



# Back to School with DESE - FNS

Submit questions: [foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov)

Use Subject Line: Back to School Q&A

August 11, 2020

## THANK YOU SCHOOL LUNCH HEROES



**Over 19 Million**  
**Meals Served to**  
**Missouri Students and**  
**Families**





## Frequently Used Acronyms & Terms

- NSLP: National School Lunch and Breakfast Program
- SBP: School Breakfast Program
- SSO: Seamless Summer Option\*
- SFSP: Summer Food Service Program (Department of Health and Senior Services (DHSS) )
- LEA: Local Education Agency (typically a school district)
- CACFP: Child and Adult Care Feeding Program
- FFVP: Fresh Fruit and Vegetable Program
- USDA: United States Department of Agriculture
- FSMC: Food Service Management Company
- ASP: After School Snack Program
- OVS: Offer Versus Serve
- FDP: Food Distribution Program (Donated Foods)

## SY 19-20 Waivers Expired June 30



- Unanticipated School Closure Operations
- Activity Requirement in Afterschool Care



## SY 19-20 Waivers in Effect Until August 31



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- Non-congregate Feeding
- Allow Parents and Guardians to Pick Up Meals for Children
- Seamless Summer Option Area Eligibility Wavier Extension



## SY 19-20 Waivers in Effect Until September 30



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- Offer Versus Serve Flexibilities in the SFSP
- Meal Service Time Flexibilities in the SFSP and SSO



## SY 20-21 Waivers for Back to School



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In Effect Until June 30, 2021 for (NSLP, SSO, SBP and CACFP)

- Non-congregate Feeding
- Meal Service Time Flexibility
- Allow Parents and Guardians to Pick Up Meals for Children
- Meal Pattern Flexibility
- New- Offer Versus Serve Flexibility for Senior High Schools

## SY 20-21 Waivers for Back to School



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### Non-congregate Feeding Meal Service Time Flexibility (COVID-19 #33)

- Allows for eligible student to consume meals off-site and outside of school congregate settings
  - Grab-n-go, curbside pick-up, mobile/bus, and home delivery, take home
- Use waiver to offer meals to students learning virtually
- Send meal(s) home with the student or allow for pick-up
- Just incase school closes or a student has to stay home and quarantine

## SY 20-21 Waivers for Back to School



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### Meal Service Time Flexibility (COVID-19 #34)

- Provides flexibility for serving times
- Allows for serving multiple meals for the same day
- Hybrid student to take home a meal for next day(s) consumption
- Allows for multiple days of meals at the same time
- Example: Parent pick-up meals for the student for the entire week (5 breakfast and 5 lunch)

## SY 20-21 Waivers for Back to School



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### Allow Parents and Guardians to Pick Up Meals for Children (COVID-19 #35)

- Allows for distributing student meals (breakfast and lunch) to adults without child present
- Verification that adults have eligible children
- Integrity

## SY 20-21 Waivers for Back to School



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### Meal Pattern Flexibility (COVID-19 #36)

- Allows food service directors to plan and serve meals to students that do not meet all meal pattern requirements or include all meal components
- Short term increments for approvals
- Technical Assistance prior to approval

## SY 20-21 Waivers for Back to School



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### Offer Versus Serve Flexibility for Senior High Schools (COVID-19 #37)

- Eliminates the requirement for senior high schools (9-12 grade) participating in the NSLP to implement OVS
- Examples: pre-plated meals in the classroom offer multi-day meal kits to virtual students

## SY 20-21 Reopening



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- NSLP and SBP resumes
- SSO/SFSP no longer an option
- Student eligibility documents
- Standard meal counting and claiming procedures
- Record keeping requirements
- Communication

## How do I serve meals if school closes?



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### School Closure

- An LEA has provided in-person education and experiences an outbreak from COVID-19. The school closes for 2 weeks. However, the school will still be providing on-line classes that will credit towards the school's instructional calendar. This would be considered a closure, and therefore could continue NSLP/SBP utilizing the waivers.

## How do I serve meals if school closes?



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### Unanticipated School Closure

- The same school closes and does not offer online classes and the days do not count as instructional days. Much like a tornado had hit the area and due to damages the school experienced an "unanticipated" school closure. The school could operate SSO, then the existing waivers would apply.

