

School Nutrition News

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

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Spring 2016



Promoting School Nutrition Programs in Wisconsin

The Department of Public Instruction (DPI) School Nutrition Team (SNT) is continually impressed with the creative, innovative, and positive activities and practices that we witness and hear about in school nutrition programs across the state. It is time that we share the remarkable accomplishments of our programs with each other and with parents, educators, administrators, and community members. Along with support from State Superintendent Tony Evers, the SNT has launched a new initiative called “Wisconsin School Meals Rock” to share success stories and promote Wisconsin school nutrition programs. We are very excited about this new campaign to highlight the positive practices and outcomes of school meal programs throughout the state!

This promotion will include a series of videos explaining the importance of good nutrition for learning and showcasing innovative programs in our state. Wisconsin Team Nutrition will develop a brochure to promote the National School Lunch Program (NSLP) to parents, which will be available this fall for schools to distribute. Additionally, the SNT will increase its social media presence with the hashtag **#WISchoolMealsRock**. Feel free to use this hashtag in your own social media postings! See the article to the right for tips on using social media.

Help us promote you! Please contact us to submit ideas and strategies that you have used to improve your programs and increase participation. We are [also](#) seeking pictures of meals and serving lines that may be used on our social media and for print materials. Please do not include students in the pictures. Send your success stories, ideas, and photographs to DPIFNSTeamNutrition@dpi.wi.gov.

To access the videos and the latest promotional materials, follow us on Facebook at www.facebook.com/WisDPI.SNP, on Twitter at www.twitter.com/WisDPI_SNP, and check out our new promotion webpage at <http://dpi.wi.gov/school-nutrition/wisconsin-school-meals-rock>. Wisconsin school meals really do rock!

Your Students Are Using Social Media—Are You?



In our tech-savvy culture, nearly every business or organization uses social media for marketing and promotion. How are *you* promoting your school meal programs to students, families, and the community? Used effectively, social media platforms such as Twitter, Facebook, and Pinterest engage your customers and share positive news about your programs.

New to social media? Start small, and use your online presence to give your programs some positive publicity. Use these tips and tricks to keep your social media posts fresh and engaging:

- **Make it visual!** Including a picture or short video in a tweet or Facebook message will grab the attention of followers better than text alone. Smartphones have great cameras. Look for online tutorials to learn how to turn your smartphone picture into a vibrant photograph.
- **Plan ahead!** Use a social media management system such as Hootsuite, Tweetdeck, or SocialPilot to schedule posts throughout the week to ensure your social media sites stay active.
- **Find the time!** Take 10-15 minutes every day to engage with customers and post relevant and timely content.
- **Join the conversation!** Hashtags connect people and create a conversation about a specific topic:
 - Posting about breakfast? **#SchoolBreakfast**
 - Does your school meal rock? **#WISchoolMealsRock**
 - Sharing a photo of local veggies? **#FarmToSchool**



Sparta School District offers a colorful array of fresh veggie cups for quick service!

For even more tips, be sure to sign up for the social media class at the School Nutrition Skills Development Courses (SNSDC) this summer. See page 2 for dates and locations!

Spring 2016 Small Victories: In a Nutshell – Batch Cooking



During the next few weeks, we will be offering Small Victories training sessions in a variety of locations around the state. SNT Nutrition Program Consultant, Ann Wiebelhaus, will share her expertise in the areas of batch cooking, time management, and effective serving line set-up, from her 23 years of experience as a school nutrition manager at Slinger School District. Registration materials were sent to School Food Authorities (SFAs) in early April. If you missed the mailing but would like to participate or have questions, please contact Loriann Knapton at loriann.knapton@dpi.wi.gov, Ann Wiebelhaus at ann.wiebelhaus@dpi.wi.gov, or call our office at (608) 267-9228. While the focus is on small schools, Small Victories sessions are open to everyone working in school nutrition programs in Wisconsin. If you have not participated in other Small Victories trainings, we invite you to attend. Small Victories trainings count toward the United States Department of Agriculture (USDA) Professional Standards requirements and are held in a fun, informal atmosphere. The trainings are interactive and a meal will be included. We look forward to having you join us!

School Nutrition Skills Development Courses (SNSDC) – Summer Training

Every summer, the SNT provides free training throughout our state on both administrative and food service operation of school nutrition programs. Summer training with SNT is a great way to meet USDA Professional Standards requirements in a fun atmosphere with networking opportunities. This summer we are offering a variety of two-, four-, and eight-hour classes on different topics including social media and a new finance class this year. A save-the-date flyer was sent to all Authorized Representatives and Food Service Managers in March with dates, locations, and course topics and is also available at <http://dpi.wi.gov/school-nutrition/training#up>. Course descriptions and registration information will be mailed in May. We look forward to seeing you this summer!

The dates and locations for 2016 SNSDC courses are:

- Fennimore: June 21-23
- Madison: July 12-14
- Rice Lake: July 26-28
- Milwaukee: August 2-4
- Wausau: August 9-11

Contact Molly Gregory at molly.gregory@dpi.wi.gov or Loriann Knapton at loriann.knapton@dpi.wi.gov with any questions.

Register for the National Farm to Cafeteria Conference

Sign up for the Eighth National Farm to Cafeteria Conference in Madison on June 2-4, 2016. Registration is set to close on May 16, 2016. Don't delay!

