

# School Nutrition News

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

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Winter 2014-2015

## Working Together Toward Wellness



Wisconsin Team Nutrition is excited to announce the upcoming Wisconsin Schools Wellness Summit. This one day wellness summit will provide participants with ideas and strategies to improve the nutrition and physical activity environment at their school. The underlying theme of the summit is working together to promote wellness and improve student achievement.

Session topics include improving the school meals environment, innovative physical activity and nutrition programs, nutrition education, creating active schools, building partnerships within the school community and outside organizations, and fundraising under the Smart Snacks rule. The summit will be held on March 12, 2015, at the Sheraton Madison Hotel in Madison, WI. To register for the summit, visit <http://ne.dpi.wi.gov>.

## ACT Statewide Testing for 11<sup>th</sup> Graders and Lunch

On March 3, 2015, all Wisconsin high schools will be participating in the ACT Plus Writing assessment for students in the 11th grade. On March 4, the ACT WorkKeys testing will take place, with make-up dates of March 17 and 18 for these two tests, respectively. There is a rigid schedule that all schools must follow regarding the timeframes for testing and testing should be finished by 1:00 P.M.

Because of the required timing for these tests, lunch times may have to be rescheduled at some schools to ensure that students participating in the testing are offered a reimbursable lunch. Food service staff is encouraged to work with building principals and each high school's designated ACT test coordinator regarding this. If lunch service will need to be extended beyond the 2:00 P.M. deadline allowed for in federal regulations, you will need to request an exemption, indicating the specific school(s) where lunch service will extend beyond 2:00 P.M., by emailing your request to [karrie.isaacson@dpi.wi.gov](mailto:karrie.isaacson@dpi.wi.gov).

## First Annual Great Lakes Great Apple Crunch

The Department of Public Instruction's (DPI) School and Community Nutrition Teams, along with special guest State Superintendent Tony Evers (pictured below), joined schools and organizations across the Great Lakes Region to participate in the first annual Great Lakes Great Apple Crunch.



Participants in Wisconsin, Minnesota, Illinois, Michigan, Indiana, and Ohio took a bite of their locally sourced apple at noon on October 24, 2014, to celebrate October being National Farm to School (F2S) Month. Did your school "crunch" this year? Share your story by sending it to [DPINFNS@dpi.wi.gov](mailto:DPINFNS@dpi.wi.gov).

## Digging In to the Wisconsin Farm to School Summit



On Thursday, January 29, F2S stakeholders from across the state attended a hands-on summit designed to "dig in" to specific F2S topics. Deborah Kane,

National Director of the USDA Farm to School Program, kicked off the event with an exciting keynote.

Topics covered through interactive afternoon workshops included F2S food safety, school gardens, Farm to Preschool, Farm to College, and culinary skills. For more information on the summit, visit <http://www.cias.wisc.edu/2015-f2s-summit>.

## NEW! Smart Snacks Tracking Tools Posted

The Smart Snacks Interim Final Rule requires that School Food Authorities (SFA) document compliance of all competitive foods and beverages sold as well as food and beverage fundraisers held on the school campus during the school day. To assist with this, the School Nutrition Team (SNT) has developed tools that are intended to be used not only by food service staff but by anyone responsible for food and beverage sales and fundraisers that fall under the Smart Snacks rule (e.g., the teacher in charge of the Future Farmers of America (FFA) milk vending machine or the advisor to the student organization that operates the school store). The tools are optional but recommended and can be found on our website at [http://fns.dpi.wi.gov/fns\\_smartsnacks](http://fns.dpi.wi.gov/fns_smartsnacks). There are three tools posted, each in an electronic and printer-friendly format. Print copies of each tool have been enclosed with this newsletter.

1. **Compliant Fundraiser Tracking Tool** – for tracking food fundraisers that are compliant with Smart Snacks standards.
2. **Exempt Fundraiser Tracking Tool** – for tracking exempt food fundraisers (that do not need to meet Smart Snacks standards) of which each student organization can hold two per school year, each lasting up to two consecutive weeks.
3. **Smart Snacks Tracking Tool** – for tracking competitive foods/beverages sold regularly by the food service department, school store, vending machines, etc.

## Smart Snacks Tip Sheets

Now posted on the SNT's Smart Snacks webpage at [http://fns.dpi.wi.gov/fns\\_smartsnacks](http://fns.dpi.wi.gov/fns_smartsnacks) are five tip sheets from the Illinois Public Health Institute that address several common concerns related to the financial impact of implementing the Smart Snacks Interim Final Rule. The facts and strategies contained in these resources came from eight school districts across the country that were able to improve the nutrition standards for their a la carte foods while maintaining a food service revenue. Full of good information and hands-on strategies, these are great resources to share with administrators, teachers, and parents.

### The five tip sheets are:

1. Finances: Strategies to Maintain Revenues with Healthier Competitive Foods Standards,
2. Creating and Implementing Policies for Healthier Foods Standards,
3. Improving Access to Healthy Foods and Beverages Through Healthier Competitive Foods Standards,
4. Student Education and Engagement to Support Healthier Competitive Foods Standards, and
5. Improving Cafeteria Strategies to Support Healthier Competitive Foods Standards.

## Smart Snacks Financial Viability Webcast



After checking out the Smart Snacks tracking tools and tip sheets, make sure to also look at the new Smart Snacks webcast on Financial Viability at [http://fns.dpi.wi.gov/fns\\_sntwebcasts#ss](http://fns.dpi.wi.gov/fns_sntwebcasts#ss). Also see the Smart Snacks: Strategies for Success handout enclosed in this newsletter for more financial tips.