## Seamless Summer Option (SSO)



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- Administered by DESE Food and Nutrition Services
  - SFSP administered by DHSS
- Operated during traditional summer months (May-September)
- Not tied to a school day
- Unallowable to operate in regular academic school year unless an “unanticipated” school closure due to emergency such as COVID-19 pandemic
- Site eligibility
  - Open or Area Eligible- Offer meals to all children in community
  - Closed Enrolled- Offer meals to only enrolled targeted F/R students
- Meals served for free to children
- Free reimbursement rate
- Under the same regulations and meal pattern as NSLP (7 CFR 200). NSLP back to school waivers apply to SSO

## SFSP Nationwide Waivers Expiring



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### Waivers that apply to SFSP expiring August 31

- Non-congregate Feeding
- Allow Parents and Guardians to Pick Up Meals for Children
- Offer Versus Serve Flexibilities
- Meal Service Time Flexibilities

## Fresh Fruit and Vegetable Program



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- Schools participating in FFVP may distribute produce purchased with FFVP funds to virtual/hybrid students
- Student **MUST** be present at the time of pick-up
- FFVP is not included in the waiver that allows parents and guardians to pick-up meals for students

## FSMC Contract Extension



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- Waives contract duration and extension limits
- Allows FSMC contracts ending before June 30, 2020 to be extended through SY20-21
- Using the emergency non-competitive procurement procedures
- Contracts negotiated or extended through SY20-21 may **NOT** be renewed past that

## Local School Wellness Policy



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### Nationwide Waiver of Local School Wellness Policy Triennial Assessments

- Extends the deadline to complete the triennial assessment of compliance with school wellness policies from June 30, 2020 to June 30, 2021
- Contact Food and Nutrition Services if you need to request additional time for assessment

## Integrity



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- Record Retention
- Waivers
- Point of Service accountability
- Accurate meal counting and claiming
  - Example-Parent/student may pick-up a meal at another location designated for curbside pick-up and the meal is counted at the point it is distributed to the parent/student
  - The meal is then entered into the claim for which the building the student is enrolled at

CARES ACT
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- March-September claims
- Accurate Claims
- Revenue Code and Project Code Changes for CARES Act Funds

Coronavirus Aid, Relief, and Economic Security (CARES) Act

Home » Financial & Admin. Services

**CARES Act**

- [Cares Act Funding Details](#)

**Elementary and Secondary School Emergency Relief Fund (ESSER)**

- [DESE CARES Act Guidance](#) (last updated 8-5-20)
- [DESE CARES Act Webinar \(5-11-20\): Recorded Webinar | PowerPoint Slides](#)
- [DESE CARES Act Webinar FAQs](#)
- [USED Guidance on Equitable Services Under The CARES Act](#)
- [ESSER LEA Allocations](#) (Revised 8-5-20)
- [Payment Request for Reimbursement](#)
- [ESSER Nonpublic Proportionate Share](#) (Revised 7-29-20)
- [The CARES Act - Application & Assurance for ESSER Funds Directions](#)
- [The CARES Act - Application & Assurance for ESSER Funds](#)
- [Affirmation of Consultation with Nonpublic Schools for CARES Act](#)
- [The CARES Act Revenue Codes](#)
- [DESE Public Notice for Nonpublic School Participation](#)
- [LEA Public Notice for Nonpublic School Participation](#)
- [Federal ESSER Legislation and Guidance](#)

<https://dese.mo.gov/financial-admin-services/coronavirus-aid-relief-and-economic-security-cares-act>

Guidance

Food & Nutrition Services

Home » Financial & Admin. Services

The Food and Nutrition Services Section administers the USDA Food Distribution Program and the following USDA Child Nutrition Programs: National School Lunch Program (NSLP), School Breakfast Program, Special Milk Program, and the Fresh Fruit and Vegetable Program. Under the NSLP, the After School Snack Program and Seamless Summer Option are also available. The programs are operated in public, non-public, and residential child care institutions. The goal of the Food and Nutrition Services Section is to provide safe food and technical assistance to ensure well-balanced meals are served to the students of Missouri.

