



SCHOOL NUTRITION PROGRAMS UPDATE

Karen Wooton, Coordinator
Josh Winters, Director Food Distribution

Food and Nutrition Services (FNS)

October, 2018

Department of Elementary and Secondary Education (DESE)

Current Programs

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- National School Lunch Program (NSLP)
 - After School Snack Program
 - Seamless Summer Feeding Option
- School Breakfast Program (SBP)
- Special Milk Program
- Fresh Fruit and Vegetable Program
- Donated Foods Program



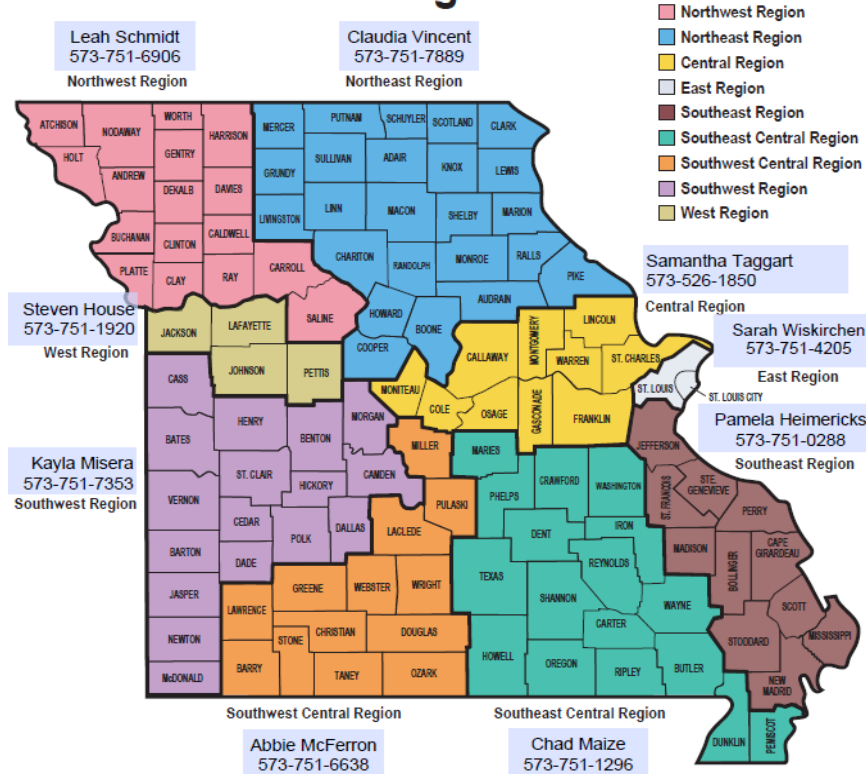
Administrative Reviews (ARs)

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- On-site compliance monitoring
- 3 year cycle
 - First cycle: 2013-14, 2014-15, and 2015-16
 - Second cycle: 2016-17, 2017-18, and 2018-19
- List on website of ARs for 2018-19



Missouri Food & Nutrition Services Regions



CharterSchools
Keely Hawkins
573-751-3862



Procurement Reviews

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- Started in 2016-17
- 6 Year Cycle, unless contract with a food service management company – 3 year cycle
- Desk audit conducted by contracted company – Child Nutrition Resource (CNR)
- Review schedule on website



Procurement Threshold Changes

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- Micro –purchase: changed from \$3,500 to \$10,000
- Simplified acquisitions (small purchase): changed from \$150,000 to \$250,000



Food Safety Inspections

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- 2 inspections yearly are required
- Complete on web application the number of inspections from the prior year
- Due now



Claims for Reimbursement

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- Due by the 15th of each month
 - Ex. September claim due October 15th – payment received around 25th of each month
- 60 day claim submission deadlines (USDA)
 - Ex. September claim – November 29, 2018
 - One-time exception allowed in 36 months



Financial Report

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- NSLP requires operation on a non-profit basis
- Revenues and expenditures from ASBR
- Available now and due by November 1
- Review and pay extra attention to the closing balance before submitting (adjustment to balance if needed)