## National Food Service Management Institute (NFSMI) Trainings

NFSMI is offering free face-to-face training sessions in Oxford, Mississippi during 2015! These opportunities run from January through June and offer a wide variety of topics. *Orientation to School Nutrition Management* is a training seminar targeted to new and aspiring school nutrition program directors with five years or less experience. Lessons provide an overview of school nutrition programs, define the role and responsibilities of a director, and review the relationship between local policies and state and federal regulations. Other available courses include Meal Pattern Training, Financial Management for School Nutrition Directors, Nutrition 101, Food Safety Basics, and Managing Food Allergies in School Nutrition Programs. Several courses are also available for the Child and Adult Care Food Program (CACFP). To learn more and to register for these free trainings, go to <http://forms.nfsmi.org/events>. Registration and participant materials are free for each session. Lunch will be provided. Participants will receive certificates that reflect continuing professional education hours upon completion of each session.

## Food Service Equipment Purchase Preapproval

When you plan to purchase equipment that has a useful life of more than one year and exceeds the SFA's capitalization threshold or \$5,000, whichever is less, you will need to factor in another step or two in your procurement process. The first step is to review the list of preapproved equipment at [http://fns.dpi.wi.gov/sites/default/files/imce/fns/doc/equip\\_pa1.docx](http://fns.dpi.wi.gov/sites/default/files/imce/fns/doc/equip_pa1.docx). The list includes common food service equipment including equipment for school gardens. If the equipment you wish to purchase is not on this list, you will need to submit form PI-6206 seeking State Agency (SA) approval before the purchase is completed. During your Administrative Review (AR), if equipment is identified that was acquired without following the required procedures, the SNT may disallow these purchases and implement debt collection procedures. Information and forms for the preapproval process can be found at [http://fns.dpi.wi.gov/fns\\_procurement\\_eq](http://fns.dpi.wi.gov/fns_procurement_eq).

## Say "Hello!" to the Newest SNT Members...

### Jennifer Lam, RD

Nutrition Program Consultant



Born in Alabama and raised in Texas, Jennifer has degrees in entrepreneurial management and in nutrition and dietetics. She has a nine year old pit bull named Precious and enjoys cooking, studying food history, and learning about cultural food traditions.

*Jennifer's favorite fresh fruit and vegetables? Blueberries and asparagus!*

### Jessica Lessner

Nutrition Program Consultant



Born in Watertown, Jessica has degrees in biology and in dietetics. She's worked in food service for the last three years at a long term care facility and enjoys hiking, cooking, and golfing. She's currently reading Billy Crystal's autobiography, "Still Foolin' 'Em."

*Jessica's favorite breakfast-for-lunch item? French toast sticks!*

### Ann Wiebelhaus

Nutrition Program Consultant



Born in Milwaukee, Ann has worked 23 years in school food service and looks forward to continuing her commitment to school food service in her new role on the SNT. She has two dogs and four horses and enjoys camping as a hobby.

*Ann's favorite school lunch? Pizza!*

## Direct Certification (DC)

**It's time for your third mandated run of the year.** By now you should have completed your first and second successful runs of school year (SY) 2014-15. Your first run of the year should have been in July, August, or September and your second run should have been done three months later between November and December. You may have run DC a number of times since your first and second run but you must be sure to do a third run approximately six months after your first run of the year. This means your third mandated run must be done between January and March. If you are having trouble with the DC process, please don't hesitate to contact Nikki Wykowski or Helena Gilbertson at [directcert@ckfwi.org](mailto:directcert@ckfwi.org) or by calling (608) 890-4783.

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

**DC Specialists Helena Gilbertson and Nikki Wykowski will be offering in-person trainings to interested DC users.**

Training plans are still in development but are tentatively scheduled for the spring and summer of 2015. If you, or any DC user in your school, is interested in receiving in-person help, please contact Helena and Nikki at [directcert@ckfwi.org](mailto:directcert@ckfwi.org).

## CEP Updates

The first year of CEP is off to a great start! We have been receiving positive feedback throughout the state, reporting stories of increased meal participation and ease in administration of the meal programs. Recently, Madison Metropolitan School District was featured in an article that was recognized by the United States Department of Agriculture (USDA). High poverty CEP schools within their district have seen a 27.5% increase in breakfast participation and an 18% increase at lunch!

**Mark your calendars!** If you would like to apply for CEP for SY 2015-16, remember to run your district's full enrollment through DC separated by school code on April 1, 2015. Any sites currently participating that would like to apply for an increase in their identified student percentages will also need to complete an updated DC run in the same format as of April 1, 2015. Completed applications must be received by June 30, 2015. If you have questions, contact Jessica Schultz at [jessica.schultz@dpi.wi.gov](mailto:jessica.schultz@dpi.wi.gov) or (608) 266-3296.

As a reminder, schools participating in CEP must also provide breakfast to all students. If you are thinking about applying for CEP next year but are not currently serving breakfast, contact Tracy Pierick at [tracy.pierick@dpi.wi.gov](mailto:tracy.pierick@dpi.wi.gov) or (608) 266-7112, with any questions regarding how to start a new School Breakfast Program (SBP) at your school.



## Summer Meals - Let's Get Planning!

Breakfast, lunch, snacks, and even suppers are being served up throughout the state during the school year, helping to keep our children happy and healthy! But when school lets out for summer, millions of low-income children receiving those nutritious meals are at risk for hunger. Thankfully, there are federally funded summer meal programs that schools can participate in during the summer that can alleviate some of that risk. As summer school planning begins, please consider offering summer meals as part of your programming.

For more information, visit the Summer Feeding Choices for Schools webpage at [http://fns.dpi.wi.gov/fns\\_summerchoices](http://fns.dpi.wi.gov/fns_summerchoices) and if interested, contact Amy Kolano, Summer Food Service Program (SFSP) Coordinator at (608) 266-7124.

Remember, even if your school does not participate in a summer feeding program, if requested by a SFSP sponsor, schools must provide outreach regarding the availability and location of summer feeding programs in their community before the end of the school year.

