

# School Nutrition News

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

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Fall 2013

## Preparing for the New Administrative Review

The Coordinated Review Effort (CRE) is now the Administrative Review (AR). The AR is the State Agency's (SA) assessment of the School Food Authority's (SFA) administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs.

The objective of the AR is to:

- Determine whether the SFA meets program requirements.
- Provide technical assistance.
- Secure any needed corrective action.
- Assess fiscal action, if applicable.

All SFAs participating in the NSLP and/or SBP will be reviewed by the SA every three years starting in July 2013. The monitoring areas include meal access and reimbursement, nutritional quality and meal pattern, resource management, and general program compliance. Though much of what is reviewed is the same, how we collect the information will look a little different. The AR is designed to allow the SA to conduct specified aspects of the review off-site and other aspects on-site. You may be contacted in advance of your on-site review and asked for documentation that the SA will review prior to coming on-site. The intent of this is to provide a better understanding of the SFA's operations prior to the on-site review and allow the SA to provide a more focused review while on-site.

A webinar and webpage have been developed to provide more detailed information on what to expect for the new AR. These materials and a listing of SFAs that will receive an AR in school year (SY) 2013-14 can be found at [http://fns.dpi.wi.gov/fns\\_ar](http://fns.dpi.wi.gov/fns_ar).

### PROFESSIONAL STANDARDS FOR ALL SCHOOL NUTRITION EMPLOYEES

The Professional Standards for all School Nutrition Employees brochure from the United States Department of Agriculture (USDA) is now available at <http://fns.dpi.wi.gov/files/fns/pdf/profstand.pdf>. We will pass on further details as they become available.

## "Lettuce Turnip the Beet" for Farm to School Month!



October is National Farm to School (F2S) Month, a time when schools across the country celebrate the exciting things happening in their cafeterias, classrooms, and school gardens! Whether you are brand new to F2S or have a thriving program, F2S Month provides the perfect opportunity to engage students in food and nutrition-related activities in order to make that "farm to fork" connection. The National F2S Month website at <http://www.farmtoschoolmonth.org> provides a variety of resources and ideas for ways your school can celebrate including a *Theme of the Day* activity calendar.

## Wisconsin Cycle Menus

Changes to school meal patterns initiated by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010 challenged schools to create more nutritious, creative, and student-friendly meal options. During SY 2012-13, schools expressed an interest in a cycle menu focusing on local Wisconsin products. In response, Public Health Nutritionists on the School Nutrition Team (SNT) are creating a five-week fall lunch menu and a three-week breakfast menu for use statewide. Schools will be able to customize the full menu to their needs or select individual recipes to spice up existing menus. A decorative menu will be available with 6 cents menu certification workbooks, menu planning worksheets, weekly nutrient analyses, recipes, and production records. All materials will be posted this fall at [http://fns.dpi.wi.gov/fns\\_wicyclemenu](http://fns.dpi.wi.gov/fns_wicyclemenu).

## Website Updates



Our goal is to make our website as user friendly as possible. We are continually working to update content and modify existing pages to increase usability. Pages that have been revamped include: Procurement ([http://fns.dpi.wi.gov/fns\\_procurement](http://fns.dpi.wi.gov/fns_procurement)), Team Nutrition (<http://ne.dpi.wi.gov/>), and SNT Training ([http://fns.dpi.wi.gov/fns\\_snt\\_training](http://fns.dpi.wi.gov/fns_snt_training)). Are you having difficulty navigating the website or these new pages? Contact Angie Farris at [angela.farris@dpi.wi.gov](mailto:angela.farris@dpi.wi.gov) or (608) 267-9206.

# Training Announcements



The SNT was very busy this summer providing training to school nutrition professionals across Wisconsin. The School Nutrition Skills Development Courses (SNSDC) were offered at five technical colleges and in Madison this summer with over 390 individuals registered for one or more of these classes. In addition, menu certification workshops, meal pattern sessions, and ServSafe courses were provided by the SNT throughout the state and at the School Nutrition Association of Wisconsin (SNA-WI) conference in La Crosse. Thank you to all who attended! Upcoming trainings include:



**Great Beginnings Academy** is a training series for new managers and directors of school nutrition programs. This year's academy will consist of two workshops in Madison. Questions about this opportunity can be directed to Cindy Loechler at [cynthia.loechler@dpi.wi.gov](mailto:cynthia.loechler@dpi.wi.gov) or (608) 266-5185.



**Small Victories** is a training workshop targeted toward professionals working in small schools and districts. Taught by Loriann Knaptan, along with special guest speakers, these workshops have been scheduled around the state for this fall.

New training opportunities will be added to our webpage as they are developed. For more information on dates, times, and locations, check the SNT Training Opportunities page at [http://fns.dpi.wi.gov/fns\\_snt\\_training](http://fns.dpi.wi.gov/fns_snt_training).

Helping SFAs receive the additional 6 cents reimbursement continues to be a focus of the SNT during SY 2013-14. If you are interested in receiving hands-on technical assistance through a menu certification workshop, please contact Molly Gregory at [molly.gregory@dpi.wi.gov](mailto:molly.gregory@dpi.wi.gov). Additionally, we are interested in knowing if you are available to host a menu certification workshop for added convenience of your school along with schools in the surrounding area. We look forward to hearing from you!

## Pop Quiz: Breakfast



**True or False:** When counting a meat/meat alternate toward the grains component, the meat/meat alternate is *not* factored into the whole grain rich requirement. For example, if a menu planner offers 6 ounce equivalents (oz eq) grains and 3 oz eq meat/meat alternates to meet the weekly minimum requirement of 9 oz eq grains in grades 9-12, only 50% of the 6 oz eq of grains must be whole grain-rich (3 oz eq).

What do you think? Turn to page 11 for the answer!

# New Proposed Regulations for Smart Snacks in School

The USDA released an interim final rule this June that proposes to amend the NSLP and SBP regulations consistent with changes made in the HHFKA of 2010. This rule is being referred to as Smart Snacks in School, "USDA's All Foods Sold in Schools" Standards.

