

School Nutrition News

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

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Fall 2016

Sheboygan Falls School District is "One in a Melon!"

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) awarded six school districts in the Midwest Region a "One in a Melon" award for administering exemplary farm to school programs. Congratulations to Wisconsin's very own Sheboygan Falls School District on receiving one of these six awards! Sheboygan Falls' Food Service Supervisor, Amy Lawrenz, says she serves local foods at breakfast and lunch to all student ages. The top local items that Lawrenz uses in her programs are apples, tomatoes, peppers, beets and lettuce. She obtains local foods directly from their own school garden, from producers, processors, manufacturers, and distributors, and from the Department of Defense (DoD) Fresh Produce Program. Nearly all of the produce used in the school meal programs for the first three months of school comes from the school garden! Students provided feedback through taste tests and food demonstrations, proving their acceptance of fresh, local produce. Amy promoted the experiences via media coverage, field trips, and cafeteria displays. Way to go, Sheboygan Falls School District!

Wisconsin School Meals Rock!



Wisconsin School Meals Rock! is a multimedia campaign to communicate with parents and the broader school community about the healthfulness of school meals. Join the conversation by sharing your school meal success stories using the hashtag #WISchoolMealsRock. As part of the campaign, the enclosed *Let's*

Do Lunch brochure has been developed to educate parents on the healthfulness, convenience, and affordability of school meals. Schools can order copies of the brochure through the Wisconsin Team Nutrition (TN) Resource Order form at <https://goo.gl/forms/OnPBkaoRFfwPzpEc2>. Additional resources and activities, such as a video message from State Superintendent Tony Evers can be found on the *Wisconsin School Meals Rock!* webpage at <http://dpi.wi.gov/school-nutrition/wisconsin-school-meals-rock>.

Apply Now for an Equipment Grant

Looking to upgrade, replace, or purchase a new piece of equipment that has a useful life of more than one year? Consider applying for the next round of USDA equipment grants! Requested equipment must cost more than your school food authority's (SFA) definition of capitalization threshold or \$5,000, whichever is less. Schools operating the National School Lunch Program (NSLP) are eligible to apply, and preference will be given to those with high free and reduced-price eligibility. Application materials and additional information can be found at <http://dpi.wi.gov/school-nutrition/grants-opportunities/equipment-grant>. **The deadline to apply is November 11, 2016.** Be sure to read all of the application materials carefully and remember to include three bids for the requested equipment. Questions can be directed to Kathy Clark at kathy.clark@dpi.wi.gov.



Great Lakes Great Apple Crunch

Celebrate National Farm to School Month by crunching into locally and regionally grown apples at **noon on Thursday, October 13!** Join schools, early care settings, hospitals, and other organizations throughout Wisconsin and the other states of the Great Lakes region. There are so many ways to "crunch!" Be sure to register for more information and to be counted toward our region's goal of *one million crunches* this year. Elementary schools that register will receive stickers to celebrate the crunch. Use the hashtags #F2SMonth, #GreatAppleCrunch, and #OneMillionCrunches when posting on social media. Register your group at www.cias.wisc.edu/applecrunch.

We're Going Green!



This is the last edition of *School Nutrition News* to be printed and mailed as a hard-copy publication. Starting with the winter 2016-17 newsletter, we will distribute the publication by email. We are excited about this effort to streamline our communications and reduce paper use. The same great content will remain, and the publication will continue to be posted and archived on our webpage at <http://dpi.wi.gov/school-nutrition/school-nutrition-team-communication/newsletter>.

Fresh Fruit and Vegetable Program

Do you know what 45 elementary schools in Wisconsin will begin doing this year that they did not do last year? They'll be offering fresh fruits and vegetables as snacks! These schools will join 146 others that participated in the Fresh Fruit and Vegetable Program (FFVP) during school year (SY) 2015-16 to introduce students to a wide variety of fresh fruits and vegetables. The FFVP is made possible through grant funds from USDA.

Last spring, USDA allocated \$3,449,626 to Wisconsin to continue funding the FFVP during SY 2016-17, out of \$184.5 million allocated nationally. With this increase in funding, FFVP grant funds are being awarded to 190 schools in 67 SFAs across Wisconsin. Over 67,100 students will have the opportunity to taste and enjoy familiar fruits and vegetables such as grapes, strawberries, carrots, and cucumbers, as well as try unfamiliar fruits and vegetables such as mangos, kumquats, chard, and sunchoke.



kumquats

rainbow chard

Key recommendations of the Dietary Guidelines for Americans (DGA) 2015-2020 describe a healthy eating pattern as one that includes a variety of vegetables and fruit. The FFVP is a great avenue to introduce students to fruits and vegetables that they may not otherwise have the opportunity to try, to encourage more fresh fruit and vegetable consumption, and ultimately to help students establish a healthy eating pattern. Bottom line – FFVP is good for kids!

For additional information, visit the FFVP webpage at <http://dpi.wi.gov/school-nutrition/ffvp>. FFVP grant application information for SY 2017-18 will be available in early 2017.

Stepping Up School Wellness: Wisconsin School Wellness Summit

Wisconsin TN is excited to announce the upcoming Wisconsin School Wellness Summit on November 15, 2016, at the Kalahari Resort in Wisconsin Dells, Wisconsin. Participants will be able to choose breakout sessions from four tracks: school nutrition, wellness policy, physical activity, and wellness beyond the classroom. Breakout sessions include *Marketing School Meals*, *Local Wellness Policy 101*, *Advancing Active Schools*, *Staff Wellness*, and many more! Registration is \$35 and includes breakfast and lunch. Register today at <http://dpi.wi.gov/team-nutrition>.