Hosted by the National Farm to School Network, the conference will bring together more than 1,500 diverse stakeholders working to source local food for institutional cafeterias and foster a culture of food and agricultural literacy across America. The 2016 conference theme "Moving Forward Together" lifts up new and innovative partnerships to continue to build momentum and ensure long-term sustainability in the movement. Visit <http://farmtocafeteriaconference.org> for more details and to register.

Goal Oriented Achievement Learning Skills (GOALS)

As you read this, the GOALS webpage should be a reality (until then, a link is not yet available). Information about using this new Professional Standards tool will be sent to SFAs shortly. Our hope is that eventually the GOALS website will serve as a one-stop resource for accessing training opportunities that will meet Professional Standards needs in specific topic areas, provide web-based tracking tools for completed training, and serve as a guide for school nutrition professionals if they are working toward obtaining a Wisconsin Certificate of Excellence in school nutrition program operations and management. The SNT is thrilled to be able to provide this new resource to SFAs and hopes that it becomes a useful tool for you to track and obtain Professional Standards training. Watch for more information on the new GOALS web resource moving forward.



Save the Date: 2016 Wisconsin School Wellness Summit

Wisconsin Team Nutrition is excited to announce the upcoming Wisconsin School Wellness Summit. The summit will be held on November 15, 2016 at the Kalahari Resort in Wisconsin Dells. The summit will feature sessions on enhancing your school meal programs, creating active schools, and writing, maintaining, and sustaining local wellness policies and committees. Registration information will be available in the fall of 2016.

Professional Standards

The USDA final rule titled “Professional Standards for State and Local School Nutrition Programs Personnel as required by the Healthy, Hunger-Free Kids Act of 2010” specifies required training hours to be documented for all school nutrition employees. Since the implementation of this final rule in July 2015, the SNT has clarified the employee types required to receive and document continuing education and training hours. To aid in these clarifications, a flyer outlining three tiers of employee categories with required or recommended training has been included as an insert with this newsletter.

Training topics must be job-specific and align with four key training areas of Nutrition, Operations, Administration, and Communications/Marketing. A complete list of learning objectives for each training topic may be found on USDA’s Professional Standards webpage at <http://www.fns.usda.gov/school-meals/professional-standards>.

USDA allows for a two-year training period, meaning as long as some training is completed within each year (July 1- June 30), individuals can meet the total combined hours required over a two year period and be in compliance with Professional Standards.

Documentation of training hours must be provided to SNT staff as part of the Administrative Review (AR) for school meal programs. Training and continuing education hours must be tracked for each school nutrition employee, including the employee’s name and the topic, date, source, and length of training.

Approved Online Free and Reduced-Price Meal Applications

Are you planning on using an online free and reduced-price meal application this upcoming school year? If so, the SNT must approve the contents of your application to ensure it contains all sections required by USDA. To streamline the approval process, SNT consultants will work directly with software vendors instead of approving each school or district’s application individually. A list of vendors whose online applications are approved for use for school year (SY) 2016-17 will be available on the SNT website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications>. Please refer to this list before posting **any** online application for the upcoming school year. If you use an online application that has not been approved, the SNT will ask that you remove the portal immediately until we can confirm that the contents meet USDA regulations. If you do not see your vendor on the list, please contact Erin Lorang at erin.lorang@dpi.wi.gov for a status update on their application.

Every Child a Graduate, College and Career Ready

“Every Child a Graduate, College and Career Ready” is an initiative at the DPI which is the overarching goal of State Superintendent Tony Evers’ Agenda 2017. What does it mean for students to be college and career ready? The vision is that all students in Wisconsin graduate from high school academically prepared and socially and emotionally competent by possessing and demonstrating:

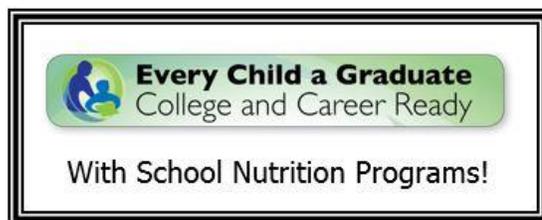
- **Knowledge** – proficiency in academic content;
- **Skills** – critical thinking, communication, collaboration, and creativity; and
- **Habits** – perseverance, responsibility, adaptability, and leadership.

State Superintendent Evers’ Agenda 2017 includes the following target goals to achieve by 2017:

- Further increase graduation rate from 85.7 percent to 92 percent,
- close graduation and career and college readiness gaps, and
- adopt the Fair Funding for Our Future plan to make school finance more equitable and transparent.

The SNT believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure your students’ success.

For more information on this initiative, please visit <http://dpi.wi.gov/statesupt/agenda-2017>.



Food Allergy Action Month

May has been designated as Food Allergy Action Month. The week of May 8-14, 2016, is specially highlighted as Food Allergy Awareness Week. Food Allergy Research & Education (FARE), a nonprofit organization, has several resources available to help promote awareness and provide education about food allergies. Posters, fact sheets, PowerPoint presentations, printable bookmarks and information on the Protect a Life from Food Allergies (PAL) Education Program can be downloaded from their website at <http://www.foodallergy.org/food-allergy-awareness-week/Resources>.

