SCHOOL NUTRITION TEAM

School Nutrition News

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

Vol. 8 No. 2 Winter 2015-2016

National School Breakfast Week

National School Breakfast Week (NSBW) is March 7-11, 2016. The School Nutrition Association's theme for this year is "Wake up to School Breakfast." Visit https://schoolnutrition.org/nsbw for a NSBW toolkit, handouts, resources, menus, and an art contest!

A proclamation from state superintendent Tony Evers and additional resources will be posted to the School Nutrition Team (SNT) website prior to March. Keep an eye out for this at http://dpi.wi.gov/school-nutrition/school-breakfast-program.

If you are having a NSBW celebration at your school, or if you had a promotion that went well last year, we'd love to hear about it. Any stories we receive may be posted on our website or social media pages. To share your story, contact Tracy Huffman at tracy.huffman@dpi.wi.gov or (608) 266-7112.

School Nutrition Team Awarded USDA Farm to School Grant

The SNT was recently awarded $97,100 through the United States Department of Agriculture's (USDA) Farm to School (F2S) grant program. The grant's objective is to increase the amount of traditional and local foods served through child nutrition programs by providing training to three Bureau of Indian Education schools. The three participating schools are Lac Courte Oreilles Ojibwe School, Oneida Nation School, and Menominee Tribal School. Each school will receive targeted technical assistance on topics such as recipe development and analysis, maximization of USDA Foods purchases, utilization of the Department of Defense (DoD) Fresh Program, establishment and maintenance of school gardens, and competitive procurement of local foods. The project will begin in early 2016. Toolkits and additional resources created through the grant will be publicly available for all schools upon the conclusion of the project. Stay tuned for updates.

Great Lakes Great Apple Crunch

The second annual Great Lakes Great Apple Crunch was held on October 22, 2015, when participants across the Great Lakes region of Illinois, Indiana, Minnesota, Ohio, and Wisconsin "crunched" into local apples at noon to celebrate National F2S Month in October and Food Day on October 24. Pictured below are members of the SNT and Community Nutrition Team (CNT), who were joined by attendees of the Great Beginnings Academy to bite into delicious Wisconsin apples.

Save the Date: National Farm to Cafeteria Conference in Madison

We're excited to announce that the 8th National Farm to Cafeteria Conference will be held in Madison, Wisconsin on June 2-4, 2016! The theme is "Moving Forward Together." More information on the conference is available at http://www.farmtoschool.org/our-work/farm-to-school-cafeteria-conference.

Consider SNACS!

The SNT is putting the finishing touches on School Nutrition Accountability Software (SNACS), a free software program designed to help schools with the administration of their school nutrition programs. If you're looking for a new software system for next school year, consider SNACS! Watch for more information in the spring newsletter detailing the outcome of our pilot project, specifics on becoming a SNACS school, and how SNACS will impact the Administrative Review process. In the meantime, check out the SNACS webpage at http://dpi.wi.gov/school-nutrition/snacs or contact Erin Lorang for more information at erin.lorang@dpi.wi.gov or (608) 267-9217.

snacs
School Nutrition Accountability Software

Civil Rights Training

As a reminder, all staff and volunteers involved with child nutrition programs must receive annual training on civil rights. The PowerPoint for civil rights training has been updated for school year (SY) 2015-16 and includes the new USDA non-discrimination statement. An attendance record with signatures from each attendee should be kept on file as documentation that training occurred. The updated PowerPoint presentation along with an attendance record template can be found at http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights. Civil rights training may be used towards professional standards requirements.

Updated Training Resources

Numerous webcasts have recently been updated and new webcasts have been posted to the SNT training webpage. These include but are not limited to *Introduction to Procurement, Micro Purchase Method, The Fruit Component, Production Records,* and *Special Dietary Needs.* Also available are webcasts in Spanish about the components of the meal pattern, including *La Fruita* (Fruit), *El Grano* (Grain), and *Le Leche* (Milk). You can find any of these webcasts and many more on our website at http://dpi.wi.gov/school-nutrition/training/webcasts#index. Check this page frequently for updated and new webcasts.

For those with an upcoming Administrative Review (AR), there are new webcasts about how to prepare for your review and what to expect during the AR process. Find the *Preparing for your Administrative Review* webcasts at http://dpi.wi.gov/school-nutrition/training/webcasts#ar.

The Fresh Fruit and Vegetable Program (FFVP)

This federally-funded grant program allows participating elementary schools to serve students fresh fruits and vegetables as free, healthy snacks. This school year, students have had a chance to try a wide variety of fruits and vegetables such as blackberries, zucchini, nectarines, and red cabbage while also snacking on traditional favorites like apples, carrots, and bananas.

Research supports the idea that the FFVP helps students develop healthy eating habits. In a recent paper by the University of Arkansas, researchers describe finding a reduction in the incidence of obesity among students participating in the program. More information on their study can be found at http://aepp.oxfordjournals.org/content/early/2015/06/20/aepp.ppv017.abstract.

Do you know of an elementary school that is interested in starting or continuing the program? The grant targets elementary schools that operate the NSLP and have a high percentage of students eligible for free and reduced-price meals. FFVP applications for SY 2016-17 will be available online in early spring. Details about the application process, including eligibility requirements, will be posted on our website at http://dpi.wi.gov/school-nutrition/ffvp in February.