Special Dietary Needs Updates

Dietary Request Form

As a reminder, you can find a Dietary Request Form template (in English, Spanish, and Hmong) on our Special Dietary Needs webpage at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>.

New Online Trainings!

A new “Special Dietary Needs: The Basics” webcast is available at <http://dpi.wi.gov/school-nutrition/training/webcasts#sdn>. In this webcast, we review school food service departments’ responsibilities when serving students with special dietary needs, how to handle both disability and non-disability situations, and how to confidently prepare and serve safe meals to all students. This 25-minute webcast is a great resource to use for back-to-school training with your staff!

Are you uncertain about your responsibilities related to carbohydrate counting? The Department of Public Instruction’s (DPI) School Nursing and Health Services has posted a new webcast, “Carbohydrate Counting for Students with Dietary Needs,” at <http://dpi.wi.gov/sspw/pupil-services/school-nurse/training>. This is a great video to watch before having a discussion with your school nurse about how to work together to manage the care of students with diabetes.

Marketing Vegetables in Schools

Kids’ meals, sugary cereals, and fruit snacks – it is easy to get students excited about these foods, thanks to strategic marketing featuring their favorite cartoon characters. But vegetables? That’s a different story. Fortunately, a recent study from The Ohio State University revealed that similar branding strategies can be used to increase vegetable selection in school cafeterias. Through the use of colorful vinyl banners displaying vegetable characters, short television segments with health education delivered by vegetable characters, or a combination, researchers observed that elementary students take more vegetables from the salad bar. Ninety percent more students took vegetables after marketing with the vinyl banners, and 239.2% more students visited the salad bar after marketing with both the banners and television segments. These results point to branded media, including the use of cartoon characters, as a viable option to encourage healthier choices among students. The study is available at <http://pediatrics.aappublications.org/content/early/2016/07/01/peds.2015-1720>.

Consider using your school mascot as a character in menu signs, clever menu item names, and colorful cafeteria posters to help market your programs and encourage vegetable selection. Try enlisting the help of the art classes for a budget-friendly option.

Procurement Reviews

The SNT will be conducting procurement reviews starting in SY 2016-17. All state agencies, which includes the School Nutrition Team (SNT), must conduct procurement reviews of SFA purchases and awarded contracts as outlined in USDA memorandum SP 45-2016. The SNT will utilize the new *Draft* Local Agency Procurement Review Tool developed by USDA to conduct these procurement reviews. Only SFAs selected for an Administrative Review (AR) will receive a procurement review. Procurement reviews will follow the same three year cycle as ARs. The SNT will try to schedule the procurement review on a different date and time from the AR. However, some procurement reviews may occur right after the AR. Most procurement reviews will be offsite, but some procurement reviews will be onsite because of the number or complexity of the awarded contracts and purchases. If you are a SFA receiving an AR this school year, you will receive additional information about your procurement review in the next few months. Several procurement specialists will be conducting the procurement reviews. On average, SFAs can expect the time to complete the procurement review to range anywhere from a few hours for small SFAs to a full day for larger SFAs. Technical assistance will be provided when procurement compliance issues are identified.

Conducting an In-House Yield Study



If you have ever wondered how to credit food items or sizes not found in the Food Buying Guide (FBG), or if, for example, you find that you get more servings from one #10 can of sliced, drained peaches than the yield listed in the FBG, conducting an in-house yield study might be a good option to consider. The SNT allows the use of in-house yield data to credit food items toward meal pattern requirements and has developed procedures for conducting an in-house yield study that schools must follow if they wish to use in-house data to credit certain menu items. The process and results must be documented and this documentation must be kept on file, as it will be reviewed by SNT during the SFA's next regularly scheduled AR.

For additional information on conducting an in-house yield study and for a template that can be used to document the results of the study, visit <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#ihy>.

Celebrate on Social Media throughout the School Year

You have signed up for a Facebook or Twitter account – great! Now what do you do? If you are struggling to find content for your school food service social media account or are looking to streamline your marketing efforts, consider creating a calendar of events to highlight in your posts on social media.

Look and plan for days, months, and weeks that celebrate a particular theme. For example, September is National Food Safety Education Month. Post helpful food safety tips for your followers and share information from other social media accounts such as USDA Food Safety (@USDAFoodSafety on Twitter). National Food Service Employees Day, on September 25, is a great way to showcase and share all of the amazing things your staff does to create healthy meals for children. For more ideas, check out <https://healthymeals.nal.usda.gov/features-month-1>.

Look for national food days and create a theme menu to match! Snap a photo to share with your audience. Upcoming themes to consider include:

September

National Food Safety Education Month
National Fruits & Veggies – More Matters Month
Whole Grains Month

October

National Farm to School Month
National Apple Month
National School Lunch Week –
October 10-14
World Food Day – October 16

November

Thanksgiving
National Cranberry Day – November 21



Local Wellness Policy Final Rule

On July 29, 2016, USDA released the Local Wellness Policy Final Rule which finalized regulations for written wellness policies established by local educational agencies (LEA). It requires each LEA participating in the NSLP or School Breakfast Program (SBP) to develop a wellness policy. The final rule includes requirements for the content of the wellness policy, wellness leadership, public involvement, updates, assessments, and documentation. The final rule requires LEAs to begin developing a revised wellness policy during SY 2016-17 with full compliance of the requirements by June 30, 2017. The final rule and wellness policy resources can be found at <http://dpi.wi.gov/school-nutrition/wellness-policy>.

