

Date: April 10, 2018
To: Authorized Representatives and Foodservice Directors/Managers of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs
From: Jessica Sharkus, RDN, CD
 Director, School Nutrition Team
Subject: School Year (SY) 2018-19 Online Contract Renewal and Notable Changes for the USDA School Nutrition Programs - **Action required by May 31, 2018**

Please make sure you read through the entire memo as there are some notable changes that are taking place in the SY 2018-19 online contract. In addition, please forward this memo to the staff person responsible for updating the online contract for the USDA School Nutrition Programs.

Online Contract Renewal

Schools participating in any combination of the following School Nutrition Programs, the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASSP), and Special Milk Program (SMP), must renew their contracts online each year.

This year, the online portal for the SY 2018-19 contract renewal process will open May 1, 2018. All contracts for the SY 2018-19 must be updated by May 31, 2018.

Beginning April 27, you will no longer be able to make online changes to your SY 2017-18 (current SY) contracts. To make changes after this date, contact the School Nutrition Team (SNT) at (608) 267-9228.

Important Dates

Dates	Contract Activity
Until April 26, 2018	You may make changes and revisions to your SY 2017-18 (current) online contract, including NSLP or Seamless Summer Option (SSO) for the summer. Our Nutrition Program Consultants then have April 27 and 30 to approve any submitted changes.
May 1, 2018	Contract renewal period opens for SY 2018-19.

May 1 – May 31, 2018	Enter and submit your SY 2018-19 contracts through the SNT Online Services portal (https://dpi.wi.gov/nutrition/online-services).
May 31, 2018	Contract renewals for SY 2018-19 are due.

Feeding Children in Summer

As summer plans take shape, many students face uncertain days. The healthy meals your school has offered during the school year may no longer be available to them. Schools and school districts providing summer school academic and/or summer enrichment activities for children are encouraged to consider the three distinct feeding opportunities that would allow for the continuation of those healthy school meals into the summer months.

These feeding opportunities include:

1. Extension of your current programs - NSLP, SBP, and/or ASSP: This option allows you to feed your summer school students under the same program(s) you operate during the school year. All program requirements remain the same. Reimbursements for the meals served remain the same. **If you choose this option, the online contract needs to be updated to reflect planned dates of operation by April 26, 2018.**
2. Seamless Summer Option (SSO): This option allows you to feed free meals to all children attending summer school as well as other children in the community during the summer months. Reimbursement is based on the free meal rate for the NSLP and SBP. For more information, contact Karrie Isaacson at karrie.isaacson@dpi.wi.gov or call (608) 266-2416. **If you choose this option, the online contract needs to be updated to reflect planned dates of operation by April 26, 2018.**
3. Summer Food Service Program (SFSP): This option provides funding resources to schools who wish to feed free meals to all children, those who may be attending summer school as well as other children in the community. For more information regarding the SFSP, please contact Amy Kolano at amy.kolano@dpi.wi.gov or call (608) 266-7124.

Before Updating the Online Contract

Prior to updating your SY 2018-19 online contract, please review the following Department of Public Instruction (DPI) SNT updated materials:

- [Contract Manual](#): This manual provides instructions for entering and renewing your online contract and will walk you through each section. The manual for the SY 2018-19 will be posted May 1 (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/contract-manual.pdf>).
- [Permanent Agreement/Policy Statement](#): This document outlines requirements for participation in the USDA School Nutrition Programs. Make sure you read it prior to agreeing to the terms and conditions of this document. This agreement will be posted May 1 (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/permanent-agreement.pdf>).

VERY IMPORTANT: Notable Changes to the Online Contract

The remainder of this memorandum outlines some important changes to the School Nutrition Programs Online Contract (Online Contract) beginning in SY 2018-19. This includes non-school locations on Schedule A, Pre-K and daycare sites, program start and end dates, and area eligible snack qualification. This information is important to be aware of as it could impact program participation and claiming for some SFAs.