Implementation of the rule is scheduled to start on July 1, 2014. Because this rule makes significant adjustments throughout the school, it is very important that all school staff, students, and parents are aware of these changes and plan accordingly.

The new ruling includes:

- Nutrition standards for foods:
  - Be a "whole grain-rich" grain product; or
  - Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
  - Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
  - Contain 10% of the Daily Value of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).
- Foods must also meet several nutrient requirements:
  - Calorie limits,
  - Sodium limits,
  - Fat limits, and
  - Sugar limits.
- Nutrition standards for beverages:
  - Schools may sell plain water, milks allowed in the NSLP and SBP, 100% fruit or vegetable juice including diluted with water (with or without carbonation), and no added sweeteners.
  - Limited volume: 8 ounce portions for elementary and 12 ounce portions for middle and high schools.
  - Some additional regulations for "no" or "lower" calorie beverages in high schools.
- Food and beverage fundraiser limitations for items that do not meet the new nutrition standards may be set by the SA.
- Accompaniments/condiments must be included in meeting nutrition standards.

The full regulations, press release, comment summary, and analysis, along with other resources and information about commenting on the ruling, may be found at <http://www.fns.usda.gov/cnd/governance/legislation/allfoods.htm>.

## SBP Changes in SY 2013-14

With the implementation of the new SBP requirements, all SFAs must now be using a food-based menu planning approach for breakfast. The meal pattern is based off of the same age-grade groups utilized in the NSLP: K-5, 6-8, 9-12. Additionally, overlaps in requirements between all age-grade groups allow the option to plan a single K-12 menu. Other key changes for SY 2013-14 include:

- Calorie targets as well as saturated fat and trans fat requirements have been implemented.
- Three required components (grain, fruit/vegetable, milk) must be offered daily in at least the required amounts.
- Meat/meat alternate may be counted towards the grains requirement (after the daily minimum grains requirement is met) or served as an 'extra' food.
- At least ½ cup of fruit or vegetable must be offered daily. For SY 2013-14, students are not required to take a fruit or vegetable as part of a reimbursable breakfast under Offer versus Serve (OVS).
- Daily and weekly grains minimums are in place.
- Half of grains offered must be whole grain-rich.
- A "food item" has been defined by the USDA as the daily required minimum amount of each food component that a child can take (1 cup milk, ½ cup fruit, 1 oz eq grain).
- For OVS, SFAs must offer at least four food items from the three required components at breakfast.

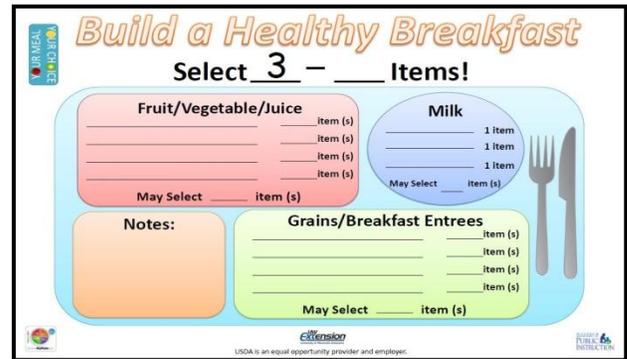
For a summary handout of the changes to the SBP, go to [http://fns.dpi.wi.gov/files/fns/pdf/sbp\\_ian.pdf](http://fns.dpi.wi.gov/files/fns/pdf/sbp_ian.pdf). Additional information, including presentations and handouts from our Breakfast Meal Pattern trainings as well as a meal pattern table, can be found at [http://fns.dpi.wi.gov/fns\\_snt\\_training](http://fns.dpi.wi.gov/fns_snt_training).



## Updated School Breakfast Toolkit Now Available!

Are you looking for resources to help you get a SBP started or to help you expand and market an existing program? The USDA has recently released an updated SBP toolkit that contains menu planning resources, article templates, worksheets, surveys, and much more to help you launch or enhance your SBP. This toolkit focuses on SY 2014-15, when the new breakfast requirements have been almost fully implemented, and can be accessed at <http://www.fns.usda.gov/sbp/toolkit>.

## Breakfast Signage Available



Along with the implementation of the new SBP requirements on July 1, 2013, breakfast signage is now required to be posted during meal service. Breakfast in the Classroom is excluded from this requirement though signage is still encouraged. In order to aid SFAs in communicating with students regarding what they are allowed to take as part of a reimbursable meal, the SNT has developed a breakfast signage template that can be filled out according to the daily menu. This signage is now available at [http://fns.dpi.wi.gov/files/fns/pdf/sign\\_b.pdf](http://fns.dpi.wi.gov/files/fns/pdf/sign_b.pdf). Additionally, the SNT is looking into the possibility of having breakfast signage printed and sent out to sites participating in the SBP.

## Request to Implement SBP Requirements Early

SBP requirements are being phased in. Beginning in SY 2014-15, SFAs will be required to offer 1 cup of fruit to all age-grade groups daily. Additionally, students will be required to select at least ½ cup of fruit under OVS. SFAs who would like to implement both of these requirements related to the fruit component in SY 2013-14 should request a waiver from the SNT. Additional information along with the form to submit can be found on the SBP webpage at [http://fns.dpi.wi.gov/fns\\_sbp1](http://fns.dpi.wi.gov/fns_sbp1).

## Ensuring Menus Meet Nutrient Specifications

As both the NSLP and SBP now have calorie and saturated fat requirements, it is important to ensure that planned menus are meeting nutrient specifications outlined in the meal pattern requirements. We realize that this can be a challenging task for SFAs that do not have access to USDA-approved nutrient analysis software. Therefore, the SNT has developed a tool to assist in performing a weighted analysis for calories, saturated fat, and sodium (sodium limits begin in SY 2014-15). The Weekly Nutrient Calculator and corresponding webcast can be found at [http://fns.dpi.wi.gov/fns\\_menupln#mpa](http://fns.dpi.wi.gov/fns_menupln#mpa).

*Note: This tool may not be used as part of the menu certification submission process.*

# Child and Adult Care Food Program and Summer Food Service Program Accounting

If you are a public school that administers At-Risk Afterschool site(s) in the Child and Adult Care Food Program (CACFP), please ensure that you are accounting for your CACFP funds correctly. All CACFP revenues and expenditures must be recorded in your Fund 50 account under Project Code 551. This revenue and expenditure report will be used to support the quarterly CACFP Nonprofit Food Service Financial Reports that you send to the Community Nutrition Team (CNT).