**Food and Nutrition Services Contact Information**

**Food and Nutrition Services Email**

**Food and Nutrition Services Region Map**

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

Quick Links

- News and Updates
- Administrative State Agency Review
- Civil Rights
- Community Eligibility Provision (CEP)
- Disaster
- Farm to School
- Food Allergy Information
- Meal Pattern
- Newsletters, Webinars & Workshops
- Procurement
- Professional Standards
- Reimbursement Rates
- e-Learning Module - Serving with Success

Financial & Admin. Services

- Accounting & Procurement
- Budget
- Career and Technical Education (CTE) Finance
- ESEA Finance
- Food & Nutrition Services
  - Food Safety/HACCP
  - Food Service Management
  - Free and Reduced Price Information
  - Guidance & Resources
  - Handbooks
  - School Year 2020-2021 Resources
  - Smart Snacks in Schools
  - Statistics
  - USDA Foods
  - USDA Memos
  - USDA Programs/Regulations
  - No Kid Hungry Breakfast Challenge
  - USDA Guidance Policies
  - Wellness
- Human Resources

<https://dese.mo.gov/financial-admin-services/food-nutrition-services>

Pandemic Electronic Benefit Card (P-EBT)



P EBT	Total Approved
Households	153,937
Children	288,440

- Children (Pre-Kindergarten-Grade 12) that qualify for free or reduced price meals at school were eligible
- Direct Certification (SNAP)- Automatically received benefit
- Non-SNAP- application process
- DESE processed more than 124,000 P-EBT cases

Pandemic Electronic Benefit Card (P-EBT)



MOre Healthy Schools:  
Re-entry Considerations for School Nutrition Services

Virtual Forum and Statewide Collaboration  
**July 22 | 10:30 a.m. – 12:00 p.m.**

Registration Required:  
<https://bit.ly/MOreHealthSchoolsNutrition>



Guest Speakers:

**Barbara Shaw**  
Food and Nutrition Services, DESE and Missouri School Nutrition Association (MSNA) Board of Directors

**Sarah Chellberg, SNS, RD**  
MSNA and Director, Child Nutrition, Raymore-Peculiar School District

**Lisa Farmer, M.S.Ed.**  
Missouri Department of Health and Senior Services

**Jenna Knuth, RD, LD, SNS**  
Food and Nutrition Services, North Kansas City Schools



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@EducPlus EducationPlusSTL

<http://www.mohealthyschools.com/>

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## Back to School Waiver Tutorial



- Submit questions: [foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov)
- Use Subject Line: Back to School Q&A