Safe Practices for Storing and Handling Milk

Milk is a food that requires temperature control for safety (TCS). During meal service and storage, milk temperature must be maintained at or below 41°F. The best way to ensure temperature control is to serve the milk cartons directly from an electric cooler that is monitored daily for temperature.

Permission from your local health inspector is required if you serve milk cartons on the counter, in crates removed from the electric cooler, or in cooler bags. A standard operating procedure (SOP) is included in the SNT food safety plan template for using Time as a Public Health Control. Work with your health inspector to develop a specific procedure for your operation using this SOP as a guide. Your procedure must be documented in your site-specific food safety plan.

The only time milk may be re-served when it is not stored in an electric milk cooler during service is when a milk barrel (a cylindrical cooler often decorated with cow spots) is used. These coolers contain four frozen inserts and are approved by the Wisconsin Department of Health for use in school meal programs. When temperatures are documented every 20 minutes showing that the milk stayed below 41°F at all times, the milk does not need to be discarded. It can be returned to the electric cooler for storage. An SOP for this practice is available at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-milk-temperatures.doc>.

SNACS Software Coming Soon!

By now you have likely heard about SNACS, the SNT's **new, free** software solution that is designed to help schools with the administration of their school nutrition programs. In February, the SNT sent an informational letter to all Authorized Representatives and Food Service Managers to outline the goals and features of the system. An introduction letter was sent to all software vendors currently in use by schools in the state. Copies of both letters are posted on the SNACS webpage at <http://dpi.wi.gov/school-nutrition/snacs>.

SNACS will be most beneficial for districts or schools that are currently using manual processes to carry out the administrative tasks for school nutrition programs. Although SNACS is designed to integrate with other commonly used software programs, so data can easily be shared between your existing software and SNACS. **We are currently seeking districts that are interested in using the system during SY 2016-17.** During SY 2015-16, a handful of schools across the state have been utilizing SNACS in the operation of their programs. If you are interested in speaking with a representative from one of these pilot schools, please contact the SNACS team at DPISNACSSupport@dpi.wi.gov.



Members of the SNT will also be utilizing SNACS to automate the AR process. Implementation will be phased in over the next few years. Starting with SY 2016-17, we will select a group of schools that will be required to use SNACS for their AR. In the future, all schools in the state will be required to use SNACS for their review. Automating the review process will cut down on the amount of time SNT needs to spend on-site at your school, improve communication with SNT, and make the overall process more efficient.

The SNACS team is in the process of creating educational videos, step-by-step instructional guides, and other resource materials. Webinars and in-person trainings will also be offered over the next several months. Watch for more information in the days and weeks to come!

Be sure to contact the SNACS team to get on our SNACS mailing list so that you can continue to receive updates. Check out the SNACS webpage at <http://dpi.wi.gov/school-nutrition/snacs> or contact DPISNACSSupport@dpi.wi.gov for more information.

New Resources for Non-program Food Revenue

SNT has developed two new resources to help schools calculate their non-program food revenue numbers and complete the USDA Non-program Food Revenue Tool (“USDA Tool”):

- The **Non-program Food Revenue “in a Nutshell”** handout is available at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf>.
- The SNT's **Non-program Food Revenue Tool/Price Calculator** (“SNT Tool”) can be accessed at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx>.

The SNT Tool was introduced in the fall 2015 SNT newsletter. It now feeds into the USDA Tool, making it easier to assess compliance. This calculation must be completed on a yearly basis at a minimum. If an SFA chooses not to raise the prices of its non-program foods to meet the ratio requirement, it may contribute non-federal funds to the food service account to cover the difference. To complete the USDA Tool, the SFA must select a reference period of at least five consecutive operating days of a regular school week and compare the revenue ratio to the food cost ratio. To do this, the SFA determines the cost of one week of reimbursable meals and calculates the reimbursable revenue. This is then compared to the non-program food cost and revenue for the same week to determine if the revenue ratio is equal to or greater than the food cost ratio. Consult the Institute of Child Nutrition's Food Buying Guide Calculator at <http://fbg.nfsmi.org> to help in costing out your menu.

Community Eligibility Provision (CEP) Annual Reminders

CEP Application Deadline

The CEP application deadline for SY 2016-17 is August 31, 2016. Updated application materials were posted to the CEP website in April and SFAs can begin submitting applications as of May 1, 2016.

Options for CEP Mixed Districts to Use a Single Income Form

It is permissible to use a *modified version* of the USDA free and reduced-price meal application for CEP and non-CEP schools. This option is recommended only for mixed districts and must include additional language regarding CEP. Mixed districts are those in which some but not all sites participate in CEP. Some of the benefits of this modified application are that only one application is needed for all schools in the district, and if a student transfers from a CEP school to a non-CEP school, this application can be used to determine eligibility in the non-CEP school since it is a USDA form.

You must be able to identify applications that have only CEP students on them. These applications are not needed for meal eligibility and cannot be included in Verification, Independent Review of Applications, or as part of certification and benefit issuance during an AR. We added a box on the application to assist with tracking.

Even though this is a USDA application, the processing of applications with only CEP students on them cannot be charged to the food service account since it is not needed for the school meal program eligibility determination. If there is an application with both CEP and non-CEP students listed, this application is needed to determine eligibility for non-CEP students and is permissible to charge the cost of processing this application to the food service account.

