School Nutrition Update – October 2, 2017
NCDPI | School Nutrition Services | Safe and Healthy Schools Support

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**Don’t Lose Reimbursement – Check the Months of Operation**

The Site Application Summary is a great tool for School Food Authorities to quickly glance to ensure months of operation have been selected for all sites/schools.

As you are all aware, USDA does not allow retroactive reimbursement. The School Nutrition Technology System (SNTS) has several steps to ensure programs are checked in the months of operation. On each site application under Certification, there are two attestation boxes, the second box once checked certifies the following:

| **I certify the months of operation for each program selected above accurately reflects the months that meals/snacks/milk will be served to students and claimed for Federal reimbursement. I understand any meals/snacks/milk served outside of the months selected will not be eligible for reimbursement since federal regulation prohibits retroactive program approval/reimbursement.** |

There is also another very useful tool, Site Application Summary, located in the SNTS which shows the Site ID, Site Name, Programs (NSLP, SBP, Non Area Eligible {NAE} or Area Eligible{AE}), Enrollment, OVS, Lunch (selected operating months), OVS Breakfast (selected operating months) and Snack (selected operating months). Each SFA is encouraged to review this summary prior to submitting the application for approval. The Zone Consultants approve the application and then the Compliance Specialist does the final approval. While the Zone Consultant is knowledgeable of most of the programs operating within their Zones, it is virtually impossible for them to know when programs are operating and when they are not.

CLICK HERE (will be linked to pdf) for step-by-step instructions to access the Site Application Summary.

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**2017 Annual Conference for School Nutrition Administrators**

We are pleased to announce the Annual Conference for School Nutrition Administrators sponsored by the North Carolina Department of Public Instruction is scheduled for **October 25-27, 2017** at the Sheraton Imperial Hotel Raleigh-Durham Airport at Research Triangle Park in Durham, NC. The continuing education event will begin with a luncheon on Wednesday, October 25 at 12:00 noon and will conclude on Friday, October 27 at 11:30 a.m. Check-in will begin at 9:30 a.m., Wednesday, October 25, 2017.
This year we are thrilled to offer dynamic and innovative speakers for our general sessions and an array of timely topics during the breakout sessions. We will also devote a full session to the issue of procurement and will walk you through the process of completing your School Food Authority’s required Procurement Plan; this session will save a considerable amount of valuable time later in the school year.

[CLICK HERE](#) for additional conference details, including registration, lodging and menu/beverage options.

**REGISTRATION**
The registration deadline is **October 6, 2017**! So, don’t hesitate. **Register Today**!

**SNS CREDENTIALING EXAM**
Additionally, we are pleased to offer the School Nutrition Specialist (SNS) Credentialing Exam in conjunction with the conference. The registration deadline for the SNS Credentialing Exam is **October 6, 2017**. [CLICK HERE](#) for more information and the registration link.

**MENU OPTIONS**
[CLICK HERE](#) to review and menu information. Be sure to indicate any special dietary requests in the online registration form.

We look forward to seeing you and celebrating the successes of School Nutrition professionals throughout the State and working together to continuously insure that “School Meals Matter”.

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**Equipment Assistance Grants**
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 storing, preparing and/or serving nutritious meals to students that participate in the National School Lunch Program (NSLP). The one-time appropriation of $813,654 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.

The Request for Applications/Proposals is attached along with the forms required to complete the application/proposal process. SFAs eligible to apply for grants include: those operating in compliance with current Federal Regulations (no outstanding corrective actions from an Administrative Review) with fewer than three months operating balance. In order for schools or sites to be eligible for an Equipment Assistance Grant, fifty percent of students enrolled in the school/site must be eligible for free or reduced price meals OR the school must participate (with a relatively high Identified Student Percentage) in the Community Eligibility Provision (CEP). While schools/sites must justify the need for the equipment grant, priority will be given to schools with (1) limited access to other resources to support the purchase of equipment, (2) the need for replacement equipment as a result of old equipment that no longer effectively nor efficiently serves the program, and (3) for schools that have not been awarded an Equipment Assistance Grant in the past.

Grants will be awarded for commercial equipment that is defined as “nonexpendable, tangible property with a useful life of more than one year and a per unit acquisition cost of $5,000”. Grants will only be awarded for
equipment valued at $5,000 or more. 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 4, 2018. Funds not fully paid to the vendor by this date will be returned to the USDA.

**DEADLINE:** Applications are due to the NCDPI by 5:00 PM, **Thursday December 7, 2017.**

Should you have questions, please contact Tara Tyson at tara.tyson@dpi.nc.gov or Jacquelyn McGowan at jacquelyn.mcgowan@dpi.nc.gov.

Good Luck!

We look forward to hearing from you.

- [2017 NSLP Equipment Assistance Grant Official Announcement Letter](#)
- [2017 NSLP EAG Checklist](#)
- [2017 NSLP EAG SFA & School Application](#)

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**Celebrate Sandwiches – National Sandwich Day is November 3!**

Don’t miss out on this fun opportunity to celebrate one of kids' favorite foods! Get ready for National Sandwich Day by featuring some [K-12 Culinary Institute Sandwich Recipes](#) on your menu. Tasty selections include Gourmet Grilled Cheese, BahnMi, Cuban Sandwich, Hawaiian Chicken Wrap, Bistro Boxes, Tuna Sliders and more!