Food Safety Reminders

Act 46 is a Wisconsin law mandating that one person per School Food Authority (SFA) have a certificate of food protective practices. Information on this law can be found in a Question and Answer (Q&A) on the SNT website at http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/food-safety-bill-qa.pdf.

Foods that require careful control of temperature to remain safe are called Temperature Control for Safety (TCS) foods. If you are holding any TCS foods without temperature control, you must get approval from a local sanitarian. TCS foods include milk and dairy products, meat (beef, lamb, pork), fish, poultry, eggs, shellfish, baked potatoes, tofu or other soy products, synthetic soy ingredients, sliced melons, cut tomatoes, cut leafy greens, hot treated plant food such as cooked rice, beans, and vegetables, sprouts and sprout seeds, and untreated garlic-and-oil mixtures.

Foodborne illness outbreaks have been in the news recently. Stay on the pulse of food safety recalls and alerts by signing up at the Food and Drug Administration (FDA) website at http://www.fda.gov/Safety/Recalls/default.htm.

Prepare for Summer Feeding Now

The effects of the economic downturn continue to be seen in our communities, affecting the lives of the families we serve on many levels. Your school may have seen a rise in the need for assistance through the National School Lunch Program (NSLP) and School Breakfast Program (SBP) based on the number of children that now qualify for a free or reduced-price meal. Thankfully, the vast majority of schools in Wisconsin provide these much needed programs during the school year. We are working hard to increase the number of organizations including schools that offer nutritious meals to children during the summer months.

Please visit the CNT Summer Feeding Choice for Schools webpage at http://dpi.wi.gov/community-nutrition/sfsp/summer-choices for more information and if interested, contact Amy Kolano, Summer Food Service Program (SFSP) Coordinator, at (608) 266-7124.

Remember, even if your school does not participate in a summer feeding program, if requested by a SFSP sponsor, schools must provide outreach regarding the availability and location of summer feeding programs in their community before the end of the school year. This can be completed by offering SFSP information such as the link to the SFSP website at wisummerfood.org and information about dialing 211 in Wisconsin to locate meals sites in local communities. http://www.211wisconsin.org/call_centers.html.

Exempt Fundraisers: When and Where?

Fundraisers that are exempt from Smart Snacks may not take place in the meal service area during meal service times. It is up to each SFA to designate the "meal service area" for their schools. For example, if a student group wishes to have an outdoor cookout as an exempt fundraiser during the lunch period, this is allowable as long as the food sales do not occur in the designated meal service area. If the foods sold *are* compliant with the Smart Snacks guidelines, then this would be considered a compliant fundraiser, and the food sales could take place in the meal service area during meal time.

As always, SFAs may set guidelines stricter than those put forth by USDA, so if you would like to prohibit exempt fundraisers from taking place during meal service times, you may include guidance in your local wellness policy.

The Wisconsin DPI allows two exempt fundraisers per student organization per school year. An exempt fundraiser may sell foods and beverages that do not meet the Smart Snacks guidelines and may be up to two consecutive weeks in length.

Smart Snacks: Selling Snack Packs after School

Recognizing that many students need additional nourishment before afterschool sports and other extracurricular activities, some schools have started to sell healthy sack lunches, grab-and-go meals, or snack packs that students consume before heading to their events. These snack packs contain several food and/or beverage items such as a peanut butter sandwich, apple slices, and a bottle of water. Most students do need a snack or small meal in the long stretch between lunch and dinner, especially if participating in athletics, so it is great that schools are choosing to provide healthy options that are convenient for students. However, schools must be careful to sell these items in a way that is compliant with Smart Snacks requirements.

If the sale of food or beverages to students occurs within the school day as defined under Smart Snacks (from midnight until 30 minutes after the end of the instructional day), and the items sold are intended to be consumed during this time frame, then all food/beverage items sold are subject to Smart Snacks regulations.

Smart Snacks has three categories for items: entrées, snacks or sides, and beverages. There is no category for a meal or grouping of multiple foods and beverages. "Bundled meals" or "bundled snacks" such as the snack packs described above cannot be sold as a unit at a single price because they will more than likely exceed the maximum calorie limit of 350 calories for entrées, the highest calorie category available, making the bundled snack pack not be compliant with Smart Snacks standards. Each individual item in the snack pack must be evaluated for compliance with Smart Snacks standards depending on whether it is an entrée, snack or side, or beverage. (Foods may be paired together in order to meet the definition of an entrée; for example, cheese and crackers may be paired and sold as an entrée as long as nutrient standards are met.)

Each individual food or beverage item in the snack pack must be priced individually and sold a la carte. Some schools allow students to order their snack packs in advance so that they can quickly "grab and go" after school. This is allowable as long as students select *individual* items that are priced *individually* to build their snack pack. As long as the items are offered in this a la carte manner, the student's selections *can* be packaged together for the student to pick up after school. The sum of the individual item prices is the amount the student is charged for his or her snack pack.

If snack packs are sold or intended to be consumed *outside* of the school day (more than 30 minutes after the end of the instructional day), they are *not* subject to Smart Snacks requirements.

Serving up a Successful School Breakfast Program

The *Serving Up a Successful School Breakfast Program* guide was recently updated. This resource contains helpful information for implementing a School Breakfast Program (SBP) and is located at http://dpi.wi.gov/school-nutrition/school-breakfast-program.