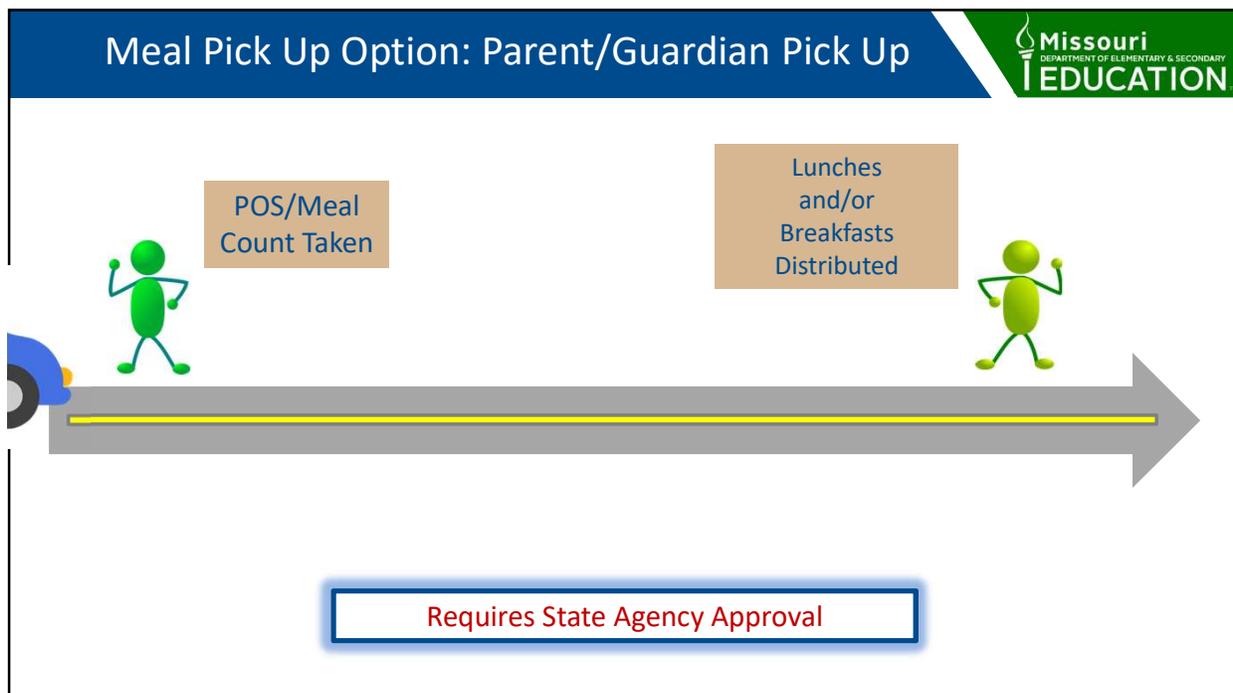
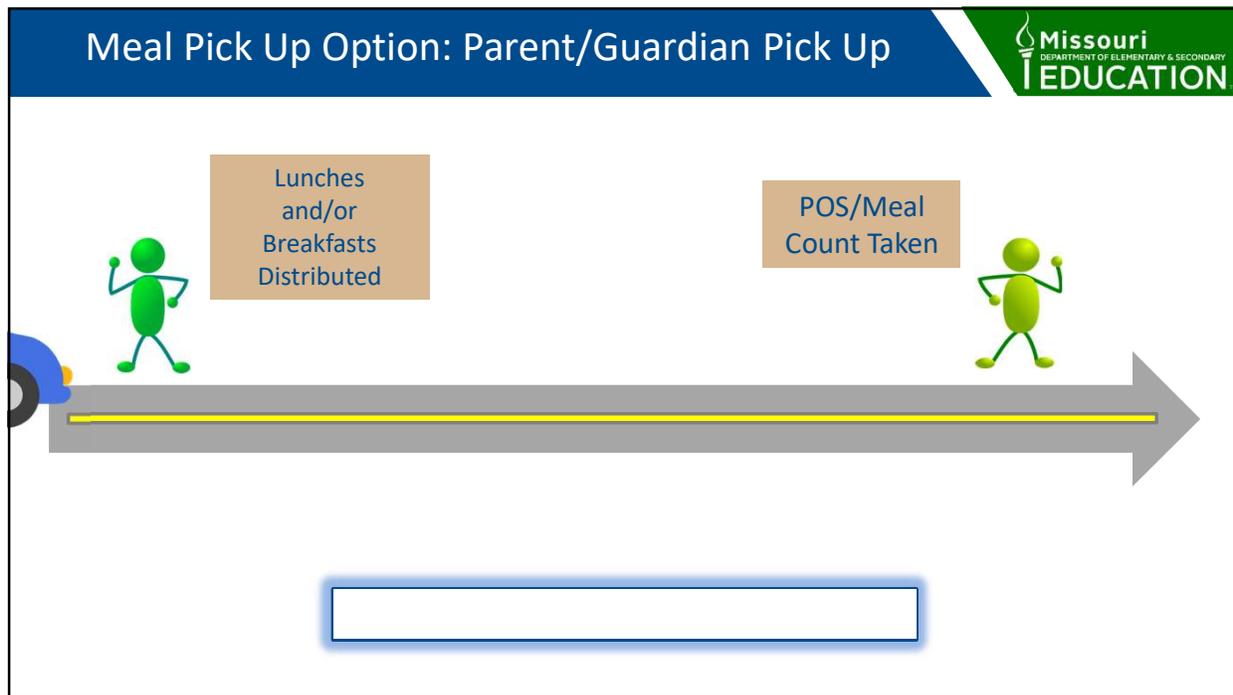
## School Nutrition Programs



- Submit questions: [foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov)
- Use Subject Line: Back to School Q&A

Point Of Service	
Acceptable POS meal count systems include:	Unacceptable POS meal count systems (they do not provide a daily count of reimbursable meals by category at the POS):
<ul style="list-style-type: none"> <li>✓ Coded Roster Checklist</li> <li>✓ Coded Tickets or Tokens (not color coded)</li> <li>✓ Tick or Tally Sheet (if non pricing or each student is assigned a number)</li> <li>✓ Electronic System:               <ul style="list-style-type: none"> <li>○ Student ID Card</li> <li>○ Student PIN Code</li> <li>○ Student Biometric Finger ID</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>× Attendance Counts</li> <li>× Tray/Entrée Counts</li> <li>× Head Counts</li> <li>× Classroom Counts</li> <li>× Counts taken anywhere other than at point of service</li> <li>× Delivery count of meals produced off-site</li> <li>× Any acceptable system that isn't implemented properly</li> </ul>
<p>Students' names are marked on the roster before a reimbursable meal is served/selected</p> <p><b>REQUIRES STATE AGENCY APPROVAL</b></p>	

