



School Nutrition Update

December 12, 2017 (revised Dec. 13, 2017)
NCDPI | School Nutrition Services | Safe and Healthy Schools Support

School Nutrition Administrators:

This will be our last School Nutrition Update for 2017; it has been our privilege to serve you this year. We will take time for the holidays to enjoy family and friends and celebrate the joy of the season, so our offices will be closed periodically over the next two weeks as staff will be on annual leave.

We wish you and yours a peaceful holiday and a happy, healthy, and prosperous 2018!

*Lynn Harvey
and the NCDPI School Nutrition Staff*

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State Health Plan Rate Change

New employer health rates are effective January 2018. However, since December premiums are for January coverage, LEAs should change the employer rate in December for payment in January 2018. The benefit amount has increased to \$498.68. Please coordinate with your Finance Officer if you have questions.

Civil Rights Make Up Recorded Webinar

Just in case you missed it, the Civil Rights webinar (held November 15) was recorded and is now available for those who need it. The recording may be viewed at:

<https://attendee.gotowebinar.com/recording/5379477574234820097> .

After viewing the webinar please complete the short evaluation at the link below to obtain your certificate: <https://www.surveymonkey.com/r/HWPGKZ9>

Q&A – Procurement: Iran Divestment Act

Question: We have been told the Iran Divestment Act has been repealed effective October 2017 and vendor certification is no longer required in the solicitation documents. Is this true?

Answer: A portion of the Act has been repealed; the requirement for vendor certification under the Iran Divestment has been repealed. As a result, it is no longer required for all contracts to include a contractor certification form to be signed by the contractor indicating the contracting entity is doing business with Iran. However, the prohibition itself, remains in effect. What this means is, while it is no longer a requirement for contractors to sign the certification form, there is still a prohibition against contracting with vendors doing business with Iran. Before entering into any contract, the School Food Authority must determine whether the contracting entity appears on the State Treasurer’s List of Prohibited Vendors. The list is routinely updated by the Office of the State Treasurer.

You can access the list at:

<https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>

Once you locate this site, click on the Final Divestment List which will direct you to the list of vendors who appear to be engaged in “investment activities in Iran” based on Federal sanctions and other publicly available credible information. Vendors appearing on this list are ineligible to contract with the State of North Carolina or any subdivision of the State, including the School Nutrition Program.

Prior to entering into a contract with a vendor, the School Food Authority (SFA) must check the Iran Final Divestment List to determine the potential vendor does not appear on the list. If the vendor does appear on the list, the SFA is prohibited from doing business with the vendor as required by N.C.G.S. 143-6A-4.

SFAs will be required to document that any vendor with whom they enter into a contract does not appear on this list. To meet this requirement SFAs will:

1. Check the Iran Final Divestment list **prior to** entering into any contract with a vendor.
2. Then, for documentation, the SFA will be required to print a copy of the most current Iran Final Divestment List as it appears on the State Treasurer's website and attach this one-page document to the solicitation document/contract prior to executing the contract.

This simple procedure should suffice to show that SFAs are complying with the intent of the Iran Divestment Act.

Procurement Plan

The North Carolina [Procurement Plan Template](#) has been revised to include this information and has been posted on the [Procurement](#) page of the School Nutrition website. Please make sure your procurement plan reflects the new language. If you have already completed your procurement plan you may simply copy and paste the language from this newly revised template and place into your existing document. The new language is located in **Part VI: Other Procurement Requirements, Section E.** of the template.

Financial Management Page Update – Meal Prices and Excessive Operating Balance Form

The Breakfast and Lunch meal prices for the 2017-18 school year have been posted in the Financial Management page. Additionally, the Plan for Reducing Excessive Operating Balance template form has been posted on the same page.

[CLICK HERE](#) to access the Financial Management page where each of these documents are posted.

If you have questions or need assistance please contact Tara Tyson at tara.tyson@dpi.nc.gov.

2018 Menu Templates Available

The Menu Templates for the remainder of the school year are now available. They can be accessed from the Nutrition Education resources section on the NCDPI, School Nutrition Services website.

[CLICK HERE](#) to access the menu templates.

Please note the following:

- The additional Menu Templates run from February through July 2018.
- The Menu Templates were designed in two formats - Elementary and Middle/High. The content for the Elementary School Menus is aimed at families and the content for the Middle/High School Menus is aimed at Middle/High School students.
- By request, the Menu Template layout has been revised to fit within one page with fewer graphics.
- MS Publisher was used in the design to allow for customization by local School Nutrition programs.

Please do not hesitate to contact Tracey Bates, School Nutrition Services Section, NCDPI, tracey.bates@dpi.nc.gov, with any questions regarding the nutrition education resources for schools.

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 cafeteria. The purpose of the award is to promote benchmarks of excellence across North Carolina and to honor School Nutrition programs maintaining high standards. This award promotes activities complementing current program regulations and best practices and aligns with the United States Department of Agriculture (USDA) professional standards learning topics. Participation in this award fosters ongoing professional development and improvement in the school nutrition environment.