## Home Grown: Menus of Wisconsin



Wisconsin Team Nutrition, in partnership with the University of Wisconsin-Madison Center for Integrated Agricultural Systems (UW-CIAS), is pleased to present *Home Grown: Menus of Wisconsin*. This

resource provides comprehensive materials for a three-week lunch cycle menu with recipes, production record templates, and menu certification workbooks. This cycle menu complies with the nutrition standards and meal pattern requirements of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The *Home Grown* menus were developed using scratch recipes submitted by Wisconsin school food service personnel and convenient, ready-made products. The menus use a large variety of products available through the USDA Foods program as well as products grown and produced in Wisconsin. The menus were developed to be used in the winter when a variety of signature Wisconsin crops are available such as apples, cranberries, winter squash, potatoes, and dairy products.

As an accompaniment to the *Home Grown: Menus of Wisconsin*, a collection of F2S recipes has been developed. The collection includes F2S recipes from the *Home Grown* menus plus additional recipes that utilize Wisconsin products available in the spring, summer, and fall months. This resource was developed to assist schools in implementing or expanding a F2S program. To access this collection and the other *Home Grown* materials, please visit [http://fns.dpi.wi.gov/fns\\_homegrown](http://fns.dpi.wi.gov/fns_homegrown).

## Meal Pattern Documentation

During our first year of Administrative Reviews (AR), we heard that menu planners were not always aware of what documentation must be on file to document meal pattern compliance. SFAs must have the necessary documentation to evaluate both the component and dietary specification portions of the meal pattern for all menu items served. To demonstrate that components have been met, SFAs must have detailed production records, site-specific standardized recipes, Child Nutrition (CN) Labels, and Product Formulation Statements (PFS). If using USDA Foods, SFAs must also keep USDA Foods Product Information Sheets on file for products used.

A CN Label or PFS is required for all products crediting toward the meal pattern that cannot be evaluated using the Food Buying Guide (FBG) or USDA Foods Product Information Sheets. This usually includes processed and prepared items such as pizza, breaded or pre-cooked chicken products, and luncheon meats. All raw meats, fresh fruits and vegetables, and milk can be credited using the FBG without further documentation. The FBG also contains a chart labeled as "Exhibit A" that can be used for crediting many grain items. More information about crediting can be found on the SNT website at [http://fns.dpi.wi.gov/fns\\_menupln#comp](http://fns.dpi.wi.gov/fns_menupln#comp).

In addition to demonstrating that daily and weekly component requirements have been met, it is important to keep the nutrition information of all products used including canned fruits and vegetables, condiments, and milk. These labels must clearly display the product's number of calories, grams of saturated fat, grams of trans fat, and milligrams of sodium per serving. All documentation should be kept for a minimum of five years plus the current year.

## Product Formulation Statements

Manufacturers have the option to provide a PFS for their products without CN Labels. Unlike CN Labels, PFS should be verified for accuracy by the menu planner, as they have not been reviewed by anyone outside of the manufacturer's organization. A PFS should come on the company's letterhead and must be signed by an appropriate official from within the company to confirm the company's confidence that the statement is accurate. Additionally, the PFS must use information from the FBG to verify the crediting claims.

Because manufacturers can reformulate products without warning, it is important to update your PFS at the beginning of the school year or whenever you have noticed that a product has changed, whichever is earlier. Processed products found without a valid CN Label or PFS during an AR will result in corrective action. For more information, refer to memo TA 07-2010v3. A summary of this memo can be found on page eight of this newsletter.

# Recipe Resource: USDA Mixing Bowl Website



The USDA has released a new, comprehensive recipe resource available at <http://www.whatscooking.fns.usda.gov>. The “What’s Cooking? USDA Mixing Bowl” website contains many great resources for school nutrition

professionals and the general population alike, with more tools soon to come. The recipe database includes advanced search criteria, allowing you to search based on equipment needed or certain types of cuisine. It even allows you to narrow down the results to include only recipes meeting desired ranges for specific nutrients like calories and sodium, for example.

The database includes household recipes, child care recipes for CACFP, as well as the USDA quantity recipes for the School Nutrition Programs, which are being revised and re-credited with component contributions for the updated meal pattern requirements.

Whether you’re looking for new recipe ideas or you’d like to access the updated quantity recipes for schools, this website is a great new page to add to your bookmarks. You can create your own “cookbook” to download or print from the extensive recipe database. One of the most exciting features soon to come is a menu builder for planning weekly menus. The entire site is available in Spanish. Take some time to check out this interactive new resource today!

## Spoodles Got You Fooled?

Is your spoodle or scoop handle telling you it holds two ounces, with “2 oz” engraved on its handle? Don’t be fooled! That “2 oz” spoodle does *not* necessarily contain two ounces of whatever you put in it! These measured portioning utensils should technically be labeled as “fluid ounces” (fl oz), not “ounces” (oz). If you fill the spoodle with *water*, it contains two fluid ounces of water, which *does* equal two ounces by weight. However, if you fill that spoodle with anything besides water—say, diced chicken or taco meat, it does *not* necessarily weigh two ounces. Think of it this way: If you fill that spoodle with cotton balls and then fill another spoodle of the same size with rocks, will the contents of each spoodle weigh the same? You guessed it - they will not! In fact, you have no way of knowing how much the contents of that spoodle weigh until you weigh them on a scale.

Always remember that fl oz (volume measurement) can only be used for fluids, and they do not correlate to ounces (weight measurement) for solid objects like foods. Meat/meat alternates should be measured and recorded on production records using weight ounces. Fruits and vegetables served in spoodles should be measured and documented according to the cup fractions that correlate to the fluid ounces marked on the spoodle. In the

previous example, the “2 oz” spoodle which is really a “2 fl oz” spoodle equals  $\frac{1}{4}$  cup because there are eight fluid ounces in one cup. When portioning something like diced chicken with a spoodle, in order to determine what size spoodle to use, you must fill up a level spoodle, weigh the contents (without the spoodle) on your kitchen scale, and evaluate if the portion size provides the necessary weight. You might find that you need to adjust the size of spoodle or scoop that you use.