The additional CEP language is also required for online applications and supporting documents used in CEP schools. The CEP Modified USDA Application Requirements document outlines the language to assist in communicating with software vendors at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/cep-application-language.pdf>.

The SNT will post a mixed district USDA application soon after the SY 2016-17 USDA application is released.

If you have questions about CEP, contact Jessica Schultz at jessica.schultz@dpi.wi.gov or Jessica Lessner at jessica.lessner@dpi.wi.gov.

Paid Lunch Equity

In preparation for discussing breakfast and lunch prices for next school year with your school boards and administrators, the Paid Lunch Equity (PLE) tool for SY 2016-17 must be run. By completing the tool, your district will be able to determine if you need to raise your paid student prices or how much money from a non-federal source your district would need to contribute to meet the PLE requirement. To run the tool, you will need last year's completed tool, your October 2015 paid student lunch prices, and your October 2015 lunch count data for paid student meals at each of the paid prices. A memo about PLE requirements was mailed February 26 and is available at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/snt-mail-022616.docx>.

Don't delay in running the tool as appropriate prices must be set starting on the first day of SY 2016-17. The established meal prices are also needed to complete the online contract for school nutrition programs for SY 2016-17. You will need to upload a copy of your completed PLE tool into the online contract.

The PLE tool, along with instructions for completing the tool and the PLE Exemption Request Form, can be found on our website on the Financial Management webpage at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>. Note that agencies that are non-pricing SFA-wide do not need to complete the PLE tool. SFAs that are mixed (have both pricing and non-pricing schools) should omit the non-pricing schools from the tool.

Testing New Local Agency Procurement Review Tool

In an effort to provide State Agencies (SAs) with a useful oversight review tool for all SFA NSLP procurements, the USDA Food and Nutrition Service (FNS) created the Local Agency Procurement Review Tool ("Tool"). The SNT is currently testing the Tool in Wisconsin. Federal, state, and local laws and regulations specify the terms and conditions SFAs must follow in order to properly procure goods and services and award contracts. These regulations require that SFAs monitor their contractors to ensure all contract provisions are carried out during the length of the contract. SAs are required to ensure that SFAs include in their procurement contracts any clauses required by federal statutes and executive orders, and to ensure that federal regulations are followed. The intent is for SAs to provide sufficient procurement oversight and technical assistance to SFAs. Testing of the Tool was completed in March 2016. Use of the Tool will begin in SY 2016-17. SFAs receiving ARs during SY 2016-17 are highly encouraged to attend the SNSDC procurement training this summer—see the article on page 2 for 2016 dates and locations. The procurement training will cover the use of the Tool in coordination with the AR, the areas of procurement that will be reviewed, and the documents that SFAs will need to supply during the procurement review.

SP 16-2016: Disclosure Requirements for the Child Nutrition Programs

This memo provides important reminders about disclosure regulations for individual student level eligibility information that may be requested for purposes outside of the school meal programs. Be aware that:

- statutory and regulatory requirements limit the release of student eligibility information without the written consent of the child’s parent or guardian,
- aggregate information will often meet the needs of the requestor,
- a parent or guardian may always “self-disclose” their eligibility information,
- only those with a legitimate “need to know” or a direct connection with the state or federal programs should be authorized to receive this information, and
- a disclosure form is required from the parent or guardian annually, including for families who are directly certified, and needs to be program specific. A template form is available at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications>.

Chapter 5 of the July 2015 edition of the *Eligibility Manual for School Meals* provides specific guidance on applying the statutory and regulatory requirements for disclosure of student eligibility information.

SP 17-2016: Guidance on Travel Assistance Funds and Travel Expenses for States to Implement the Team Up for School Nutrition Success Initiative in their State

This memorandum provides additional guidance on the allowable uses of funds provided to SAs under Section 201 of the Healthy, Hunger-Free Kids Act of 2010; State Administrative Expense (SAE) funds; and updated guidance on allowable and non-allowable uses of USDA FNS Team Up travel assistance funds for SFAs. FNS is offering additional Team Up travel assistance funds to assist SAs in covering travel expenses for SFAs to attend the Team Up training in their state.

It is the expectation of FNS that after the training, the SFAs will then act on the state’s behalf to provide training to local school nutrition professionals in their respective district or other SFAs.

SP 19-2016: Community Eligibility Provision: Guidance and Updated Questions and Answers (Q&As)

The Q&As included with this memo supersede the Q&As previously released with SP 45-2015, SP 16-2015, and SP 21-

2014 (v.2). For convenience, the new and updated Q&As are provided in an attachment to the memo.

Highlights include:

- clarifying when the identified student percentage (ISP) must be recalculated if a student population changes,
- providing additional guidance related to grace year eligibility,
- specifying that a statistically valid sample of ISP names may be reviewed during an administrative review, and
- stipulating that eligibility for severe need and two cents differential reimbursement is based on an individual school’s ISP multiplied by 1.6.

On November 14, 2013, the FNS published the proposed rule “National School Lunch Program and School Breakfast Program: Eliminating Applications through Community Eligibility as Required by the Healthy, Hunger-Free Kids Act of 2010,” and comments were accepted until January 3, 2014. FNS is currently in the process of reviewing these comments and developing a final rule. Until a final rule is published, this Q&A document and other guidance from FNS are the implementing guidance.

