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| EED_logo_blk | National School Lunch Program  Bulletin  <http://education.alaska.gov/tls/cnp/NSLP9.html> | | *Child Nutrition Programs* *Teaching and Learning Support* *801 West 10th Street, Suite 200*  *PO 110500*  *Juneau, Alaska   99811-0500*  *(907) 465-8709*  *Fax:  907 465-8910*  [*elizabeth.seitz@alaska.gov*](mailto:elizabeth.seitz@alaska.gov) |
| To: Local Educational Agencies | | Date:  April 9, 2018 | |
| From: Elizabeth Seitz, NSLP Program Coordinator | | Bulletin: 2018-8 | |

***LEAs are required, by regulation, to keep Bulletins, Instructions, and USDA Policy Memorandums for reference and to apply immediately the appropriate instruction to agency programs. Call Child Nutrition Programs if you need further clarification.***

###### USDA Policy, Information & Implementation Memos

* [SP09-2006](https://fns-prod.azureedge.net/sites/default/files/cn/SP09-2006os.pdf)- School Meal Initiative (SMI) Frequently Asked Questions Resource
* [SP11-2018](https://fns-prod.azureedge.net/sites/default/files/cn/SP11-2018os.pdf)- Community Eligibility Provision: Statutory Annual Notification and Publication Requirements
* [SP09-2018](https://fns-prod.azureedge.net/sites/default/files/cn/SP09-2018os.pdf)- Reducing School Meal Certification Error through Improved Online

Application Design

###### Additional Topics

* School Meal Initiative(SMI) Frequently Asked Questions Resource
* NSLP Annual Training
* Training Materials and Resources
* New Manager Monday Call
* Smart Snack Waiver

###### Resources

* National School Lunch Program Order Form
* Listserv
* Help Desk information for Primero Edge
* Nutrition Facts Sheets for Fruits, Vegetables, and Seafood

###### Grant Opportunities

* School Grants for Healthy Kids

###### USDA Policy, Information & Implementation Memos

* [SP09-2006](https://fns-prod.azureedge.net/sites/default/files/cn/SP09-2006os.pdf)- **School Meal Initiative (SMI) Frequently Asked Questions Resource** We are bringing back a very old USDA policy memorandum that went over the old menu analysis called School Meal Initiative (SMI). Even though USDA did away with the SMI. They did not do away with the requirements needed to conduct a menu analysis. In the past two years one of the biggest findings we are seeing during the Administrative Reviews are missing or incomplete production records. This is very concerning as this information is still a requirement to serving and claiming reimbursable meals. Without complete production records we can’t determine if reimbursable meals are being served and then federal funds must be returned. Please read through this Q & A and the SMI resource handbook for the Food Production Records requirements which can be found on page 20.

We would like everyone to be fully aware of these requirements as we precede into our next Administrative Reviews for 2018-2019. *If we continue to find missing or incomplete production records we will have no choice but to disallow all meals for each day with missing or incomplete production records during the review period.*

* [SP11-2018](https://fns-prod.azureedge.net/sites/default/files/cn/SP11-2018os.pdf)- **Community Eligibility Provision: Statutory Annual Notification and Publication Requirements** This memorandum details guidance on the annual Community Eligibility Provision (CEP) notification and publication requirements and provides information on the USDA-developed reporting template. This memorandum also reminds State agencies of the statutory June 30 election deadline for local educational agencies (LEAs) to elect CEP.

*Sponsors: This USDA Policy* memorandum goes through the CEP deadline requirements and what information must be collected and posted on which deadlines.

* [SP09-2018](https://fns-prod.azureedge.net/sites/default/files/cn/SP09-2018os.pdf)- **Reducing School Meal Certification Error through Improved Online**

**Application Design** USDA strongly encourages local education agencies (LEAs) and their software vendors to take full advantage of the interactive online environment when developing or updating their online applications. In particular, LEAs should consider designs that guide applicants step by step through the collection of household member names and their incomes, applying the same “interview” approach that underpins most tax preparation software. Developers of that software recognize that a longer series of simple questions can be easier to navigate correctly than a smaller number of complex questions that rely on the applicant’s mastery of a separate set of instructions.

*Sponsors: This USDA Policy memo encourages LEAs to really think about online application systems and encourages application design to be simple in nature. This does not necessarily mean short and quick, but simpler and more inquisitive to ensure the most accurate outcomes for income applications*

###### Additional Topics

* **NSLP Annual Training** It’s that time of year again when one program year comes to a close and preparation for the next begins.

We will be conducting our Annual NSLP Administrative Training this year both in person and via Web-X.  The upside to that is it saves your district money and these training sessions can go towards Professional Standard training hours.