Professional Standards Grant Update

Wisconsin was one of 10 states awarded a training grant to assist schools in implementing the new regulations under the Professional Standards Rule. The grant award of $150,000 provides funding for additional resources and training to Wisconsin school nutrition professionals. The grant period is from October 2015 through September 2017. The grant includes several exciting initiatives that are summarized below.

Goal Oriented Achievement Learning skills (GOALs) is a web-based series of resources and training opportunities for Wisconsin school nutrition professionals to obtain training and find resources that meet regulations for USDA Professional Standards. GOALs will provide a one-stop resource to obtain the education and skills needed to be successful in the field of school nutrition. Active use of GOALs will allow school nutrition employees to:

- Find and access job-specific training resources that satisfy USDA's professional standards topics and learning codes.
- Track completed training through the GOALs website.
- Earn a DPI-recognized *GOALs Certificate of Excellence* in school nutrition operations and management.

Spanish First will provide training opportunities and resources in Spanish. This project began last summer when SNT provided a menu planning class in Spanish as part of the annual Summer Nutrition Skills Development Courses (SNSDC).

Peer to Peer Training offers workshops and video conferences of best practices, presented by nutrition professionals with proven expertise, in the area of marketing to provide positive reinforcement of the often under recognized correlation between marketing and program success.

Please watch the mail and the SNT website for grant news and updates. Questions about GOALs, Spanish First, or Peer to Peer training should be directed to Loriann Knapton at loriann.knapton@dpi.wi.gov or (608) 266-1046.

Chop! Chop! Culinary Skills Videos

The *Chop! Chop! Culinary Skills* video series is now available at http://www.cias.wisc.edu/chopchop. This series of six free training videos was developed through a partnership between Wisconsin Team Nutrition, CESA Nutrition Purchasing and the Center for Integrated Agricultural Systems (CIAS).

Each video is approximately 10-15 minutes in length and will:

- Introduce a culinary skill needed for cooking with whole grains or fresh produce;
- Introduce new recipes that can be incorporated into your menus to meet USDA meal pattern requirements; and
- Provide valuable training that may be counted toward the USDA Professional Standards annual training requirements.

Check out the videos today!

HealthierUS School Challenge: Smarter Lunchrooms Winner

The DPI is pleased to announce that **Wild Rose High School** of the Wild Rose School District has received a bronze HealthierUS School Challenge: Smarter Lunchrooms (HUSSC: SL) award. Wild Rose High School is the first Wisconsin school to achieve certification under the new criteria. Congratulations Wild Rose!

Are you interested in taking the challenge? USDA has a series of recorded webinars available at http://www.fns.usda.gov/hussc/training-and-technical-assistance for schools interested in learning more about HUSSC: SL.

Wisconsin Team Nutrition Resources

Wisconsin Team Nutrition has a variety of resources available in print copy to assist schools in their efforts to improve their school wellness environment. These resources include reimbursable meal dry-erase signage, local wellness policy toolkits, and nutrition education curriculum guides. To order copies of these resources, visit http://goo.gl/forms/oGRTvPnVKa.

Professional Standards Training Tracker Tool

Information on Professional Standards can be found on our website at http://dpi.wi.gov/school-nutrition/training/professional-standards. Included are many resources such as a sample Training Tracker Tool, available at http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/training-tracking-tool-dpi.xls. This version of the tool is not mandatory. However, it is required that each SFA use some form of tracking to document training hours for all school nutrition staff involved in all areas of the school nutrition programs.

Please note that use of the "Key Learning Area/Learning Codes" is not required but may be helpful. The codes are listed at http://healthymeals.nal.usda.gov/hsmrs/ProfStandards/pslearningobjectives.pdf. Another helpful tool is the "In a Nutshell" for Professional Standards located at http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-in-a-nutshell.pdf. This resource provides a one-page summary of the requirements for easy reference.

Any questions regarding Professional Standards can be directed to Gina Kulka at gina.kulka@dpi.wi.gov.

Updated Production Record Templates

If you serve multiple grade groups from the same production kitchen or serving area and would like to document the meals for all of those grade groups on the same sheet of paper, an updated resource is now available to meet those needs. The production record templates on the SNT website have been updated and now include versions for one, two, or three different grade groups, available at http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records.

While you are not required to use the SNT production record, doing so is a great way to make sure you are including all of the essential information in your documentation of each meal.

As a reminder, all reimbursable meals must be recorded on production records, including meals served to accommodate students with special dietary needs. You may choose whether to record these meals on your usual production record or on a separate production record. When substitutions are made to the menu to accommodate students with or without a disability, make sure to record which products were substituted. This documentation, along with the prescription form completed by a licensed medical practitioner, should be kept on file to document that reimbursable meals were served.

Let's Talk Trash

Have you heard that Agriculture Secretary Tom Vilsack recently announced America's first-ever national food waste reduction goal? With the help of partner organizations, the USDA is calling for a 50 percent reduction of food waste by 2030. This is a big goal and you can help achieve it by using the following tips at home and at school.