SP 20-2016: Nonprofit School Food Service Account Non-program Food Revenue Requirement

Under subsection 12(q) of the Richard B. Russell National School Lunch Act and 7 CFR 210.14(f), SFAs are required to ensure that:

- All revenue from the sale of non-program foods accrues to the non-profit school food service account, and
- Revenue available to support the production of reimbursable school meals does not subsidize the sale of non-program foods.

Non-program foods include any non-reimbursable foods and beverages purchased using funds from the nonprofit school food service account. This encompasses all foods sold in schools as well as adult meals, foods sold outside of school hours, or any foods used for catering or vending activities.

SFAs are required to determine if the percent of total revenue that is generated from their non-program food sales is equal to or greater than the percent of total food costs that are attributable to the SFA’s purchase of non-program foods. For example, if the costs of non-program food are 25 percent of the SFA’s total food costs, then the amount of revenue generated from the sale of these non-program foods must be at least 25 percent of the total revenue in the school food service account. The USDA Non-program Foods Revenue Tool is used to measure compliance with this requirement and can be accessed at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>.

FNS understands there is wide variation in the capabilities of systems and mechanisms SFAs employ to maintain and monitor their school food service accounts. Separating out the SFA’s costs for non-program foods from the costs for

program food may be particularly difficult. In recognition of the current variations in system capabilities, FNS is providing a simplified approach for SFAs to assess compliance with this requirement going forward.

The simplified approach, while still requiring SFAs to separate their non-program food costs from their program food costs, allows SFAs to select a reference period by which compliance will be assessed. Rather than separating all costs for the entire year, SFAs will, at a minimum, separate their non-program food costs from their program food costs for a period of at least five consecutive operating days (monthly or annually is strongly encouraged). The SFA will need to cost out a week of reimbursable meals and compare that amount to a week of non-program food costs. If the SFA is able to show that the percentage of non-program revenue generated is at least as great as the percentage of non-program food costs incurred during the reference period, the SFA is in compliance.

Some SFAs offer a limited number of non-program food items with an identifiable per-serving cost (e.g., selling only milk a la carte) and are not able to accurately perform the assessment. In these instances, SFAs may instead determine compliance by showing whether or not they are recovering more than the per-serving cost of these non-program items.

Food service management companies (FSMC) must annually provide SFAs information on food costs and revenues for fixed price per meal contracts and break it out within the FSMC contract.

See the article on page 4 titled “New Resources for Non-program Food Revenue” for more information on a new SNT tool created to assist in pricing non-program foods and help determine compliance with this requirement.

SP 22-2016: CEP Planning and Implementation Guidance

The manual attached to this memo consolidates existing CEP guidance and best practices. By issuing this manual, FNS hopes to streamline CEP implementation and encourage CEP adoption among the schools and districts that stand to benefit most from the provision. Throughout the manual, readers will also hear from school superintendents, principals, food service staff, and parents who have experienced the benefits of CEP within their communities. This manual will be updated annually to reflect future guidance and address requested clarifications.

SP 23-2016: Request for Applications to Participate in New Demonstrations to Evaluate Direct Certification with Medicaid

This memo invites SAs to participate in demonstrations to evaluate direct certification with Medicaid. SNT is currently in discussions to determine if Wisconsin will participate.

SP 24-2016: Compliance with and Enforcement of the Buy American Provision in the NSLP

This memo provides a comprehensive overview of the Buy American provision identified in 7 CFR Part 210.21(d). This memorandum replaces SP14-2012, *Procurement Questions Relevant to the Buy American Provision*, dated February 13, 2012. It also serves to reinforce the importance of the Buy American provision to our economy and its positive effects on small and local businesses. The Buy American provision (7 CFR Part 210.21(d)) requires SFAs to purchase, to the maximum extent practicable, domestic commodity or product when purchasing commercial food products served in the school meals programs.

“Domestic commodity or products” are defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. “Substantial” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

The memo includes information on implementation, limited exceptions, monitoring by SFAs and SAs, and Q&As about the Buy American provision. Additional resources for the Buy American provision are available at <http://dpi.wi.gov/school-nutrition/procurement/buy-american>.

SP 25-2016: Fiscal Year (FY) 2016 NSLP Equipment Assistance Grants for SFAs

This memo announces two new opportunities related to food service equipment. Through the FY 2016 NSLP Equipment Assistance Grant, Wisconsin is receiving \$414,227 for SFAs to request new equipment, renovation of present equipment, or replacement of equipment. The criteria for distributing this funding will be similar to the past USDA equipment grants including priority to higher free and reduced-price meal schools, not having received prior equipment grants, and equipment that is above the school’s capitalization threshold. SNT must complete the entire award process by June 30, 2017. SNT will contact all SFAs when more information is available on this grant.

Also announced in this memo is the new National Football League and National Dairy Council Fuel Up to Play 60 (FUTP60) grants for food service equipment below the \$5,000 capitalization threshold. The Wisconsin Milk Marketing Board will be administering the FUTP60 grant in Wisconsin. These grants will not be based on percentage of free and reduced-price meals. For more information, see the article about this grant on page 9 of this newsletter.

SP 26-2016: CEP Annual Notification and Publication Requirements

To promote awareness of eligibility in CEP, SAs are required to notify SFAs of district-wide eligibility for CEP by April 15. This information is pulled from the Verification Collection Report. By May 1, SAs are required to post a list of all schools that are eligible or nearly eligible for CEP. To have the data needed for this requirement, all SFAs must run their total school enrollment including the school code on or near April 1 annually. For more information on this requirement, refer to the SNT memo *School Level Direct Certification Run Required by April 1* dated March 1, 2016. For more information on CEP and to view the CEP Notification reports, visit <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility>.