Integrity	
Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION	
<ul style="list-style-type: none"> <li>• <b>Avoiding Overt Identification</b> <ul style="list-style-type: none"> <li>□ <i>Any action that may result in a child being recognized as potentially eligible to receive free or reduced price meals</i></li> </ul> </li> <li>• <b>Edit Checks</b> <ul style="list-style-type: none"> <li>□ <i>Assuring accurate meal counts</i></li> <li>□ <i><a href="http://dese.mo.gov/sites/default/files/DailyParticipationRecord-Instructions_000.pdf">http://dese.mo.gov/sites/default/files/DailyParticipationRecord-Instructions_000.pdf</a></i></li> </ul> </li> </ul>	



## Meal Pick Up Option: Grab & Go Cart

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Teacher Collecting ID's

Lunches and/or Breakfasts

A diagram illustrating the initial step of the meal pick-up process. On the left, a brown box labeled "Teacher Collecting ID's" is positioned above two stick figures: a green one and a blue one. On the right, a brown box labeled "Lunches and/or Breakfasts" is positioned above a single green stick figure. Below these elements is a large, empty white rectangular box with a blue border.

## Meal Pick Up Option: Grab & Go Cart

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Meal Count Taken & Lunches and/or Breakfasts Distributed

A diagram illustrating the distribution of meals. On the left, four stick figures are shown in a row: two brown, one green, and one blue. On the right, a single green stick figure is shown. Above the figures is a brown box labeled "Meal Count Taken & Lunches and/or Breakfasts Distributed". Below the figures is a white rectangular box with a blue border containing the text "Acceptable POS".

# Methods of Collection Form

Attachment I

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES

**METHODS OF COLLECTION AND MEAL COUNTING**

LOCAL EDUCATION AGENCY (LEA):	AGREEMENT NUMBER:
LEA CONTACT:	PHONE NUMBER:
SIGNATURE OF CONTACT:	DATE:

**INSTRUCTIONS**

Mail or fax the completed form to: Food and Nutrition Services Section, Department of Elementary and Secondary Education, P.O. Box 400, Jefferson City, MO 65102-0400 or Fax to: (573) 626-3897

For questions regarding this form, contact a Nutrition Program Specialist at (573) 751-1525.

All meal counting systems must have a built-in accounting system at the point of service to record numbers of free, reduced price, and full price meals actually served daily. The point of service is that point at which it can be determined that the food items served/selected constitute a reimbursable meal.

Complete all sections that apply to all buildings within the LEA. From each of the sections below, choose all methods currently used. If a different method is used or additional information is required to explain the method used, please describe in the space provided or on a separate sheet of paper.

**SECTION I**

If LEA participates in Community Eligibility Provision (CEP) complete Section I (otherwise go to Section II)

a. All buildings participate in CEP?  Yes  No

If NO, list only the buildings participating in CEP: \_\_\_\_\_

b. Describe CEP counting method: \_\_\_\_\_

**SECTION II**

Fund collection for full and reduced price students (check all that apply)

a. Students pay for meals  daily  weekly  monthly  by semester  yearly

b. Students  pay  may not pay for meals

c.  Students may change their meals and pay at a later date.

d.  Students do not pay for meals.

e. Meal payment is made in the  classroom  school office  cafeteria  another location

f. Another method not listed above is used. Explain: \_\_\_\_\_

**SECTION III**

Meal cards, tickets, or tokens (check all that apply)

a.  All  some schools use meal cards or tokens

b.  All  elementary  middle/junior high  senior high

c.  All  some students at these schools use meal cards, tickets, or tokens

d. Meal cards, tickets, or tokens are distributed in the  classroom  school office  cafeteria  another location

e. Meal cards, tickets, or tokens are coded using a  number code  letter code  date code  signature code

f.  other code. Explain: \_\_\_\_\_

g.  Yes  No. All student meal cards, tickets or tokens are same size and color. If No, explain: \_\_\_\_\_

Must submit Methods of Collection if process changes. A new Methods of Collection also requires a new policy statement to be submitted.