Alternate Meals

When a student has a negative account balance, many schools charge a small amount for an alternate meal option. Because these meals are sold to students, each item included in the alternate meal must be priced and sold individually and meet Smart Snacks guidelines. It is common for schools to offer a peanut butter sandwich as an alternate meal option. If this is the case at your school, please note that peanut butter does not retain its total fat or saturated fat exemption when it is combined with bread. Furthermore, peanut butter sandwiches tend to exceed the limit of 35% of calories from total fat. You will likely need to create a peanut butter sandwich recipe that complies with Smart Snacks guidelines. Alternatively, if your school offers a peanut butter sandwich as a reimbursable entrée option, then it is exempt from the standards on the day of and day after service as part of a reimbursable meal.

In addition, if an SFA charges a nominal cost for these non-reimbursable items, the revenue requirements for non-program foods must be met. For more information, see SP 20-2016: Nonprofit School Food Service Account Nonprogram Food Revenue Requirements at <http://www.fns.usda.gov/sites/default/files/cn/SP20-2016os.pdf>.

Smart Snacks Updates

Final Rule Published

The final rule for “Smart Snacks: All Foods Sold in School” was published in the federal register on July 29, 2016. The majority of the rule remained relatively unchanged. Please be aware of the following changes that did go into effect July 1, 2016, in accordance with the planned timeline in the interim final rule and consistent with the final rule:

- The general standard qualifying a food if it contains 10% of the Daily Value of calcium, potassium, vitamin D, or dietary fiber **has been removed**. Foods must either be whole grain-rich, have a fruit, vegetable, dairy product or protein food as the first ingredient, or be a combination food with at least ½ cup fruit and/or vegetable in order to qualify under the Smart Snacks general standards. *If you were selling any products that only met the discontinued general standard, you must stop selling them or determine if they have been reformulated to meet a different general standard.*
- Sodium levels for snacks and sides must be ≤200 mg per item as packaged and served, which was reduced from the previous limit of ≤230 mg.

Additional changes that were made in the final rule include:

- adding the term “main dish” to the definition of “entrée,”
- adding a specific exemption to the total fat and saturated fat standard for eggs, and
- modifying the exemption to the general standards for canned vegetables to exempt low sodium and no-salt added vegetables with no added fat.

Note that the 2015-2020 Dietary Guidelines for Americans did not include a key recommendation for total fat; therefore, the Smart Snacks final rule retains the standard for total fat as an interim final rule. The USDA is requesting comments for total fat and accepted feedback until September 27, 2016, through www.regulations.gov.

New Resources Available

Did you use the Product Navigator from the Alliance for a Healthier Generation in the past to find Smart Snacks-compliant products? Note that this resource has been replaced with a Smart Food Planner available at <https://foodplanner.healthiergeneration.org/products>.

Visit the SNT Smart Snacks webpage at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks> for new resources including an updated “Smart Snacks In a Nutshell” handout, a list of ideas for healthy non-food rewards for students, and a new *Guide to Smart Snacks in Schools* from USDA at <http://www.fns.usda.gov/tn/guide-smart-snacks-schools>. For questions about Smart Snacks, contact Claire Anderson at claire.anderson@dpi.wi.gov or Claire Meier at claire.meier@dpi.wi.gov.

Fuel Up to Play 60 Equipment Grants Awarded

Congratulations to the 16 SFAs that were awarded a Fuel Up to Play 60 school equipment grant! The Wisconsin Milk Marketing Board received applications for \$576,000 in equipment from 179 schools. With a maximum \$40,000 available to award, the competition was tough. The awarded equipment had a dairy theme and included milk coolers, smoothie machines, and blenders. For more information about these grants, contact Laura Wilford at lwilford@wmmb.org. The Wisconsin Milk Marketing Board hopes to offer this grant opportunity again in the spring. Stay tuned!

Equipment Purchases: Preapproval May Be Needed

Districts wishing to purchase equipment that exceeds the SFA’s capitalization threshold or \$5,000 (whichever is less) out of their nonprofit school food service accounts must first check to see if the expenditures have been preapproved by SNT. The list of preapproved equipment was updated in September and is posted at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/preapproved-equipment.pdf>.

If the equipment you wish to purchase is not on this list, you must obtain permission from SNT prior to purchasing the equipment out of the nonprofit school food service account. More information is available at <http://dpi.wi.gov/school-nutrition/procurement/equipmen-prior-approval>.

USDA New Guidance

USDA policy memos can be accessed at <http://www.fns.usda.gov/school-meals/policy>.

SP 29-2016: Reporting Instructions for Form FNS-874 “Local Educational Agency Second Review of Applications” (formerly FNS-742a)

As required by Section 304 of the Healthy, Hunger-Free Kids Act of 2010, LEAs demonstrating high levels of or high risk for administrative error associated with certification, verification, and other administrative processes must conduct independent reviews of initial eligibility determinations for free and reduced-price school meal applications. An independent review for accuracy must be conducted prior to notifying households of eligibility. This memo supplies instructions for the state agency’s (SA) required report on the results of the second review of applications.