Since the CACFP is a separate federal program from the NSLP and SBP, it is essential that accounting for the revenue and expenditures in these programs are easily identifiable and support the quarterly CACFP Nonprofit Food Service Financial Reports that are submitted to Cari Ann Muggenburg on the CNT.

For example, if you are a public school district that claims supper meal service through the CACFP, then the costs that your district incurs and the reimbursement you receive as a result of these meals should be coded as follows:

#### Revenue:

- CACFP Meal Service Reimbursement – Fund 50, Source 717, Project 551.
- CACFP Cash in Lieu of Commodities – Fund 50, Source 715, Project 551.

#### Expenditures:

- Salaries – Use Object Code 100 under Project 551.
- Benefits – Use respective Object Code 200 under Project 551.
- Purchased Food Supplies – Use Object Code 410 under Project 551.
- Purchased Kitchen Supplies – Use respective Object Codes 400 under Project 551.
- Purchased Services (included Vendor Services) – Use respective Object Code 300 under Project 551.

Revenues and expenditures for the Summer Food Service Program (SFSP) should also be reported within Fund 50, under Project Code 586. When completing the Annual Financial Report for the SNT, including all expenditures and revenues within Fund 50, SFSP and CACFP should be reported under the “A la Carte” section of the report.

If your school district is finding that it has incurred a surplus balance in any of the federal food service programs, **this balance must be retained in the Fund 50 account and be used to off-set the expenditures incurred in the other federal food service programs.** Under no circumstances can this balance be transferred out of the Fund 50 account. Remember that program requirements only allow a three-month operating balance to be carried over into the next fiscal year. If your agency is having difficulty spending down your Fund 50 balance, please contact your respective SNT or CNT program consultant.

# Healthy Lunchtime Challenge Winners

The winners of the 2013 Healthy Lunchtime Challenge were invited to the White House to celebrate their original recipes at the Kids’ “State Dinner” with First Lady Michelle Obama on July 9, 2013. Across the country, 8-12 year olds turned in original healthy recipes following MyPlate recommendations. A winner was chosen from each of the 50 states, Puerto Rico, the Northern Mariana Islands, the Virgin Islands, and the District of Columbia.



Liam Kivirist was Wisconsin’s winner with his Wisconsin Solar-Oven-Simmered Chili recipe. Liam’s recipe can be found in a free e-cookbook with all of the 54 recipes that were chosen. To learn more or to view the cookbook, visit <http://www.recipechallenge.epicurious.com>.

# Food Safety Refresher: Sanitizers for Food-Contact Surfaces



Applying the proper sanitizer to clean food-contact surfaces reduces the number of harmful microorganisms to safe levels. It is important to follow manufacturer’s instructions and apply the sanitizer in the correct manner.

Food-contact surfaces must be cleaned, thoroughly rinsed, and then sanitized prior to beginning each day’s work, after each use, and before changing to a different type of food, such as raw meats to vegetables. Typical food-contact surfaces include knives, food containers, food prep tables, sinks, cutting boards, serving areas, and slicers.

- Surfaces must be thoroughly cleaned and rinsed to remove any soap residue before sanitizing. The presence of food bits or soap residue reduces the effectiveness of sanitizers and may inactivate them. An unclean surface cannot be sanitized.
- Generally, the longer time a sanitizer is in contact with the surface, the more effective it is.
- All sanitized surfaces should air-dry.
- A common misconception regarding chemicals is that "if a little is good, more is better." Using sanitizers above recommended concentrations does not sanitize better; it may corrode equipment. High concentrations can be unsafe and leave an odor on surfaces. Follow manufacturer's label instructions. Use test strips regularly to ensure correct sanitizer levels are in place.

# USDA New Guidance



A complete list of USDA Policy Memos can be accessed at

<http://www.fns.usda.gov/cnd/governance/policy.htm>.

## SP 10-2012 (version 7): Questions and Answers (Q&As) on Final Rule "Nutrition Standards in the National School Lunch and School Breakfast Programs."

Published on August 7, 2013, this latest version includes new Q&As that highlight meal pattern flexibilities, operator feedback, and editorial changes that clarify the previously published Q&As. The updated Q&As can be found at [http://fns.dpi.wi.gov/fns\\_cnrsnp#ns](http://fns.dpi.wi.gov/fns_cnrsnp#ns). Revisions and additions to the Q&As are listed below:

- General: Q6.
- Fruits and Vegetables: Q19.
- Grains: Q15, 20, 21, and 24.
- Milk: Q5.
- Calories: Q3.
- Meal Patterns: Q4.
- Menu Planning: Q6, 12, and 16.
- Offer versus Serve: Q2 and 3.
- Implementation: Q2.
- Monitoring: Q3 and 4.
- Nutrient Analysis: Q1, 2, and 3.
- Meal Identification: Deleted Q1 and revised Q3 (now Q2).
- Other Child Nutrition Programs: Q1 and 5.

## SP 33-2013: Fresh Fruit and Vegetable Program (FFVP): Allocation of Funds for SY 2013-14.



This guidance memo reviews the basic regulations of the FFVP and key dates related to the funding. It also announces that Wisconsin will receive a total of \$3,129,537 for the upcoming school year. For more information on the FFVP or to read this memo, go to [http://fns.dpi.wi.gov/fns\\_ffvp](http://fns.dpi.wi.gov/fns_ffvp).

## SP 34-2013: Paid Lunch Equity (PLE): Guidance for SY 2013-14.

The USDA has provided some flexibility that SFAs may use when implementing the PLE requirement for SY 2013-14. The definition of non-federal funds has been broadened and SFAs in Wisconsin can now include state reimbursement for paid meals for breakfast (lunch state reimbursement does not qualify as non-federal funds) and SFAs in strong financial positions can request an exemption from increasing paid meal prices. All exemption requests must be submitted to the SNT for approval. For more information on PLE, non-federal funds, and the form to request an exemption, go to [http://fns.dpi.wi.gov/fns\\_cnrsnp#cnrsnplp](http://fns.dpi.wi.gov/fns_cnrsnp#cnrsnplp).

