

National School Lunch Program

Bulletin

[EED NSLP Bulletin Web Page](http://education.alaska.gov/tls/cnp/NSLP9.html)

***Child Nutrition Programs***

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To: Local Educational Agencies Date:  May 3, 2019

From: Elizabeth Seitz, NSLP Program Coordinator Bulletin: 2019-9

***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

* [SP21-2019- Crediting Shelf-Stable, Dried and Semi-Dried Meat, Poultry, and Seafood Products in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP21_CACFP08_SFSP07-2019os.pdf)
* [SP22-2019- Crediting Coconut, Hominy, Corn Masa, and Corn Flour in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP22_CACFP09_SFSP08-2019os.pdf)
* [SP23-2019- Crediting Popcorn in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP23_CACFP10_SFSP09-2019os.pdf)
* [SP24-2019- Crediting Surimi Seafood in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP24_CACFP11_SFSP10-2019os.pdf)
* [SP25-2019- Crediting Tempeh in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP25_CACFP12_SFSP11-2019os.pdf)
* [SP26-2019- Crediting Pasta Products Made of Vegetable Flour in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP26_CACFP13_SFSP12-2019os.pdf)
* [SP16-2019](https://fns-prod.azureedge.net/sites/default/files/cn/SP16-2019os.pdf)- School Breakfast Program: Substitution of Vegetables for Fruit

## Additional Topics

* Annual NSLP Training
* ***Updated*** Procurement Plan Training
* ***Updated*** 2019-2020 USDA Income Eligibility Guidelines
* CNP-Web and Primero Edge User Authorizations
* Training Materials and Resources
* Smart Snack Waiver

## Resources

* A Guide to Smart Snacks in Schools
* National School Lunch Program Order Form
* ***Updated*** Food Buying Guide
* Listserv
* Nutrition Facts Sheets for Fruits, Vegetables, and Seafood

## Grant Opportunities

* ***NEW*** 2019 NSLP USDA Equipment Grant

## USDA Policy, Information & Implementation Memos

* [SP21-2019- Crediting Shelf-Stable, Dried and Semi-Dried Meat, Poultry, and Seafood Products in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP21_CACFP08_SFSP07-2019os.pdf) This memorandum is intended to clarify that shelf-stable, dried and semi-dried meat, poultry, and seafood, such as beef jerky or summer sausage, are now creditable as meat in the Child Nutrition Programs (CNPs).

Additionally, Food Nutrition Services (FNS) is updating the guidance on shelf-stable, dried and semi dried meat, poultry, and seafood products to simplify menu planning.

* [SP22-2019- Crediting Coconut, Hominy, Corn Masa, and Corn Flour in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP22_CACFP09_SFSP08-2019os.pdf) This memorandum provides guidance on crediting coconut, hominy, corn masa, corn flour, and cornmeal in the CNPs including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP). Previously, coconut and hominy did not meet the requirement for any component in the meal patterns, but could be served as an “extra” food.

Additionally, FNS is updating the guidance on corn masa, corn flour, and cornmeal to simplify menu planning.

* [SP23-2019- Crediting Popcorn in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP23_CACFP10_SFSP09-2019os.pdf) This memorandum provides guidance on crediting popcorn in the CNPs including the NSLP, SBP, CACFP, and SFSP. Previously, popcorn could not contribute to any component in the meal patterns, but could be served as an “extra” food.

FNS is updating CNP food crediting guidance to explain how to credit popcorn in the meal pattern.

* [SP24-2019- Crediting Surimi Seafood in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP24_CACFP11_SFSP10-2019os.pdf) This memorandum provides guidance on crediting surimi seafood in the CNPs, including the NSLP, SBP, CACFP, and SFSP. Surimi seafood is a pasteurized, ready-to-eat, restructured seafood usually made from pollock (fish). Previously, surimi seafood did not meet the requirement for any component in the meal patterns, but could be served as an “extra” food.

FNS is updating CNP food crediting guidance to explain how to credit surimi seafood in the meal pattern.