SP 27-2016: FY 2016 Reallocation of SAE Funds in Child Nutrition Programs

Reallocation is a formal process by which SAs can: (1) request additional SAE funds above their initial authorized funding level; or (2) return SAE funds they do not need.

In FY 2016, SAs may request SAE reallocation funds for any allowable expense associated with the administration of the child nutrition programs including related Food Distribution Programs, as described under 7 CFR 235.6. Therefore, with justification, allowable expenses include general administrative expenses and special one-time projects that will increase the integrity, effectiveness, and/or efficiency of the administration of the child nutrition programs.

SP 28-2016: Administration Requirements for Vending Machines

On December 1, 2014, the U.S. Department of Health and Human Services, Food and Drug Administration (FDA) published the final rule, *Food Labeling; Calorie Labeling of Articles of Food in Vending Machines*, in the Federal Register. The purpose of this FDA rule is to provide consumers with clear and consistent nutrition information, allowing them to make informed and healthful choices when purchasing items from vending machines.

The FDA vending machine final rule requires those who own or operate covered vending machines to disclose calorie information for foods and beverages sold in the machines. There are no specific exemptions for child nutrition program operators. Therefore, Local Education Agencies (LEAs), SFAs, and individual schools, institutions, and sponsors participating in the NSLP, Child and Adult Care Food Program (CACFP), or Summer Food Service Program (SFSP) must comply by December 1, 2016, if they:

- control or direct the function of 20 or more vending machines,
- decide which articles of food are sold from the vending machines,

- decide the placement of the articles of food within the vending machines, or
- receive compensation for the control or direction of the function of the vending machines.

Please note, this memorandum is not intended to explain the FDA regulation in detail or to be used by child nutrition program operators as a resource to determine if they are required to comply. Additionally, there are no FNS requirements for SAs or child nutrition program operators to monitor this FDA requirement.

The FDA regulation requires that calorie declarations disclosed by covered vending machine operators be clear, conspicuous, and prominently placed. Calorie information may be disclosed on a sign or digital display near the food item or selection button. If the consumer can clearly examine the Nutrition Facts label of a food item sold from the vending machine before purchase, or the nutrition information is otherwise visible at the point of purchase (e.g., through front-of-package calorie labeling), then no further calorie information is required. FDA is working with the vending and packaging industry to develop front-of-package nutrition labels, and expects many covered vending machine operators will benefit from this exception.

Covered vending machine operators also must disclose their contact information on the machine to enable the FDA to contact operators for enforcement purposes. Child nutrition program operators with vending machines not included in the new FDA regulation are encouraged to voluntarily comply. Remember that items sold to students on campus throughout the school day, including those sold in vending machines, must comply with Smart Snacks in School requirements and other local wellness policy requirements.

Additional details about the FDA final rule may be found online at <https://www.federalregister.gov/articles/2014/12/01/2014-27834/food-labeling-calorie-labeling-of-articles-of-food-in-vending-machines>. More information about the requirements may be found on the FDA resource, Vending Machines Labeling Requirements At-A-Glance, at <http://www.fda.gov/Food/IngredientsPackagingLabeling/LabelingNutrition/ucm248732.htm>.

Farm to School (F2S) Grant

The F2S grant project continues to move forward. On-site meetings were completed separately at Lac Courte Oreilles School, Menominee Tribal School, and Oneida Nation School. A needs assessment highlighting current F2S initiatives and use of traditional foods was conducted at each school. Information gathered from the needs assessments will assist in developing specific F2S trainings on traditional foods. The SNT training team has been recruited and is in the early stages of developing targeted training courses for the summer. Stay tuned for updates.

Fuel Up to Play 60 Equipment Grant: Apply Now!

Wisconsin's Fuel Up to Play 60 Program, coordinated by the Wisconsin Milk Marketing Board, has designated \$40,000 in grant funds for SY 2016-17 to award small equipment grants to interested schools. These grants will provide **up to \$5,000** per piece of equipment and will be instrumental in helping schools serve nutritious meals that students want to eat. Funds will help provide access to nutritious foods, including dairy, which students may not otherwise have. **Free and reduced-price meal eligibility will not influence application awards.** Schools currently participating in Fuel Up to Play 60 or who agree to participate in Fuel Up to Play 60 during SY 2016-17 may apply. For more information and to access the application, go to <https://www.fueluptoplay60.com/funding/nutrition-equipment-grant>. Contact Laura Wilford with the Wisconsin Dairy Council at lwilford@wmmmb.org with questions. The deadline to apply is June 30, 2016.

Coming Soon: 2016 NSLP Equipment Assistance Grant

The SNT is pleased to announce that funding will be available to award NSLP Equipment Assistance grants for 2016. The USDA will provide Wisconsin with \$414,227 in funding for these grants during FY 2016. The requested equipment must have a useful life of greater than one year and a cost that exceeds \$5,000 or the applicant SFA's definition of capitalization threshold, whichever is less. The purpose of this grant is to purchase equipment that will help schools to improve:

- The safety of food served in school meal programs,
- the overall energy efficiency of the school food service operations, and
- increase or expand participation in the NSLP and/or School Breakfast Program (SBP).