1. Sites Listed on Schedule A of the Online Contract

Beginning in SY 2018-19, Schedule A of the Online Contract will need to match the [Wisconsin School Directory](https://dpi.wi.gov/directories) (<https://dpi.wi.gov/directories>). This ensures consistent DPI reporting and accurately approves schools for the Community Eligibility Provision, Severe Need Breakfast, and Area Eligible Afterschool Snacks. This will have implications for current sites that are alternate education programs or schools with more than one campus/building. See below for required changes:

- All school sites within the SFA in the Wisconsin School Directory must be listed on Schedule A, even if they do not participate in any USDA Child Nutrition Programs.
- Alternate education programs not listed on the School Directory can no longer be a site listed on Schedule A. Reimbursable meals served at a program site will be claimed at the *school* that the student is enrolled.
- Community sites that offer the ASSP, such as the Boys and Girls Club, will have snacks claimed at the attendance area school that the snack site is located.
- Individual schools with more than one campus/building will be listed as one site on Schedule A, rather than listing the campus/buildings separately. All meal counts will be claimed as one single school.
- For private schools, DPI does not collect the name of each school in a private SFA (if there is more than one school). Schedule A will continue to be based on how the SFA identifies their schools, and not necessarily match the Wisconsin School Directory.
- CESA sites are the one exception, since these sites include students enrolled in one or more SFAs, a CESA site may be listed on Schedule A as a site.

Food Safety Inspections

Food Safety Inspections are still required at each meal service location. The Online Contract is used to communicate with the Department of Agriculture, Trade and Consumer Protection (DATCP) regarding serving locations where food safety inspections are required. Modifications have been made to the Online Contract to allow SFAs to list all alternate meal service locations for a school in the contract. It is still the SFA's responsibility to ensure all serving locations receive the required two food safety inspections each year.

Alternate Meal Service Locations and Administrative Reviews (AR)

The Online Contract includes an Alternate Meal Service Location section. This is where SFAs will list meal or snack service locations that are not listed on the Wisconsin School

Directory. Each serving site will be considered an “alternate serving location” for the school that claims those meals. When a school is reviewed for an AR, the alternate meal service locations will also be reviewed as part of the school. If the “alternate serving location” serves students enrolled at several schools within the district, make sure you list that “alternate meal service location” under each school.

Community Eligibility Provision (CEP)

If your SFA participates in CEP, the changes above may have an impact on your SFAs participation in CEP beginning in SY 2018-19. Many SFAs participating in CEP are in the fourth year and will need to reapply to continue. The alternate education programs or schools with multiple buildings listed on Schedule A will no longer be able to apply on their own for participation in CEP. These students will be included in the school that they are enrolled for determining the Identified Student Percentage (ISP).

If a student was approved for CEP at an alternate education program, but the school that they are enrolled does not qualify for CEP, a Free and Reduced Price School Meal Application or a direct certification match will be required to qualify the student for free or reduced price meals.

2. Program Participation Dates in the Online Contract

With the new site based claiming system, a consistent school year for all contracts is needed. Therefore, beginning in SY 2018-19, the school year will be defined as July 1 – June 30 for all SFAs, including Residential Child Care Institutions (RCCIs). Start and end dates for participation in the NSLP, SBP, ASSP, or SMP need to fall within July 1 through June 30.

IMPORTANT for summer of 2018: If your SFA is planning on providing and claiming meals during summer school in July and/or August 2018, these dates need to be included on both the SY 2017-18 and SY 2018-19 Online Contracts. Note: This does not apply to meals being claimed under the Summer Food Service Program (SFSP), as this is a different contract.

If your current SY 2017-18 Online Contract does not currently include your planned service dates for July and/or August 2018, it must be updated by April 26, 2018. Failure to update your contract with these dates may result in an inability to claim for meals served during those months.

If your SY 2017-18 Online Contract currently reflects an end date later than June 30, 2018 (for meals served in the summer), any meal service date after July 1 will also need to be included on your SY 2018-19 Online Contract in order to submit claims.