## SP 35-2013: SA Oversight and Monitoring of SFA Contracts with Food Service Management Companies (FSMC).

A recent audit of NSLP-FSMC contracts found that federal funds may be at risk due to difficulty experienced by SFAs in enforcing contractual terms and regulatory requirements of FSMC contracts. All FSMC contracts must include the provision that all purchase discounts and rebates be returned to the SFA's nonprofit school food service account and the appropriate records necessary to ensure compliance are maintained. The USDA has created a "Best Practices" handout for SFAs that have FSMC contracts which is located at [http://fns.dpi.wi.gov/fns\\_procurement](http://fns.dpi.wi.gov/fns_procurement) under "Resources."

## SP 36-2013: Guidance Related to the American Disabilities Act (ADA) Amendments Act.

The ADA Amendments Act amended the federal definition of disability by adding a new category called "Major Bodily Functions" which may increase the number of students who have a disability. The USDA Child Nutrition Programs continue to require that participants seeking an accommodation for a disability that is food related must provide a statement from a licensed physician identifying the food-related disability and indicating the required meal accommodation.

A memo from the SNT, "Updates to Accommodating Children with Special Dietary Needs in the NSLP, SBP, and Special Milk Program," was sent to all schools on August 1, 2013, which provided further clarification on this memo and is available at [http://fns.dpi.wi.gov/files/fns/doc/snt\\_mail\\_080113.doc](http://fns.dpi.wi.gov/files/fns/doc/snt_mail_080113.doc).

The manual, "Accommodating Children with Special Dietary Needs in the School Nutrition Programs, Guidance for School Food Service Staff," is being updated by the USDA to reflect the broadened definition of disabilities.

## SP 37-2013: Enhancing the School Food Safety Program: Frequently Asked Questions (FAQs).

The HHFKA of 2010 requires that the School Food Safety Program, based on Hazard Analysis Critical Control Point (HACCP) principles, be applied to any facility or part of a facility in which food is stored, prepared or served. This includes kitchens, cafeterias, school buses, hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria and applies to the NSLP, SBP, Special Milk Program, FFVP, and Afterschool Snack or Supper Programs. This memo includes Q&As that provide additional clarification regarding the enhancements to the school food safety program.

## SP 38-2013: Release of the New SFA Verification Collection Report (form FNS-742).



The Verification Summary Report has been revised and is now the Verification Collection Report (form FNS-742). This report

collects the results of verification activities of free and reduced-price applications in the NSLP and SBP. In addition to streamlining the form, direct certification data is collected separately for those students certified as eligible via FoodShare from those eligible via W-2 cash benefits as required by the HHFKA of 2010. For more information on verification, go to [http://fns.dpi.wi.gov/fns\\_fincoul#verification](http://fns.dpi.wi.gov/fns_fincoul#verification).

### **SP 40-2013: Q&As Regarding the Participation of Head Start Programs in Child Nutrition Programs.**

This memo emphasizes categorical eligibility of the Head Start and Early Head Start participants in Child Nutrition Programs. Refer to this memo for Q&As regarding participation of Head Start Programs in Child Nutrition Programs.

### **SP 41-2013: Release of the FNS-828 Paid Lunch Price Data for SY 2011-12.**



The publication of all Paid Lunch Prices reported to the SA as part of the Paid Lunch Price Report (FNS-828) for SY 2011-12 has been published by the USDA and can be found on our website at [http://fns.dpi.wi.gov/fns\\_cnrsnp#cnrsnplp](http://fns.dpi.wi.gov/fns_cnrsnp#cnrsnplp).

### **SP 45-2013: Updated OVS Guidance for the NSLP and SBP in SY 2013-14.**

The USDA has provided an updated OVS guidance manual with this memo. OVS remains optional at all grade levels for breakfast and is only required at the senior high school level for lunch. This guidance is intended to clarify the requirements of OVS, specifically related to what students must take in order to have a reimbursable meal.

At lunch, schools must offer students all five required food components in at least the minimum required amounts. The components at lunch are: meat/meat alternates, grains, fruit, vegetables, and fluid milk. Under OVS, a student must take at least three components in the required serving sizes. One selection must be at least ½ cup from either the fruit or vegetable component or a combination of those two components.

At breakfast, schools must offer students all three required food components in at least the minimum required amounts. The components at breakfast are: grains (with optional meat/meat alternates allowed), juice/fruit/vegetable, and milk. Under OVS, a student must be offered at least four food items and must select at least three food items.

In SY 2013-14, students are not required to take a minimum of ½ cup of fruit or vegetables under OVS for breakfast. If OVS is not being used at breakfast, the student must be offered at least three food items from the food components in at least the daily minimum required serving sizes.

To review the updated OVS manual, go to [http://fns.dpi.wi.gov/fns\\_menuspln#ovs](http://fns.dpi.wi.gov/fns_menuspln#ovs).

### **SP 46-2013: School Nutrition Program Administrative Reviews: Assessing Compliance with Dietary Specifications Using a USDA-Approved Menu Planning Tool for Certification for 6 Cent Reimbursement.**

The USDA is providing guidance to SAs in this memo in case they would like to use an alternate method for assessing SFA compliance with dietary specifications. The Wisconsin SA has decided to use the AR tools supplied by the USDA, as well as the Heartland School Solutions NutriKids software for the nutrient analyses, therefore no additional approval is needed.

### **SP 48-2013: Extending Flexibility for Residential Child Care Institutions (RCCIs) in the NSLP.**

This guidance memo expands the previously issued SP 38-2012 memo allowing RCCIs, with SA approval, to serve the NSLP meal pattern in effect for the highest age/grade group served to all residential students if they met three criteria:

- Are a juvenile detention or correctional facility,
- Serve children in different age/grade groups,
- Have legitimate safety concerns, or State juvenile laws or regulations related to offering meals with varying amounts of food within the same meal period.