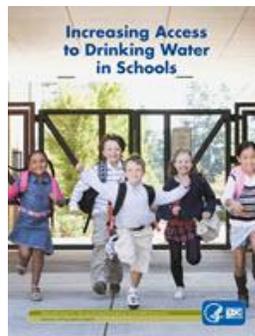
## Water Availability

Did you know that students must have access to drinking water during the SBP, National School Lunch Program (NSLP), and Afterschool Snack Program? For more information, refer to USDA guidance memo SP 28-2011 available at [http://www.fns.usda.gov/sites/default/files/SP28-2011\\_osr.pdf](http://www.fns.usda.gov/sites/default/files/SP28-2011_osr.pdf). While this memo indicates that water is encouraged at breakfast, the requirement for potable water at breakfast, only when served in the cafeteria, was part of the Smart Snacks Interim Final Rule:

“In addition, this interim final rule requires schools participating in the National School Lunch Program and School Breakfast Program to make potable water available to children at no charge in the place where lunches are served during the meal service, consistent with amendments made by section 203 of the HHFKA, and in the cafeteria during breakfast meal service.”

SP 28-2011 also indicates that potable water must be available to students served lunch in alternate locations (i.e., classroom, in-school suspension, etc.). However, field trips are exempted.

If you are looking for inspiration to help your school meet this requirement, check out the Centers for Disease Control and Prevention’s (CDC) tool kit, “Increasing Access to Drinking Water in Schools,” which is available for free online at [http://www.cdc.gov/healthyyouth/npa/pdf/Water\\_Access\\_in\\_Schools.pdf](http://www.cdc.gov/healthyyouth/npa/pdf/Water_Access_in_Schools.pdf). This tool kit includes needs assessment resources, implementation strategies, and tips for overcoming potential challenges to help promote water as an important part of a healthy school environment.



## Equipment Grant Applications Under Review

The SNT received 50 applications and hopes to announce the award recipients early in May. Priority will be given to schools where 50% or more of 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 FY2010 Agriculture Appropriation Act.

# USDA New Guidance

USDA policy memos can be accessed at <http://www.fns.usda.gov/cnd/governance/policy.htm>.

## SP 62-2014: New Local Educational Agency (LEA) Second Review of Applications Report.

SFAs that had a five percent or greater certification error rate that was identified during their SY 2013-14 AR are required to do a second review of applications. These SFAs have been notified of this requirement and this memo provided the reporting template that is to be submitted to the SNT by **February 1, 2014**. Please note, if your SFA is required to do a second review of applications, disregard the reporting template provided in the June 26, 2014, SNT memo and refer to the memo sent by the SNT on September 12, 2014.

## SP 63-2014: Smart Snacks Standards for Exempt Foods when Paired Together.



This memo clarifies Smart Snacks standards for food items that have individual nutrient standard exemption(s) but are paired together and sold. Under Smart Snacks, some nutrient dense foods are exempt from total fat, saturated fat, and/or sugar. For example, nut butters are exempt from total fat and saturated fat standards while fresh vegetables with no additional ingredients are exempt from all of the nutrient standards. When these items are integrated into another item, they become a “combination food” that will lose their specific nutrient standard exemption(s).

However, this memo now clarifies allowing two items with their own nutrient exemptions, to be sold together and some of their exemption will still apply to the paired item. For example, if peanut butter and celery are sold together, they are exempt when paired together from the total fat and saturated fat standards. They do still have to meet calorie and sodium requirements. Please see the memo for additional paired exemption examples.

## SP 64-2014: Team Up for School Nutrition Success Initiative.



Team Up for School Nutrition Success is a new pilot program starting in November of 2014 with the goal of identifying opportunities to provide more tailored technical assistance in implementing the school meal patterns.

This pilot program will be held in the Southeast Region of the country and is being lead by the National Food Service Management Institute (NFSMI).

There will be approximately 48 SFAs that will be participating in these training workshops and peer-to-peer mentoring program. The result of the pilot and outcomes from the participating SFAs will help to inform future efforts and may be rolled out more widely.

## SP 66-2014: Information and Guidance on the Domestic Beef Market.

This memo provides information and guidance on the current status of the beef market. Beef prices have increased significantly since last year and supplies of domestic beef are tight. SFAs should be aware that potential supply interruptions for the USDA Foods are primarily limited to USDA beef that is purchased for further processing. A DPI memo was distributed by the SNT on September 26, 2014, to address potential issues in Wisconsin.

## SP 47-2014 (v2): Flexibility for Whole Grain-Rich Pasta in SY14 and SY15.

This memo was published on September 30 and is an updated version of the memo issued on May 20, 2014. The update includes the addition of questions and answers. It also includes additional guidance for SAs in regards to whole grain pasta flexibility requests. The SNT has a survey form online at [https://docs.google.com/forms/d/1ZyDJOEkCSFk\\_1hx5PXDwx\\_cSWXRwDzo3kmkX8slZe\\_pk/viewform?c=0&w=1&usp=mail\\_form\\_link](https://docs.google.com/forms/d/1ZyDJOEkCSFk_1hx5PXDwx_cSWXRwDzo3kmkX8slZe_pk/viewform?c=0&w=1&usp=mail_form_link) that SFAs need to complete to request this flexibility. Please note that the USDA has recently told us that this is not to be termed a waiver but rather a flexibility, so we have updated our forms, letters, etc. to reflect this terminology.

It is important to note that this new guidance places a requirement on schools to supply documentation such as menu planning, production/preparation records, and pictures to demonstrate that when cooking or offering a whole grain-rich version of a previously popular pasta item, the whole grain-rich pasta did not hold well on the serving line or was not accepted by students. Therefore, those that have submitted surveys that were not approved prior to this guidance memo were contacted if this documentation was not supplied to us. Tracy Pierick is the Public Health Nutritionist that has taken the lead with this process. If you have had questions or submitted a request for this flexibility, you may have been in contact with her.

