



INSIDE THIS ISSUE:

| | |
|----------------------------|-----|
| Verification Reminders | 1 |
| Backup Emergency Meal Plan | 2-3 |
| Dietary Guidelines | 3 |
| MO Healthy Schools | 4 |
| Financial Report | 4 |
| Donated Foods | 4-5 |
| Administrative Reviews | 6 |
| Farm to School Grant | 6 |

Verification Reminders

Verification is the confirmation of a student's eligibility for free and reduced price meals under the National School Lunch Program and School Breakfast Program. Verification is done annually and must include either 1) confirmation of income eligibility or 2) confirmation that the child is included in a certified Food Stamp household or Temporary Assistance Unit.

General Requirements

Annually, each Local Education Agency (LEA) must select and verify an exact sample of applications approved for benefits. The LEA must use either the Standard (error prone) Method or an Alternate sample size method I or II. The required sample size is based on the total number of approved applications on file on October 1 and the non-response rate of the previous school year. The Standard Method must be used by all LEAs with a non-response rate of 20% or more for the prior school year.

Follow-up Attempt for Verification

The LEA must make at least one attempt to contact the household when the household does not adequately respond to the request for verification. "Non-response" includes no response and incomplete or ambiguous responses that do not permit the LEA to resolve children's eligibility for free and reduced price meals. The required follow-up attempt may be in writing (mail or e-mail) or by telephone or text message. The LEA must document contact was attempted.

Deadline Extension

U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) recognizes that, during COVID-19, requiring local educational agencies (LEAs) to complete verification according to standard Program deadlines is burdensome for school officials, and could cause confusion for families with children attending schools operating SFSP/SSO. FNS is extending the verification deadline to February 28, 2021. All LEAs that collected school meal applications during SY2020-2021 are required to conduct verification. LEAs have discretion to complete verification ahead of this deadline, if they have the administrative capability to do so.

Verification Report

Each LEA must complete a verification summary report that is available on November 1 through the Department of Elementary and Secondary (DESE) FNS web application system. This year, the due date for the report will be extended to a date that will be announced after further guidance is received from USDA.

Detailed resources such as a Special Edition of Verification Guidance for School Year 2020-21 and the list of schools required to use the Standard Method can be accessed at [DESE FNS's website](#) or by contacting the main office at 573-751-3526 for assistance.





Backup Emergency Meal Plan

This past year has been a year full of lessons, trial and error, and thinking on our feet. While it is impossible to predict the future, it is possible to use this past years' experience to prepare for future emergencies due to weather, fire, or illness. Creating a backup plan to serve your students while protecting the integrity of the Child Nutrition Programs (CNP) is a proactive step to ensure the safety and health of staff and students.

In the event of a school or district-wide shutdown, the Local Education Agency (LEA) should have an emergency backup plan to serve meals.

While the State Agency (SA) does not approve or collect emergency plan, the SA may provide assistance, feedback, or process waiver requests to help the LEA execute their emergency plan.

A backup emergency meal plan should have the following items:

- **Timeframe:** Date(s) the backup plan will be implemented
- **Person(s) involved and their role(s) in the backup plan:** This can include school administrators, the CNP authorized representative, and food service director and staff.

- **The reason(s) for an emergency shutdown:** School or kitchen fire, flood, tornado, earthquake, pandemic, quarantined kitchen staff, etc.
- **How the LEA plans to provide meals to students:** The serving plan should correspond with the reason for emergency shutdown. For example, if there is a fire in the kitchen or kitchen staff is in quarantine, it would make sense to have catered meals from a neighboring district or local grocer in which school administrators can distribute to students. Meals may

Reimbursable and Non-Reimbursable Serving Options (for SY 2020-2021)

| Reimbursable | Non-Reimbursable |
|---|--|
| Meals from a local grocer that meet the appropriate meal pattern for each grade group. | Meals from a local grocer that do not meet the appropriate meal pattern for each grade group. |
| Catered meals from a neighboring school district that meet meal pattern requirements. | Advertising a neighboring school district that is operating an open site for Seamless Summer Option (SSO) or Summer Food Service Program (SFSP). |
| Serving meals with appropriate waivers: (Nationwide waivers available through June 30, 2021) | |
| <u>Non-Congregate Feeding</u> | |
| <u>Meal Time Flexibility</u> | Ask households to provide meals. |
| <u>Parent/Guardian Pick Up</u> | |
| <u>Offer versus Serve Flexibility</u> | |
| <u>Meal Pattern Flexibility</u> | |

Backup Emergency Meal Plan (continued)

be provided through the following program options: NSLP, SSO, SFSP.

- **Menu/Distribution Plan:**

Develop a sample menu to include in the plan so you are ready to communicate with your food service team or local grocer. Plan for what items can be pre-packaged. Develop a distribution plan and so you are ready to discuss with the State Agency who will help process necessary waivers to execute your plan.