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**Are You Ready for the North Carolina Crunch?**

Across the state, kids and adults will be crunching into locally grown apples on October 24 for [Farm to School Month](#). The NC Crunch, from the [Farm to School Coalition of NC](#), is designed to celebrate agriculture, nutrition and farm to school. The NC Farm to School Cooperative is sponsoring a contest to recognize NC schools and early care and education sites for their promotion of fruits and vegetables grown in our state during October. First through third place will be awarded with prizes of $250, $150 and $100 gift cards. To find celebration ideas, sign up for the NC Crunch and receive an event guide, [CLICK HERE](#). Post about your NC Crunch activities using #NCCrunch, #F2SMonth and @F2SCoalitionNC. Please help us spread the word so we can make it a NC Crunch heard ‘round the state. Share the attached flyer and apple fact
sheet, post the messages below to social media, and include an announcement in your newsletters or on your email listservs.

The Farm to School Coalition of North Carolina (F2SCNC) brings together a dedicated group of farm to school stakeholders in collaboration to expand and strengthen F2S initiatives across the state. The NC Farm to School Cooperative is a group of farmers from across the state who formed a cooperative in order to submit bids for the North Carolina Department of Agriculture & Consumer Services, NC Farm to School Program. The NC Farm to School Program is celebrating its 20th anniversary of supplying School Nutrition Programs across our state with the freshest, locally grown produce from North Carolina farms.

For Farm to School Month, join kids and adults across the state to crunch into locally grown apples on October 24. The NC Crunch, from the Farm to School Coalition of NC, is a fun way for students to learn about nutrition & agriculture. Want to be part of the learning and fun? To find celebration ideas, sign up for the NC Crunch and receive an event guide, go to http://growing-minds.org/north-carolina-crunch. Share your event photos using #NCCrunch, #F2SMonth & @F2SCoalitionNC.

How Social is Your School Nutrition Program? Please Share with Us.

School Nutrition Programs across the state are exploring the use of social media for outreach. NCDPI, School Nutrition Services is working on communications and social media outreach resources and professional development opportunities to assist you in outreach. We need your help. Please CLICK HERE to take a few minutes to respond to a quick survey to tell us about how your School Nutrition Program is communicating with students, families, schools and communities, what resources would be helpful to you in conducting outreach, and what you would like to learn more about regarding communications/social media.

If you have any questions about the survey, please contact Tracey Bates, tracey.bates@dpi.nc.gov.
Whole School, Whole Community, Whole Child (WSCC)

NC Healthy Schools is facilitating a pilot of the Whole School, Whole Community, Whole Child (WSCC) model in 11 LEAs: Anson, Bladen, Chatham, Halifax, Hoke, Iredell-Statesville, Scotland, Surry, Thomasville City, Wilkes and Winston-Salem/Forsyth. NC Healthy Schools is working with these LEAs to use data, problem solving and action planning to create and support healthier school environments. The pilot LEAs will receive technical assistance in the form of action planning guidance, help with completion of the assessment tool, problem solving and site visits. In addition, professional development will be provided through the annual School Health Advisory Council (SHAC) meeting, quarterly meetings with the pilot LEAs and monthly webinars on WSCC related topics. All North Carolina LEAs have access to the NC Healthy Schools listserv, website, wiki sites (WSCC and Healthful Living), SHAC newsletter, SHAC annual meeting, WSCC assessment tool, monthly webinars and other resources created by NC Healthy Schools to support healthier school environments.

CLICK HERE for more information on the WSCC model and NC Healthy Schools.

CLICK HERE for information and resources related to the WSCC model NC pilot.

NC Healthy Schools recently offered webinars on Assessing and Planning, Getting the Most Out of the Assessment Tool and Action Plan for the WSCC Model and Using and Communicating the WSCC Model in Your Community. The next webinar, Meeting Facilitation and SHAC 101, will be October 24 at 10 am. To view the recorded webinars or register for upcoming monthly webinars on the WSCC Model, CLICK HERE.

Grant Opportunity – Whole Kids Foundation’s School Garden Grant

Created in partnership with FoodCorps, the Garden Grant program provides a $2,000 monetary grant to support a new or existing edible garden at either a K-12 school, 501(c)(3) Non-profit working in partnership with a K-12 school, or 501(c)(3) non-profit organization.

The application period is open September 1, 2017 thru October 31, 2017.