* [SP25-2019- Crediting Tempeh in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP25_CACFP12_SFSP11-2019os.pdf) This memorandum provides guidance on crediting tempeh in the CNPs, including the NSLP, SBP, CACFP, and SFSP. Tempeh is a highly nutritious fermented soybean cake traditionally made from whole soybeans. Although mature beans have traditionally been credited as a meat alternate in the CNPs, the Food and Nutrition Service (FNS) has not previously issued guidance on crediting of tempeh.

FNS is updating CNP food crediting guidance to explain how to credit tempeh as a meat alternate.

* [SP26-2019- Crediting Pasta Products Made of Vegetable Flour in the Child Nutrition Programs](https://fns-prod.azureedge.net/sites/default/files/cn/SP26_CACFP13_SFSP12-2019os.pdf) This memorandum expands flexibility for crediting vegetables in the CNPs, including the NSLP, SBP, CACFP, and SFSP. In December 2017, FNS solicited comments on the CNP crediting system through a Request for Information (RFI). FNS sought public input about specific foods, including if it is appropriate to require visual recognition when determining how foods credit in the CNPs. At the time of the public comment, Program operators could credit pasta made with vegetable flour only if it was served along with a recognizable vegetable. For example, bean pasta could credit as a vegetable if it were served with additional beans.
* [SP16-2019](https://fns-prod.azureedge.net/sites/default/files/cn/SP16-2019os.pdf)- School Breakfast Program: Substitution of Vegetables for Fruit This Policy memo was released in the April bulletin.

## Additional Topics

* **Annual NSLP 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 **July 30, 31, and Aug. 1st** at the BP Center Mid-town Anchorage

Web-X Training- **August 14-15, 2019**. 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
	+ USDA Foods
	+ Civil Rights
	+ And More TBA

Administrative Trainings are not required, but are strongly recommended for districts up for an Administrative Review during PY2019.

For Annual Training Registrations go to: [Bulletins and Memos](https://education.alaska.gov/cnp/nslp9) and look under the May Bulletin.

* Please submit a registration form for all district staff planning on attending these trainings to Debbie Soto at Debbie.soto@alaska.gov or Elizabeth Seitz at Elizabeth.seitz@alaska.gov or fax it to 907.465.8910.
* ***Updated* Procurement Plan Training**

Per USDA Policy Memo SP20-2019; CACFP07-2019; SFSP06-2019 federal procurement thresholds have been increased: Micro-purchasing from $3,500 to $10,000 and formal from $150,000 to $250,000.  Local agencies do not have to increase local thresholds, but if they choose to, procurement plans and/or policies should also be adjusted.  The Revised Procurement Plan webinar will cover these changes and how they have been integrated in the template Purchasing Plan we have developed as an option for program sponsors.

This webinar will be held Monday, May 13 at 1:30 via Webex; to register please contact Dan Hysell at dan.hysell@alaska.gov or 465-4969.

* [2019-2020 USDA Income Eligibility Guidelines](https://www.fns.usda.gov/cnp/fr-032019) This notice announces the USDA’s annual adjustments to the Income Eligibility Guidelines to be used in determining eligibility for free and reduced price meals and free milk for the period from July 1, 2019 through June 30, 2020. These guidelines are used by schools, institutions, and facilities participating in the National School Lunch Program (and Commodity School Program), School Breakfast Program, Special Milk Program for Children, Child and Adult Care Food Program, and Summer Food Service Program.
* **CNP-Web and Primero Edge User Authorizations** Child Nutrition Programs (CNP) assigns a user name and password to nutrition and education staff when a User Authorization form is completed and submitted to CNP when access is needed for the claiming system (CNP-Web and Primero Edge), as part of the staff’s job duties. These forms state:

*“I will not share my user name and password in order to maintain the integrity of the data. If another user uses the CNP Web or Primero Edge under my user name and password and provides false information, I understand that I will be responsible for the information supplied to CNP.*

*I will notify the CNP immediately if my user name and password have been compromised. CNP will give me a new user name and password.*