At home: Plan your weekly menu and make a grocery list. When shopping, buy what you need for the week and stay on budget. Limit those impulse buys and don't shop on an empty stomach! Keep your fridge, freezer, and pantry clean and organized and use older products first. To further reduce food waste, try to repurpose leftovers and freeze extra food for later. Want more tips? Take a look at the USDA's Center for Nutrition Policy and Promotion's *Let's Talk Trash* infographic at http://www.choosemyplate.gov/sites/default/files/printablematerials/2015-LetsTalkTrash-2page.pdf.

At school: Using Smarter Lunchroom techniques can help to encourage students to select healthier options and eat more of what's on their tray. Check out the Smarter Lunchrooms Self-Assessment Score Card at http://smarterlunchrooms.org/resource/lunchroom-self-assessment-score-card to see what methods your cafeteria could implement. Scheduling recess before lunch has been shown to reduce plate waste by as much as 30 percent and extending lunch periods from 20 to 30 minutes has been shown to reduce plate waste by nearly one-third! In addition to those methods, using the Offer versus Serve (OVS) menu option for all appropriate grades in your district can help reduce waste. Another option is to allow students to serve themselves some menu items. They'll be more likely to eat what they have selected! Learn more about what you can do to reduce food waste at http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#foodwaste.

Vegetarian Menu Resources

Wisconsin schools have expressed increasing interest in serving vegetarian meals. They might want to serve meatless meals on a certain day of the week, or they might offer a vegetarian option as a daily alternative to the main entrée. Beans, cheese, nut butter, and yogurt are all protein foods that can be incorporated into entrées and credited toward the meat/meat alternate component. To assist schools with planning vegetarian menus that meet meal pattern requirements, the SNT has compiled a list of vegetarian menu planning resources on our website at http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#vegetarian. Information on the use of Alternate Protein Products is included.

New Guidance

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

SP 43-2015: Administrative Review - Revised Manual, Tools, and Forms

This memorandum provides the updated Administrative Review (AR) forms and guidance for State Agency (SA) use in SY 2015-16. AR forms now include questions regarding Professional Standards. This memo also reminds SAs that procurement reviews are required and USDA is developing a procurement review tool to aid in monitoring.

SP 45-2015: Community Eligibility Guidance and Updated Q&As

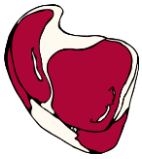
This memorandum provides updated guidance and Q&As that address common questions regarding Community Eligibility Provision (CEP). It supersedes SP 16-2015 and SP 21-2014 (v.2). Highlights include:

- Clarifying direct certification (DC) requirements for Local Education Agencies (LEAs) participating in CEP, proxy data to fulfill publication/notification requirements for LEAs currently participating in CEP, and when DC data not reflective of April 1 may be used to determine the Identified Student Percentage (ISP);
- Reiterating that USDA's Food and Nutrition Service (FNS) currently has no plans to change the 1.6 multiplier, and that LEAs adopting CEP are guaranteed the multiplier at time of election for their entire four-year CEP cycle; and
- Establishing steps that SAs must take if an ISP is found to be inaccurate during an AR.

SP 46-201: Review of Special Provision Options 2 and 3 Base Year

This memorandum provides guidance to SAs regarding reviewing an SFA operating Provision 2 in a base year.

SP 01-2016: Procuring Local Meal, Poultry, Game, and Eggs for Child Nutrition Programs



This memo seeks to clarify the regulatory requirements related to food safety and answer specific concerns related to these products with a series of Q&As included as an attachment. It is critical that program operators, ranchers, farmers, and community stakeholders understand the relationship between federal, state, local, and tribal regulations. The memo includes a summary of the regulations for the different regulating agencies.

SP 02-2016: Q&As on the Transition to Implementation of 2 CFR part 200

This memorandum was issued to provide responses to common questions asked by states and SFAs related to the transition and implantation of 2 CFR 200 from the previous 7 CFR 3016 and 3019. SFAs should be transitioning from former federal grants management rules (7 CFR Parts 3016, 3019, and 3052) and the cost principles (2 CFR Parts 220 [A-21], 225 [A-87], and 230 [A-122]) to the implementation of new rules at 2 CFR Part 200, commonly referred to as the Super-Circular. Implementation of 2 CFR Part 200 and its changes to financial and procurement systems are costly and require time to develop and implement. Therefore, FNS will work with SAs during this transition period and will seek to answer questions and provide guidance as needed. This memorandum provides a list of common questions and answers received to date.

SP 03-2016: Procurement Standards and Resource Management Requirements related to Franchise Agreements

This memo seeks to clarify the regulatory requirements related to awarded franchise contracts. The memo is directed at SFAs selling foods from popular franchise restaurants through a franchise agreement. While it may be possible to sell the products of a franchise (i.e., local, regional, or national chain restaurant), those products must be competitively procured from among competitively solicited franchises. SFAs considering entering into franchise agreements should consult the SNT prior to procuring and entering into this kind of agreement.

SP 04-2016: Local Agency Procurement Reviews SY 2015-2016

This memorandum seeks to clarify the regulatory requirements related to AR procurement questions. It provides guidance on AS oversight of program operator procurement procedures while FNS is currently developing a Local Agency Procurement Review Tool to aid SAs. This tool will be pilot tested to determine effectiveness in SY 2015-16. Wisconsin has been selected to be a testing site. To assist SA staff with oversight while the tool is under development, the FNS developed a list of questions that may guide the state's assessment of program operator procurement activities which is attached to the memo. While the SNT's procurement questions may be somewhat different from those stated in the memorandum, they are sufficient for our state's AR.

