

School Nutrition Weekly Update



March 24, 2016

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• Annual Community Eligibility Provision (CEP) Data Collection and Notification

The USDA's proposed rule on the Community Eligibility Provision (CEP) requires all School Food Authorities to identify students who are directly certified or categorically eligible for free meal benefits annually. The proposed rule requires an annual data file containing the numbers of Identified Students to be collected by each SFA, regardless of whether the SFA intends to participate in the CEP or is currently participating in the CEP. The data file must be submitted to the NCDPI and must reflect the total number of Identified Students by school as of April 1 each year. As a reminder, an Identified student is defined as a student who is certified for free meal benefits through (1) direct certification using food stamp (FNS) data, TANF, and FDPIR and (2) categorical eligibility. For purposes associated with the CEP, categorically eligible students include those who are:

- extended eligibility through a sibling who is directly certified;
- documented to be homeless, runaway, or migratory;
- documented as a State-placed Foster Child;
- enrolled in a Head Start or Even Start program; or
- certified for meal benefits as a result of a principal-approved application based on neglect or similar situation (which is rare).

In order to determine and certify whether schools and/or LEAs are eligible to participate in the CEP for the 2016 - 2017, the NCDPI is required to collect student data from each SFA. To comply with this Federal requirement, each SFA must submit data which indicates the total number of identified students by school using the [CEP Site Data Worksheet](#) (Excel file). **The data must be submitted to the State Agency no later than April 8, 2016.**

NOTE SFAs may begin collecting this data, but, please remember that the **data must be effective April 1, 2016** so please allow time to re-check the data to ensure it is current.

In addition, the proposed rule requires the NCDPI to notify SFAs whether they are eligible to participate in the CEP for the upcoming school year no later than **April 15, 2016** and to publish the CEP eligible schools on the NCDPI School Nutrition Services website.

INSTRUCTIONS - HOW TO SUBMIT DATA

- Once the spreadsheet has been completed, the total number of identified students and enrollment (ADM) must be entered into the School Nutrition Technology System (SNTS). Please keep the completed [CEP Site Data Worksheet](#) on file at the SFA.
- To enter the data, locate the Application Tab in the SNTS and click on the **"Community Eligibility Provision"** option.
- The data must be entered by a user with *Application* access rights in the SNTS by selecting **"Add"** beside the 2015-2016 School year.

WEBINARS SCHEDULED

Two webinars have been scheduled on **March 30, 2016** to provide instruction on collecting and submitting the student data. To register for the webinar of your choice please click the preferred date/time.

[March 30, 2016 – 9:00 a.m. – 10:00 a.m.](#)

[March 30, 2016 – 2:00 a.m. – 3:00 p.m.](#)

REMINDER

Please maintain an electronic file of the individual students that are being reported as Identified Students as of April 1, 2015 in the CEP Site Data Worksheet. The Identified Students will also be included in the file that will be uploaded in the Testing and Accountability Division's April 1, 2015 data collection. Last year software vendors were notified of the requirement and should have already created the necessary file.

Thank you in advance for your cooperation.

If you have questions, please contact the Raleigh School Nutrition Office.

• ***Be Prepared!* – Annual Agreement Renewal for SY 2016-17**

It's that time of the year to begin the Agreement Renewal Process for the 2016-17 School Year. As you know there are three main parts included in the agreement renewal process:

- a) **Written Agreement;**
- b) **Approval of Free & Reduced Priced School Meals Household Application;**
- c) **Completion of the Online Application and submission of any checklist items in addition to the Signature pages (which are included in the written agreement) and F&R Priced Application.**

We are currently updating and finalizing all of the documentation for the 2016-17 school year to reflect any changes in policy or program requirements as required by the USDA or the state agency.

In the meantime, what are some things that you can do to prepare for the Agreement Renewal Process?

NCID

Make sure anyone responsible for completing the online application has a current and active NCID. One way to check is to simply attempt to login to the School Nutrition Technology System (SNTS) at:

<https://www.ncchildnutrition.org/Splash.asp>. If anyone has difficulty accessing the system, please contact the NCID Administrator for your LEA to resolve any password issues.

If there is anyone that does not have an NCID account, you should contact your NCID Administrator to set up a new account for you. After you complete that task, submit the [CN Application Access](#) form to gain access to our School Nutrition Technology System.