Additional factors to be considered include:

- Impact on nutrition and quality of meals,
- strategies for adopting Smarter Lunchroom techniques,
- availability of existing state and local funding, and
- age of food service equipment.

The first priority for grant awards will be to schools where 50 percent or more of the enrolled students are eligible for free or reduced-price meals and that did not receive a previous NSLP Equipment Assistance Grant award under the American Recovery and Reinvestment Act of 2009 and the FY 2010, FY 2014, or FY 2015 Agriculture Appropriation Acts. More information on this grant opportunity will be available soon at <http://dpi.wi.gov/school-nutrition/grants-opportunities/equipment-grant>.

NSLP 2015 Equipment Grant Awards

Award letters have been issued for the FY 2015 USDA Equipment Grant. Twenty-four SFAs will receive equipment totaling \$326,839. The balance of the funding was used to cover administrative costs.

The oldest pieces of equipment replaced were a 53-year-old cooler/freezer, 40- and 44-year-old ovens, and a 39-year-old dishwasher.

If you did not receive a grant, there are numerous upcoming opportunities to apply for funding. In addition to the ongoing salad bar grant program, <http://www.saladbars2schools.org>, see the two other equipment grant articles on this page.

Happy Tenth Anniversary to Wisconsin's Fresh Fruit and Vegetable Program (FFVP)



During SY 2005-06, Wisconsin was one of a few states selected to participate in the Fresh Fruit and Vegetable "Pilot" before it became a program. Early on, schools across the state saw the

importance of introducing fresh fruits and vegetables as healthy snack options to their students.

What impact has the FFVP had in Wisconsin over the past decade? Let's look at some feedback from the SY 2014-15 evaluation completed by participating schools. We asked, "Has there been an increased interest in fruits and vegetables during the breakfast and/or lunch programs?" Responses included:

- "Absolutely! It is not uncommon to hear students talking about how a specific fruit or vegetable made its way from the plant to [their desks]."
- "Being exposed to multiple fruits and vegetables has led to students choosing more items from the garden bar at lunch to complement their hot or cold entrée."
- "Students are more open to try things they haven't in the past. They may not have tried jicama, but will [try it by] the third offering."
- "I never tried that before, but it's good. I want my Mom to buy some for home." – Comment shared from a student.
- "Students are excited to see the fruit and vegetables they have for the FFVP served in the cafeteria for lunch."

The FFVP grant application process for SY 2016-17 has closed. Schools receiving grant awards will be notified later this spring. However, it is never too early to start thinking about applying for the SY 2017-18 FFVP grant! To learn more, visit the FFVP webpage at <http://dpi.wi.gov/school-nutrition/ffvp>.

SNT Member Updates

Congratulations to... Alicia Dill, who welcomed the birth of a healthy baby boy (her second) on March 14.

Farewell to... Angela Paul, who will enjoy staying home full-time with her new baby. She will be missed!

Welcome to... Rebekkah Bartz, who joins the SNT as a Public Health Nutritionist. We invite you to get to know a little bit about our newest team member:

Birthplace: I was born in Winfield, Illinois, but I was raised in Grafton, Wisconsin.

Favorite vegetable: Squash and mushrooms.

Favorite school meal: “Macho” Your Nachos.

Hobbies and interests:

Reading, cooking, scrapbooking, knitting, and tennis.

Most recent trip: Last October, I traveled to Dublin, Ireland. My fiancé travels there quarterly for work, and I was able to join him for a week. We visited the Guinness Brewery, Trinity College, and Phoenix Park. It was a wonderful trip!

Three things you’d take with you to a deserted island: I’d bring my beagle-basset hound, Edgar, a bag of Wisconsin cheese curds, and sunscreen.



USDA Foods Product Information Sheets



The USDA has recently updated the *USDA Foods Fact Sheets* (now called *USDA Foods Product Information Sheets*) to a new format for schools and institutions participating in the NSLP.

All of the newly updated *USDA Foods Product Information Sheets* will now include the six-digit USDA Foods Material Code. In addition, USDA added food safety guidance and expanded the nutrient data included on these product information sheets. USDA also reviewed and revised, as necessary, the meal pattern contribution/serving size information during this update process. Therefore, SFAs participating in the USDA Foods Program should obtain and utilize the newly updated *USDA Foods Product Information Sheets*.

The newly formatted *USDA Foods Product Information Sheets* are available at <http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets>.

New Sample Request for Proposal (RFP) for Procuring the Service of a Prime Vendor

A Prime Vendor is a distributor who provides most of the supplies for your food service operations. On average it is about 80 percent of your purchasing, but this number can vary. A new sample RFP for selecting a prime vendor has been posted on the SNT’s procurement webpage at <http://dpi.wi.gov/school-nutrition/procurement/purchasing-templates/prime-vendor>. The sample RFP can be used with either of the following procurement methods:

- **Informal Procurement Method** is used when awarding a contract with an estimated value that is less than the Small Purchase Threshold*. Additional information regarding the informal procurement method is available at <http://dpi.wi.gov/school-nutrition/procurement/3-bids>.
- **Formal Procurement Method** is used when awarding a contract with an estimated value that is equal to or greater than the Small Purchase Threshold*. Additional information regarding the formal procurement method is available at <http://dpi.wi.gov/school-nutrition/procurement/formal>.