Flexibility is now expanded to RCCIs that are alternative schools for students of different age/grade groups that can demonstrate operational limitations to separating age/grade groups and can show legitimate safety concerns if students are served different portions. The RCCI must submit a request on their letterhead to Jessica Sharkus, SNT Director, which clearly states the safety concerns which require use of this flexibility and why this will result in an overall improvement of the meals they serve.

### **SP 49-2013: Frozen Fruit Products in the NSLP and SBP in SY 2014-15.**



This memorandum extends the provisions to serve frozen fruit with added sugar in the NSLP and SBP through SY 2014-15. This exemption applies to products acquired through USDA Foods as well as those purchased commercially. However, SFAs are encouraged to use USDA unsweetened frozen fruits in place of sweetened products.

### **SP 51-2013: Certification and ARs in SY 2013-14.**

This guidance memo supplies information on how schools may be certified in the upcoming school year. There are two methods that SAs may use to certify schools:

- Accepting and reviewing certification documentation submissions by the SFA (in Wisconsin this will be done using the same process as last school year, i.e. SFA submitting workbooks and menus through our online process and SA staff contacting SFA with any questions); or
- Conducting an on-site certification during an AR.

Noncertified SFAs do not need to wait for an AR to be certified as they may submit their materials at anytime using the online process. During the AR process, SAs must select schools for review that cover each menu type in the SFA. All schools selected must have a nutrient analysis completed on their menus.

During the AR process, if a SFA is found not in compliance of meal pattern requirements, the reviewer will provide technical assistance to support SFA efforts to achieve and maintain full compliance with the new meal patterns. A corrective action plan, including time frames, may be developed. Additionally, the SA is required to initiate fiscal action when it finds a SFA's meals are completely missing a meal component.

If in subsequent ARs, the SFA is found to repeat meal pattern violations such as vegetable subgroup and milk type errors, the SA is required to take fiscal action. Repeated violations involving food quantities, whole grain-rich foods, and dietary specifications (calorie, saturated fat, trans fat, and/or sodium regulations) may also result in fiscal action.

For more information on the AR, refer to the AR webpage at [http://fns.dpi.wi.gov/fns\\_ar](http://fns.dpi.wi.gov/fns_ar).

Note that the Breakfast Certification Workbooks have been updated for SY 2013-14 to reflect menu pattern changes. If submitting workbooks, SFAs must download the most current version from our menu certification webpage at [http://fns.dpi.wi.gov/fns\\_6centcert](http://fns.dpi.wi.gov/fns_6centcert).

## SP 52-2013: Child Nutrition Database Release 17 (CN17).



The CN17 was released on August 5, 2013. Computer software companies with software approved by the USDA for nutrient analysis are required to update their software with CN17 no later than November 8, 2013. Anyone who owns USDA-approved software that does not receive an update with CN17 by this date should contact their software company.

This version has a total of over 223,000 updates, including new and updated nutrient values, ingredients, and recipes. Additionally, the following programs have been removed from the list of USDA approved software:

- CN Menus.
- LunchBox.
- Meal Tracker Menu Planning Solutions.
- PRIMA: Production, Recipes, Inventory, and Menu Analysis.
- WinSNAP.

More information on the CN Database and USDA-approved software may be found at <http://healthymeals.nal.usda.gov/menu-planning/software-approved-usda-administrative-reviews>.

## SP 55- 2013: Q&As Related to 6 Cents Certification during SY 2013-14.

SFAs are allowed to submit certification materials directly to the state this SY using the same procedure as last SY or become certified during an AR, therefore, this USDA guidance memo answers questions related to this process. Menu certification procedures will be similar in each case as USDA workbooks (or USDA-approved Menu Planning Tools) will need to be submitted for each unique menu type and grade grouping within the SFA. Simplified assessments will only be accepted if submitting materials outside of an AR, as a nutrient analysis for each of these is required for certification during an AR.

New this year are updated workbooks for the SBP. These workbooks contain simplified assessments which are required for each unique menu type and each grade grouping within the SFA. Again, nutrient analyses will be used for certification of SBP menus within an AR. For these new workbooks and this guidance memo with additional information, refer to the menu certification webpage at [http://fns.dpi.wi.gov/fns\\_6centcert](http://fns.dpi.wi.gov/fns_6centcert).

## Certified Menus Across the State



Congratulations to all SFAs in Wisconsin approved to receive the additional 6 cents performance based reimbursement (PBR) for lunches served to students. What a busy year 2012-2013 was for both SFAs across the state as well as the SNT in regard to the menu certification process. Over 540 SFAs (65%) submitted menu certification workbooks and at least 525 SFAs (63%) have been approved to receive the additional 6 cents PBR.

Not yet approved to receive the PBR? Please consider submitting your menu certification workbooks as soon as possible. Additional menu certification workshops will be scheduled across the state again this fall. Watch the Training webpage at [http://fns.dpi.wi.gov/fns\\_snt\\_training](http://fns.dpi.wi.gov/fns_snt_training) for a workshop coming to your area in the near future. Wouldn't it be fantastic if all SFAs in Wisconsin were approved to receive the additional 6 cents by the end of SY 2013-14?

## New Proposed Rule

The USDA published a proposed rule, Simplified Cost Accounting and Other Actions to Reduce Paperwork in the SFSP and National School Lunch Notice Procedure, in the Federal Register on July 12, 2013. This rule proposes amendments to 7 CFR Part 225 to extend the simplified cost accounting procedures to all sponsors, nationwide. The comment period is closed but the proposed rule can be found at <http://www.regulations.gov/#!documentDetail;D=FNS-2013-0026-0001>.

# Direct Certification (DC)

In 2012, the SNT received a three-year USDA DC Implementation Grant to improve Wisconsin’s process and increase the DC rate. As part of the improvement process under the grant, new technology has been implemented into the DC program. There has also been a major change in the way directly certified students are identified that is important to be aware of.

- Information from the state foster care system was added to the DC matching system allowing foster children to be directly certified. DC will continue to use a computer match system to compare your list of students to the state database of children enrolled in FoodShare and W-2, but will now also include those in the state foster care system.
- A software program called Soundex was introduced to increase the number of eligible students. Soundex allows names to be tagged as matches based on sound rather than spelling, reducing errors from misspelling and increasing accuracy of matching.
- The USDA requires separate reporting of students directly certified for free meals through their family’s participation in FoodShare. The Verification Collection Report will be updated to address this new requirement.