The participation start date for the SY 2018-19 Online Contract should be the first day you want to provide and claim summer meals in July or August, rather than the first day that the official school year starts.

Example:

ABC School District has school from September 1 through June 9. These dates fall within the defined school year of July 1 through June 30. However, if ABC School District wanted to offer lunch meals to students attending summer school operating from July 8 – August 12 through their NSLP contract, the SY 2017-18 Online Contract needs to reflect meals being served through August 12, 2018 and your SY 2018-19 Online Contract needs to reflect meals being served starting July 8, 2018.

3. Pre-K and Daycare Sites

Schools that have Pre-K or daycare sites located within a school campus and administered by the SFA may claim all reimbursable meals and snacks through the School Nutrition Programs by indicating on Schedule A the ages served for each site, by program, as appropriate. These meals would be included with the school site claim. As a reminder, the [Child and Adult Care Food Program \(CACFP\) meal pattern](#) is required for all meals served to children ages 5 and under and not yet in kindergarten (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool>).

Meals for Pre-K sites in community locations (not located on a school campus) will no longer be claimed under the School Nutrition Programs Online Contract beginning SY 2018-19. A separate contract for the CACFP would be required for the community Pre-K sites. Community Pre-K sites that participate in the SMP-only, may continue to claim under the School Nutrition Program SMP-only contract.

If the Wisconsin School Directory includes a Pre-K program as a school site, this should be included on Schedule A of the Online Contract and further discussion with the Nutrition Program Consultant assigned the contract will be required to determine if these meals could be claimed under the School Nutrition Programs or CACFP.

4. Area Eligible NSLP Afterschool Snacks Qualification

Snacks served at area eligible NSLP Afterschool Snack sites are reimbursed at the free rate, regardless of an individual child's eligibility status. In order to be area eligible, the site must be located in a school, or in the attendance area of a school, where at least 50 percent of enrolled children are eligible for free or reduced price school meals.

Beginning in SY 2018-19, the *attendance area* of a school is defined by the DPI School Nutrition Team as the **physical enrollment boundaries of a school**. If a school is a "feeder school" into another school, this will not automatically qualify that school for area eligible snack. Once a site establishes area eligibility, the eligibility is effective for a period of five years.

Example 1: An elementary school has 50 percent or more of its enrolled children eligible for free or reduced price meals. The middle school does not have over 50 percent eligibility, and it does not qualify for Area Eligible Afterschool Snacks on its own. To

qualify based on area eligibility, the middle school campus would need to be located within the elementary school attendance area (enrollment boundaries). The elementary school would no longer qualify the middle school based on the elementary school students “feeding” into the middle school.

Example 2: The middle school has 50 percent or more of its enrolled children eligible for free or reduced price meals. There are three elementary schools in the district and each of the elementary schools are within the attendance area (enrollment boundaries) of the middle school. Each of the participating elementary schools qualify for area eligible snack, based on the middle school.

Example 3: A private school does not have 50 percent or more of its enrolled children eligible for free or reduced price meals, but the school is physically located within the attendance area (enrollment boundaries) of a public school that does have 50 percent or more of its children eligible for free or reduced price meals. The public school qualifies the private school for area eligible snack.

Example 4: A Boys and Girls Club runs an afterschool snack program sponsored by a school district. The Boys and Girls Club is not a school, but it is located within an attendance area (enrollment boundaries) of a public school that does qualify, thus the Boys and Girls Club qualifies for area eligible snack.

During the contract approval process, a site that does not qualify on its own for area eligibility will need supporting documentation to show it is physically located within the attendance area of another school that has 50 percent or more of its enrolled children eligible for free or reduced price meals. This could include a district’s map showing attendance area boundaries of each school in the district. Census data cannot be used to qualify for NSLP area eligible snack.

For questions or further clarification regarding any of the information in this memorandum, please contact the SNT at dpifns@dpi.wi.gov or (608) 267-9228.