



# SCHOOL NUTRITION PROGRAMS

Barbara Shaw

Food and Nutrition Services Coordinator

&

Josh Winters

Director of Food Distribution

Food and Nutrition Services (FNS)

November, 2019

Department of Elementary and Secondary Education (DESE)

# Current Programs

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- 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

## Missouri Food & Nutrition Services Regions

### Nutrition Program Specialist

**Steven House – West**

**Kayla Misera – Southwest**

**Keely Hawkins – Charter Schools**

**Abbie McFerron – Southwest Central**

**Pamela Heimericks – Southeast**

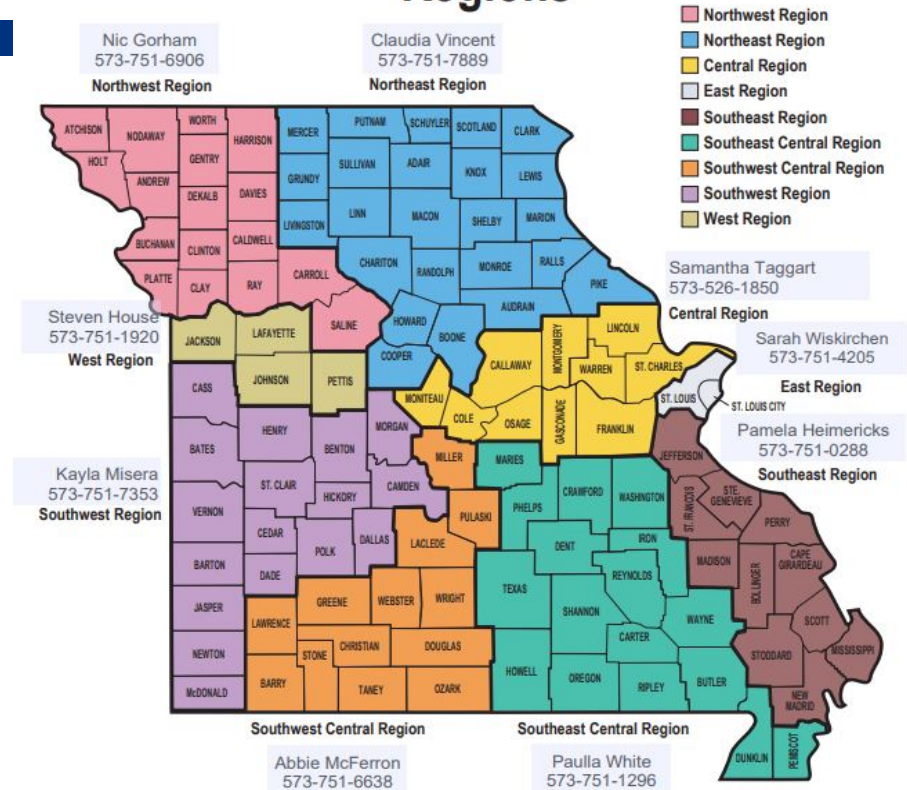
**Sarah Wiskirchen – East**

**Samantha Taggart – Central**

**Claudia Vincent – Northeast**

**Nic Gorham – Northwest**

**Paulla White- Southeast Central**



# Procurement Reviews

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- 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

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- 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

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

## 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 15<sup>th</sup> (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 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- View Civil Rights Presentation and Complete Civil Rights Training Documentation, 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 15<sup>th</sup>
- 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 15<sup>th</sup>
- 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 Website for Commodity Expo Dates
- Financial Report Due in Web Application System by the 1<sup>st</sup>
- October Claim Form Due in Web Application System by the 15<sup>th</sup>

## 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 15<sup>th</sup>
- 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 15<sup>th</sup>
- 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 15<sup>th</sup>
- 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 15<sup>th</sup>
- Submit School Level Information for CEP, due by the 15<sup>th</sup>
- 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 15<sup>th</sup>
- 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 15<sup>th</sup> (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

# Reimbursement

## Monthly Claim

- Due by the 15<sup>th</sup> of each month
  - Ex. October claim due November 15<sup>th</sup> – payment received around 25<sup>th</sup>
- 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

Type	Free	Reduced	Paid
SBP	\$2.20	\$1.90	\$.31
NSLP	\$3.50	\$3.10	\$.41
After-School Snack	\$.94	\$.47	\$.94





# School Nutrition Financial Report

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- 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

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- 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

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- 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

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- 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