As a reminder, only individuals with "Application" rights will be able to Add/Modify the online application.

CONTRACTS

SFAs that have a Catering Contract with another SFA or other entity that provides meals for the students or SFAs considering such a contract will need to have their contract approved by the State agency prior to it being signed or implemented. Additionally, SFAs that have or are considering a Food Service Management Contract will need to have the proper State agency review and approval of the contract prior to implementation. If possible, to prepare for this, consider all necessary contract documentation that you may be asked submit to the state agency and have it ready to submit. We will provide specific instructions on what SFAs will need to do along with the other agreement renewal information.

REMINDER: Web-based Free and Reduced Applications Approval

All School Food Authorities (SFA) planning to use a Web-based Free and Reduced Price Meal Application in the 2016-2017 school year (SY), must complete the [Web-based School Nutrition Applications Checklist](#) and submit to your respective Operations & Management Consultant for approval.

We are working to make this process go as smoothly as possible for the SFAs and the state agency. Preparation is the key to success!

• Q&A – Whole Grain Rich (WGR) Items for Summer Feeding Programs

QUESTION	ANSWER
This is the time of year in which we prepare menus and food specifications for our summer feeding programs as well as for the 2016-17 school year. How should we plan for whole grain-rich (WGR) grain items? Should our menus reflect 50%, 80% or 100% WGR items?	You should continue to plan for grains at the same percentage at which you are currently operating. For example, if your SFA received an approved waiver, and you currently offer 50% of all grains that are WGR, then plan to continue at that level for summer of 2016 and into the 2016 – 2017 school year. If you did not apply for a waiver, your menus should continue to include 100% WGR grain items. Until Child Nutrition Reauthorization (CNR) is completed by Congress, we are to continue to operate under current regulations and guidance. Once the Child Nutrition Programs are reauthorized, the USDA will prepare new regulations and guidance that comply with the new laws. The State agency will continue to keep you informed of any progress related to the CNR. Please let us know if you have additional questions about CNR.

• Vacancy Announcement

School District: Charlotte-Mecklenburg Schools

Position: Area Supervisor, Child Nutrition

Closing Date: March 31, 2016

[CLICK HERE](#) to review the full vacancy announcement and application instructions.

GRANTS INFORMATION

- ***TIME SENSITIVE* Easy Grant Opportunity**

School Grants for Healthy Kids: Deadline ...April 1

Like the Field of Dreams mantra "*if you build it, they will come*", this grant all but promises "if you apply, they will fund your request." Please take time to apply to support important opportunities in your School Nutrition Programs! The **April 1, 2016** deadline is fast approaching.

Gather more details and apply online at: [Action for Healthy Kids: School Grants for Healthy Kids](#).

- **USDA/Fuel Up to Play 60 School Nutrition Equipment Grant**

USDA/Fuel Up To Play 60 is pleased to offer School Nutrition Equipment Grants of up to \$5,000 in total value for the 2016-2017 School Year. The purpose of these grants is to assist School Nutrition Directors in the purchase of equipment that will enhance the long term implementation of their school breakfast and lunch programs. Schools may apply individually, or districts may apply for multiple schools within their district. Each school involved in the application, whether applying as part of a district, or applying as an individual school, may apply for up to \$5,000 in school nutrition equipment. *(Source: Fuel Up to Play 60 website)*

Application Deadline: **June 30, 2016**

Grant details and application instructions: [Fuel Up To Play 60/USDA grant](#)

- **School Food Grant Alert! \$2500 Fruit & Veggie Grants for Schools**

Get Ready for Nutrition Education in Lunchrooms! Over \$250,000 available to schools for lunchroom learning programs

Nutrition education that includes samplings of fresh fruits and vegetables helps kids accept and enjoy the foods that are key for good health. That's why Chef Ann Foundation created [Project Produce: Fruit and Veggie Grants for Schools](#), to help schools increase kids' access to fresh fruits and vegetables and provide nutrition education through fun lunchroom learning activities.

About the Program

Project Produce is a grant program designed to help create experiential nutrition education when and where

students make their food choices: in the cafeteria. The \$2,500 one-year grants support food costs to incorporate school-wide fruit and vegetable tastings into the school's nutrition program.