The guidance memo also asks SFAs to consider if the approval of temporary pasta flexibility request is a reason to renegotiate a procurement contract. Please refer to question number 13 of this memo for more information on this. Randy Jones, our procurement specialist, has prepared a template for a Request for Information (RFI) for Whole Grain-rich Pasta that is posted at [http://fns.dpi.wi.gov/sites/default/files/imce/fns/doc/rfi\\_wgpasta\\_101414.doc](http://fns.dpi.wi.gov/sites/default/files/imce/fns/doc/rfi_wgpasta_101414.doc) for SFAs to use. This may be used to solicit information from distributors on what products they have available that would meet the whole grain-rich requirements.

It is very important to remember that, even if you receive the approval for flexibility, you are expected to continue to search for whole grain-rich pastas that meet your needs and that students find acceptable. Please read this entire memo if you have received or are thinking about requesting this flexibility.



## **SP 01-2015: Collaboration with School Food Authorities in Conducting Administrative Reviews and Assessing Compliance with Smart Snacks in Schools.**

This memo is a reminder that collaboration between the Food and Nutrition Services (FNS), SAs, and SFAs is essential to successfully implementing the NSLP and SBP requirements. Several reminders are provided in this memo. For example, the new AR manual has been updated and now includes Smart Snacks standards. The AR process is an opportunity for the SA to monitor implementation and provide technical assistance.

The memo states that there is no fiscal action associated with Smart Snacks at this time. It also talks about the whole grain pasta flexibility to use enriched pasta products during SY 2014-15 and SY 2015-16 for SFAs demonstrating a negative impact or hardship in obtaining acceptable whole grain-rich pasta products. SA approval for this flexibility is required. Lastly, this memo reminded SAs that they can apply for a waiver for the new three year review cycle for exceptional circumstances.



## **SP 02-2015: Online Fees in the School Meal Programs.**

Access to a healthy school meal is a critical function of the Child Nutrition Programs. Per FNS Instruction 782-6, children participating in the school meal programs may not be charged additional fees for services provided with the delivery of these programs. Many SFAs offer online services to parents, including online options for parents to add money to their children's meal account. SFAs can charge for these types of services only if the SFA offers an alternative method that does not charge additional fees, such as adding money at the school food service office or accepting cash at the point of service.

SFAs may use school food service account funds to cover the cost of providing online services to parents. If the food service account does not have the funds to cover these costs, outside funding which can include monies from the general fund or outside organizations may be used.

## **SP 03-2015 Paid Lunch Equity: School Year 2015-2016 Calculations and Tool.**

SFAs participating in the NLSP must ensure sufficient funds are provided to the nonprofit school food service account for meals served to students who are not eligible for free or reduced-price meals. There are three ways to meet this requirement: through the prices charged for "paid" meals, through other non-Federal sources provided to the nonprofit school food service account, or both. For SY 2015-16, SFAs which, on a weighted average, charged less than \$2.70 for paid lunches in SY 2014-15 are required to adjust their weighted average lunch price or add non-Federal funds to the nonprofit school food service account.

This memo provides additional information that will be required to run the tool and clarifies allowable non-Federal sources. The updated PLE tool and instructions as well as additional information and clarifications will be available on the SNT website at [http://fns.dpi.wi.gov/fns\\_cnrsnp#cnrsnplp](http://fns.dpi.wi.gov/fns_cnrsnp#cnrsnplp).



## **SP 06-2015: Farm to School and School Garden Expenses.**

School gardening and other F2S educational activities can improve school food service operations. This memo includes questions and answers that address allowable expenditures from the nonprofit school food service account to cover expenditures for these activities.

## **SP 07-2015: Assessing Proposed Nutrition Education Costs in the National School Lunch Program and School Breakfast Program.**

This memo provides guidance on the process SAs and SFAs should use when assessing requests to fund nutrition education related expenses from the nonprofit school food service account. The SA and SFA should consider whether the proposed cost: (1) is reasonable, necessary, and allocable in accordance with the Office of Management and Budget Guidance under the "Cost Principles for State, Local, and Indian Tribal Governments" or "Cost Principles for Non-Profit Organizations" as applicable; and (2) supports the operation and/or improvement of the school food service that serves nutritious meals meeting the regulatory meal pattern requirements.

To assist in making these determinations, this memo includes assessment questions that can provide a summary of the cost and assist in communicating the request and what the decision was, which can be used as supporting documentation for FNS and Federal/State auditor reviews.

## **SP 08-2015: Updated E-Rate Guidance for Schools Electing Community Eligibility.**

E-rate is a program that makes telecommunication and information services more affordable for eligible schools. Schools calculate their E-Rate discount rate based on free and reduced-price certified students. Schools that have elected CEP no longer have individual student level data to provide for this program. Therefore, beginning in SY 2015-16, school districts will determine the E-Rate discount for the entire district, rather than for individual schools, by dividing the number of students eligible for free and reduced-price meals in the district by the district's total enrollment.

Schools electing CEP that apply for E-Rate discounts will use their Identified Student Percentage (ISP) multiplied by the CEP multiplier (currently 1.6) for the purposes of determining the number of free and reduced-price eligible students (this is the same as the claiming percentage).

## SP 09-2015: Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts.

This memo provides clarification to SAs and child nutrition program operators, including the NSLP, SBP, CACFP, and SFSP, regarding the expectation and enforcement of ethical conduct by their employees engaged in procurement of program goods and services. This memo is a reminder that 7 CRF 3016.36(b)(3) and 3019.42, as applicable, currently require entities receiving Federal funds to develop and implement a written code of conduct designed to govern the performance of employees engaged in procurement. This memo provides detailed information that outlines what should be included in the written code of conduct. The SA is responsible for oversight and monitoring the written code of conduct.

