

The Lunch Line

Bureau of Nutrition, Health and Transportation Services

The Iowa Department of Education

Please route to:

<input type="checkbox"/> Food Service Director	<input type="checkbox"/> Record Keeper	<input type="checkbox"/> Superintendent
<input type="checkbox"/> Kitchen Staff	<input type="checkbox"/> Principal	<input type="checkbox"/> _____

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Healthier Kids: What You Can Do...



It would be hard to find school nutrition staffs, who do not want the very best for the students in their school. With the Iowa Healthy Kids Act (HKA) and the USDA *HealthierUS* School Challenge (HUSSC), we now have guidance to help us measure how we are doing. Sometimes it seems that it may be an impossible task to measure up to these standards. **The key is to set small goals, taking one or two steps at a time and work toward them.** Your students and school staff will appreciate your efforts!

The nutrition standards for the Iowa Healthy Kids Act will be effective July 1, 2010. Many schools already made changes that moved them towards these standards when they developed their school wellness policies a few years ago. Most wellness policies have a clause designating a review of the policy and/or re-assessment of the school's health environment after a certain period of time. **When did your school last evaluate the local wellness policy?** This review process is an excellent time to have the wellness team in your school help set goals for changes in your nutrition program, in preparation for Healthy Kids Act. Below are a few small goals to consider:

Healthy Kids Act Goals—Start Working Towards Them Now

- Offer new a la carte foods this school year that meet HKA standards for calories, sodium, saturated fat, trans fat, total fat, sugar, and dietary fiber (50% of grains are whole grains), such as fruit and yogurt parfaits, fresh veggie sticks and lowfat dip, turkey or veggie wraps, whole grain pastas, fresh fruit kabobs, hot potato bar, salads, soups, string cheese, fresh fruit and whole grain crackers, etc.
- Utilize newly available USDA commodity foods that are whole grain; whole grain tortillas, pancakes, and spaghetti, brown rice, oats and whole wheat flour. Pinto, refried beans, and kidney beans are also available from USDA Foods, as well as carrots and sweet potatoes.

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- Ask the students for ideas of foods they will eat! Work with Student Council or student representatives to taste test new foods.
- Provide beverages sold in a la carte, vending, and regulated fundraising that meet the HKA standards for elementary (plain water and 100% fruit and vegetable juices) and secondary grade levels (sports drinks, flavored/plain water, 100% juice, and caffeinated beverages). Sodas and carbonated beverages are not allowed at any grade level.
- Provide beverages that are nutrient-rich, such as lowfat or nonfat milk, 100% fruit or vegetable juice, or water.

HealthierUS School Challenge Goals

- Offer five different fruits and vegetables each week, making 2 fruits fresh/week.
- Offer 3 dark green and/or orange vegetables weekly on the menu.
- Serve cooked dry beans or peas once/week. Canned legumes count!
- Serve at least one grain/bread serving that is whole grain every day.

Other Goals for School Meals

- Make all meals appealing and attractive to your students, so they will choose to eat them.
- Share information about the nutritional content of meals with parents and students (made available on the menus, web site, on cafeteria menu boards, point of purchase placards, etc.)

HUSSC continues to be the premiere program for recognizing schools committed to creating healthier school environments. On-line tools at <http://healthymeals.nal.usda.gov/hsmrs/HUSSC/> include an interactive electronic application, a Competitive Foods Calculator, FAQs, and a Whole Grains Resource. Set this as the “ultimate” nutrition excellence goal with others in your school.

Watch for upcoming information on Healthy Kids Act training opportunities available via the ICN and regionally through the Department’s website <http://www.iowa.gov/educate/>

These trainings will provide tools and resources needed to implement the nutritional content

standards of the HKA and assist with reviewing and modifying your school wellness policy. Additional wellness policy evaluation information can be found at <http://www.actionforhealthykids.org/>, under “Visit Your Wellness Policy Tool.”



Be a leader in getting Iowa’s children to choose nutritional foods in your school and help give them a solid foundation for a better future. Take a few small steps and you’ll be amazed by the distance you can cover!