Where can I locate this?  
DESE FNS Website → Guidance & Resources → Forms → Methods of Collection and Meal Counting Form

OR  
Attachment I in the “Free and Reduced Price Application and Direct Certification” Handbook



# Methods of Collection Form

## Section 1: CEP

**SECTION I**

If LEA participates in Community Eligibility Provision (CEP) complete Section I (otherwise go to Section II)

a. All buildings participate in CEP?  Yes  No

If NO, list only the buildings participating in CEP: \_\_\_\_\_

b. Describe CEP counting method: \_\_\_\_\_



# Methods of Collection Form

## Section 2: Fund Collection

### SECTION II

Fund collection for full and reduced price students (check all that apply)

- a. Students pay for meals  daily  weekly  monthly  by semester  yearly
- b. Students  may  may not prepay meals.
- c.  Students may charge their meals and pay at a later date.
- d.  Students do not pay for meals.
- e. Meal payment is made in the  classroom  school office  cafeteria  another location
- f. Another method not listed above is used. Explain: \_\_\_\_\_



# Methods of Collection Form

## Section 3: Meal cards, tickets, or tokens

### SECTION III

Meal cards, tickets, or tokens (check all that apply)

- a.  All  some schools use meal cards or tokens.  
 elementary  middle/junior high  senior high
- b.  All  some students at these schools use meal cards, tokens, or tickets.
- c. Meal cards, tickets, or tokens are distributed in the  classroom  school office  cafeteria  another location
- d. Meal cards, tickets, or tokens are coded using a  number code  letter code  date code  signature code  
 Another code. Explain: \_\_\_\_\_
- e.  Yes  No All student meal cards, tickets or tokens are same size and color. If No, explain: \_\_\_\_\_



# Methods of Collection Form

## Section 4: Meal accountability and monitoring

SECTION IV	
Meal accountability and monitoring methods (check all that apply)	
a.	<input type="checkbox"/> All students are listed on a roster.
b.	The roster is marked by the <input type="checkbox"/> teacher <input type="checkbox"/> food service employee <input type="checkbox"/> another person
c.	<input type="checkbox"/> The students' names are marked on the roster after a reimbursable meal is served/selected.
d.	<input type="checkbox"/> The students' names are marked on the roster before a reimbursable meal is served/selected. (Requires State Agency approval.)
e.	<input type="checkbox"/> Marks on roster are counted to arrive at a total number of free, reduced price, and full price reimbursable student meals served.
f.	Each student presents their meal card, ticket or token to a <input type="checkbox"/> teacher <input type="checkbox"/> food service employee <input type="checkbox"/> another person at the point of service after a reimbursable meal is served/selected.
g.	Each student presents their meal card, ticket, or token to a <input type="checkbox"/> teacher <input type="checkbox"/> food service employee <input type="checkbox"/> another person before a reimbursable meal is served/selected. (Requires State Agency approval.)
h.	<input type="checkbox"/> Another method is used. Explain: _____
i.	<input type="checkbox"/> Meals are monitored for compliance to the meal pattern.
j.	<input type="checkbox"/> All students eligible for free or reduced price meals have access to all serving areas offering a reimbursable meal.



# Methods of Collection Form

## Section 5: Computerized point of sale

SECTION V	
Computerized point of sale systems (check all that apply)	
a.	<input type="checkbox"/> The name(s) of the computerized system used: _____
b.	<input type="checkbox"/> All <input type="checkbox"/> some schools use this system. <input type="checkbox"/> elementary <input type="checkbox"/> middle/junior high <input type="checkbox"/> senior high
c.	<input type="checkbox"/> This is a debit system. Students deposit money into an account. Purchases are subtracted from the balance.
d.	This is a meal <input type="checkbox"/> card <input type="checkbox"/> card-less system.
e.	<input type="checkbox"/> Meal cards are scanned at the point of service.
f.	<input type="checkbox"/> Meal cards are collected at the point of service and scanned later.
g.	<input type="checkbox"/> Students <input type="checkbox"/> food service employee <input type="checkbox"/> another person enters an identifying number into a keypad at the point of service.
h.	<input type="checkbox"/> Each student presents the medium of exchange to the cashier before a reimbursable meal is served/selected. (Requires State Agency approval.)
i.	<input type="checkbox"/> Meals are monitored for compliance with the meal pattern.
j.	<input type="checkbox"/> All students eligible for free or reduced price meal benefits have access to all serving areas offering a reimbursable
k.	<input type="checkbox"/> After all students are served a daily report is generated indicating the number of free, reduced price and full price reimbursable student meal served/selected.
l.	<input type="checkbox"/> Another method is used. Explain: _____