SP 30-2016: Extension of the Deadline for Local Educational Agencies to Elect the Community Eligibility Provision for School Year 2016-17

This memorandum extends the Community Eligibility Provision (CEP) election deadline for SY 2016-17 from June 30 to August 31, and permits state agencies to continue to facilitate CEP elections throughout the remainder of SY 2016-17.

SP 32-2016: Additional Yield Information for School Meals

In January 2012, the “Nutrition Standards in the National School Lunch and School Breakfast Programs” final rule was published, requiring schools to serve a greater quantity and variety of fruits and vegetables and more whole grain-rich products. In response, the USDA FNS and the USDA Agricultural Research Service (ARS) established an inter-agency agreement to conduct analytical yield studies, which support the updated meal pattern requirements and assist school food operators with menu planning.

Based on laboratory testing conducted by ARS, new yields are available for the following food items:

- **Fruits:** apples (sliced), blueberries (wild), clementines, grapes, plums (2 ½”), and tangerines (150 count)
- **Vegetables:** acorn squash, beans (canned), broccoli florets (fresh and frozen), broccolini, cilantro, mushrooms (chopped), pumpkin, spaghetti squash, sweet potato fries, tomato (cherry halves), and vegetable purées

The “Additional Yield Information for School Meals” is available at http://www.fns.usda.gov/sites/default/files/tn/fbg_batchyieldtable.pdf.

New yields are also available for whole grain and whole grain-rich pastas and parboiled brown rice. The revised grain chart was released in June 2015 and is available at http://www.fns.usda.gov/sites/default/files/tn/fbg_grainchart.pdf.

SP 33-2016: Extension Notice: Requests for Exemption from the School Meals’ Whole Grain-Rich Requirement for School Year 2016-2017

This memorandum extends the ability, previously authorized by Section 751 of Public Law 113-234, for SFAs to request exemptions from the whole grain-rich requirements in the NSLP and SBP through SY 2016-17. This memo supersedes previously issued memorandum SP 20-2015. The SNT has offered extensions for pasta flexibilities and whole grain-rich exemptions to the SFAs that have been approved for a flexibility or exemption. In order to have the extension approved, the SFA must supply SNT with information regarding the hardships they are experiencing, documentation of the hardship, information on the efforts they have made over the past year to find viable ways to comply with the whole grain-rich requirement, and plans for achieving future compliance with the whole grain-rich requirement once the exemption expires. SFAs that have not previously applied and would like this exemptions will be approved on a case-by-case basis.

SP 34-2016: Revised Prototype Free and Reduced Price Application Materials for SY 2016-17

This memo includes the SY 2016-17 prototype application, letter and Question & Answer (Q&A). A modified version for Wisconsin is available at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications>. CEP language is now included on the standard applications, so all SFAs may use the same application. The SNT website has translations in Spanish, Hmong, and Albanian. Other translations without Wisconsin-specific updates are available on the USDA website at <http://www.fns.usda.gov/school-meals/translated-applications>.

SP 35-2016: Bonding Requirements for Food Service Management Companies and other Subcontractors

This memo clarifies bonding requirements for subcontracts exceeding the Simplified Acquisition Threshold, currently set at \$150,000. Bonding requirements in 2 CFR 200.325 apply only to subcontracts of construction or facility improvements exceeding the Simplified Acquisition Threshold. The bonding requirements do not apply to the procurement of food service management company (FSMC) services in the NSLP. Schools may continue to establish bonding requirements to ensure the federal interest is protected so long as it does not create a barrier to free and open competition. Bonding requirements for FSMCs in Summer Food Service Programs (SFSP) remain as outlined in 7 CFR 225.15 and SFSP 13-2014.

SP 36-2016 (Revised): Fresh Fruit and Vegetable Program: Allocation of Funds for SY 2016-2017

This memo announces the timeline and revised allocations for the SY 2016-17 grant. Wisconsin has been given \$3,449,626, with a first allocation of not more than \$860,069. The total allocation is \$364,594 more than originally allocated and \$132,062 more than last year.

SP 37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs: Guidance and Q&As

This memo provides new guidance from USDA in a Q&A format that provides responses to questions that FNS received about providing translations when communicating with individuals with LEP. Topics include:

- general information about language access for LEP persons,
- identification and assessment of the language assistance needs of LEP persons and the resources to serve them,
- translation of vital information using qualified, competent translators,
- provision of oral interpretation services using qualified, competent interpreters, and
- other factors to consider when developing procedures for serving LEP persons.

SP 38-2016: Questions & Answers (Q&As) on the Final Rule “Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010”

This memo is an update from SP 39-2015 with revisions noted with “New/Revised.” The Q&As are grouped under five headings: Hiring Standards, Training Standards, Oversight, FSMC, and Miscellaneous. The final rule, a training tracking tool, a database of training materials and opportunities, and other resources are available at <http://www.fns.usda.gov/school-meals/professional-standards>.

SP 39-2016; SFSP 13-2016; CACFP 11-2016: State Agency Prior Approval Process for School Food Authority (SFA) Equipment Purchases

This is an updated memo related to the prior approval for food service equipment purchases by SFAs. As a reminder, SNT does have a preapproved list and a form to fill out if the desired equipment is not on this list. They are both available at <http://dpi.wi.gov/school-nutrition/procurement/equipmen-prior-approval>. For questions on the prior approval process, contact Kathy Clark at (608) 266-5197 or kathy.clark@dpi.wi.gov.