Student records may have one of five **eligibility codes**. The following describes each code:

Code	Description
S	Eligible. The child matched with FoodShare information and is automatically eligible for free meals.
T	Eligible. The child matched with W-2 cash benefits information and is automatically eligible for free meals.
O	Eligible. The child matched with both FoodShare and W-2 cash benefits information and is automatically eligible for free meals (on the Verification Collection Report, this student will be reported certified based on FoodShare).
E	Eligible. Foster child matched with the state’s foster care system database and is automatically eligible for free meals.
N	Not eligible. The student was not found in the database or the student is in a closed or ineligible case.

If you see the **error codes** B, F or L, it is likely that you have missing or incorrectly formatted fields in the student record. These will show up at the top of your match results.

The *Direct Certification User Guide* has been updated with these changes and is available at [http://fns.dpi.wi.gov/fns\\_directcert](http://fns.dpi.wi.gov/fns_directcert).

# USDA Foods Updates



Did you know that there is a Direct Diversion Discussion List for SFAs participating in direct diversion processing?

The SFAs who are participating in direct diversion processing for SY 2013-14 have been automatically subscribed to this discussion list. SFAs not participating in direct diversion processing but who are interested in joining the Direct Diversion Discussion List can email a request to Dino Ante at [antonio.ante@dpi.wi.gov](mailto:antonio.ante@dpi.wi.gov).

The purpose of the discussion list is as follows:

- Enhance communication and connect SFAs participating in the Wisconsin direct diversion processing program.
- Allow SFAs to share best practice methods and models for various direct diversion processing related topics.

Sample topics include:

- Processors.
- Collaboration between direct diversion SFAs to help achieve full truckloads to processors prior to annual order.
- Sales verification.
- Annual ordering.
- Utilization of bulk USDA Foods carryover pounds.
- Monitoring methods.
- Procurement.
- Costs for your SFA.

This discussion list is a place for SFAs to talk with others participating in direct diversion processing. The discussion list will help SFAs solve direct diversion issues, ask questions, and gain insight from your colleagues who, like you, have a wealth of knowledge and experience to share.

The following are expectations for members of the Direct Diversion Discussion List:

- The discussion list is to be used as a vehicle to share information and resources, not as a sales platform.
- Be respectful of all members on the list. Not everyone will agree on every issue; however, all opinions are valued. A conversation that degrades into name calling, etc. will not be tolerated.
- Out of respect of everyone's time, please keep posts related to direct diversion. If you are unsure if a topic is suitable, please contact the administrator or a committee member.
- Use your judgment when posting messages and be conscious of including appropriate language and content that does not offend other members.

# SNT Member Updates

## Congratulations to...

**Emily Montemurro** on her new job! Emily worked on the SNT as a Nutrition Program Consultant for two years before moving on to a new position as Production Manager at Kenosha Unified School District. We wish her all the best!

**Molly Gregory** (formerly Molly Amberg) on her beautiful July wedding! Molly is a Public Health Nutritionist and the training coordinator for the SNT.



**Ellen Snowdon** on her recent retirement! Ellen worked on the SNT as a Nutrition Program Consultant for 13 years and will be dearly missed. We wish her many relaxing days!

## Introducing new Public Health Nutritionists...



**Claire Troutman, RDN, CD & Margaret Sanna, MS, RDN, CD**

Claire started with the SNT in September and will be working with schools on the menu certification process.

- **Birthplace:** Evanston, IL.
- **Most surprising past job:** I've pretty much only had jobs related to nutrition and foodservice—nothing surprising!
- **Favorite part of your job:** Working with a team of other RDs/Public Health Nutritionists.
- **Hobbies:** Cooking, cycling, kayaking, running, reading.
- **Favorite school lunch:** I had a weakness for the Pizza Sticks when I was a school foodservice director.

Maggie started with the SNT in June and currently works with schools on the menu certification process. Maggie is also involved with the development of the new Wisconsin cycle menus.

- **Birthplace** – Madison, WI.
- **Pets** – A cat named Grimace and a new kitten named Gus.
- **Most surprising past job** – Packaging refrigerator parts at Sub-Zero in college.
- **Favorite school lunch** – Pizza.

# School Nutrition Programs Important Dates

To avoid online claiming disruptions, it is important to remember to complete the following reports annually on or before their due date.

Report	Due Date	Withholding Begins
<b>Annual Financial Report</b>	August 31	October claim
<b>Federal October Data (FNS 10)</b>	November 1	October claim
<b>Paid Lunch Price (PLP) Report</b>	November 1	October claim
<b>Verification Collection Report (VCR)</b>	February 1	February 2

## Paid Lunch Price (PLP) Report:

Don't forget the Paid Lunch Price Report is due on November 1, 2013! This report collects the most frequently charged paid lunch price using October data for all SFA's elementary, middle, and high school levels. Upon receipt, the SNT will consolidate these prices and report them to the USDA.

If multiple prices are charged in any category, SFAs should report the price charged for the majority of paid reimbursable lunches claimed in October. For example, if meal prices for elementary students within a SFA are set at \$1.50, \$1.60, and \$1.75 and the total number of paid lunches for the elementary category claimed in October was 1,000, the SFA would need to identify the number of lunches claimed at each price and report the price with the highest number of paid lunches claimed on the PLP report.

SFAs with no students in one or more of the above grade level categories must enter "N/A" as appropriate. SFAs that do not charge for paid student lunches must enter "0.00" in any or all grade level categories, as applicable. SFAs with some schools that do not charge for lunches (i.e. Provision 2 schools, select schools within the SFA that are non-pricing, etc.) would report the most frequently charged lunch price(s) only in the grade level categories of those schools that do charge for paid lunches.

## Verification Collection Report (VCR):

The verification process must be done every school year. Results of verification must be reported in the VCR submitted online November 1, 2013 through February 1, 2014 annually at [http://fns.dpi.wi.gov/fns\\_online](http://fns.dpi.wi.gov/fns_online).