*If I no longer need access to the CNP Web, I understand that it is my responsibility to submit a form to end access.”*

CNP staff have been noticing quite a number of user names and education staff that are sharing their user names and passwords which is **NOT ALLOWED**. When this occurs CNP staff will immediately turn off that user name’s access and that staff will be required to obtain a new user name and password. If this behavior continues we may be forced to deny access to the CNP-Web and Primero Edge for those staff members. Please be sure you are not sharing your user names with other staff. If a new member needs access they must submit a User Authorization form located on our web page:

 [CNP-Web Access](https://education.alaska.gov/cnp/nslp3)

 [Primero Edge Access](https://education.alaska.gov/cnp/primero)

If you have any questions regarding this requirement you may contact me at Elizabeth Seitz (Elizabeth.Seitz@alaska.gov) or 907.465.8709 or Debbie Soto (Debbie.soto@alaska.gov) or 907.465-8712.

* **Training Materials and Resources** We have a resources web page where you can find a lot of program related information. Just go to [Child Nutrition Resources](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: [Child Nutrition Programs](https://education.alaska.gov/tls/cnp/)

* **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: [Competitive Foods (Smart Snacks)](https://education.alaska.gov/tls/cnp/competfoods.html)

## Resources

* **A Guide to Smart Snacks in Schools** This Guide to Smart Snacks in Schools was updated for School Year 2018–2019. It is a helpful resource for anyone managing school vending machines, fundraisers, or snack bars to better understand the Smart Snacks standards. If you are interested in getting printed copies of this guide you may go to the following link:

[A Guide to Smart Snacks in Schools](https://www.fns.usda.gov/tn/guide-smart-snacks-schools) and submit a request with USDA.

* **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: [NSLP Bulletins and Memos](https://education.alaska.gov/cnp/nslp9) under the April Bulletin.
* ***Updated* Food Buying Guide** USDA has finally released the updated Food Buying Guide to help nutrition staff with understanding when purchasing foods, such as how much is in a #10 can of peaches or the number of portions you get from 20 pounds of ground beef. You can download the [Food Buying Guide](https://foodbuyingguide.fns.usda.gov/Appendix/DownLoadFBG).
* **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: [Alaska Child Nutrition Programs ListServ](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.

* **Nutrition Facts Sheet for Fruits, Vegetables, and Seafood** Here are some helpful [Nutrition Information Sheets](https://www.fda.gov/Food/ucm063367.htm) for commonly purchased foods. You can print them out and hang them up or use them as resources for menu planning.

## Grant Opportunities

* **2019 NSLP USDA Equipment Grant- Completed Applications are due to Alaska Child Nutrition Programs by August 31st by 4:30 p.m.** These funds will be available through a competitive grant process. The maximum award per grantee will be $10,000. Priority will be given to high need schools where 50% or more of the student population are eligible to receive free or reduced-price meals. Priority will also be given to schools that did not previously receive funds from either the 2009 ARRA, 2010 USDA, 2014, 2015, 2016, 2017 or 2018 Equipment Grant. Please make sure applications are submitted for sites that are 50% or above free and reduced-price eligible.

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. Regulations at 2 CFR Part 200.33 define equipment as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000 ***(\*For the FY 2019 Equipment Assistance Grant, Congress has specified that the threshold for the purchase of equipment cannot be lower than $1,000.)***

This grant ends **June 30, 2020**. For more information on this grant or to fill out and application go to: [Bulletin and Memos](https://education.alaska.gov/cnp/nslp9) web page the application will be under the April bulletin. Or you may contact Elizabeth Seitz at 907.465.8709 or Elizabeth.seitz@alaska.gov .

**Calendar of Upcoming Events**

 **DATE: EVENT:**

**June 1st Food Safety Inspection Report** is due

**June 1st Afterschool Snack** self-monitoring summary is due

**June 30th CEP** applications are due

**July 1st Annual Renewal in CNP Web**

**Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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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: [How to File a Complaint](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.

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