Excess Balance

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- If exceed a 3-month average operating cost
 - Contacted in January/February
 - Submit a plan and documentation to reduce the excess balance



Direct Certification

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- Free meal eligible
 - SNAP (Supplemental Nutrition Assistance Program)
 - TANF (Temporary Assistance for Needy Families)
 - Foster



Direct Certification

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- File available weekly
 - Direct Match – New Process – Please use
 - ZIP code file
 - MOSIS file



Direct Certification

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- Mandatory 3 times yearly
 - July/August, October and January

- Mandatory 1 time yearly for Community Eligibility Provision (CEP)
 - April



CEP – Eligibility Criteria

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- LEA or school must have an identified student percentage of at least 40% as of April 1st of the school year prior
- Identified students: certified for free meals without an application
- Keep source documentation (upload into Tiered Monitoring)



Verification

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- Sample size selected as of October 1
- Must complete the Verification process by November 15
- Verification Report due by December 15



Paid Lunch Equity (PLE)

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- If charged less than \$2.92 for paid lunches in SY 2017-18 must raise price for SY 2018-19 or add non-federal funds
 - Reimbursement for free minus paid = \$2.92
 - Never required to raise more than 10 cents
 - Exemption if exceed a 3 month operating cost



Adult Meals

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- Transfer of funds to food service account to make up the difference if not priced sufficiently

- Example: Lunch

Highest paid student lunch \$2.60

Value of commodities + .3425

Paid lunch reimbursement + .39

(severe need with 6 cents)

Required adult lunch price = \$3.3325 (round to \$3.35)



Local Wellness Policy

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- Must have a local wellness policy

- Triennial Assessment (completed by June 30, 2020)
 - WellSat 3.0 (district level) & School Health Index (school level) – contact Laura Beckmann, Director of Health, Physical Education and Wellness
laura.beckmann@dese.mo.gov



Unpaid Meal Charge Policy

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- Required to have a local meal charge policy in place
 - Must be communicated in writing to all households
 - Must include policies regarding collection of delinquent meal charge debt



Delinquent Debt vs. Bad Debt

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- Delinquent – considered collectable and efforts made to collect (allowable use of food service funds)
- Bad – when determined efforts to collect delinquent debt is useless or too costly (losses must be restored using non-federal funds)



Smart Snacks

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- Nutrition standards shall apply to all foods and beverages sold to students:
 - Outside of school meal programs
 - On the school campus
 - At any time during the school day (the period from the midnight before, to 30 minutes after the end of the official school day)



Fundraiser Exemptions in Missouri

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- A maximum of five fundraisers, per school building, per school year will be allowed
- A single exempt fundraiser will have a duration of one day
- Locally may implement more restrictive standards



Professional Standards

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- Hiring standards for new school nutrition program directors
- Training standards for all school nutrition program employees
- Must maintain documentation



USDA Donated Food Distribution Program

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- The Donated Food Program is a program that allows the USDA to assist LEA's in meeting the nutritional needs for school children throughout the nation.
- To aid American farmers, the USDA buys only domestic food and distributes that food through various eligible food outlets.
- This program (if used properly) can supplement your lunch program by nearly 30%.



Program Entitlement

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- LEAs are eligible for specific dollar levels of USDA Food assistance based on a formula which multiplies the total number of lunches served during the year (July 1st through June 30th) by a mandatory rate of assistance.
(2018=\$0.3425/lunch)
- Example: 100,000 lunches served in SY 2017-18 x \$0.3425 = \$34,250 of entitlement.



Entitlement Letters

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- Informs the LEA as to what they can estimate their entitlement will be for the current school year based on how many total lunches that were served in the previous school year.
- Entitlement letters were posted to the DESE-Food and Nutrition Services Webpage in early August this SY.