For LEAs implementing a backup plan in which the meals are reimbursable, be sure to keep pro-

duction records, menus, and meal counts, along with an accurate Point of Sale (POS) procedure.

Keep all documentation (invoices, letters to households, etc.) when serving either reimbursable or non-reimbursable meals as part of your backup plan. This documentation can help serve as a resource for future emergencies.

Resources to help build and execute an emergency backup plan:

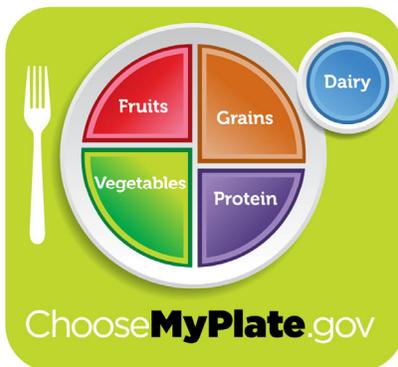
The [DESE-FNS website](#) has a [Disaster/ COVID-19 Information](#) page, which provides information for available waivers, Q&As, and disaster resources.

The [School Year 2020-2021 Resources](#) page has FAQs, waiver survey forms, and resources for communication to households, meal count sheets, templates, and more.

Your district's [regional Nutrition Program Specialist](#).



Dietary Guidelines 2020-2025



The 2020-2025 Dietary Guidelines for Americans and MyPlate will soon be released! The Dietary Guidelines and MyPlate encourages consumers to choose foods and meals that are full of nutrients by providing helpful resources to promote healthy eating and well-being across the country. Consumers can 'Start Simple' by creating attainable, daily food group goals through the updated MyPlate.gov or by downloading the MyPlate app. MyPlate allows consumers to personalize their profile and receive snapshots and personalized resources through the MyPlate quiz.

MyPlate doesn't stop there as it also provides targeted roadmaps for dietitians, food industry, public health, educators, and communications partners. DESE-FNS encourages you to review the 2020-2025 Dietary Guidelines and MyPlate with the staff at your local school district. These tools are valuable for ourselves and students to promote healthy eating and well-being. Let's team up to kick-start the new year by making every bite count.



Missouri Healthy Schools

The Missouri Healthy Schools (MHS) website (www.mohealthyschools.com) offers a host of information for school personnel in teaching students the importance of living a healthy lifestyle.

The website offers resources on COVID-19, food and nutrition, physical activity and education, facilities and cleaning, as well as school employees well-being. You can also find live and recorded webinars providing information on the most relevant topics we are facing now as a nation.

Because of the COVID-19 pandemic, some parents are taking on new roles to help in their students' education. In this case, helpful and healthful recipes for snacks and main dish ideas are available as well as indoor and outdoor "recess" ideas. An option to sign up for updates to receive notification when new events and information becomes available is at your fingertips.



Financial Report

The SY 19-20 Financial Report is now open to all LEAs and the **due date has been extended to January 31, 2021.**

CARES Funding was used from March—September 30, 2020. Please see the following for assistance with completing the Financial Report:

- [Guidance and Resources webpage](#)
- [CARES Funding Revenue and Project Codes](#)

Donated Foods

USDA Foods Pre-Packet Survey

In December DESE-FNS will be sending out a survey via email. DESE-FNS is wanting feedback for the USDA Foods packet. DESE-FNS will compile the data of the survey and only offer the most popular items on the packet. This will continue to help us improve our efficiency. Be on the lookout in the coming weeks for the survey and quick turnaround time to complete.

USDA FOODS SY20-21 Packet

DESE-FNS will be releasing the SY21-22 USDA Foods packet in January for schools to place their orders. Like in years past this pack-

et is in Excel format and will be published on the USDA Foods webpage. This year's packet will have some updates and changes to assist schools in spending their entitlement. Some of those changes include calendar forms for easier ordering and a 10 case minimum calculator. Stay tuned for more information and an upcoming webinar to learn more about the SY21-22 USDA Foods Packet. The due date for the USDA Packet submission will be February 19th, 2021.

Receiving USDA Foods from Lanter Distributing

Be thoughtful! All cases received at time of delivery should match the driver's delivery receipt. To ensure

accuracy a school representative should clearly mark discrepancies and complete the delivery box on the delivery receipt (BOL) before returning it to the driver. In an effort to accurately report shorts and damages it is necessary for a school representative to complete the delivery box and mark all cases that are received, short, or returned at time of delivery. Also, please make sure the delivery receipt is signed and dated before returning it to the truck driver for completion.