SP 05-2016: Meal Service Requirements in the Summer Meal Programs, with Q&As

The purpose of this memorandum is to provide guidance on meal service requirements in the SFSP and NSLP Seamless Summer Option (SSO). This revision clarifies the guidance on meal service times, OVS and family style meal service, adds guidance on meal pattern flexibilities, and adds new questions to Attachment A. This memorandum supersedes SP 13-2015 (v.2),

SFSP 13-2015 (v.2), Meal Service Requirements Q&As, Revised, January 12, 2015.

SP 06-2016: Promoting Nutrition in Summer Meal Programs, with Best Practices

This memorandum highlights strategies to improve the nutritional quality and appeal of the meals served to children in SFSP and SSO. Topics covered in this memo include resources available to schools, local food use, procurement, and USDA Foods. Additionally, the attachment provides best practices and tips on how to implement them. This memorandum supersedes SP 04-2012, SFSP 04-2012 Promoting Nutrition in Summer Meals, November 12, 2013.

SP 07-2016: Local Foods and Related Activities in Summer Meal Programs, with Q&As

The purpose of this memorandum and attached Q&As is to provide guidance on the incorporation of local foods, nutrition and agriculture-based activities in SFSP and SSO, collectively referred to as Summer Meal Programs. Local foods can play an important role in creating and promoting a healthy environment for children. A growing body of research demonstrates several positive impacts of serving local foods and providing food education through child nutrition programs, including increased participation and engagement in meal programs, consumption of healthy foods, and support of local economies.

There is also well-established public interest in supporting local and regional food systems and a growing interest in aligning local foods sources with Summer Meal Programs. Program sponsors, administrators, and partners are therefore encouraged to use local foods as a means to enhance Summer Meal operations. This memo includes Q&As in three sections: General, Local Food Procurement, and Resources and Support.

SP 08-2016: Team Up for School Nutrition Success State (Team Up) Expansion

This guidance memorandum informs states that phase two of this training will empower SAs to facilitate their own Team Up workshop(s). SNT is able to receive assistance from the Institute of Child Nutrition (ICN; formerly National Food Service Management Institute (NFSMI)) to conduct these workshop(s). Look for Team Up workshop(s) in 2016. More information will be distributed to schools as the planning progresses.

SP 09-2016: Paid Lunch Equity: School Year 2016-2017 Calculations and Tool

This memorandum includes information regarding the SY 2016-17 Paid Lunch Equity (PLE) tool including instructions and clarifications. The weighted average price for SY 2016-17 is $2.78. Any SFA that charged less than this for paid lunches, on a weighted average, are required to increase paid lunch prices or add non-federal funds to the nonprofit school food service account. Stay tuned for a memo from SNT regarding the SY 2016-17 PLE tool, appropriate use of non-federal sources in Wisconsin and updated PLE tool instructions.

SP 11-2016: Release of FNS-828 Paid Lunch Price Data for SY 2014-15

Section 12 (p) of the Richard B. Russell National School Lunch Act and 7 CFR 210.14 (e)(7) require SFAs to report their paid reimbursable lunch prices to the SA for publication by FNS. This memorandum announces the publication of the paid lunch prices for SFAs participating in the NSLP for SY 2014-15. SFAs reported the most frequently charged price for elementary, middle school or junior high and high school levels to their state agency. This data is available on our website at http://dpi.wi.gov/school-nutrition/national-school-lunch-program/banking-contracts-claims-reports.

SP 12-2016: Guidance on Competitive Procurement Standards for Program Operators

This memorandum seeks to clarify the regulatory requirements related to reviewing and approving SFA awarded contracts used for purchasing goods and services. Recent communications between the FNS and SA program staff during procurement trainings and management evaluations conducted in fiscal year (FY) 2014-15 indicated a need for guidance on competitive procurement standards. These standards ensure that program operators conduct procurement transactions in accordance with governing regulations and in a manner that facilitates full and open competition.

Full and open competition is achieved when potential bidders or offerors receive all information necessary to respond properly to a solicitation and responses are accurately evaluated for contract award. Contracts must be awarded to the responsive and responsible bidder or offeror whose bid or proposal is lowest or most advantageous to the program with price and other factors considered of which cost or price must be primary.

Management evaluations conducted in FY2015 revealed a number of issues, primarily which SAs have been approving contracts for awards that contained unallowable cost provisions (i.e., incentives, investments, and value-added or overly responsive bids/offers) and/or failed to consider cost as the primary evaluation factor. In these instances, FNS required SAs to review all existing contracts to determine whether or not the contracts were in compliance with applicable requirements.

Contracts found to be noncompliant with unallowable cost provisions were required to be amended. Contracts that failed to include cost as the primary factor were required to be rebid.

SP 14-2016: Flexibility for CEP Certification Document Review During SY 2015-16 ARs

This memorandum supersedes the instruction noted in **SP 43-2015 Administrative Review –Revised Manual, Tools, and Forms**. In response to feedback from SAs and Regional Offices expressing concerns on the time it could take to review the

potential number of student names, the following flexibility will be allowed for ARs conducted for SY 2015-16. As part of the certification documentation review for CEP schools, SAs may select 10 percent of identified student names at random or a statistically valid sample (see chart in guidance memo). However, if more than 10 percent of the reviewed sample cannot be properly verified on source documentation, the SFA must still be required as part of their corrective action plan to provide source documentation for every student used to establish the free claiming percentage.