**Small Purchase Threshold: The SNT and USDA Food and Nutrition Services (FNS) Small Purchase Threshold is \$150,000. If the SFA’s Small Purchase Threshold is less than SNT’s or USDA FNS’s Small Purchase Threshold, the SFA must use its Small Purchase Threshold.*

Other Sample Bids: SNT has posted other sample bids for the procurement of milk, bread, and processors for diverted USDA Foods end products at <http://dpi.wi.gov/school-nutrition/procurement/purchasing-templates>.

SNT Webpage Pop Quiz Question

Did you check out the new “Wisconsin Schools Meals Rock” promotion webpage we told you about on the front page of this newsletter? What menu item from the school’s greenhouse was featured on the garden bar at the school that Tony Evers visited in the video?

Flip to page 12 to check your answer. (Yep, you have to watch the video to find out!)

National School Breakfast Week

Schools across the state celebrated National School Breakfast Week (NSBW) on March 7-11, 2016. This annual week-long celebration is a great opportunity for schools to promote their breakfast program through themed meals, taste testing, competitions, prizes, and special guests. At Cuba City Schools, local celebrities helped serve breakfast and Senator Howard Marklein handed out raffle tickets to students! Lake Mills School District also had a few special guests during NSBW, with local police officers and the school mascot joining students for breakfast. Slinger School District held a “Slam Dunk” contest with a chance to win Bucks tickets, and the high school basketball players joined the elementary students for breakfast and basketball. Many other districts including Sturgeon Bay, New Richmond, Wisconsin Rapids, Edgar, and St. Anthony Parish & School in Milwaukee decorated their cafeterias and gave out prizes in celebration.

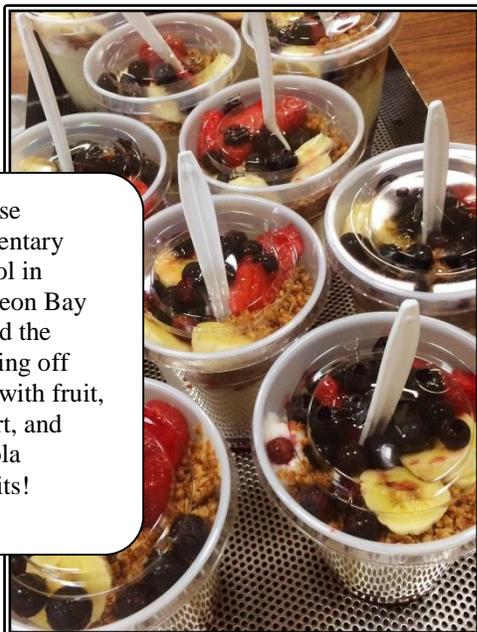
It is wonderful to see all of the excitement about SBP among staff, students, and community members. Great job and thank you to all the schools who submitted photos and stories from 2016 NSBW celebrations.

Featured on this page are some of the schools whose NSBW festivities we heard about, but we are sure there were many more across the state! If you had a NSBW celebration at your school, 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. And don’t forget, it doesn’t have to be NSBW to celebrate breakfast at school!



Allenton Elementary School in Slinger held a slam dunk contest. Eating breakfast *and* exercising at school? Sounds like a slam dunk to us!

wake up!
to
School Breakfast



Sunrise Elementary School in Sturgeon Bay started the morning off right with fruit, yogurt, and granola parfaits!



Lake Mills School District staff sport matching NSBW shirts and wait for the rush of students to arrive for breakfast!



Mark Your Calendar!

Save the date for these upcoming school nutrition events.

National Farm to Cafeteria Conference - June 2-4, 2016
Madison, Wisconsin

<http://farmtocafeteriaconference.org>

SNA-WI Annual Conference - June 26-29, 2016

Kalahari Resort, Wisconsin Dells, Wisconsin

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

SNA Annual National Conference - July 10-13, 2016

San Antonio, Texas

<https://schoolnutrition.org/ANC2016>

Wisconsin School Wellness Summit - November 15, 2016

Kalahari Resort, Wisconsin Dells, Wisconsin

SNT Webpage Pop Quiz Answer

The answer to the question on page 10 of this newsletter is: **Salad mix (or lettuce)**

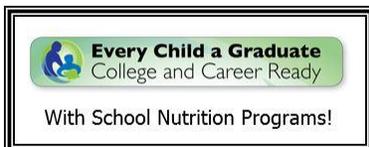
Thanks for watching the video! In case you missed it, check it out at <http://dpi.wi.gov/school-nutrition/wisconsin-school-meals-rock>.

Urgent Update: Wisconsin Food Manager Certificate Requirements

The 2015 Wisconsin Act 46 went into effect on July 3, 2015. Act 46 requires SFAs participating in the NSLP to hold a certificate of food protective practices.

Each SFA must have at least one certificate holder. If a health inspector or sanitarian cites a school for non-compliance, action must be taken quickly to ensure that the SFA is not adversely impacted. Per Department of Health statutes, an SFA will have 90 days to schedule an exam and another 90 days to pass the exam and acquire a certificate. Failure to meet this requirement may lead to closure of the school kitchen.

For more information about Act 46, see our Q&A at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/food-safety-bill-qa.pdf>.



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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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