# Methods of Collection Form

## Section 6: Effective Date of Eligibility Determinations

SECTION VI	
<b>Effective Date of Free or Reduced Price Eligibility Determinations</b>	
a. The LEA will establish the date of submission of an application as the effective date of eligibility, rather than the date the official approves it.	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>



# Methods of Collection Form

## How to Submit

School Nutrition Programs	
Item	Description
LEA Profile	SNP LEA's Profile Information
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Attachment Summary	Summary for Permanent Application Agreements, Policy Statements, and Packet Attachments
Permanent Application Agreement	Permanent Application Agreement Attachments
Policy Statement	Policy Statement Attachments
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by LEA Summary
Verification Report	Mandatory Annual Verification Report



## Required Signage

Meal Service Location	Required Signage	Recommendations
Cafeteria	And Justice for All Poster, health inspection, reimbursable meal signage	Required to be displayed in view of Participants
Classroom		And Justice for All Poster, Reimbursable meal signage, menu in view of participants in common space, bulletin board, school office,
Off-Site		PDF file on website, civil rights process in handbook or on website.

## Resources

### Non-Congregate Feeding and Parent/Guardian Pick-Up

- Letter to Best practices

School Manager: Best pra

Method of Identification (Check  )

meal pick-up id card

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

ID: \_\_\_\_\_

meal pick-up id card

School Name: Cove Elementary

Student Name: Maria Johnson - Vidal

ID: 5703

#### Financial & Admin. Services

- Accounting & Procurement
- Budget
- Career and Technical Education (CTE) Finance
- ESEA Finance
- Food & Nutrition Services
  - Food Safety/HACCP
  - Food Service Management
  - Free and Reduced Price Information
  - Guidance & Resources
  - Handbooks
  - School Year 2020-2021 Resources**
  - Smart Snacks in Schools
  - Statistics
  - USDA Foods
  - USDA Memos
  - USDA Programs/Regulations
  - No Kid Hungry Breakfast Challenge
  - USDA Guidance Policies
  - Wellness

## Verification



- Important Dates
  - ❑ Start: October 1
  - ❑ Complete: November 15
  - ❑ Report: December 15
- Temporary Application Status
- Verification Methods
  - ❑ Standard\*
  - ❑ Alternate I
  - ❑ Alternate II

Verification Training Online:  
 DESE FNS Website -> Newsletters,  
 Webinars, Workshops ->  
 Verification Process and  
 Verification Report Webinars

Verification Resources Online:  
 DESE FNS Website -> Guidance &  
 Resources -> Verification  
 Information  
 &  
 DESE FNS Website -> Handbooks

\* LEA's with a non-response rate of 20% or more for the prior school year must use Standard Method

## School Year 20-21 Monitoring


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Administrative Reviews

**Begin January 2021**

On-Site Protocol

- Additional Communication
- Updated on-site visit protocol
  - Guidelines
  - COVID Kit

On-Site Monitoring Waiver

- Nationwide waiver
- Monitor surveillance data for COVID-19

Training with DESE - FNS

### Recorded webinars

- ❑ New releases every Friday through September
- ❑ Civil Rights Training available today

### Technical Assistance

Food & Nutrition Services

Home » Financial & Admin. Services

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Food and Nutrition Services Contact Information

Food and Nutrition Services Email

Food and Nutrition Services Region Map

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Quick Links

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- Meal Pattern
- Newsletters, Webinars & Workshops
- Procurement
- Professional Standards
- Reimbursement Rates
- e-Learning Module - Serving with Success

USDA Foods Delivery Procedures
Brown Box & FFS items

## USDA Foods Delivery Procedures

### Brown Box & FFS items

## Delivery Expectations





**• Monthly delivery, August - April**

**Monday – Friday**

**7:00 am – 3:00 pm**

**Tailgate delivery**

**HOLIDAYS INCLUDE:**

- Labor Day
- Thanksgiving Break (Wed-Friday)
- Christmas Break (varies by year)
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Monday after Easter



## Delivery Expectations



 **4 DAYS  
FROM DELIVERY**

- Delivery Date
- Delivery Type
- Quantity of Food

 **2 DAYS  
FROM DELIVERY**

- Specific Date
- Specific Time (within a 2 hour window)
- Location of Delivery

 **DAY OF  
DELIVERY**

- Receive Bill of Lading
- Verify products
- Sign delivery receipt

## Delivery Best Practices



- Follow CDC & local agencies guidelines
- Be thoughtful
- Check truck cooler and freezer temperatures at time of delivery
- Match items to the delivery receipt/BOL
  - Check for shortages and overages
  - Check product code and descriptions
  - Clearly mark discrepancies on receipt
  - Mark total cases, sign, and date receipt



## QUESTIONS or CONCERNS DURING YOUR DELIVERY?




**USDA FOODS DELIVERY FEEDBACK**

Delivery discrepancies should be marked on driver's delivery receipt.