## SP 10-2015: Area Eligibility in Child Nutrition Programs.

This memo provides guidance on the use of school and census data to establish area eligibility in the CACFP, SFSP, and the Seamless Summer Option (SSO). This guidance consolidates previous guidance and simplifies the area eligibility determination process to reduce administrative burden on SA and program operators. This memo also provides guidance on the CEP as it relates to area eligibility determinations.

## SP 11-2015: CN Labels Copied with a Watermark.

Manufacturers may provide schools with a CN Label copied with a watermark during the bidding process. A watermarked CN Label may contain preliminary information and is subject to change. During an AR, school program operators are responsible for providing a valid CN Label not bearing the watermark (i.e., the actual CN Label from the product carton or photo copy of CN Label on carton).

FNS is currently working with the Agricultural Marketing Service (AMS) to develop a CN Label verification system. This system will assist State reviewers during the AR process to verify the status of a CN Label as well as the corresponding contribution statement. The expected completion date for this verification system is fall 2015.

## Technical Assistance (TA) 07-2010 (v.3): Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements.

This is the second revision of the USDA TA memo originally published in 2010. It includes information received in SP 11-2015 and it also updates resource links within the TA. Also published at the same time as the TA is a handout called *Tip Sheet for Accepting Processed Product Documentation*. It includes guidelines for what is acceptable documentation for CN labeled products and product formulation statements. This handout, as well as this TA can be found at [http://fns.dpi.wi.gov/fns\\_menupln#comp](http://fns.dpi.wi.gov/fns_menupln#comp).

## Introducing CN Resource

The SNT would like to announce that we have a signed contract with CN Resource to assist the team in completing the USDA ARs for this current school year. They have been assigned 60 reviews and will start ARs in January. Check out our webpage at [http://fns.dpi.wi.gov/fns\\_ar](http://fns.dpi.wi.gov/fns_ar) for a full list of SFAs receiving ARs this school year and who will be the lead on the review.



## Legislative Update: SBP

In November, the DPI released a budget proposal related to the SBP and the state match for breakfasts served. DPI requested an increase of \$393,500 in fiscal year (FY)16 and \$541,500 in FY17 in state aids to school districts and private schools to increase the state reimbursement rate for the SBP to 9.0 cents for each breakfast served.

## USDA Foods Reminder

For SY 2015-16, SFAs will again have the option of selecting a commercial distributor for delivery of USDA Foods. All SFAs will also have the option of continuing with the current state distribution method, where USDA Foods are delivered once per month via the state-contracted trucking company.

Any SFA interested in using a commercial distributor for SY 2015-16 to deliver their USDA Foods MUST complete all of the following three steps by **March 31, 2015**:



1. Sign and submit to DPI the contract between DPI and your SFA (DPI must receive the copy with the original signatures; faxed or emailed copies will not be accepted).
2. Following procurement regulations, sign a contract/agreement with one commercial distributor selected by your SFA (DPI **does not** need to see a copy of the contract with your distributor; DPI only needs the DPI/SFA contract).
3. Access the *Wisconsin USDA Foods Ordering System* and designate on the School Food Authority Contract Form for the **2015-16 SY (Program Year 2016)** which commercial distributor has been selected. Please refer to the *Wisconsin USDA Foods Internet Instructions* for more details at <http://fns.dpi.wi.gov/sites/default/files/imce/fns/doc/commodyorderinst.doc>.

Additional information, including a timeline for commercial distribution of USDA Foods, can be found on the DPI website at [http://fns.dpi.wi.gov/fns\\_commercialdist](http://fns.dpi.wi.gov/fns_commercialdist).

# Congratulations to USDA



## F2S Grant Recipients!

In December of 2014, Agriculture Secretary, Tom Vilsack, announced the 2015 F2S grants for 82 projects spanning 42 states and the U.S. Virgin Islands that support the USDA's efforts to connect school cafeterias with local farmers and ranchers through its F2S program. Of the 82 national awards, Wisconsin received 3 grants that will begin in 2015. DPI would like to congratulate Sparta Area School District, Green Bay Area Chamber of Commerce Foundation, and Oneida Tribe of Indians of Wisconsin for their accepted grant projects!

**The Sparta Area School District project** will increase access to fresh produce to students who attend schools in the Sparta, Tomah, and Norwalk-Ontario-Wilton school districts and further develop nutritional eating practices. The project will develop a plan to serve more locally and regionally procured meats, grains, and produce utilizing existing distributors, local farmers and school gardens; establish a procurement plan that incorporates a Request for Proposal (RFP) process for local food producers to supply produce that will maximize the buying power of the coalition while following safety and environmental practices; educate students on local and regional produce choices; equip school kitchens with the equipment and staff with the tools and knowledge needed to prepare fresh local produce; and develop education and outreach materials to promote the F2S and Harvest of the Month programs.

**The Green Bay Area Chamber of Commerce Foundation's project** will implement a four-pronged approach to F2S (program sustainability, local food procurement, nutrition education through a Harvest of the Month framework, and school gardening) in eight public school districts in the Greater Green Bay Area. The proposed project will utilize three key strategies to increase local food procurement in the Green Bay Area Public School District (GBAPSD): the launch of a virtual Green Bay Food Hub to automate the financial and administrative aspects of local food procurement; development of a farmers' cooperative and a supply chain specific to GBAPSD; and a focus on building district capacity to process, store and menu fresh produce.

**The Oneida Tribe of Indians of Wisconsin's project** will establish an aquaponics food production system, capable of annually producing fish and supplying fresh produce year round. The aquaponics food system will become an anchor for education through tours, enhance curriculum for food systems, and offer college academic credit for the Oneida High School seniors in partnership with Northeastern Wisconsin Technical College. Youth will experience activities associated with healthy foods, including harvesting traditional corn at an organic farm, picking berries at an orchard and preserving them at the cannery, and developing a healthy menu for the school feast day.