SP 15-2016: CEP State Agency Procedures to Ensure Identified Student Percentage Accuracy

This memo provides clarification on the steps SAs must take to determine the accuracy of the ISP(s) and provides resources for SFAs and SAs when applying and approving CEP applications. Included with the memo is a form titled *Worksheet for LEAs: Calculating the Identified Student Percentage* which is a helpful resource for SFAs to assist in accurately determining their ISP. This form is posted on the CEP webpage at http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/worksheet-calculate-isp.pdf.

USDA Foods Commercial Distribution

For SY 2016-17, SFAs will again have the option of selecting a commercial distributor for delivery of USDA Foods.

All SFAs will also have the option of continuing with the current state distribution method, where USDA Foods are delivered once per month via the state-contracted trucking company. Any SFA interested in using a commercial distributor for SY 2016-17 to deliver their USDA Foods MUST complete **all** of the following three steps by **March 31, 2016:**

1. Sign and return to DPI the contract between DPI and your SFA. The DPI must receive the copy with the original signatures; faxed or emailed copies will not be accepted.
2. Following procurement regulations, sign a contract/agreement with one commercial distributor selected by your SFA. The DPI **does not** need to see a copy of the contract with your distributor; DPI only needs the DPI/SFA contract.
3. Access the *Wisconsin USDA Foods Ordering System* and designate on the *School Food Authority Contract Form* for **SY 2016-17 (Program Year 2017)** which commercial distributor has been selected. Please refer to the *Wisconsin USDA Foods Internet Instructions* for details on this process, located at http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/commodityorderinst.doc.

Additional information, including a timeline for commercial distribution of USDA Foods, can be found on the DPI website at http://dpi.wi.gov/school-nutrition/usda/commercial-distribution.

Webcast Training for Procurement and USDA Foods

Webcast trainings series for Procurement and USDA Foods are available on the SNT website. Most of the webcasts are between five and fifteen minutes in duration.

Procurement Training Series

This online training series includes:

- Introduction to Procurement
- Micro Purchase Method
- Small Purchase Method

The series can be accessed at http://dpi.wi.gov/school-nutrition/procurement/training.

USDA Foods Training Series

This online training series includes:

- Direct Diversion #1: The Benefits and Steps
- Direct Diversion #2: Processors and Products
- Direct Diversion #3: Terminology: Value Pass-Through Methods
- Direct Diversion #4: Terminology: Substitution
- Direct Diversion #5: Terminology: Yield Methods
- Direct Diversion #6: Annual Order
- Direct Diversion #7: Agreements
- Direct Diversion #8: Inventory
- WI Commodity Ordering System CARS Report Access
- WI Commodity Ordering System SFA Summary and Delivery Location Forms Submission
- WI Commodity Ordering System Orders Tab Instructions
- WI Commodity Ordering System Allocation Tab Instructions
- WI Commodity Ordering System Surplus Request Instructions

This series can be accessed at http://dpi.wi.gov/school-nutrition/usda/training.

SNT Member Updates

***Congratulations to*…Randy Jones**, who has taken a new role with the SNT. Previously a Contract Specialist, Randy is now an Assistant Director of the USDA Foods and Procurement areas. Randy continues to be the point of contact for procurement-related questions.

***Congratulations to*…Angie Paul**, who welcomed the arrival of a healthy baby girl on January 3, 2016. The Pauls are thrilled with their new daughter!

***Farewell and best wishes to*…Ariela Haro von Mogel**, who has left the SNT to return to her home state of California to be closer to family. Ariela was a Public Health Nutritionist on the SNT.

Please welcome the newest SNT members:

Janelle Winter, RDN

Public Health Nutritionist

Birthplace: I was born in Lake Forest, Illinois, but I grew up in Gurnee, Illinois.
Education: I did my undergrad at Illinois State University and am currently working on my Masters degree at Mount Mary University in Milwaukee.
Favorite vegetable: Brussels sprouts…prepare them well and they're delicious!
Hobbies: I enjoy hiking, going for walks, traveling, and exploring new restaurants.
Most recent vacation: I backpacked through Europe with my sister, visiting London, Paris, Munich, Amsterdam, and Sweden.
Three things I'd take to a desert island: My boyfriend Sam, a hammock, and the complete series of Harry Potter books (if I can count this as one item!).
School nutrition experience: During my dietetic internship I worked with the Elmbrook School District and loved it! From there I knew this was the area of dietetics I wanted to pursue.

Tanya Kirtz

Nutrition Program Consultant

Birthplace: Appleton, Wisconsin
Education: University of Wisconsin-Green Bay
Favorite vegetable(s): I can't narrow it down to just one! A few of my favorites are sweet potatoes, Brussels sprouts, and kale.
Hobbies: Cooking, gardening, spending time with family and friends, training for and running half marathons
Most recent vacation: Every summer my family and I spend a week on Legend Lake in Keshena, WI. This past summer we spent a days in Green Bay watching the Packers practice. That was my favorite part of the vacation.
School nutrition experience: I have worked in a variety of roles in the field of nutrition over the past 16 years. For nine of those years, I taught nutrition in many of the schools in the Madison Metropolitan Schools District as a Nutrition Educator.