The SY 2013-14 VCR is a new format. Please carefully read the directions for its submission as different information is needed. A mailing about verification has been sent out and posted online at [http://fns.dpi.wi.gov/fns\\_sntmail](http://fns.dpi.wi.gov/fns_sntmail).

# Team Nutrition



## Whipping Up Wellness

The first annual Whipping Up Wellness Student Chef Competition was held on May 16, 2013. Nearly 50 teams of middle and high school students submitted recipes that were scored on creativity, appeal, and nutrition quality. The top five teams traveled to Madison, Wisconsin to compete in a cooking competition. Teams whipped up their delicious and nutritious entrée and side dishes. The winning recipe was the Italian Pasta Bake prepared by the Maniac Mixers of Prescott Middle School. Congratulations to the Maniac Mixers and all participating teams. A Whipping Up Wellness cookbook is available by request. Visit <http://ne.dpi.wi.gov/> for more information.



## Ten Tips Poster Series

The Wisconsin Team Nutrition (TN) is pleased to provide schools with the USDA's Ten Tips Nutrition Education Series in poster form. The series provides high quality, easy-to-follow tips that can be posted throughout your school. A total of 15 posters have been printed and will be mailed to all schools this fall. The tips and ideas featured on the posters are to help people get started toward a healthy diet. Place posters in areas of the school frequented by students, staff, parents, guardians, and community members (i.e. school offices, entry ways, gymnasiums). For more information about this nutrition education series, visit <http://www.choosemyplate.gov>. To request copies of the posters in Spanish, please contact Alicia Dill at [alicia.dill@dpi.wi.gov](mailto:alicia.dill@dpi.wi.gov) or Kelly Williams at [kelly.williams@dpi.wi.gov](mailto:kelly.williams@dpi.wi.gov).

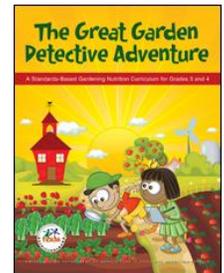
## USDA Curriculum

The USDA TN is committed to promoting nutrition curriculum and education in schools that reinforce positive nutrition messages and encourage students to make healthy lifestyle choices. This commitment has produced interactive and exploratory lessons for all age groups. Existing curriculum resources include *Grow It, Try It, Like It! Preschool Fun with Fruits and Vegetables* (Pre-K), *Serving Up MyPlate: A Yummy Curriculum* (1-6), and *Nutrition Voyage: The Quest to be Our Best* (7-8). All TN resources are available online at <http://teamnutrition.usda.gov/library.html>. Print copies of many of the resources are available at no cost to all TN schools. Be sure to share these resources with school staff and order your copies today.

TN is pleased to release their new gardening curriculum guides: *Dig In!* and *The Great Garden Detective Adventures*. These guides offer a creative way to connect school gardens with nutrition messages in the classroom, school cafeteria, and at home. It allows teachers to:

- Meet English Language Arts, Math, Science, and Health standards in fun new ways,
- Change how kids think and feel about fruits and vegetables,
- Foster an awareness of where foods come from, and
- Get students' attention with colorful visuals, games, and activities that are kid-relevant.

The *Great Garden Detective Adventures* is an eleven-lesson curriculum guide for 3rd and 4th grades. Students will discover what fruits and vegetables are sweetest, crunchiest, and juiciest through a series of investigations. Included with this resource are bulletin board materials, veggie dice, fruit and vegetable flash cards, and ten issues of *Garden Detective News* for parents/caregivers.



*Dig In!* provides 10 inquiry-based lessons that engage 5th and 6th graders in growing, harvesting, tasting, and learning about fruits and vegetables. Home booklets for parents/caregivers and posters encouraging fruit and vegetable choices are available to supplement the curriculum.



## Grant Opportunities

Wisconsin TN is pleased to offer sub-grants to schools interested in supporting healthy eating, nutrition education, and physical activity. Grant information and application materials are available at <http://ne.dpi.wi.gov>.

Funding is available for schools interested in applying Smarter Lunchroom techniques in their cafeteria. What is a Smarter Lunchroom? A Smarter Lunchroom is one that nudges students towards nutritious foods. A Smarter Lunchroom utilizes principles of psychology to offer sustainable, low- or no-cost techniques that lead children to make healthy choices when provided with the full spectrum of choice. For more information on the Smarter Lunchroom Movement, visit <http://smarterlunchrooms.org>.

Wisconsin TN will be conducting state wide trainings to help schools attain HealthierUS School Challenge (HUSCC) certification. Funding is available for schools to attend HUSCC trainings and contract a Registered Dietitian or School Nutrition Specialist to assist with application completion. Schools awarded these sub-grants will be required to complete a HUSCC application during SY 2013-14.

Additional grant opportunities may become available at a later date. Be sure to visit <http://ne.dpi.wi.gov> to learn about current opportunities.

## HealthierUS School Challenge Winner



The SNT is pleased to announce that **Royall Intermediate School** of the Royall School District received the Silver HUSSC award. Royall Intermediate is the first school in the Midwest Region to achieve HUSSC certification under the new guidelines. Congratulations!

Are you interested in learning more about taking the challenge? Three webinars have been developed to assist schools in completing a HUSSC application. Additionally, Wisconsin TN will be offering sub-grants to assist schools in becoming HUSSC certified. Look for more information about training opportunities, webinar recordings, and sub-grant information at [http://fns.dpi.wi.gov/fns\\_hussc](http://fns.dpi.wi.gov/fns_hussc).

## Fresh Fruit and Vegetable Program (FFVP)



### SY 2013-14 Update

The SNT received a record number of applications this past spring for the FFVP. A total of 255 schools applied and the SNT was able to award FFVP grants to 172 of those schools. Funding from this program will be used in these schools to provide free fresh fruit and vegetable snacks to elementary students at least three times per week. Congratulations to those schools selected to participate in SY 2013-14!

### What's in Season for Fresh Fruits and Vegetables?



From apples to zucchini, cranberries to rutabagas, fall is a great season to showcase Wisconsin-grown produce. School gardens and local farmers are anxious to share the bounties of their harvests. Fruits and vegetables picked at the peak of ripeness are full of vitamins and minerals that growing children need. Additionally, fruits and vegetables tend to be less expensive when they are in season.