SP 40-2016; CACFP 12-2016; SFSP 14-2016: Updated Guidance: Contracting with Food Service Management Companies

This memo includes updated guidance manuals for SAs and SFAs when contracting with an FSMC.

SP 41-2016; CACFP 13-2016; SFSP 15-2016: The Use of Share Tables in Child Nutrition Programs

This guidance reiterates that sharing tables are allowed in child nutrition programs and may be helpful in reducing food waste. Food left on the sharing table may be reused and reclaimed in another meal for reimbursement, if allowable per the state Food Code. SFAs should do everything possible to minimize waste, such as take accurate counts and prepare appealing meals so students will consume the food they take. This memo also reinforces the importance of food safety and provides links to resources. As a result of this memo, the SNT will modify current procedures for sharing tables and food donations. Stayed tuned for more information.

SP 42-2016; CACFP 14-2016: Early Implementation of the Updated Child and Adult Care Food Program (CACFP) Meal Pattern Requirements and the NSLP and SBP Infant and Preschool Meal Patterns

The revised CACFP meal pattern for infants and children ages 1 through 4 has been released. CACFP centers, day care homes, and SFAs are required to be in compliance by October 1, 2017. This memo discusses how to proceed for those wishing to implement the new meal pattern prior to that date. There are two options: Option 1 is to only allow for specific allowances in the new meal pattern; Option 2 is to allow the entire meal pattern. The Community Nutrition Team (CNT) and SNT have opted for Option 1. Details of what will be allowable and a Q&A are included in this memo. The CNT and SNT will provide further guidance on early implementation.

SP 43-2016 (v. 2): Ensuring Access to Free and Reduced Price School Meals for Low-Income Students

This guidance provides steps that SAs and school administrators can take to improve access to school meal programs through the application, certification, and verification processes so that all eligible children have the opportunity to participate in the school meal programs. This memo contains reminders and tips to ensure maximum participation in school meal programs.

SP 44-2016: Administrative Review – Revised Manual, Forms, and Tools (School Year 2016-2017)

This memo provides information on the updated School Meal Programs Administrative Review Manual, and accompanying forms, tools, and instructions for SY 2016-17. While the concepts of the review remain the same, the manual, along with several forms, tools and instructions, have been revised to incorporate new requirements and provide better clarity.

SP 45-2016: Draft Tool for Local Agency Procurement Reviews for School Food Authorities in SY 2016-2017

This memorandum informs SAs that the new Draft Local Agency Procurement Review Tool (“Tool”) is ready. The Tool is intended to assist SAs in conducting oversight of SFA procurement procedures in SY 2016-17. The Tool contains questions, references to regulations, and guidance.

It also provides resources to help SAs:

- evaluate SFA procurement procedures,
- assess SFA compliance,
- capture technical assistance provided to SFA, and
- establish findings and required corrective actions, as needed.

SP 46-2016: Unpaid Meal Charges: Local Meal Charge Policies

This memo emphasizes the importance of SFAs having a policy for unpaid meal charges. It requires all SFAs to have a policy in place by July 2017, which will be reviewed as part of an AR. USDA is in the process of creating resources to help SFAs develop a policy. This memo also emphasizes the importance of notifying households and staff about the policy. The SNT will not be developing a statewide policy; this will be left to local control.

SP 47-2016: Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments

This memo clarifies how bad debt applies to the nonprofit school food service account when unpaid meal charges are not collected, emphasizing the following points:

- bad debt is defined per 2 CFR 200.426 as “debts which have been determined to be uncollectable...”
- bad debt is an unallowable expense and cannot be absorbed by the nonprofit school food service account, so nonfederal funds are required to be used to cover these operating losses,
- it is important to work with families to repay their debt and until this is written off, it can be rolled over each school year,
- policies regarding the collection of unpaid meal charges should be included in the written meal charge policy required of all SFAs participating in the federal school meal programs no later than July 1, 2017, and

- USDA is developing resources to assist with this policy development.

SP 48-2016; CACFP 16-2016; SFSP 48-2016: Using Federal Funds to Support FoodCorps Service Members

FoodCorps is a nationwide team of AmeriCorps service members that partners with schools to provide food and nutrition education and activities. School districts may be required to pay program service fees. Nonprofit school food service funds can be used to cover these costs.

SP 49-2016: Resources for Making Potable Water Available in Schools and Child Care Facilities

Schools participating in the NSLP must make potable water available to children where meals are served during meal service at no charge. If a school district uses public water systems, it should test its water supply on a regular basis for lead. The costs related to water testing services or the purchase of potable water for consumption by program participants is an allowable use of nonprofit food service account funds if the costs are determined to be reasonable, necessary, and allocable to the federal meal programs. This memo also includes resources and contact information related to safe water supplies.

SP 50-2016: 2016 Edition of the Eligibility Manual for School Meals

The SY 2016-17 version of the *Eligibility Manual for School Meals* was released in July. It is located at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications> and reflects pertinent policy memoranda changes made since the last update. Revisions to the manual have been highlighted in yellow.

SP 51-2016: Ensuring Year-long Eligibility in the School Lunch and School Breakfast Programs

This memo strongly encourages LEAs to accept the eligibility determination for free and reduced price meals from a transferring student’s former LEA. Once a child is determined eligible for free or reduced price school meals, that eligibility must remain in effect for the entire SY and for up to 30 operating days into the subsequent SY.