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



# Verification

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



# Paid Lunch Equity (PLE)

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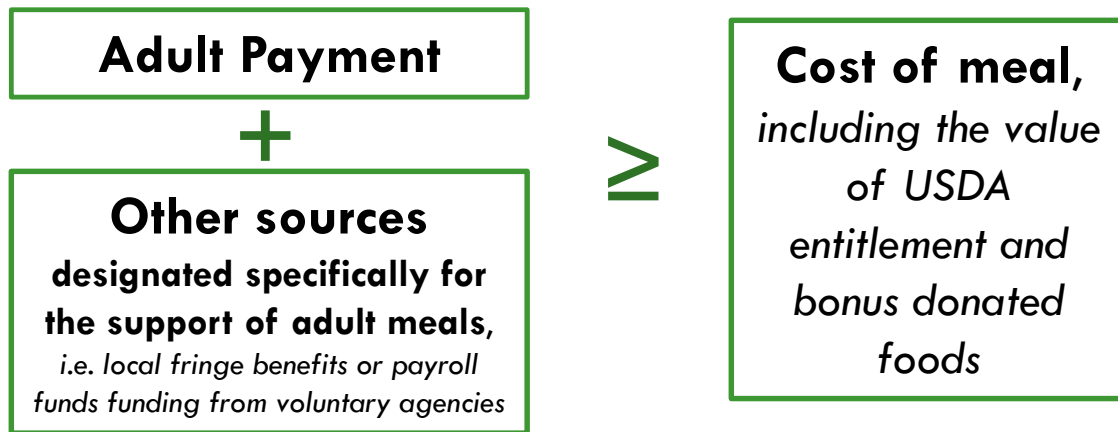
- For SY 2019-20, LEAs which, on a weighted average, charge less than \$3.00 for paid lunches in SY 2018-19 must adjust weighted average lunch price and/or add non-federal (general) funds to the nonprofit food service account.
- Make up the difference between the *free* reimbursement and the *paid* reimbursement.
- 10¢ cap
- Exempt if exceed a three-month operating cost or food service account has positive or zero balance as of December 31, 2018.



# Pricing Adult Meals - FNS 782-5

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- 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







# Local Wellness Policy

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- 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](mailto: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 at the beginning of each school year.
  - 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:
  - Product Calculator:
    - <https://dese.mo.gov/financial-admin-services/food-nutrition-services/smart-snacks>
  - 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.



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# USDA Food Distribution Program

# USDA's Food Distribution Program

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- 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%.



# Program Entitlement

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- 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

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

## SAVE THE DATE-FEBRUARY 2020 FOOD EXPO



### USDA Foods Available List for School Year 2019 for Schools and Institutions December 2017



USDA Foods Description	WBSCM ID	PACK SIZE	USDA Foods Description	WBSCM ID	PACK SIZE	SUBGROUP
<b>FRUITS</b>			<b>VEGETABLES</b>			
Apples, Braeburn, Fresh	100523	40 lb case	Beans, Green, Low-sodium, Canned	100307	6/#10 can	OTH
Apples, Empire, Fresh	100517	40 lb case	Beans, Green, No Salt Added, Frozen	100351	30 lb case	OTH
Apples, Fuji, Fresh	100522	40 lb case	Broccoli Florets, No Salt Added, Frozen	110473	30 lb case	DS
Apples, Gala, Fresh	100521	40 lb case	Carrots, Diced, No Salt Added, Frozen	110480	30 lb case	RO
Apples, Granny Smith, Fresh	110543	40 lb case	Carrots, Diced, No Salt Added, Frozen	110481	12/2.5 lb bag	RO
Apples, Red Delicious, Fresh	100514	40 lb case	Carrots, Sliced, Low-sodium, Canned	100309	6/#10 can	RO
Apple Slices, Unsweetened, Canned	100206	6/#10 can	Carrots, Sliced, No Salt Added, Frozen	100352	30 lb case	RO
Apple Slices, Unsweetened, Frozen (IQF)	100258	30 lb case	Corn, Whole Kernel, No Salt Added, Canned	100313	6/#10 can	ST
Apple Slices, Unsweetened, Frozen (IQF)	110470	12/2.5 lb bag	Corn, Whole Kernel, No Salt Added, Frozen	100348	30 lb case	ST



# USDA Food Packet/Survey

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## 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



# Value Letters

- 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.

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: \$1,519.00

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	
	Other (eggs, peanut butter, sunflower butter, veg oil, oilfish)	\$ 40.61	
<b>Non-Processed "brown box" USDA Foods Sub-TOTAL</b>			<b>\$ 2,819.37</b>
Department of Defense (DoD) <i>if applicable</i>			\$ .00
<i>Processed USDA Foods (raw USDA Foods diverted for further processing. Received as FFS, NOI or Rebate)</i>			
	Beef	\$ .00	
	Pork	\$ .00	
	Chicken and Eggs	\$ .00	
	Turkey	\$ .00	
	Fish	\$ .00	
	Cheese	\$ .00	
	Fruit and Vegetables	\$ .00	
	Vegetable Oil	\$ .00	
<b>Processed USDA Foods Sub-TOTAL</b>			<b>\$ .00</b>
<b>TOTAL VALUE OF USDA FOODS for SY 2017-18</b>			<b>\$ 2,819.37</b>

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](mailto: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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- **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](mailto:Barbara.shaw@dese.mo.gov)**

**Josh Winters, director, Food Distribution Program**

**573-522-1974**

**[Josh.Winters@dese.mo.gov](mailto:Josh.Winters@dese.mo.gov)**

# Food and Nutrition Services

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

Phone: 573-751-3526

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