In person training will be **August 7-9, 2018** at the Hilton Garden Inn Mid-town Anchorage

And **August 14-15, 2018** by Web-X. The Web-X sessions will not cover all of the subjects covered during the in person training but will cover:

* + Administrative Review Process
  + Application and Verification
  + Production Records
  + State Records Management (SRM)
  + USDA Foods
  + At-Risk Meals
  + And More TBA

Administrative Trainings are not required, however they are strongly recommended for districts up for an Administrative Review during PY2018.

For Annual Training Registrations go to: <https://education.alaska.gov/cnp/nslp9> and look under the April Bulletin.

Please submit a registration form for all district staff planning on attending these trainings to Debbie Soto at [Debbie.soto@alaska.gov](mailto:Debbie.soto@alaska.gov) or Elizabeth Seitz at [Elizabeth.seitz@alaska.gov](mailto:Elizabeth.seitz@alaska.gov) or fax it to 907.465.8910.

This will assist us with tracking Professional Standard Hours for training certificates.

* **Training Materials and Resources** We have a resources web page where you can find many program related information. Just go to: <https://education.alaska.gov/cnp/resources>

Our State Child Nutrition Programs webpage is also a great resource for all kinds of useful information. That link is: <https://education.alaska.gov/tls/cnp/>

* **New Manager Monday Calls** Our next New Manager Monday calls with be on **April 16th and April 30th.** These audios are not trainings but more of a platform for new and current staff to call in and ask questions, hear about resources, discuss processes or issues with a process, and receive reminders of program reports or deadlines.

Every other **Monday at 1:30** pm we will cover different program topics that are taking place at the time or coming up soon. The topic on **April 16th** will be: **Fresh Fruit & Vegetable Program** and the topic for **April 30th** will be: **Wellness Policy Updates**

**April 16th – Fresh Fruit & Vegetable Program**

**April 30th – Wellness Policy Updates**

To join the March 19th call dial: **1-800-315-6338**

Use the Access Code: **87091**

We look forward to you joining us on **Monday April 16th** and again on **April 30th** for the teleconference call.

To find the current trainings go to our eLearning at: <https://education.alaska.gov/ELearning/>

* [Professional Standards Flyer](http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf)
* [USDA Professional Standards Resource Center](http://www.fns.usda.gov/school-meals/professional-standards)

**eLearning:** Provides trainingswhich can count towards your Professional Standards training hours.

* **Smart Snack Waiver** This notice serves as a reminder that the waiver request process is an annual requirement; a new request form and all supporting documentation—including an Implementation Assessment of your Wellness Policy—must be submitted for approval each year.

To find out more information on Smart Snacks including the waiver form and Competitive Foods you can check out our web page at: <https://education.alaska.gov/tls/cnp/competfoods.html>

###### Resources

* **National School Lunch Program (NSLP) Order Form** The Alaska Child Nutrition Programs has developed many great program resources that are free for any local education agency (LEA) on the NSLP programs. We have created an order form to make it easier for you to obtain the materials we offer. To access the order form you can find it at: <https://education.alaska.gov/cnp/nslp9> under the April Bulletin.
* **Listserv**- Did You Know? Alaska Child Nutrition Programs has a listserv. The purpose of the listserv is to provide information and updates on the USDA Child Nutrition Programs, including the National School Lunch Program, the Child and Adult Care Food Program, and the Summer Food Service Program.

To receive all of the hottest news and updates from Alaska Child Nutrition Programs, Subscribe to ak\_child\_nutrition\_programs by filling out the form found here: <http://list.state.ak.us/mailman/listinfo/ak_child_nutrition_programs>.

You will receive a confirmation link via email which you should click to complete your subscription.

* **Help Desk information for Primero Edge** Terri Brown with Primero Edge is a great person to contact when you are having issues with the system during the weekdays. Her contact information is Terri Brown [Terri.Brown@primeroedge.com](mailto:Terri.Brown@primeroedge.com) or you can call the customer care line at **866-442-6030** or email:[customercare@primeroedge.com](mailto:customercare@primeroedge.com).
* **Nutrition Facts Sheets for Fruits, Vegetables, and Seafood** Here are some helpful nutrition facts for commonly purchased foods. <https://www.fda.gov/Food/ucm063367.htm>You can print them out and hang them up or use them as resources for menu planning.

Here is another web site with Nutrition Facts.<http://www.wellnessproposals.com/nutrition/handouts/5-a-day/nutrition-facts.pdf>

###### Grant Opportunities

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* **School Grants for Healthy Kids** $2500 grants for NSLP schools to purchase fresh (preferably local) fruits and vegetables. See website for more information and application: <http://www.chefannfoundation.org/programs-and-grants/project-produce/>.

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| **Calendar of Upcoming Events & Deadlines** |
| **June 1st or last day of school On-Site Review Summary for Afterschool Snack and At-Risk**  **June 1st of last day of school Food Safety Inspection Report Summary**  **June 30th CEP Application with back-up** |

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: <http://www.ascr.usda.gov/complaint_filing_cust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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