(see next page for how to mark discrepancies on delivery receipts)





Marking discrepancies on delivery receipt:

| H/M | QUANTITY | ITEM NO. | DESCRIPTION | | GROSS WEIGHT |
|-------|----------|---------------------|------------------------|---------------------|--------------|
| | | | W/SE LOT NO. | PRODUCTION CODE | |
| | 1 | D-100206 | CNS 6/#10 | APPLE SLICES CANNED | 45 LBS |
| | | | 1 | 191489 071020 | |
| | 1 | D-110541 | CNS 6/#10 | APPLESAUCE UNSWEET | 315 LBS |
| | | | 7 | 191754 071720 | |
| | 1 | F-100243 | 80 | FROZEN BLUEBERRIES | 40 LBS |
| | | | 1 | 192260 | |
| | | | * * END-OF-ORDER * * * | | |
| ***** | | | | | |
| | | CASES RECEIVED | 8 | | |
| | | ***** | | | |
| | | CASES SHORT | | | |
| | | ***** | | | |
| | | CASES OVER/RETURNED | 0 | | |
| | | ***** | | | |
| | | SIGNATURE | <i>[Signature]</i> | | |
| | | ***** | | | |
| | | DATE | 08/01/2020 | | |

At each delivery clearly mark each discrepancy and complete the delivery box before returning the signed receipt back to the driver.

Delivery Information for USDA Foods from Lanter Distributing

Deliveries are contracted to be tailgate deliveries. This means that the driver is only required to bring the cases to the end of the truck. If your school requests to have a customized delivery the charge of \$2.00 per case will be invoiced to your school by Lanter Distributing. The contract allows for delivery times anytime between 7:00 a.m. – 3:00 p.m. Please have appropriate staff available to receive the USDA Foods when Lanter Distributing

arrives. Lanter will email a list of items to be received by your LEA during the upcoming month and will be sent before or during the first week of the month to all LEAs. The list will not include a delivery date and time.

A dispatch representative from Lanter will contact your LEA at least four days prior to a future delivery to verify the delivery date and a two-hour window for your upcoming delivery. If a delivery is unable to be made due to sick driver, bad weather, equipment malfunctions etc. Lanter will contact the LEA immediately to set up

a redelivery with 24 hours. The Lanter driver will have two copies of the Delivery Receipt. One for you to keep and a separate Bill of Lading for the driver to return to Lanter. Upon receipt of product someone at the school must verify quantity, item code & description, and total cases delivered. If there are any discrepancies from the Delivery Receipt, such as a short or damaged product, make sure to document such discrepancies on the driver's Bill of Lading. Include the quantity shorted by item and update the total number of cases verified/

USDA Foods Delivery Feedback

Delivery discrepancies should be marked on drivers delivery receipt.

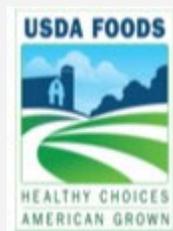
For additional support at time of delivery, please call

573-751-2646

Monday—Friday, 7:00 am—3:00 pm

For other USDA Foods complaints, please email:

donatedfoods@dese.mo.gov



Please identify product, date of delivery and the problem in email. Include item code, expiration date, and pictures if possible. Allow time for investigation.



Administrative Reviews

Administrative Reviews will begin in January 2021. The health and safety of our staff and your LEAs staff and students is a high priority for DESE, Food and Nutrition Services. With the authority permissible through the Nationwide Waiver of Onsite Monitoring Requirements in the School Meals Programs, DESE-FNS is able to perform a desk audit in order to support social distancing measures and prioritize everyone's health. During a desk audit, our team will be coordinating photo and video conferences with appropriate school and food personnel to replace the on-site portions of the review. Your Nutrition Program Specialist will work with you to develop a schedule for your desk audit. In the event that an on-site is requested, DESE-FNS asks to consider alternative options involving technology or that social distancing is accommodated. DESE-FNS has equipped Specialists with gloves,

masks, and hand sanitizer. If your LEA has limited access technology, please reach out to your Nutrition Program Specialist.

The Administrative Review list has changed since it was originally released in August. The Administrative Review list can be found on our [Administrative Review webpage](#). Administrative Reviews are for schools operating the National School Lunch Program (NSLP). Schools that were due for an Administrative Review but have been approved to operate Seamless Summer Option (SSO) or Summer Food Service Program (SFSP) during SY 20-21 will not be receiving a review this school year. The review will be moved to a different review year. It is anticipated that the Administrative Review list for SY 21-22 will be determined and released in spring 2021.



2021 Farm to School Grant Request for Applications is Now Open!

Deadline: January 8

The fiscal year (FY) 2021 Farm to School Grant Program Request for Applications (RFA) is now available! The solicitation officially opened October 16th, 2020, and will remain open until 11:59pm ET on January 8th, 2021. FNS seeks to award up to \$10 million this fiscal year. New for FY 2021, institutions operating the Child and Adult Care Food Program and Summer Food Service Program at non-school based sites are included in the definition of eligible schools and may apply for funding.

Food and Nutrition Services

P.O. Box 480, 205 Jefferson Street

Jefferson City, Mo 65102

Phone # 573-751-3526

<http://www.dese.mo.gov/divadm/food>



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