To compete for the Award, School Nutrition managers and employees will conduct activities in four (4) Key Areas:

1. Nutrition
2. Operations
3. Administration
4. Communications and Marketing

School Food Authorities may submit the one best plaque entry for consideration of the state-wide award presented for first, second, and third place at the School Nutrition Association of North Carolina annual conference and recognized at the North Carolina School Nutrition Administrator Conference.

Entries for state-wide awards consideration must be received in the NC Department of Public Instruction School Nutrition Services Section by April 30, 2018. (Note: Any time a due date/deadline falls on a weekend or a holiday, the deadline automatically extends to the next business day.) Send the completed notebook entry including a copy of the Awards Summary to North Carolina Department of Public Instruction (NCDPI) School Nutrition Services by one of the following methods:

1. Hand deliver the notebook to Melody Watkins in North Carolina Department of Public Instruction School Nutrition Services.

2. Send the notebook via FedEx, UPS, or similar traceable delivery service to Melody Watkins at 301 North Wilmington Street, Raleigh, NC 27601

State level winners will be announced at the annual School Nutrition Association of North Carolina (SNA-NC) conference and recognized at the annual School Nutrition Administrator Conference. Entries will not be returned but may be picked up from the display area at SNA-NC Conference. **Check the conference program for the awards display location and be sure to retrieve by the end of the SNA-NC conference if you would like to keep your notebook!**

The Awards Guide and Summary Form (below) provides more details about this award and application instructions.

- [Award Guide for School Nutrition Managers and Staff](#)
- [Award Summary Form](#)
- [2017 Golden Key Award Winners](#)

Have questions or need assistance?

Please contact: Susan Thompson, susan.thompson@dpi.nc.gov, 919.218.4090.

Continuing Education & Professional Development

- **Leadership Academy Courses (January – June 2018)**

The Continuing Education schedule for January 2018 thru June 2018 is now available for your convenience. The schedule includes location and registration information.

[CLICK HERE](#) to access the 2018 Continuing Education schedule.

- **HACCP in Your School Online Course**

The 4-hour ***HACCP in Your School*** food safety curriculum is now available as an online course. In addition, the on-line course now has a Part 2 and, when combined with Part 1, provides a total of 8 hours of professional development approved by SNA as a food safety core course which can be used towards SNA certification requirements (<https://schoolnutrition.org/certificate/>).

Our North Carolina State Extension partners are hosting this course and the information to access and participate is attached for your reference and posted on the [Continuing Education](#) page of the [School Nutrition website \(see the Online/Self-Paced section\)](#). The on-line option provides an alternative to the face-to-face workshop when it is not feasible to bring employees together for a course.

It is important to remember -- this HACCP in Your School course and related quizzes cannot be used to achieve the Certified Food Protection Manager (CFPM) certificate required by the NC Food Code for a Person in Charge (PIC) although it could be used as a review to help prepare for the CFPM exam. There are now 5 organizations offering American National Standards Institute (ANSI) approved CFMP exams:

- ProMetrics, Inc.
- National Registry of Food Safety Professionals
- 360Training.com, Inc.
- National Restaurant Association Educational Foundation
- StateFoodSafety.com

The *NC Safe Plates* course uses the National Registry of Food Safety Professionals exam and the *ServSafe*® course uses the exam from National Restaurant Association Educational Foundation. StateFoodSafety.com administers exams online. Please contact Susan Thompson (susan.thompson@dpi.nc.gov) with questions or if desiring additional information.

Vacancy Announcements

SFA/Agency	Position Title & Application Information
<p>Cumberland County Schools</p>	<p>Position: Child Nutrition Supervisor - Operations</p> <p>See the attached vacancy announcement (pdf) for more information and application instructions.</p> <p>Contact: C. Beth Maynard, Executive Director, Child Nutrition Services bethm@ccs.k12.nc.us</p>
<p>Harnett County Schools</p>	<p>Position: Child Nutrition Supervisor RD</p> <p>Interested candidates can apply by visiting the careers/employment section of the Harnett County Schools district website at: https://www.harnett.k12.nc.us/employment</p> <p>Contact: Krista Johnson, Director of Nutrition Services kjohnson@harnett.k12.nc.us</p>

Mark Your Calendar

December 2017

- Dec 15 Deadline to submit FFVP claim for reimbursement (for Nov 2017)
- Dec 15 Nutrient Analysis for October menus Due (Exception: SFAs with AR prior to Dec. 31st)
- Dec 15 Deadline to complete the [Civil Rights Compliance Worksheets](#)
- Dec 25-27 Christmas Holidays observed (State offices closed)

January 2018

- Jan 1 New Year's Day (State offices closed)
- Jan 10 Deadline to submit claim for reimbursement for NSLP/SBP/ASSP/SFSP/SSP (for Dec 2017)
- Jan 15 *Deadline to submit FFVP claim for reimbursement (for Dec 2017)
- Jan 15 Martin Luther King, Jr. Birthday (State offices closed)
- Jan 21-23 [School Nutrition Industry Conference](#) (New Orleans. LA)
- Jan 22-24 [SNA-NC Industry Seminar](#) (Pinehurst)

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

USDA Nondiscrimination Statement

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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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