- Any district or independent school participating in the National School Lunch Program is eligible to apply
- Districts may apply for grants for up to 10 schools
- Applications for schools with 50% or higher free and reduced eligible enrollment are encouraged
- There is no deadline and grants will be administered on a rolling basis
- [Read this article](#) for helpful application tips

For more information and to submit an application, please visit: <http://www.chefannfoundation.org/programs-and-grants/project-produce/>

CONTINUING EDUCATION OPPORTUNITIES

• N.C. Safe Plates

For all of the details and registration information for various NC Safe Plates courses from April to June click on the date below.

- [April 18-20](#) – Southern Vance High School (Henderson, NC)
- [April 25-27](#) – NC State University - Schaub Hall, Room G40 (Raleigh, NC)
- [May 10-12](#) – Brunswick County Health Services (Bolivia, NC)
- [June 8-10](#) – Lenoir County Board of Education (Kinston, NC)
- [June 13-15](#) – Greensboro (Koury Convention Center)

• North Carolina K-12 Culinary Institute Workshops Scheduled

We are offering sessions for School Nutrition (SN) administrators and or supervisors in May at Johnson and Wales University and sessions for Managers in summer at a variety of locations. Please register for the North Carolina K-12 Culinary Institute session that fits your employment category at the links below.

<p>School Nutrition Administrators or Supervisors</p>	<p>CLICK HERE for all of the details and registration information for the Preview session on May 24-25 for Administrators or Supervisors.</p> <p>Please register by April 15 at https://www.surveymonkey.com/r/K-12AdministratorPreview . After the registration deadline, any unclaimed seats will be offered to SFAs desiring to bring additional SN central office administrative staff.</p>
<p>School Nutrition Managers</p>	<p>CLICK HERE for all of the details and application information for the summer 2016 workshops for Managers.</p>

	<p>Apply for acceptance by April 30 at https://www.surveymonkey.com/r/K-12CulinaryInstitute2016 . At this time application is limited to two managers per SFA; however, after the deadline, any unclaimed seats will be offered to SFAs desiring to send additional managers.</p>
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- **Hazard Analysis Critical Control Point (HACCP): A Preventive Food Safety Plan for School Nutrition Programs**

Hazard Analysis Critical Control Point (HACCP): A Preventive Food Safety Plan for School Nutrition Programs will be taught on April 20, 2016 in Greensboro. This course is designed to teach School Nutrition Administrators and Supervisors elemental information about the HACCP Plan templates developed for use in North Carolina School Nutrition Programs. Participants are provided lessons and activities which allow active involvement with information and resources needed to assist School Nutrition managers and associates with effective implementation of the plan at the school level. The course covers topics such as pre-requisite programs, safe food handling procedures, employee health policies, required monitoring and corrective actions, continuing education requirements, HACCP processes for recipes, and using the HACCP checklist to verify school level compliance. It provides 4.5 contact hours of professional development continuing education in the School Nutrition learning code 2610 HACCP.

Register by April 12 at:

<https://onece.ncsu.edu/search/publicCourseSearchDetails.do;jsessionid=0502AAB4A16FC7BA91A1AE2BFB274678?method=load&courseId=5464470>

- **May 2016 Policy Updates**

The May Policy Updates for School Nutrition Administrators is approaching. Please select the session of your choice below and **register by the requested deadlines** so that room set up and meals may be arranged efficiently. Timely registration is especially important so that the consultants and specialists can coordinate the arrangements for the Team Up work groups.

Lunch will be provided for those registering in advance; however participants are responsible for all additional travel, breaks, snacks, and beverages.

Tentative agenda topics include: Team Up for School Nutrition Success discussion groups, listening sessions with Dr. Lynn Harvey, Civil Rights, Annual Agreement, Q&As for Professional Standards, update on Summer Nutrition Programs, Procurement changes, and new USDA Policy Memorandums.

An evaluation link will be sent after the session and a continuing education certificate for the session will be provided when the evaluation is completed.

To register, click on the location for your Zone.