205 Jefferson Street, P.O. Box 480 • Jefferson City, MO 65102-0480 • dese.mo.gov

September 2018

Agreement Number: 001-014

TO: Authorized Representative, Child Nutrition Programs
FROM: Josh Winters, Director – Food Distribution, DESE – FNS
SUBJECT: Estimated Entitlement for USDA Foods during SY 2018-2019

The Department of Elementary and Secondary Education (DESE), Food & Nutrition Services (FNS), *estimates* each Local Education Agency's (LEAs) USDA Foods entitlement for the upcoming school year. The *estimated* entitlement is calculated by multiplying the most current Total Lunches Served (TLS) and the USDA per meal rate published in the Federal Register.

DESE – FNS has calculated the 3,787 of TLS for BRUCE NORMILE JUV JUSTICE CTR during School Year (SY) 2017-2018 based on completed monthly claims. The current per meal rate published in the Federal Register on July 27, 2018, for SY 2019 is \$0.2350 per reimbursable lunch. This is an increase of $\frac{1}{4}$ of a cent from SY 2018. Under Section 6(e) (1) of the [National School Lunch Act](#), the Secretary of USDA must ensure 12% of assistance for the National School Lunch Program assistance is in the form of USDA Foods. In order to meet the 12% provision for SY 2019, USDA has increased entitlement amounts by \$0.1075 per meal for an effective per meal rate of \$0.3425.

Therefore, BRUCE NORMILE JUV JUSTICE CTR has an *estimated* entitlement of \$1,297.05 (TLS x \$0.3425) for SY 2019.

USDA Foods will be accessible to Missouri LEAs on the annual USDA Foods Packet using the following methods:

- Non-Processed USDA Brown Box items (*entitlement cost only*)
- Processed Items (*entitlement plus processing fee*)
 - Fee-For-Service
 - Net-Off-Invoice

Nine monthly deliveries will be made to each LEA beginning in August through April.

The Annual USDA Foods Packet is filled out annually by each LEA and is due back to DESE – FNS in February to determine the items to be received during the next school year. This Annual USDA Foods Packet is the only time DESE – FNS will survey for USDA Food requests. Be sure to complete and submit this USDA Foods Packet each year if you would like to receive USDA Foods.

If you have any questions, please contact the DESE – FNS office at 573-751-2646 or donatedfoods@dese.mo.gov.



Using USDA Foods

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USDA Foods Packet

- ❑ Each LEA is surveyed once a year in January.
- ❑ This a LEA's only chance to utilize their earned entitlement.
- ❑ Processed and Non-Processed food products are offered.

Welcome to dese.mo.gov. We hope you enjoy the site, and we welcome your feedback.

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USDA Foods

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

- Lanter Distributing Payment Information 7/22/2016
- Value of USDA Foods Distributed 2017-2018 * SY 17-18 values posted 7/18/18
- USDA Foods Entitlement Letters for 2017-2018
- 2017-2018 Average Unit Value of Donated Foods

Lanter Distributing - 816-459-4823 Contact Person: Kim Ackerman

Resources

- **USDA Foods Packet Information**
- USDA Foods Available SY 2018-19
- Introduction to USDA Foods Webinar
- American Commodity Distribution Association
- CN Label Verification and Manufactures Reports

Nutritional Information


- USDA Foods Fact Sheets
- Nutritional Facts

Code of Federal Regulations

- Best if used by date guidance
- General Regulations and Policies - Food Distribution - Part 250
- LEA Studies Donated Foods with a Contracted Warehouse - Description and Review Form

Financial & Admin. Services

- News and Updates
- Accounting & Procurement
- Budget
- Career and Technical Education (CTE) Finance
- ESEA Finance
- Food & Nutrition Services
 - Food Safety/NAACP
 - Food Service Management
 - Free and Reduced Price Information
- Guidance & Resources
- Handbooks
- HealthierUS School Challenge
- Smart Snacks in Schools
- Statistics
 - **USDA Foods**
 - USDA Memos
 - USDA Programs/Regulations
 - No Kid Hungry Breakfast Challenge
 - USDA Guidance Policies
 - Wellness
- Human Resources
- School Finance
- School Governance
- Student Transportation



Value of Commodities Distributed Letters

- These letters inform the LEA as to how much entitlement was used in the previous school year. This is a good tool to use to evaluate how effectively the FSD or Food Management Company is using the district's entitlement.
- The Value of Commodities Distributed Letter became available in early August this SY.



