Current Programs

- National School Lunch Program (NSLP)
  - Afterschool Snack Program (ASP)
  - Seamless Summer Feeding Option (SSO)
- School Breakfast Program (SBP)
- Special Milk Program (SMP)
- Fresh Fruit and Vegetable Program (FFVP)
- Food Distribution Program (FDP)
5-year Administrative Review (AR)

On June 28, 2019, the United States Department of Agriculture (USDA) approved DESE-FNS’s request to allow the implementation of a five-year AR Cycle.

- 150 Reviews
- Risk Assessment - implementation coming soon
- Technical Assistance
- All review schedules are posted on website
Admin Review Team

Nutrition Program Specialist

Steven House – West
Kayla Misera – Southwest
Keely Hawkins – Charter Schools
Abbie McFerron – Southwest Central
Pamela Heimericks – Southeast
Sarah Wiskirchen – East
Samantha Taggart – Central
Claudia Vincent – Northeast
Nic Gorham – Northwest
Paulla White - Southeast Central
Procurement Reviews

- Started in 2016-17
- Six-Year Cycle for non-Food Service Management Company (FSMC) schools
  - Contract with an FSMC: three-year cycle
- Desk audit conducted by contracted company – Child Nutrition Resource (CNR).
- Technical assistance offered by Nutrition Procurement Specialist
- Reviews procurements from non-profit food service account
  - Vendor paid list
Procurement Threshold Changes

- Micro-purchase: changed from $3,500 to $10,000
- Simplified acquisitions (small or informal purchase): changed from $150,000 to $250,000
- Updates must be made to the LEA procurement policy/plan
Calendar

July
- Regular Term Application/Agreement Available in Web Application System
- Financial Report Available in Web Application System (Non-Public Schools)
- June Claim Form Due in Web Application System by the 15th (Separate claim form required for Seamless Summer Option meals claimed in June)
- Perform and Document Monthly Edit Checks (Year Round and Seamless Summer Option/Summer School programs)
- Download Direct Certification Data (First Mandatory File)
- Updated Direct Certification file available by noon Monday every week
- Value of Commodities Distributed Report Available on Website
- Commodity Entitlement Letters Available on Website

August
- Distribute Free/Reduced Price Applications to Households
- Notify Direct Certification Households of Free Meal Benefit
- Provide Request for Information Form to Households for Collection of Mo Healthnet Data
- Food Safety Inspections Report Available in Web Application System
- July Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly Edit Checks
- View Civil Rights Presentation and Complete Civil Rights Training Documentaton, Available on Website
- Updated Direct Certification file available by noon Monday every week
- Meal charge policy provided to households

September
- Conduct First After School Snack Program On-Site Review (Required During First 4 Weeks of Operation)
- Update Methods of Collection and Meal Counting Form (if methods/procedures/software have changed from previous year)
- August Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly Edit Checks
- Food Safety Inspection Report Due in Web Application System
- Financial Report Available in Web Application System; Review and Submit Report (Public Schools)
- Updated Direct Certification file available by noon Monday every week
- Regular Term Application/Agreement Renewal Deadline

October
- Count Approved Free and Reduced Price Applications for Verification as of Oct. 1; Begin Verification Process
- September Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly Edit Checks
- Download Direct Certification Data (Second Mandatory File)
- Updated Direct Certification file available by noon Monday every week

November
- Check School Food Services Websites for Commodity Expo Dates
- Financial Report Due in Web Application System by the 1st
- October Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly Edit Checks

January
- Conduct Second After School Snack Program On-Site Review
- USDA Food Packet Available on Website
- December Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly Edit Checks
- On-Site Reviews Must Be Completed Prior to February 1
- Download Direct Certification Data (Third Mandatory File)
- Updated Direct Certification file available by noon Monday every week

February
- Paid Lunch Equity Tool Available on Website
- January Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly Edit Checks
- Food Service Management Re-Bid and Renewal Notices Sent to Contracted LEAs
- Updated Direct Certification file available by noon Monday every week

March
- USDA Food Packet Due
- Seamless Summer Option Application Agreement Available in Web Application System
- Check Website for Summer Workshop Dates and Locations
- February Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly Edit Checks
- Updated Direct Certification file available by noon Monday every week

April
- March Claim Form Due in Web Application System by the 15th
- Submit School Level Information for CEP, due by the 15th
- Perform and Document Monthly Edit Checks
- Updated Direct Certification file available by noon Monday every week

May
- Update End of Year Date in Application Agreement if Needed Due to Extension of School Year
- Free and Reduced Price Application and Direct Certification, School Year Booklet Available on Website
- April Claim Form Due in Web Application System by the 15th
- Perform and Document Monthly Edit Checks
- Registration for Summer Workshops Due by End of May
- Updated Direct Certification file available by noon Monday every week

June
- May Claim Form Due on Web Application System by the 15th (Separate Claim Form Required for Seamless Summer Option School Meals Claimed in May)
- Deadline to apply for CEP is June 30
- Perform and Document Monthly Edit Checks

https://dese.mo.gov/financial-admin-services/food-nutrition-services/guidance-resources
Reimbursement

Monthly Claim

- Due by the 15th of each month
  - Ex. October claim due November 15th – payment received around 25th
- 60-day claim submission deadline (USDA)
  - Ex. November claim – last day of submission is January 29, 2020
- One-time exception allowed in 36-month period