For additional support at time of delivery, please call:

Monday – Friday, 7:00 am- 3:00 pm

For other USDA Foods complaints, please email:

[donatedfoods@dese.mo.gov](mailto:donatedfoods@dese.mo.gov)

## Contact information



8220 NE Underground Dr.  
Kansas City, MO 64161

Main Phone #: 816-459-4823

Main Fax #: 816-459-4871

Main Group email address: [LanterMoSchools@lanterdist.com](mailto:LanterMoSchools@lanterdist.com)

*(This address includes all the people listed below)*

## Complaints



- Submit to [donatedfoods@dese.mo.gov](mailto:donatedfoods@dese.mo.gov)
- Identify product, date of delivery, and the problem
- Include item code, expiration date, and pictures if possible
- Allow time for investigation



## Reminders



- **USDA Value Letters 2019-2020**
- **NOI Pounds**
- **DoD Fresh**



## Updates



- **Entitlement Value State Waiver**
- **Bonus List**
- **USDA Truck Cancellations or Delays**
- **School request for order cancellations due to COVID-19**

### USDA Foods

Home » Financial & Admin. Services » Food & Nutrition Services

- [USDA Foods Packet 2020-21](#) Updated 2/21/2020
- [Value of USDA Foods Distributed 2019-2020](#)
- [Value of USDA Foods Distributed 2018-2019](#)
- [2020 USDA Food Values \(Brown Box & Processed\)](#)

• [Canceled or Adjusted USDA Food, Brown Box Orders](#) 8/6/2020

#### Contact Information

- [Processor/Broker Contact Information](#)
- [Lanter Distributing Payment Information](#) 7/22/2016
- [Lanter Distributing](#) - 816-459-4823 ext. 4208 Contact Person: Lauren Reed
- [Donated Food State Agency Office](#) - 573-751-7253

# Missouri Donated Food Program

**Please contact us!**

[donatedfoods@dese.mo.gov](mailto:donatedfoods@dese.mo.gov)

573-751-3526



**Lisa Percival** – Director, Food Distribution Program  
Lisa.Percival@dese.mo.gov, 573-522-1974

**Andrea Powell** – Food Distribution Specialist  
Andrea.Powell@dese.mo.gov, 573-751-7253

**DeeDee Kilson** – Program Specialist  
DeeDee.Kilson@dese.mo.gov, 573-751-1706



## Procurement



*Kyle Heislen*

Submit questions: [foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov)

Use Subject Line: Back to School Q&A

2020

## Procurement Review Documents



- The LEA procurement plan/policy
- Code of conduct
- LEA contact information,
- Complete the LEA procurement table,
- And upload the Vendor Paid list from previous School year vendors for food service only

## Procurement for noncompetitive proposals



1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

## Original Bid Must Include



- Include a clear and accurate description of the technical requirements for the material, product, or service to be procured including quality standards. Detailed product specifications should be avoided. [2 CFR 200.319(b)]
- Specify a brand name is considered restrictive of competition in 2 CFR 200.319(a)(6).
- Include applicable required contract provisions in Appendix II to 2 CFR 200.
- Award contract to a responsible contractor. [2 CFR 200.318(h)]

## Original Bid Must Include (cont)



- Obtain an independent cost/price estimate before receiving bids or proposals when costs are expected to exceed the Federal simplified acquisition threshold. [2 CFR 200.323(a) and (b)].
- Follow documentation, contractor oversight, conflict of interest requirements, and other general procurement standards in 2 CFR. 200.318. If a conflict of interest is unavoidable due to the exigent/emergency circumstances, Program operators must explain that in the procurement documentation.
- Remember, all costs must be necessary, reasonable, and allocable. [2 CFR 200.403]



- Meal counting and claiming
- Parent Pick Up



Thank You!

- Registrants will receive survey and certificate
- Recording will be available this week on our website

### Contact

Food and Nutrition Services

[foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov)

573-751-3526