# Food Safety Resources

USDA recommends ongoing food safety training for child nutrition professionals. Wisconsin Department of Agriculture, Trade and Consumer Protection has published Wisconsin Food Code Fact Sheets that can be used for training. Example fact sheets include: hand-washing, thermometer calibration, employee hygiene, and product temperatures. They can be found at [http://datcp.wi.gov/Food/Food\\_Code\\_Fact\\_Sheets/index.aspx](http://datcp.wi.gov/Food/Food_Code_Fact_Sheets/index.aspx).

Food safety training should also extend to students and staff in your cafeteria. There are numerous ways to promote food safety in the cafeteria. Signage and posters can be used along with announcements and classroom training. An example is:

### Golden Rules for Kids

- Always wash your hands first.
- Use utensils.
- Never use your fingers.
- If a utensil or plate falls on the floor, don't put it back. Tell a cafeteria person.
- Don't taste food items at the salad bar.
- When trying new foods, take a small amount the first time.
- Take only what you can eat.
- Don't bring food back to the salad bar.
- Don't put your head under the sneeze guard or food shield.
- Ask a friend or a cafeteria person to help if you can't reach.
- Always be polite in line.
- Wait your turn.

## "A Little Dirt Never Hurt"

Congratulations to **Brodhead School District** for receiving a "Standing Up For Rural Wisconsin" award! A grant to the Brodhead Future Farmers of America (FFA) provided the seed for a school garden that blossomed into a summer school course for first- through sixth-grade students, with seventh- through twelfth-grade students as classroom helpers. "A Little Dirt Never Hurt" enrolled 101 students who learned about different vegetables and fruits that can be grown in a garden. Students learned about traditional planting and about alternative gardening, such as planting blueberries in bales of peat moss.

Students also learned where their food comes from and the life skill of growing food. Produce during the summer months was donated to the local food pantry and during the school year is being shared with the school's food service. Partners in "A Little Dirt Never Hurt" include the Wisconsin Farm Bureau's Ag in the Classroom, Kids Dig Potatoes, National FFA Organization, and Brodhead FFA Alumni.

# Coordinating School Health

There are many programs available to schools to assist in evaluating school wellness. Some of these programs have awards associated with them. In an effort to create a coordinated process, many organizations are now working together to create a complimentary approach.



## Healthy Schools Program and School Health Index (SHI)

The CDC, in partnership with school administrators and staff, school health experts, parents, and national nongovernmental health and education agencies has updated its School Health Index (SHI). The tool was developed to help schools assess their current policies and practices as well as track progress over time. The Alliance for a Healthier Generation has adopted parts of the updated SHI into their Healthy School Program (HSP) assessment.

Topics	Included in SHI	Included in HSP
Policy and Environment	✓	✓
Nutrition Services	✓	✓
Physical Activity/Education	✓	✓
Health Education	✓	✓
Health Promotion for Staff	✓	✓
Family and Community Involvement	✓	✓
Tobacco Use Prevention	✓	
Asthma	✓	
Safety (Unintentional Injury/Violence Prevention)	✓	
Sexual Health	✓	

By offering a unified assessment tool, the CDC and the Alliance have made it easier for schools to implement policies and practices that can help students stay healthy and ready to learn. The alignment of school-based health policies and practices with national surveillance systems results in better coordination of training and technical assistance between the CDC and Alliance and less confusion in schools.

## Healthy School Program and Wisconsin School Health Award (SHA)

The Wisconsin SHA is a way to recognize and celebrate schools with policies, programs, and the infrastructure to support and promote healthy eating, physical activity, parental and community involvement, and staff wellness. Award winning schools help students achieve their full academic potential while developing lifelong healthy behaviors.



Healthy Schools Program

New in 2015, schools can apply for the Wisconsin SHA in a two step process. First, schools must complete an enrollment form to notify the SNT of their intent to apply. Second, schools must

complete the Alliance's HSP Framework of Best Practice. This framework identifies specific criteria that define a healthy school environment. Results of the completed framework will be provided to the SNT, and schools will be considered for a Wisconsin SHA. Additionally, schools can use the results of their assessment to create a customized action plan and work towards achieving the Alliance's National HSP Award. Visit [http://ssp.wi.gov/ssp\\_wischoolhealthaward](http://ssp.wi.gov/ssp_wischoolhealthaward) for more information.

## HealthierUS School Challenge: Smarter Lunchrooms

The HealthierUS School Challenge is now the HealthierUS School Challenge: Smarter Lunchrooms (HUSC: SL). The HUSC: SL is a voluntary program which provides financial awards to schools that choose to take steps to encourage kids to make healthy choices and be more physically active. The challenge is open to all schools participating in the NSLP and SBP. The updated criteria also align with the Alliance's National Healthy Schools Program Award. Now schools can work to earn both awards with a streamlined process. Winners of the HSP Bronze award automatically qualify for HUSC: SL Bronze certification. Additionally, HUSC: SL certified schools automatically qualify for HSP Bronze in three categories: School Nutrition Services, Smart Snacks in School, and Health/Nutrition Education. For more information about taking the HUSC, visit <http://www.fns.usda.gov/hussc/application-materials>.



## Congratulations HUSC Winners!

The DPI is pleased to announce that schools from Crandon, Fort Atkinson, Kiel, River Valley, and Royall School Districts have been awarded HUSC certification under the 2012 criteria.

Bronze Award	Silver Award
<b>Crandon School District:</b> Crandon Elementary School Crandon Middle School Crandon High School	<b>Fort Atkinson School District:</b> Rockwell Elementary School
<b>Kiel School District:</b> Kiel Middle School Kiel High School	<b>Royall School District:</b> Royall High School
Gold Award	

**River Valley School District:**  
Arena Elementary School



## The Fresh Fruit and Vegetable Program (FFVP)

The FFVP is a grant program designed to increase student consumption of fruits and vegetables while helping students connect with the actual flavor of fresh fruit and vegetables without other flavor additives. Schools participating in the program are able to offer students a wider variety of fruits and vegetables than they may be able to in other school meal programs. Examples include ugli fruit, kohlrabi, pomegranate, and jicama. While some FFVP snacks are immediate hits with students, others may require repeated exposure to encourage acceptance. This program targets elementary schools that operate the NSLP and have a high percentage of students eligible for free and reduced-price meals.