Mai Ka Hang, MPH

Nutrition Program Consultant

Birthplace: Thailand
Education: University of Wisconsin-Madison
Favorite vegetable(s): Green beans and lettuce
Hobbies: Cooking, baking and event planning/styling
Interesting fact: I am fluent in Hmong.

Family Style Meals and OVS

It is important to note that when using OVS with family style meal service, each student is required to select at least ½ cup of fruit and/or vegetable for his or her meal, just as is required with cafeteria-style meal service. This guidance is provided under "Family Style Meals" on pages five and six of the SY 2015-16 *Offer vs. Serve Guidance Manual* available at http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf.

Team Up for Nutrition Success!

USDA has partnered with ICN to develop the *Team Up for Nutrition Success* training initiative. Team Up is tailored to meet the needs of school nutrition directors through peer mentoring and covers topics such as menu planning, financial management, and program marketing. As part of the Team Up model, school nutrition professionals learn from each other to implement positive program changes that foster financial stability, strong student participation, and healthy school environments. Loriann Knapton represented DPI at the *Team Up for Nutrition Success* training for SFAs in Chicago last July as well as the Team Up training for SAs at the ICN in November. As a result of very positive feedback from Wisconsin food service directors that attended the July training, the SNT will be working with ICN to hold a Team Up training sometime in 2016. The SNT is thrilled to be able to partner with ICN to bring this exciting learning opportunity to Wisconsin schools. Stay tuned; additional details will be forthcoming in the next few months.

Standing up for Rural Wisconsin Schools, Libraries, and Communities Awards

Each year since 2005, the "Standing up for Rural Wisconsin Schools, Libraries, and Communities Awards" are presented to nominated projects that "demonstrate the great potential and collaborative spirit of rural Wisconsin." The 2015 award winning programs were recognized during the Wisconsin Rural Schools Alliance conference on November 11, 2015 in Stevens Point.

State Superintendent Tony Evers noted more than 40 percent of Wisconsin's 870,000 public school students attend school in our small towns and rural communities. "Our Rural Award recipients are what makes our state so special."

It is exciting that many of the winning projects were related to food and nutrition! More information about four of the seven projects that involve nutrition, gardening and agriculture, food security and sustainability is included below. For further details, see DPI's press release about the awards at http://dpi.wi.gov/sites/default/files/news-release/dpinr2015_111.pdf.

Digester (Dehydrator) Project - Sparta Area School District

Students in the Sparta High School Earth Club are national leaders in turning lunchroom food waste into usable products. A food dehydrator installed this fall can turn 250 pounds of kitchen scraps and food waste into 20 gallons of water and 30 pounds of compost, which can be used in the school's garden or sold in the community. During Sparta High School's two lunch periods, students, staff, and community volunteers sort student lunch waste to reduce what is taken to the landfill. Multiple stations are designed to handle different waste and distinguish between recyclable materials, compostable materials, and garbage. Since the dehydrator began operation on September 1, 2015, the high school solid waste compactor has been emptied every six to eight weeks instead of every four weeks as it had been during previous school years due to the reduction in food waste and scraps.

"It is wonderful to see the fruit and vegetable skins, cores, and rinds going into the digester to make nutrient rich compost for our school gardens," said Cindy Thesing, Nutrition Services Supervisor. "This collaborative project has been a rewarding experience for the Nutrition Program and school community."

Hunger Initiative Feeds People, Empowers Youth - Unity School District, Balsam Lake

The Unity School District Future Farmers of America's (FFA) **Hunger Initiative Feeds People, Empowers Youth** provides produce for the school lunch program; supports the agricultural food processing, summer school garden, and seventh-grade agriscience classes; and has grown in the community to provide raised vegetable beds in Milltown and Centuria with further expansion to include the Round Lake Native American community. In addition to raised vegetable beds, the sustainable hunger initiative includes an orchard, sharing nutrition information, and experiences that taught youth about hunger and poverty. The Unity FFA has had representation at both national Hunger Boot Camps and F2S workshops that included area producers, greenhouses, school lunch supervisors, and FFA chapters. Many community partnerships were involved to help make this project happen.

The Food Court - Galesville-Ettrick-Trempealeau School District

The collaboration among Community GroundWorks, city officials, school administrators, parents, students, and community volunteers has sustained the **Food Court** garden initiative at Galesville Elementary School since 2009. Under the direction of School Nutrition Professional and Master Gardener Jean Wallner, an unused tennis court on school grounds has been repurposed into a school garden. Affectionately called the "Food Court," the garden also relies on hours of coordination and assistance by the Food Service Director, Cheryl Stoner, and the Community GroundWorks organization. The Galesville school garden depends heavily on a strong volunteer base and materials and supplies donated from various community organizations. Mulch from the city comes from the collection of resident Christmas trees and other yard waste. The Lion's Club donates funds for the purchase of soil. The Food Court's bounty makes its way to Galesville elementary students as part of the school lunch program as fresh options in the salad bar, in cooked form

on the line, or in recipes such as pizza and spaghetti sauce. A favorite Ratatouille recipe is produced and frozen by community volunteers. In addition, students use the garden as a learning lab, and there is a student garden club that meets twice a month during the growing season. Other areas of student learning include art projects, cooking classes, and nutrition curriculums.

