenter.ncsu.edu/search/publicCourseSearchDetails.do?method=load&courseld=7284776)

- *Procurement University II: Administering Sound Procurement Practices for School Nutrition Programs* is a continuation of the Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices. The content will enhance participants’ understanding and application of the Federal procurement practices and purchasing regulations guiding School Food Authorities (SFAs) in the School Nutrition procurement environment. Participants will also receive guidance on SFA-specific procurement and solicitation concerns during guided roundtable discussions and problem solving with peer School Nutrition Professionals. *Successful completion of Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices is a prerequisite for this course.* This course provides 6 contact hours of professional development credit for learning code 2400 Purchasing/Procurement.

  It will be offered on **November 14, 2019 in Raleigh** and **March 12, 2020 in Hickory**. The link below provides additional details about the course and registration:
**Lead Like it Matters Course is Returning this Year!**

School Nutrition will offer two sessions of *Lead Like It Matters: A Leadership Development Course for School Nutrition Administrators*. This 3-day course was developed for and with the NC Department of Public Instruction School Nutrition Division with a goal of providing School Nutrition Administrators the experiences and skills education to create a strong School Nutrition leadership community. This investment in our schools and our leaders is important and value added. It is designed to provide School Nutrition Administrators a heightened self-awareness about leadership styles, emotional intelligence, and work relationships. It will guide participants through a process to clarify group dynamics, valuable communication skills, and using effective tools for successful decision making, efficient meetings, and highly functional teams. The program, intended to be the beginning of building a strong foundation on which to build future leadership development, is rich, engaging, and fun!

The course will be facilitated by George and Roxi Bahar Hewertson and will provide 21 hours of continuing education credit for professional development in the Learning Code 4140 Communication Skills. Roxi is the President and CEO of Highland Consulting Group, Inc. and has a passion for teaching, coaching, and creating dynamic learning opportunities making a positive and lasting difference in the workplace. She received her master’s degree from Cornell’s School of Industrial and Labor Relations. Her book, "Lead Like It Matters: Because it Does," was published by McGraw-Hill in October 2014. Roxi works directly with individuals and teams as an independent leadership consultant and executive coach. She served many years as Director of Administration for Administration, Facilities and Finance at Cornell University and has worked with public school systems in New York and North Carolina. She has over 30 years’ experience in leading people and has been helping leaders and their teams create healthy work place cultures.

George is the Vice President of Highland Consulting Group, Inc. and has a unique talent for working with teams. He was Chief Engineer in the Royal Air Force, leading teams into and out of very difficult situations on the ground and in the air. George built and operated Highland Lodge Retreat Center in upstate New York (NY), hosting and facilitating groups and teams in the NY area for over 15 years. He loves to facilitate learning and to work one-on-one with participants.

Workshop space is limited, and registration is currently restricted to one administrator per School Food Authority (SFA). Please use the link below to learn more about the course and register. If the class does not fill to capacity, registered participants will be notified of the opportunity to register additional colleagues from their SFA.
North Carolina State University McKimmon Center will confirm your registration by email. If you have questions about the workshop, please contact Susan Thompson at susan.thompson@dpi.nc.gov.

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>Nov 7</td>
<td>Boot Camp for School Nutrition Administrators in Charter Schools: How to Effectively Manage the Risks and Navigate the Regulatory Waters of the Federal School Nutrition Programs</td>
<td>Orientation</td>
<td>Colfax</td>
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<tr>
<td>(register by Oct 30)</td>
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<td>(register by Nov 6)</td>
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<tr>
<td>Jan 29-31, 2020</td>
<td>Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices</td>
<td>Procurement</td>
<td>Colfax</td>
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<td>(register by Jan 21)</td>
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<tr>
<td>Date</td>
<td>Event Details</td>
<td>Provenance</td>
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<td>Mar 12, 2020</td>
<td><strong>Procurement University II: Administering Sound Procurement Practices for School Nutrition Programs</strong>&lt;br&gt;(Pre-requisite – Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices)</td>
<td>Procurement</td>
<td>Hickory</td>
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<tr>
<td>Mar 17-18, 2020</td>
<td><strong>Food Production and Operations Management: K-12 Culinary Fundamentals for School Nutrition Administrators</strong></td>
<td>Food Production and Operations Management</td>
<td>Mebane</td>
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<tr>
<td>Mar 19, 2020</td>
<td><strong>Food Production and Operations Management</strong>&lt;br&gt;(new course in development for standardized recipe development and yield testing)</td>
<td>Food Production and Operations Management</td>
<td>Mebane</td>
</tr>
<tr>
<td>Mar 31-Apr 2, 2020</td>
<td><strong>Lead Like it Matters: A Leadership Development Program for School Nutrition Professionals</strong></td>
<td>Leadership</td>
<td>New Bern</td>
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**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
**Golden Key Achievement Award Guidance for 2019-20 is Updated!**

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

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**NC K-12 Culinary Institute Recipes and Bonus (FREE!) USDA Food 110462 Grilled Chicken Strips**

NC Department of Agriculture and Consumer Services (NCD&CS) Food Distribution Division is excited to provide 17 truckloads of bonus (FREE!!) USDA unseasoned, grilled chicken strips to NC schools.

Many of our NC K-12 Culinary Institute recipes included frozen diced chicken as ingredients. We have tested several of these recipes using the unseasoned chicken strips and the strips were generally an acceptable substitution when the quantity was adjusted appropriately. For every pound of cooked diced chicken, you should substitute 1 pound 4 ounces of unseasoned chicken strips. For example, the Buffalo Chicken Flatbread recipe is written for 2 pounds 4 ounces of diced chicken and it would take 2 pounds 13 ounces of the unseasoned chicken strips to provide equivalent meat/meat alternate component contribution. The USDA Product Information Sheet for the bonus chicken can be found at https://fns-prod.azureedge.net/sites/default/files/fdd/110462_Unseasoned_Chicken_Strips.pdf. If you need assistance with adjusting the NC K-12 Culinary Institute recipes for the bonus product, please contact Susan Thompson at susan.thompson@dpi.nc.gov.

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**Serving Up USDA Foods Photo Contest**

In celebration of National School Lunch Week 2019 USDA is announcing the 4th annual Photo Contest! The “Show Us Your Tray” contest might have a new name and USDA still wants to see how you are “Serving Up USDA Foods” in your school meals!
Inspire other child nutrition professionals and submit a picture of your most creative meal utilizing direct-delivered USDA Foods. It could be a breakfast or a lunch meal. With over 200 USDA Foods items available, USDA wants to highlight the innovative ways in which they can be used.

Show us how you use USDA Foods proteins, fruits, vegetables, grains, and dairy to liven up your meals! Your submissions will provide child nutrition professionals with healthy, creative, student-approved meal ideas utilizing USDA Foods.

The Serving Up USDA Foods photo contest begins November 1, 2019 and ends January 15, 2020 at 11:59 p.m. EST.

For 2020 contest and submission details please click here!

Be sure to read all details and review the sample submission before deciding which school meals to feature and before taking and submitting photos.

Please send all entries to the USDA Foods mailbox (USDAFoods@usda.gov).
**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](https://www.fns.usda.gov/fns/docs/program_discrimination_complaint_form.pdf), (AD-3027) found online at: [How to File a Complaint](https://www.fns.usda.gov/offices/diversions/civil_rights/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.

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