The REAP Food Group has compiled a chart titled "Availability of Wisconsin Produce" that you can use when planning "in-season" fruits and vegetables. This chart is available at [http://fns.dpi.wi.gov/fns\\_ffvp](http://fns.dpi.wi.gov/fns_ffvp).

## Spotlight on Celeriac:



The REAP availability chart indicates that celeriac is a Wisconsin-grown product available from September through February. Not sure what celeriac is? Celeriac is a root vegetable that can be eaten raw or cooked and has a taste similar to celery stalks. It is different from most root vegetables as it is low in starch. Celeriac can be used in soups, casseroles, and salads or featured as a new vegetable you introduce to your students this fall as part of the FFVP.

## Recipe Tools for Healthy School Meals

Check out the new tools for locating, re-sizing, and analyzing recipes. These tools are posted on the SNT's website at [http://fns.dpi.wi.gov/fns\\_menuspln#rr](http://fns.dpi.wi.gov/fns_menuspln#rr) under the heading "Recipe Review Tools."

- **Food, Nutrition and Consumer Services (FNCS) Recipe Box** – The USDA's new online database pulls hundreds of low-cost, nutritious recipes and information into one central location. Use the FNCS Recipe Box to find quantity recipes including USDA standardized recipes, recipes from schools, industry, and more. Click on the TN icon to search for recipes by ingredient, course (breakfast entrees, salads, lunch entrees, etc.), cuisine, and source. Search results will reveal total number of recipes and a listing of recipes with the smallest and the largest number of servings. The collection of recipes also contains USDA Quantity Recipes and winning recipes from First Lady Michelle Obama's "Let's Move! Recipes for Healthy Kids Challenge." Click on the Recipes for Healthy Kids Cookbook icon to access these recipes.
- **Recipe Template (one grade group) and Recipe Template (grade group variations)** – This updated SNT form was developed to provide complete information for recipes standardized for a school food service operation.
- **Recipe Analysis Tool Worksheet (component analysis)** – The spreadsheet format calculates ounce equivalents of meat/meat alternate, vegetable cup equivalents, fruit cup equivalents, and ounce equivalents of grains in a portion of a recipe. Use this tool to determine what a portion of the recipe contributes to the meal pattern requirements.
- **Recipe Analysis Tool (nutrient analysis)** – This spreadsheet format adds up the total calories and grams of saturated fat for each ingredient used in a recipe and then calculates calories and saturated fat grams in a single portion.
- **Recipe Ingredient Conversion Calculator** – This calculator is a free feature provided by Fruit From Washington. The interactive tool adjusts recipe ingredients upwards or downwards when resizing recipes.

## Pop Quiz Answer:



**True!** The 50% whole grain-rich requirement applies only to grain-based foods and **not** to meat/meat alternates crediting toward the grains component.

Source: USDA SP 28-2013v2 available at [http://fns.dpi.wi.gov/files/fns/pdf/gm\\_sp\\_28\\_2013v2a.pdf](http://fns.dpi.wi.gov/files/fns/pdf/gm_sp_28_2013v2a.pdf).

# Survey Shows Low Activity Levels in Youth Nationwide

A National Institutes of Health (NIH) survey found youth from 39 states engaged in too little activity and had too few fruits and vegetables in their daily lives. Only half of the 11-16 year olds were active five or more days weekly and less than one third ate fruits and vegetables every day. The U.S. Department of Health & Human Services suggests kids in this age group get at least one hour of modest or brisk activity daily.

Parents and school staff can inspire students by setting a good example and staying active. Schools can help students move more by having gym classes for all ages, daily recess, and team sports. Teachers can also include activity in class. The First Lady's *Let's Move!* program found that active students are likely to score 40% higher on tests and function better at school. To learn more, visit <http://www.health.gov/paguidelines>.

## Garden Grant Available

The Wisconsin Medical Society Foundation is offering a school garden grant program entitled "Seeds for a Healthy Tomorrow" to help get your school garden growing. The Foundation is offering grants ranging from \$500 to \$2,000 each to public elementary or middle level schools in Wisconsin that wish to establish a garden or to expand and/or enhance an existing garden.

To apply, complete the Foundation's Garden Grant Application form. Be sure to include the certification statement and attach other pages as needed to describe your garden project as requested. Applications are available online at <https://www.wisconsinmedicalsociety.org/about-us/foundation/grants-and-awards/community-grants>.

The **Eligibility Manual for School Meals** has been updated and is available online at <http://www.fns.usda.gov/cnd/guidance/default.htm>.

Changes include updates to several policy memoranda and the new Civil Rights statement. Two versions are available: one that is highlighted and one that is not. The highlighted version shows what was changed from the 2012 edition and will be available online for three months.

DPI Toll-Free Helpline ..... (800) 441-4563  
Fax..... (608) 267-0363  
Home Page:  
<http://fns.dpi.wi.gov/>  
SNT Directory:  
[http://fns.dpi.wi.gov/fns\\_directory](http://fns.dpi.wi.gov/fns_directory)



## Special Reminders



**National School Lunch Week – October 14-18, 2013**

Theme: "School Lunch Across the USA"

[http://www.schoolnutrition.org/Level2\\_NSLW2013.aspx?id=18468](http://www.schoolnutrition.org/Level2_NSLW2013.aspx?id=18468)

**SNA of WI Fall Conference\* – October 17-18, 2013**

\*Now combined with the SNT's Direct Diversion Training and Direct Diversion Processor Food Show

Location: Lake Geneva, WI

<http://sna-wi.org/conferences-and-events/2013-14-fall-conference>

**National Nutrition Month – March 2014**

Theme: "Enjoy the Taste of Eating Right"

<http://www.eatright.org/nm>

**National School Breakfast Week – March 3-7, 2014**

Theme: "Take Time for School Breakfast"

[http://www.schoolnutrition.org/Level2\\_NSBW2014.aspx?id=18805](http://www.schoolnutrition.org/Level2_NSBW2014.aspx?id=18805)

## School Nutrition News

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