

Advisory Council for School Nutrition (ACSN)

Talking Points and Key/Action Items

Thursday, Feb. 16, 2017

Conference Call/Webinar

ACSN Members: Shelly Allen, Alice Blue, Walter Chisman, Sarah DeCristino, Katie Dubois, Erika Edwards, Janet Fogel, Sandy Guyette, Megan Johnson, David Maki, Hannah Phillips, Steffiney Quick, Dan Sharp, Kay Wernsman, Heather Williams, Jody Williams. Absent: Adam Gose, Debbie Yirku

Office of School Nutrition (OSN) staff: Jan Bodnar, Rachael Burnham, Sara Rose Foreman, Heather Hauswirth, Kerri Link, Stacey Macklin, Megan Meermans, Amanda Mercer, Jonathan Padia, Carrie Pearse, Kristi Rolfsen, Lyza Shaw. By phone: Ashley Moen, Denise Meredith. Absent: Bre Riley

Welcome: Amanda Mercer, program manager

- **OSN introductions:** Carrie Pearse, Kristi Rolfsen, Denise Meredith
- **ACSN introductions:** Sarah DeCristino, Erika Edwards, Megan Johnson, Hannah Phillips, Heather Williams
- **Introduction of the OSN Mission:** The Office of School Nutrition is committed to ensuring all school-aged children have equal access to healthy meals by supporting, training, and connecting Colorado's child nutrition community.
- **Child Nutrition Reauthorization Act Update:**
 - House and Senate bills have been approved.
 - Committee will merge both bills and final version must be approved to be submitted to the President.
 - President will sign, or veto; vetoed bill will return to the Congress for revisions or veto override.
 - Waiting for bills to be merged and forwarded through the process.

Administrative Reviews, Kerri Link-Manley, review administrator

- School year 2016-2017: two follow-up reviews; 48 administrative reviews; 27 on-site reviews have been completed.
 - Top findings:
 - Food safety
 - Civil Rights
 - Meal Components and Quantities (lunch)
 - Meal Components and Quantities (breakfast)
 - Certification and Benefit Issuance
- School year 2017-2018: approximately 60 reviews, if review cycle remains every three years.
 - In person and on-line trainings will be available for those SFAs who will have an administrative review in 2017-2018.
 - Trainings will have emphasis on those areas with the greatest findings in the administrative reviews in school year 2016-2017.

Procurement Reviews, Jan Bodnar, program specialist

- School food authorities have been able to collect the data needed to complete the procurement reviews; district finance personnel have been able to provide vendor and payment lists.
 - Common findings:
 - Lack of competition for all purchases.

Key Notes and Action Items:

- [Visit the Child Nutrition Reauthorization webpage](#) for information and to track process.
- [Administrative Review schedule is posted to the website](#), based on tentative three-year cycle.
- Upcoming Administrative Review trainings will emphasize areas of 2016-2017 findings.
- [Four Procurement in the 21st Century regional trainings](#).
- Purchasing 2400 – vendor procurement training will be held in May 2017.
- [USDA Memo SP 59-2016](#)
 - Memo does not apply to Summer Food Service Program.
- Increase accuracy of free and reduce price meal eligibility between food service, at-risk funding and Oct. 1 staff beyond accuracy of application process.

- Poor use of SFA coops and misunderstanding the use of purchasing coops.
- Expecting vendors to know USDA regulations.
 - Offering vendor training in May – Purchasing 2400.
- Purchasing from same vendors.
- District policies have not been updated.
 - Colorado Association of School Boards (CASB) is developing policy templates.
- Four regional *Procurement in the 21st Century* trainings are scheduled.

Special Dietary Needs, Kristi Rolfsen, program specialist

- **USDA Memo SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program (Sept. 27, 2016):** the OSN will work with districts to implement this guidance for the 2017-2018 school year. These regulations do not apply to the Summer Food Service Program.
 - No longer defining a dietary disability.
 - Medical needs must be accommodated unless it fundamentally alters the nature of the school meal program.
 - If a medical need falls within the meal pattern, a district does not need a medical statement to make accommodations.
 - Food service should work with 504 coordinators at the school to develop plan for the student.
- **Discussion:**
 - No increased reimbursement provided to meet the expenses of the accommodations.
 - Districts can provide the OSN with data on the financial impact of this policy and our office will share this information with the USDA.
 - Kitchen staff is not educated on identification of products to be used for substitutions; fear there will be mistakes - providing wrong substitution that could be dangerous in preference vs. disability situations.
 - OSN will look into providing resources and training for kitchen staff.
- **Best practices suggested:**
 - Utilize offer vs. serve.
 - Provide information to doctor(s) relating to the impact of preferences and accommodations on food service departments.
 - Use preference form for all substitutions as documentation that the student is receiving the correct food items.
 - For a medical need, doctor must supply a detailed list of acceptable substitutions, before making an accommodation.
 - Develop district policy to include requirements by the district.
 - USDA does not require forms to be updated annually; however, a district can choose to include this in district policy and implement at the local level.
 - CASB templates being developed.
 - With a cycle menu, include the same substitution with each menu item.
 - Develop a three-day menu (emergency plan) for special diets for kitchen staff.

Free and Reduced Price Meal Eligibility, Rachael Burnham, program specialist

- At-Risk funding, grant opportunities are tied to free and reduced price meal eligibility.
- Districts and communities provide incentives for free and reduced price meal eligible students (school fees, utility assistance, community program assistance).
- Communication gaps occur between nutrition services, at-risk coordinator and Oct. 1 staff (issues with point of sale and demographic reporting systems; unaware of correlation between free and reduced price meal eligibility and additional funding opportunities).
 - Encourage coordination between nutrition, at-risk and Oct. 1 staff.
- Encourage completion of the free and reduced price meals applications by informing families of correlation between additional funding and grant opportunities; providing information on non-reporting policies for families

without Social Security number(s); offering online applications; make applications readily available at schools sites community centers, etc.

- Discussion: early start for some districts has affected Oct. 1 count for those families who did not reapply for free and reduced price meals and their carry-over eligibility expired before Oct. 1 count day.
 - SFAs can apply for a CDE waiver to use prior year eligibility, if eligibility carry-over doesn't extend to Oct. 1 count date.

Thursday Update Survey, Stacey Macklin, program support

- 40 percent of the 575 recipients of the update replied to the survey; 51% of those who responded classify themselves as small sized districts and use the update more exclusively for information than large sized districts.
- Recipients receive adequate information on most topics, but would like reduced length, repetition and more simplified format.
- Suggestions have been implemented and new "Meet the Staff" section debuted in the 2/16/2017 Thursday Update.
 - Maybe, we'll add a "Meet Your ACSN Member" section!?

Next Steps, Save the Date, Evaluations, Closing – Amanda Mercer

- **Next meeting:** Thursday, May 18, 2017
 - Region 9 Representative Erika Edwards has volunteered to host at Cherry Creek School District.
- **Hot topics**
 - Follow-up on Special Dietary Needs.
 - USDA ART Grant.
 - CEP and at-risk funding.
 - Unpaid meal charges – CASB template.
- **What worked?**
 - Conference call works well.
 - Don't have to leave district and travel.
 - Providing information on new topics is critical to program operations.