Agriculture Food for All - Stratford School District

The Stratford agriscience department and FFA formed a committee to plan and implement Stratford **Agriculture Food For All**, a three-tier project that benefits the community, the food pantry, the school, and students. The committee installed raised beds for student lessons and donations to the local food pantry, constructed a high tunnel for lunch line production, and built community gardens for community members to lease. Throughout this student-led process, hundreds of pounds of food have been donated to the local food pantry. Additionally, food has gone into the school lunch line and provided hands-on lessons for agricultural students. High school students mentor elementary students in a variety of horticulture lessons throughout the year.

The agriscience department also hosted a F2S event that taught students throughout the district about the importance of proper nutrition and food production. Student leadership expanded impact of the project through a back pack program that allows students to take produce home on the weekends. Student participants also will be hosting gardening classes throughout the year so that community members who lease beds in the community garden can maximize production and nutritional value of their harvest. Community partnerships contributed to the funding of this project, in addition to FFA grants.

Direct Certification (DC)

It's time for your third mandated direct certification (DC) run of SY 2015-16, which should be done approximately six months after your first run of the year, most likely between January and March. In addition, you will need to run direct certification using your full enrollment separated by school code on or slightly before April 1, 2016. This will fulfill the annual USDA proxy data reporting requirement for Community Eligibility Provision (CEP). This run may serve as the third mandated run. A run on or slightly before April 1, 2016 is also recommended for currently participating CEP schools that wish to apply for an increase in their ISP and claiming percentages, or may need data to support a recalculation. If you are having trouble with the DC process, please do not hesitate to contact Laura Paella at dpifns@dpi.wi.gov or by calling (608) 267-9228.

Special Provision Exception: CEP schools participating *district wide* and Provision 2 schools operating in a *non-base* year are only required to run DC one time per year (before the last operating day in October) for the Special Provision Match. Mixed districts with both CEP and non-CEP sites are required to run DC three times per year for the *non-CEP* sites.

Mark Your Calendar!

SNA Legislative Action Conference: February 28-March 1, 2016
Location: Washington, D.C.
http://schoolnutrition.org/LAC2016

National Nutrition Month: March 2016
Theme: *"Savor the Flavor of Eating Right"*
http://www.nationalnutritionmonth.org/nnm

National School Breakfast Week: March 7-11, 2016
Theme: *"Wake Up to School Breakfast"*
https://schoolnutrition.org/NSBW

SNA-WI Spring Conference: March 16-17, 2016
Location: The Madison Concourse Hotel, Madison, Wisconsin
http://www.sna-wi.org/conferences-and-events

School Lunch Hero Day: May 6, 2016
https://schoolnutrition.org/slhd

SNA-WI Annual Conference: June 26-29, 2016
Location: Kalahari Resort, Wisconsin Dells, Wisconsin
http://www.sna-wi.org/conferences-and-events

SNA Annual National Conference: July 10-13, 2016
Location: San Antonio, Texas
https://schoolnutrition.org/ANC2016

Centers for Disease Control and Prevention (CDC) Healthy Schools Website

The School Health Branch of the CDC has a new Healthy Schools website. This site contains a wide range of resources including information on physical activity, management of chronic conditions, school health guidelines, local wellness policies, and tools and training. Check it out at http://www.cdc.gov/healthyschools/index.htm. A link is also posted on the SNT's wellness policy webpage at http://dpi.wi.gov/school-nutrition/wellness-policy. Be sure to share this resource with administrators, parents, and your school's wellness committee!

Updated USDA Non-Discrimination Statement

The USDA non-discrimination statement was updated this year. The SNT mailed a memo to all authorized representatives and food service directors on December 4, 2015 regarding the changes. This memo, which includes the updated statement in English and Spanish, can be found on the SNT website at http://dpi.wi.gov/school-nutrition/school-nutrition-team-communication/mailings. Several key points are outlined below, but please refer to the memo for full details about proper use of this statement.

The full, updated statement is included on the right side of this page. The short version of the statement is "This institution is an equal opportunity provider."

Keep in mind, the following rules must be followed when using the non-discrimination statement:

- Wording for either statement must be exact and cannot be changed in any way.
- The formatting for the longer statement CANNOT be altered.
- The font size should be the same as the majority of the font used in the document.
- The shorter version of the non-discrimination statement may be used for broadcast advertisements/public service announcements.

An example of an appropriate place to use the short version is on the lunch and breakfast menus distributed to families each month, as there is not room for the full statement.

All new printing must use the updated 2015 non-discrimination statement. Existing resources and documents using non-discrimination statement language prior to the 2013 version were required to be updated by December 31, 2015 and existing resources and documents using 2013 non-discrimination statement language should be updated when supplies are exhausted or by September 30, 2016.

The USDA non-discrimination statement must be included on **ALL** forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, education, or distribution that mention USDA programs.

Every Child a Graduate
College and Career Ready
With School Nutrition Programs!

Current non-discrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (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.

School Nutrition News is published three times per year by the DPI. Questions or comments should be directed to:

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

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

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

Printed on Recycled Paper