ZONE	DATE	LOCATIONS	REGISTRATION DEADLINE
1	May 6	NC Arboretum (Asheville)	April 28
2	May 20	Village Inn Event Center (Clemmons)	May 12
3	May 10	Cabarrus Arena & Events Center (Concord)	May 2
4 (LEA)	May 12	McKimmon Center (Raleigh)	May 4
4 (non-LEA)	May 13	McKimmon Center (Raleigh)	May 5
5	May 17	Little River Resort (Carthage)	May 9
6	May 18	Senator Bob Martin Eastern Agricultural Center (Williamston)	May 10
7	May 19	Mad Boar Restaurant (Wallace)	May 11

- ## School Nutrition Association of North Carolina (SNA-NC) Preconference Workshops

Registration information with locations and schedules for the following SNA-NC preconference workshops will be forthcoming from North Carolina State University McKimmon Center:

June 13-14, 2016

- The Administrative Review: An Approach to Collaborative Compliance
- School Nutrition Manager Leadership Workshop (for new managers)

June 13-15, 2015

- NC Safe Plates

June 14, 2016

- Smart Options: Teach the Leader

Mark Your Calendar

- ### Join the Every Kid Healthy Week Celebration – April 25-29, 2016

Join in [Every Kid Healthy Week](#) on April 25 – 29, to help shine a spotlight on school health and wellness efforts! Last year over 1,500 schools hosted events, and over 800,000 students, parents, and community members participated. Join us in the celebration! Want to get involved? If you work in a school, this is your opportunity to host a lively health-promoting event!

- [Find engaging activities](#) for Every Kid Healthy Week including health and wellness fairs, taste tests, family fun nights and more!

- [Learn how to engage families](#) in your community as volunteers for your event.
- Post your Every Kid Healthy Week celebration on our [event and volunteer tool!](#) Sign into our school health portal and click on the Events Tab!
- Additional information and resources can be found at [EveryKidHealthyWeek.org](#).

- **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.

March 2016

Mar 2016.....[National Nutrition Month](#)
 Mar 25..... Good Friday (State offices closed)

April 2016

Apr 1..... Effective Date for pulling CEP DATA
 Apr 1..... Deadline to complete Self-Assessments (Charter/RCCI/Non-Public SFAs) (Keep on file at SFA)
 Apr 8..... Deadline to complete FF&VP Applications (SN Tech system)
 Apr 8..... Deadline for ALL SFAs to submit Identified Student Data for CEP
 Apr 10 Deadline to submit claim for reimbursement for *NSLP/SBP/ASSP/SFSP/SSO* (for Mar 2016)
 Apr 15 Deadline to submit *FFVP* claim for reimbursement (for Mar 2016)
 Apr 15 March Nutrient Analysis Reports Due (Submit to Zone Nutrition Specialist)
 Apr 15 Deadline to submit Golden Key Achievement Award Summaries and Entries for State-level Awards
 Apr 18-20 NC Safe Plates Workshop (Vance County)
 Apr 20 HACCP: A Preventive Food Safety Plan for School Nutrition Programs Workshop (Greensboro)
 Apr 21 SFSP Workshop (New Bern Convention Center)
 Apr 25-27 NC Safe Plates Workshop (Raleigh, NC)
 Apr 25-29 Every Kid Healthy Week
 Apr 28 Norovirus: Effective Cleaning and Sanitizing After Exposure in Kitchen and Dining Areas (Webinar)
 April 28-29 Smart Options Workshop (Beaufort, NC)

May 2016

May 6[School Lunch Hero Day](#)
 May 6 Zone 1 Policy Update
 May 9-13[National School Nutrition Employee Week](#)
 May 10 Deadline to submit claim for reimbursement for *NSLP/SBP/ASSP/SFSP/SSO* (for Apr 2016)
 May 10 Zone 3 Policy Update
 May 10-12 NC Safe Plates Workshop (Bolivia, NC)

May 11	NCPA – 2016-2017 NEW Distributor Bid Opening (Raleigh, NC - McKimmon Center)
May 12	Zone 4 Policy Update for LEAs
May 13	Zone 4 Policy Update for NonLEAs
May 15	Deadline to submit <i>FFVP</i> claim for reimbursement (for Apr 2016)
May 17	Zone 5 Policy Update
May 18	Zone 6 Policy Update
May 19	Zone 7 Policy Update
May 24-25	K-12 Culinary Institute Preview for School Nutrition Administrators
May 20	Zone 2 Policy Update
May 30	Memorial Day (State Offices Closed)

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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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