CLICK HERE for more information and to apply.
Vacancy Announcements

<table>
<thead>
<tr>
<th>SFA/Agency</th>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chatham County Schools</td>
<td>Training Specialist</td>
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<tr>
<td></td>
<td>Contact: Robin Brooks</td>
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<tr>
<td>Davidson County Schools</td>
<td>Field Supervisor</td>
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<tr>
<td></td>
<td><a href="https://nc.teachermatch.org/applyteacherjob.do?jobId=419729">https://nc.teachermatch.org/applyteacherjob.do?jobId=419729</a></td>
</tr>
<tr>
<td></td>
<td>Contact: Kristen Bealler</td>
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Continuing Education & Professional Development

Certified Food Protection Manager (CFPM)

The North Carolina Food Code requires FOOD ESTABLISHMENTS to have a PERSON IN CHARGE (PIC) who is a CFPM on site at all time the establishment is in operation. The FOOD ESTABLISHMENT may be assessed two points on their inspection for failure to meet the Food Code requirements. To verify the PIC has an approved CFPM certification as specified in Paragraphs 2-102.12(A) and Section 2-102.20 of the NC Food Code Manual, the PIC must have successfully passed an American National Standards Institute (ANSI) accredited CFPM examination.

Several organizations offer ANSI accredited exams which will provide the certification required by the Food Code. Some of the organizations include [National Restaurant Association](https://www.nrf.com) (often referred to as ServSafe®), [360training.com, Inc.](https://360training.com), [Prometric Inc.](https://www.prometric.com), [National Registry of Food Safety Professionals](https://www.nrfc.org), and [StateFoodSafety.com](https://www.statefoodsafety.com).

The PIC requirement is established by the North Carolina Department of Health. North Carolina Department of Public Instruction School Nutrition Services Section also requires School Nutrition Administrators to obtain CFPM certification as part of the Professional Standards for hiring and continuing education for School Nutrition Programs.

[NC Safe Plates](https://www.ncsafeplates.org) is a CFPM course developed by North Carolina State University Cooperative Extension. This course offers the National Registry of Food Safety Professionals exam as part of the instruction. School Nutrition Services is glad to partner with Cooperative Extension to bring this learning experience to you. We offer classes through our Leadership Academy with McKimmon Center on demand throughout the year if we have about 15 participants. We can advertise the course offerings to surrounding School Food Authorities to help fill the class. Please contact Susan Thompson ([susan.thompson@dpi.nc.gov](mailto:susan.thompson@dpi.nc.gov)) if you are interested in hosting a class to provide
continuing education and the CFPM exam to your staff. We look forward to providing this important professional development opportunity for you. Currently classes are scheduled at:

<table>
<thead>
<tr>
<th>Lenoir County Board of Education</th>
<th>Wilson County Cooperative Extension</th>
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<tbody>
<tr>
<td>2017 W Vernon Ave.</td>
<td>1806 Goldsboro St SW</td>
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<tr>
<td>Kinston, NC 28504</td>
<td>Wilson, NC 27893</td>
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<tr>
<td>April 4-6, 2018</td>
<td>April 2-4, 2018</td>
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<td><em>Register by March 27, 2018</em></td>
<td><em>Register by March 24, 2017</em></td>
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NC Safe Plates Registration Link

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**Mark Your Calendar**

**October 2017**

<table>
<thead>
<tr>
<th>Oct 2</th>
<th>Verification Process Begins</th>
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<tbody>
<tr>
<td>Oct 6</td>
<td>Deadline to register for Pre-Conference SNS Credentialing Exam</td>
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<tr>
<td>Oct 6</td>
<td>Deadline to register for 2017 Annual Conference for School Nutrition Administrators</td>
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<tr>
<td>Oct 9-13</td>
<td>National School Lunch Week</td>
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<tr>
<td>Oct 10</td>
<td>Deadline to submit claim for reimbursement for NSLP/SBP/ASSP/SFSP/SSP (for Sep 2017)</td>
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<tr>
<td>Oct 15</td>
<td>Deadline to submit FFVP claim for reimbursement (for Sep 2017)</td>
</tr>
<tr>
<td>Oct 24</td>
<td>Boot Camp for School Nutrition Administrators in Charter Schools</td>
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<tr>
<td>Oct 25</td>
<td>SNS Credentialing Exam</td>
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<tr>
<td>Oct 25</td>
<td>NCPA Required Member Meeting – Sheraton Imperial Auditorium (9:00 a.m. – 11:15 a.m.)</td>
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<tr>
<td>Oct 25-27</td>
<td>Annual Conference for School Nutrition Administrators</td>
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**November 2017**

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<tr>
<th>Nov 3</th>
<th>SNA-NC Committee Day (Greensboro, NC)</th>
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<tr>
<td>Nov 3</td>
<td>National Sandwich Day</td>
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<tr>
<td>Nov 10</td>
<td>Deadline to submit claim for reimbursement for NSLP/SBP/ASSP/SFSP/SSP (for Oct 2017)</td>
</tr>
</tbody>
</table>
Nov 10    Veteran’s Day observed (State offices closed)
Nov 15    Deadline to submit FFVP claim for reimbursement (for Oct 2017)
Nov 15    1st Quarter FC1-A Report Due (Traditional Public Schools)
Nov 23-24 Thanksgiving Holidays (State offices closed)

USDA Nondiscrimination Statement

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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: 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.

This institution is an equal opportunity provider.