205 Jefferson Street, P.O. Box 480 • Jefferson City, MO 65102-0480 • dese.mo.gov
July 2018

Agreement Number: 001-014

TO: Authorized Representative, National School Lunch Program
 FROM: Karen Wooton, Coordinator, Food & Nutrition Services
 Josh Winters, Director – Food Distribution, Food & Nutrition Services
 SUBJECT: BRUCE NORMILE JUV JUSTICE CTR Value of USDA Foods for SY 17-18
 School Year (SY) 2017-18 *estimated* ENTITLEMENT for LEA: 001-014 was: \$1,619.00

Below is the breakdown of the Value of USDA Foods actually received from July 1, 2017, through June 30, 2018, on record with the Department of Elementary and Secondary Education – Food & Nutrition Services:

| USDA Food Category | Item | Line Item Total | Category Total |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------|--------------------|
| <i>Non-Processed USDA Foods (Received "free" on monthly delivery)</i> | | | |
| | Fruit | \$ 322.81 | |
| | Vegetable | \$ 242.93 | |
| | Beef | \$ 97.80 | |
| | Pork | \$ 276.93 | |
| | Chicken | \$ 452.90 | |
| | Turkey | \$ 702.63 | |
| | Grains | \$ 110.01 | |
| | Cheese | \$ 572.75 | |
| | <i>Other (eggs, peanut butter, mayflower butter, veg oil, coffee)</i> | \$ 40.61 | |
| | Non-Processed "brown box" USDA Foods Sub-TOTAL | | \$ 2,819.37 |
| Department of Defense (DoD) <i>if applicable</i> | | | \$.00 |
| <i>Processed USDA Foods (new USDA Foods diverted for further processing. Received as FPS, NDI or Rebus)</i> | | | |
| | Beef | \$.00 | |
| | Pork | \$.00 | |
| | Chicken and Eggs | \$.00 | |
| | Turkey | \$.00 | |
| | Fish | \$.00 | |
| | Cheese | \$.00 | |
| | Fruit and Vegetables | \$.00 | |
| | Vegetable Oil | \$.00 | |
| | Processed USDA Foods Sub-TOTAL | | \$.00 |
| TOTAL VALUE OF USDA FOODS for SY 2017-18 | | | \$ 2,819.37 |

The Value of USDA Foods distributed is not considered a cash receipt and should not be reported as a receipt on the Annual Secretary of the Board Report (ASBR) for public schools.

If you have any questions about the Value of USDA Foods for SY 17-18, please contact Josh Winters, 573-522-1974 or josh.winters@dese.mo.gov.

Please Note: Values were NOT rounded to the nearest decimal when figuring, so there might be a slight difference in the sum of the line items from the TOTAL. The TOTAL VALUE OF USDA FOODS for SY 2016-2017 is the true calculation of all USDA Foods.



Important Dates

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- **January** – Annual USDA Foods Packet becomes available.
- **February** - MO-DESE USDA Foods Expo Food Show & USDA Foods Packet is due.
- **July/August** – Entitlement Letters become available.
- **August/September** - Value of USDA Foods Distributed Letter becomes available.
- **August to April (9 months)** - USDA Food Deliveries





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Questions?

Contact Us

Karen Wooton, Coordinator of Food and Nutrition Services

573-751-3526

Karen.Wooton@dese.mo.gov

Josh Winters, Director of the Donated Food Program

573-522-1974

Josh.Winters@dese.mo.gov

Contact Food and Nutrition Services

Email: foodandnutritionservices@dese.mo.gov

Phone: 573-751-3526

Web address: <http://dese.mo.gov/financial-admin-services/food-nutrition-services>