- **Transferring to a new school within the same LEA:** When a student transfers to a new school within the same LEA, the new school must accept the eligibility determination from the student’s former school.
- **Transferring between LEAs:** When a student transfers to a new LEA, the new LEA is permitted, and strongly encouraged, to accept the eligibility determination from the student’s former LEA. A lapse in school meal benefits could occur if the eligibility determination is not accepted by the new LEA and cause financial stress to the family.

Documentation of eligibility determination from the former LEA can be in the form of an email, which contains source documentation of eligibility (such as a copy of an application or a copy of the direct certification list).

Important: LEAs do not need a parent or guardian's consent to disclose student information to administrators of other school meal programs to determine a student's eligibility for school meal programs, and they can include this information in the transferring student's file.

- **Effective date of eligibility:** LEAs that choose not to accept a previous LEA's determination of a transferring student's eligibility have the flexibility to establish the date of application submission, rather than the certification date, as the eligibility date, but must do so for all students. LEAs choosing to do this must notify Karrie Isaacson at karrie.isaacson@dpi.wi.gov.
- **Special Provisions (Provision 2 and CEP):** LEAs must provide up to ten operating days (or until a new eligibility determination is made, whichever comes first) of free, reimbursable meals to students who transfer from a Provision school to a non-Provision school *within the same* LEA. The SNT has the discretion to allow LEAs to provide up to 30 operating days of free meals to students who transfer from Provision to non-Provision schools *within the same* LEA, both during and between school years. Effective for the start of SY 2016-17, SNT *requires* LEAs to provide up to 30 operating days.

PLEASE NOTE: By July 1, 2019, LEAs will be required to provide up to ten school days of free meals to students who transfer from a Provision school to a non-Provision school in a *different* LEA. The SNT encourages LEAs to implement this earlier if possible. If allowing this at your LEA, effective for the start of SY 2016-17, SNT requires LEAs to provide up to 30 operating days (or until a new eligibility determination is made, whichever comes first) of free meals.

SP 52-2016: Early Implementation of Eligibility Carryover Period for Students Transitioning from Provision Schools: State Agency Extension Option

The recently published final regulation "National School Lunch Program and School Breakfast Program: Eliminating Applications through Community Eligibility as Required by the Healthy, Hunger Free Kids Act of 2010" gives SAs discretion to allow LEAs to provide eligibility carryover for up to 30 operating days (or until a new eligibility determination is made, whichever comes first) to students who transfer from Provision to non-Provision schools, within or between LEAs, both during and between school years.

Although the rule went into effect on August 29, 2016, this memorandum strongly encouraged SAs to implement the discretionary carryover provision immediately to ensure that children moving from Provision to non-Provision schools did not experience a gap in school meal access at the beginning of

SY 2016-17. The SNT allowed early implementation of this new regulatory provision.

SP 53-2016: Crediting Tofu and Soy Yogurt Products in the School Meal Programs and the Child and Adult Care Food Program

This memo supersedes SP 16-2016: Crediting Tofu and Soy Yogurt Products and explains how to credit tofu and soy yogurt in NSLP, SBP, and CACFP.

Tofu must be commercially prepared and meet the regulated definition of "a soybean-derived food...basic ingredients [in tofu] are whole soybeans, one or more food-grade coagulants (typically a salt or an acid), and water."

For tofu, 2.2 ounces (¼ cup) of commercially prepared product containing at least five grams of protein is creditable as 1.0 ounce equivalent of meat/meat alternate (M/MA). Tofu can be credited when served as a meat substitute; however, it may not be credited when incorporated into drinks. For soy yogurt, ½ cup is creditable as 1.0 ounce equivalent M/MA, same as dairy yogurt. To ensure that a product meets the requirements outlined in this memo, check the child nutrition (CN) label or product formulation statement (PFS). Until the FBG is updated, the following yield information can be used for purchasing and crediting: one pound of tofu with 37 grams of protein will have 7.28 quarter-cup servings per pound and provide 7.25 ounces of M/MA.

New Dietary Guidelines for Americans (DGA)

The United States Department of Health and Human Services (HHS) and the USDA recently released the *2015-2020 Dietary Guidelines for Americans*. Published every five years, the current version is available at <https://health.gov/dietaryguidelines>. The *Dietary Guidelines* serve as a resource to assist Americans in making healthy food choices to promote health and prevent chronic disease. They also guide the development of various nutrition programs including NSLP and SBP.

Major themes of the published guidelines include an emphasis on the importance of weight management and overall eating patterns as opposed to specific food groups/nutrients. A summary of the five Guidelines and six Key Recommendations is available at https://health.gov/dietaryguidelines/2015/resources/DGA_Recommendations-At-A-Glance.pdf. Featured healthful eating patterns include consuming a variety of whole fruits and vegetables, whole grains, low-fat dairy products, and protein rich foods while limiting added sugars, saturated fat, and sodium. Additional tools and resources are available at <https://health.gov/dietaryguidelines/2015/resources.asp>.

Direct Certification

Direct Certification is the process by which SFAs certify children, who are members of households receiving assistance under FoodShare and W-2 Cash Benefits, as eligible for free school meals. This process requires no further application as part of the NSLP or SBP. Running your entire enrollment through the Direct Certification (DC) system is an important and mandatory back to school task.