FFVP applications for SY 2015-16 will be available online in early spring. Details about the application process will be posted on our web site at [http://fns.dpi.wi.gov/fns\\_ffvp](http://fns.dpi.wi.gov/fns_ffvp) in February.

## For Schools with Food Service Management Companies (FSMC)

When a SFA contracts with a FSMC to provide meal service, there are some administrative responsibilities that must be completed by the SFA rather than FSMC employees. Under USDA regulations, schools are required to take responsibility for the following:

1. The SFA must retain signature authority on the contract between the school and the SA, free and reduced-price policy statement, and monthly claims. While FSMC personnel are allowed to perform aspects of the application, certification, and verification processes; complete edit checks; and submit monthly claims; schools are required to verify that the edit check is correct and the claim is accurate.
2. The SFA must retain control of the nonprofit school food service account as well as overall financial responsibility for the nutrition program. The SFA must also establish meal prices for all foods served under the nonprofit school food service account including reimbursable meals, a la carte foods (including vending machines operated by food service), and adult meals.
3. The SFA must conduct an annual reconciliation to ensure that the FSMC has credited it for the value of all USDA foods, including the value of foods contained in processed end products as well as any rebates, discounts, and credits received by the FSMC from the processors or distributors.

4. The SFA must maintain the applicable health certificates and ensure that all state and local regulations are being met by the FSMC.
5. The SFA is required to create a student advisory panel consisting of parents, teachers, and students to assist the FSMC in menu planning. This may include providing insight on student preferences, regional menu preferences, and/or product quality.
6. The SFA is responsible for conducting periodic onsite monitoring to ensure the FSMC is in conformance with the SFA's agreement under the nutrition program. All SFAs with more than one serving site must conduct annual monitoring reviews prior to February 1.

It is important that SFA and FSMC employees understand these requirements as they are addressed as part of the AR process and are subject to corrective/fiscal action. If you have additional questions, please contact one of the SNT nutrition program consultants for more information.

## Wisconsin Selected for USDA Foods Pilot Program



The Agricultural Act of 2014, also known as the 2014 Farm Bill, allowed for selection of eight states to participate in a Pilot Project for Procurement of Unprocessed Fruits and Vegetables. It was announced December 8, that California, Connecticut, Michigan, New York, Oregon, Virginia, Washington, and Wisconsin had been selected. States were selected based on their demonstrated commitment to F2S efforts, including prior efforts to increase and promote F2S programs in the state, the quantity and variety of growers of local fruits and vegetables in the state on a per capita basis, and the degree to which the state contains a sufficient quantity of local educational agencies of various population sizes and geographic locations.

“Providing pilot states with more flexibility in the use of their USDA Foods' dollars offers states another opportunity to provide schoolchildren with additional fruits and vegetables from within their own communities,” said Kevin Concannon, USDA Under Secretary for Food, Nutrition and Consumer Services. “When schools invest food dollars into local communities, all of agriculture benefits, including local farmers, ranchers, fishermen, food processors and manufacturers.”

During SY 2015-16, the SNT will be working with the Milwaukee Public School District and the CESA Purchasing Nutrition Program for this pilot. These two entities expressed interest during the application period, and the combination of the two matched USDA's guidance on economic scales and population demographics. Furthermore, this group of SFAs will minimize the complexity of the pilot program's distribution model while testing the pilot on a variety of SFAs. There will be potential for additional participants in future school years.



## Special Reminders

**National Nutrition Month: March 2015**

Theme: "Bite into a Healthy Lifestyle"

[www.eatright.org/nnm](http://www.eatright.org/nnm)

**SNA Legislative Action Conference: March 1-4, 2015**

Location: Washington, D.C.

<http://www.schoolnutrition.org/LAC2015>

**National School Breakfast Week: March 2-6, 2015**

Theme: "Make the Grade with School Breakfast"

<http://www.schoolnutrition.org/NSBW2015>

**Wisconsin Schools Wellness Summit: March 12, 2015**

Location: Madison, Wisconsin (WI)

<http://ne.dpi.wi.gov>

**School Lunch Hero Day: May 1, 2015**

<http://www.schoolnutrition.org/SLHD>

**SNA-WI Annual Conference: June 28-July 1, 2015**

Location: Hyatt on Main in Green Bay, WI

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

**SNA Annual National Conference: July 12-15, 2015**

Location: Salt Lake City, Utah

<http://www.schoolnutrition.org/ANC2015>

## National School Breakfast Week Promotion



Do you have plans to promote National School Breakfast Week at your school this year, or have you done things in the past that worked well? We'd love to hear all about it! Email your stories to

Tracy Pierick at [tracy.pierick@dpi.wi.gov](mailto:tracy.pierick@dpi.wi.gov). If we receive enough responses, a best practices document will be posted on our website to help provide other schools with ideas on how they can promote National School Breakfast Week, too.

## School Nutrition News

Is published three times per year by the DPI. Questions or comments should be directed to:

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## USDA Non-Discrimination Statement Update

The USDA announced an updated non-discrimination statement in October. The new statement replaces all previous statements and reads as follows:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

The non-discrimination statement must be included on all documents pertaining to USDA Child Nutrition Programs including household letters, notifications, memos, and menus. As a reminder, the statement must be printed in the same font size as the body of the document. If space prohibits including the entire statement on documents such as school menus, the shortened statement must read:

**USDA is an equal opportunity provider and employer.**

Please update all program materials as needed to meet this regulation. For the Spanish translation of the non-discrimination statement, go to <http://fns.dpi.wi.gov/files/fns/doc/ndst.doc>.