Reimbursement Rates

<table>
<thead>
<tr>
<th>Type</th>
<th>Free</th>
<th>Reduced</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBP</td>
<td>$2.20</td>
<td>$1.90</td>
<td>$.31</td>
</tr>
<tr>
<td>NSLP</td>
<td>$3.50</td>
<td>$3.10</td>
<td>$.41</td>
</tr>
<tr>
<td>After-School Snack</td>
<td>$.94</td>
<td>$.47</td>
<td>$.94</td>
</tr>
</tbody>
</table>
School Nutrition Financial Report

- NSLP requires operation on a non-profit basis
- Revenues and expenditures from ASBR
- Available in September- review and submit November 1
- Review and pay extra attention to the closing balance before submitting (adjustment to balance if needed)
Excess Balance

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

- Updated file available by noon Monday weekly
  - Direct Match – New Process – Please use
  - ZIP code file
  - MOSIS file

- Letter Notification to families of DC status

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

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

- Students free through direct certification are considered eligible for the entire school year and are excluded from Verification.

- Mandatory one time yearly for Community Eligibility Provision (CEP) Schools.
  - April

RETAIN ALL DOCUMENTS
CEP – Eligibility Criteria

- 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:
  - Tiered Monitoring
Verification

- October 1 select sample size and send home notification to households.
- Must complete the Verification process by November 15.
- Verification Report due through the web application system by December 15.
- Additional guidance:
Paid Lunch Equity (PLE)

- For SY 2019-20, LEAs which, on a weighted average, charge less than $3.00 for paid lunches in SY 2018-19 must adjust weighted average lunch price and/or add non-federal (general) funds to the nonprofit food service account.

- Make up the difference between the *free* reimbursement and the *paid* reimbursement.

- 10¢ cap

- Exempt if exceed a three-month operating cost or food service account has positive or zero balance as of December 31, 2018.
LEAs must ensure that the Federal reimbursements, students’ payments, and other non-designated food service revenues do not subsidize program meals served to adults.

Adult Meals Pricing

**Adult Payment**

+ **Other sources** designated specifically for the support of adult meals, i.e. local fringe benefits or payroll funds funding from voluntary agencies

≥

**Cost of meal, including the value of USDA entitlement and bonus donated foods**
<table>
<thead>
<tr>
<th>Option 1: Pricing School</th>
<th>Option 2: Non-pricing School</th>
<th>Option 3: Actual Per Lunch Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Full Price (highest paid student price) + <strong>Plus</strong> Donated Food + <strong>Plus</strong> Federal Paid Reimbursement = Adult Meal Price</td>
<td>Free Reimbursement + <strong>Plus</strong> Donated Food = Adult Meal Price</td>
<td>Actual Per Lunch Cost + <strong>Plus</strong> Donated Food = Adult Meal Price</td>
</tr>
</tbody>
</table>
Local Wellness Policy

- Must have a local wellness policy with required criteria.
- Triennial Assessment (**completed by June 30, 2020**)
  - School Health Index – contact Laura Beckmann, Director of Health, Physical Education and Wellness
    laura.beckmann@dese.mo.gov
Unpaid Meal Charge Policy

- Required to have a local meal charge policy in place.
  - Must be communicated in writing to all households at the beginning of each school year.
  - Must include policies regarding collection of delinquent meal charge debt.
Delinquent Debt vs. Bad Debt

- 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

- Nutrition standards shall apply to all foods and beverages sold to students:
  - Outside of school meal programs; on 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).
  - A maximum of five fundraisers, per school building, per school year will be allowed.
USDA Food Distribution Program
USDA’s Food Distribution Program

- Assists in offering schools discounted food options that meet the nutritional needs for school children throughout the nation.
- Aids American farmers by purchasing only domestic food.
- Distributes food through various eligible food outlets to support industry.
- On average, most schools can supplement their lunch program by nearly 30%.
Funding available is based off of the previous school years’ total number of lunches served.

- National School Lunch
- Summer Feeding Programs

USDA issues rate of assistance.

- 2019 = $0.3625/lunch

Example: 100,000 lunches served in SY 2018-19 x $0.3625 = $36,250 of entitlement.
USDA Foods Survey

- Due in February/March
- You can find a list of all USDA Foods available on our webpage.
- DESE-FNS is open to suggestions of adding new products.

SAVE THE DATE-FEBRUARY 2020 FOOD EXPO
USDA Food Packet/Survey

Spending Entitlement:

- Schools order USDA foods from Packet/Survey
  - Due March 1
- Processed items
  - Incur a “processing fee”
- Non-Processed items
  - No “out of pocket” cost
In July, schools will receive a letter stating how much entitlement was used in the previous school year.

This is a good tool to use to evaluate how effectively the food service director or Food Management Company is using the district’s entitlement.

The Value of Commodities Distributed Letter is emailed out early August.
**Important Dates**

- **July** - Value of USDA Food Distributed Letter
  - Entitlement money that *was* spent in the previous school year.

- **Aug.** – Entitlement Letters
  - Indicates how much money *will be available* to spent next school year.

- **Aug. to April** - USDA Food Deliveries
  - Non-processed items delivered once a month
  - Processed items delivery options vary

- **Jan./Feb.** - USDA Food Food Show & USDA Foods Packet
Contact Us

Barbara Shaw, coordinator, Food and Nutrition Services
573-751-3526
Barbara.shaw@dese.mo.gov

Josh Winters, director, Food Distribution Program
573-522-1974
Josh.Winters@dese.mo.gov