If you are new to DC and need to request access to the system for the first time, please consult page 4 of the *Wisconsin 2016-2017 Direct Certification User Guide* located at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/direct-certification-manual.pdf> to help you with this process. For those of you who already have access to the DC system, the user guide will provide guidance for the rest of the DC process as well. Questions about using the DC program? Email dpifns@dpi.wi.gov or call the SNT at (608) 267-9228.



Preparing for an Administrative Review (AR)

If you are expecting an AR this school year, you might wonder what you can do to prepare for a successful review. The article “Relax! There’s Nothing to Fear” by Penny McLaren in the May 2016 edition of the School Nutrition Association’s (SNA) School Nutrition magazine offered some advice to food service departments preparing for an AR. For a successful review, McLaren suggests that you:

1. Engage in as many training opportunities as you can.
2. Review all available training materials.
3. Keep in contact with your state agency.
4. Read through the requirements, anticipate potential trouble spots and correct them yourself, before the review.
5. Be organized and ready.
6. Alert and involve your school nutrition team.
7. Take a fresh look.
8. Be open to accepting technical assistance.

The SNT would expand on number one to specify, “Attend a Pre-review Workshop.” Schools selected for an AR will receive a mailing in the fall for these workshops with dates and locations.

A state agency employee quoted in the article said, “Most of our job comes from providing technical assistance to districts, since we are there anyway. We are happy when we have gone in and helped a district or a staff member with an issue.” At the SNT, our goal is to assist and support you by giving technical assistance and sharing best practices that we have seen working in other schools. Let’s take this opportunity to partner with each other to make your program the best that it can be! View the full article at

<http://mydigimag.rrd.com/publication/?i=300676&p=18>.

Implementation of School Nutrition Accountability Software (SNACS)

By now you have likely heard about SNACS, the SNT’s **new, free** software solution designed to help schools with the administration of their school nutrition programs. Many schools have signed up to use SNACS for SY 2016-17. The SNACS team plans to enroll more districts in the system later in the school year. Look for more information as the school year moves forward!

SNACS software will be used for select ARs conducted in SY 2016-17. The nutrition program consultant assigned to your review will let you know if the review will be conducted using SNACS. The SNT will provide training to SFAs whose reviews will use SNACS.

If you wish to receive updates regarding SNACS, sign up on the SNACS website at <http://dpi.wi.gov/school-nutrition/snacs/schools>.



Procurement Policy and Procedure Manual Templates

Coming soon to the Procurement webpage at dpi.wi.gov/school-nutrition/procurement are Procurement Policy and Procedure Manual templates. As part of the new 2 CFR 200 Office of Management and Budget Guidance for Grants and Agreements, all SFAs are required to have written procurement procedures. The templates will be available to help maintain compliance with this federal requirement and other similar procurement federal regulations. An SFA can modify the templates to reflect actual procurement processes and local regulations. The SNT intends to offer future procurement trainings on the Procurement Policy and Procedure Manual templates.

Food Safety Reminders

Employee Health Reporting Agreements

All food service employees must have a signed employee health reporting agreement on file. This agreement requires employees to report any symptoms or diagnoses of foodborne illness, or a sore throat with fever, to their supervisor. Review the signs and symptoms of foodborne illnesses with your employees and make sure they understand when it is necessary to stay home.

Temperature Control for Safety (TCS) Foods



Any TCS food or beverage must be kept under temperature control. If you plan to serve TCS items outside of temperature control, you must work with your local environmental health specialist to create a standard operating procedure (SOP). The approved SOP must be included in your food safety plan.

Food Safety Inspections

Remember to contact your local environmental health specialists regarding food safety inspections. The USDA requires schools participating in NSLP or SBP to receive two food safety inspections per year. This requirement applies to all kitchens, whether a large production kitchen or a small satellite kitchen.

Contacts

The SNT works with the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) on issues related to food safety. If you have questions about food safety inspections for school nutrition programs, licensure requirements for special situations, or general food safety questions, please reach out to your local food safety inspector or contact one of the food safety specialists at the Department of Public Instruction, Jennifer Lam at jennifer.lam@dpi.wi.gov or Rebekkah Bartz at rebekkah.bartz@dpi.wi.gov.

Provision to Non-Provision Student Transfer Flow Chart

A new transfer student resource posted on the CEP and Free and Reduced-Price webpages is available at

<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/provision-to-non-provision-transfer-flow-chart.pdf>.

This chart will assist LEAs in determining how to claim students who transfer from provision schools (CEP and Provision 2) to non-provision schools (standard counting and claiming). This resource applies both during the middle of the school year and between school years. For more information on recent transfer guidance, see the SNT Back-to-School memo that was distributed in August, as well as SP 52-2016, available at <http://www.fns.usda.gov/school-meals/policy>.

SNT Member Updates

Welcome to...

Emily Holzwart
Public Health Nutritionist

Birthplace: Waukesha, Wisconsin

Hobbies and interests: I enjoy running, trying out new recipes, and spending time with my Labrador Retriever, Brinkley.

Favorite school meal: I was always a big fan of the nachos!



Alex Zitske
USDA Foods Contract Specialist



Birthplace: Madison, Wisconsin

Hobbies and interests: I love playing hockey, as well as watching sports, listening to music, and playing Frisbee.

Favorite school meal: Obviously, pizza!

Best wishes to...

Allison Pfaff and her husband, who were married in September!

Farewell and congratulations to...

Kelly Hanson (Berg), who moved to Iowa with her husband and took a new job in the child nutrition field after four years as a Public Health Nutritionist with the SNT.

Erin Lorang, who took a new job with the Department of Children and Families. Erin was a Nutrition Program Consultant with the SNT and worked primarily with the development of School Nutrition Accountability Software (SNACS).

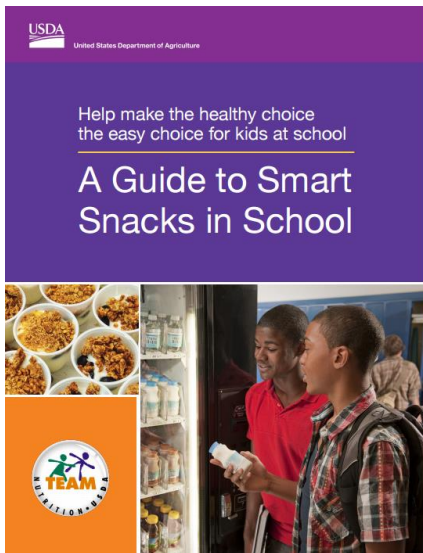
Linda Krueger, who retired in August after 24 years as a Nutrition Program Consultant with the School Nutrition Team! Linda looks forward to spending more time with her grandchildren and in her garden.

Helene Pesche, who retired in August. Helene was a dedicated Nutrition Program Consultant with the School Nutrition Team.

Spotlight on New Resources from USDA

Be sure to check out these colorful publications from USDA to help you implement Smart Snacks, minimize food waste, and highlight the benefits of healthy school breakfast and lunch to parents, students, and teachers. These digital pamphlets are currently available for download, with print copies expected to be available in September 2016.

A Guide to Smart Snacks in Schools



This colorful booklet provides an overview of Smart Snacks Standards and how to tell if a food/beverage meets the requirements. This is a ready-to-go resource for anyone that oversees the sale of foods/beverages to students on the school campus during the school day.

Publication Date: July 2016

Download at www.fns.usda.gov/tn/guide-smart-snacks-schools.

MyPlate Guide to School Breakfast



This infographic highlights healthy foods that are part of a balanced school breakfast. Learn about why eating breakfast is important for learning, and how parents can help their child eat a healthy breakfast at school.

Publication Date: August 2016

Download at www.fns.usda.gov/tn/myplate-guide-school-breakfast.

What You Can Do to Help Prevent Wasted Food



This booklet discusses ways to reduce, recover, and recycle food before it goes to waste. Get ideas for your school by reading tips for school nutrition professionals, teachers, parents, students, and school administrators.

Publication Date: July 2016

Download at www.fns.usda.gov/tn/what-you-can-do-help-prevent-wasted-food.

MyPlate Guide to School Lunch



This infographic highlights how a variety of healthy foods from each MyPlate food group are included as part of a school lunch. Learn about ways to help children make healthy food and beverage choices at school.

Publication Date: August 2016

Download at www.fns.usda.gov/tn/myplate-guide-school-lunch.



Mark Your Calendar!

Save the date for these upcoming school nutrition events:

National Farm to School Month: October 2016

Theme: *One Small Step*

<http://www.farmtoschoolmonth.org>

National School Lunch Week: October 10-14, 2016

Theme: *Show Your Spirit*

<https://schoolnutrition.org/nslw/>

Wisconsin School Wellness Summit: November 15, 2016

Theme: *Stepping Up School Wellness*

Kalahari Resort, Wisconsin Dells, WI

DPI Direct Diversion and SNA-WI Fall Conference: November 2-3, 2016

Holiday Inn and Convention Center, Stevens Point, WI

<http://sna-wi.org/conferences-and-events/fall-conferences>

Feeding Infants through Pre-Kindergarten Students in NSLP and SBP

As more districts begin operating daycares and pre-kindergarten programs within their schools, there has been an increase in the number of schools serving meals to these young students under NSLP and SBP, as opposed to using the Child and Adult Care Food Program (CACFP).

You may choose to use either the *Pre-Kindergarten Traditional Food-Based Meal Pattern (TFBMP)* or the *Healthy, Hunger-Free Kids Act Meal Pattern (HHFKA)* when serving meals to children ages 1-4 (and 5 year-olds not yet in kindergarten) in SBP and NSLP. Tables of requirements for both meal patterns are available on a new webpage, *Feeding Infants through Pre-Kindergarten in Schools*, at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/feeding-infants-prek>. Resources for creating a positive meal environment and supporting family style meals are also available on this webpage. Check back frequently as we continue to develop and post additional resources.

Please note these two meal pattern options will be replaced by the updated CACFP Meal Pattern when the rule goes into effect October 1, 2017, as it will apply to infants and preschool students in NSLP/SBP.

For questions about infants and preschool/pre-kindergarten students claimed in SBP and NSLP, contact Tanya Kirtz at tanya.kirtz@dpi.wi.gov or Claire Meier at claire.meier@dpi.wi.gov or Emily Holzwart at emily.holzwart@dpi.wi.gov.

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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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Claire Meier, RDN, CD, Public Health Nutritionist, School Nutrition Team
Wisconsin Department of Public Instruction
P. O. Box 7841
Madison, WI 53707-7841
(608) 266-9356
claire.meier@dpi.wi.gov

DPI Toll-Free Helpline: (800) 441-4563
SNT Fax: (608) 267-0363
SNT Home Page: <http://dpi.wi.gov/school-nutrition>
SNT Staff Directory:
<http://dpi.wi.gov/school-nutrition/directory>



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