October’s Unduplicated Count

Each year, SFAs are required to report to the State Agency the number of students who are eligible for free or reduced price meal benefits on the last serving day of October. The report must be made by building. This process always raises questions. Here are some answers:

- **Who are “Eligible Students?”** They are those who are enrolled and have been approved for meal benefits on the day of the count. Eligible students may be “eligible free” or “eligible reduced price.” The student who withdraws or moves on the next to last day in October is NOT eligible. Neither is the student who moves in or enrolls or changes from paid to free or reduced price on the first serving day in November.
- **What about students who eat in more than one building?** Students to count in each building include any student who is eligible to eat lunch in that building on the last serving day of October. Some students may eat breakfast in one building and lunch in another. Count those students only ONCE and in the building where they eat lunch. Don’t double count!
- **The unduplicated count is different from the number of eligible students for the claim. Why?** This does not necessarily mean you made a mistake. Remember that for the claim you report the greatest number of free or reduced price students in each building. For the unduplicated count, you count the actual number of students at a very specific moment in time. If a family with ten free eligible children moves away on the next to last day of October, the unduplicated count will be lower than the claim by at least these ten children. Remember, the unduplicated count is a snapshot. The claim reports the highest number of kids eligible in the month.
- **Is this my certified enrollment?** No, but it is easy to confuse these two things. They are both counted in October but on different days. They are used for different things. If your school’s enrollment does not

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change very much, they might be the same. But that would just be a coincidence.

- **What do you do with the information?** There are a lot of calculations that are based on this report, like site eligibility for after school snacks and open site eligibility for summer feeding programs. USDA requires the state agency to report the total number of students each year based on the reports from schools.

More questions? Contact Nancy Christensen at nancy.christensen@iowa.gov or 515-281-5663.

Do We Need to Use Product Specifications

An ethical purchasing practice helps ensure the use of high quality, safe ingredients, and products. Using product specifications can help control the food costs for a district by having vendors bid on specific products the nutrition program plans to use. Written specifications encourage maximum competition among qualified vendors who are given equal opportunity to provide products. Local LEA procurement policies determine when written specifications must be used.

A specification is a statement that contains a detailed description of a product. The following are potential characteristics that should be included in a written specification:

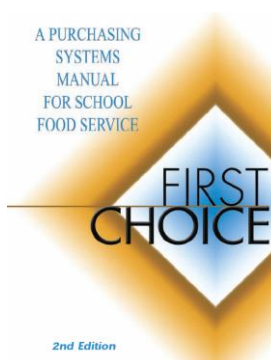
- Name of Product
- Federal Grade if appropriate
- Size information for container and product
- Bid unit (unit that the price will be based on)
- Quality indicators such as type, style, syrup density, age, cutting instructions, weight range, composition, condition on receipt of product, fat content, cut of meat used, variety, geographical origin, temperature on delivery, milk fat content, milk solids, brand names, yield, processing method, trade association standards or chemical standards.
- Pack, packaging procedures, and type of package
- Test or inspection procedures.

Some of the best specifications are written by the food technologists at the Agricultural Marketing Service (AMS) and the Farm Service Agency (FSA)

branches of USDA. Specifications for donated foods purchased by AMS can be found at www.ams.usda.gov/ by selecting food purchases and then the product description to view the specifications.

Using specifications when purchasing clarifies the product that you want to use, informs the distributor and manufacturer what product you want and identifies for the individual receiving products what should be delivered. Specifications should be in writing to be most effective.

A school district may choose to work with pre-approved brands as a part of developing specifications. However, approved brands cannot restrict competition. USDA regulations require open and free competition.



First Choice: A Purchasing Systems Manual for School Food Service

2nd Edition.
Produced by the National Food Service Management Institute (NFSMI), The University of Mississippi

This resource is an excellent reference to guide any School Food Authority's (SFA) procurement process. The reference has fourteen chapters. Chapters include Child Nutrition Program purchasing regulations, standards of identity, establishing and maintaining communications between school purchasers and the business community, product movement process, allocating time resources to product categories and much more. There are twenty-four appendices which includes a review form of potential distributor vendor, a sample procurement plan, sample letter for scheduling a pre-bid conference and much more. There is also information on available internet resources.

Did you know there are sixteen steps that guide purchasing decisions? Find out what these steps are and much more. This resource can be accessed at the NFSMI website. Go to <http://nfsmi.org/ResourceOverview.aspx?ID=64>

Farm To School

Question: Does USDA's efforts to promote Farm to School mean schools do not have to follow procurement rules?

Answer: No. Although the Farm to School initiative was developed to encourage schools to purchase fresh fruits and vegetables from small, local farmers and growers, SFAs must make all purchases in accordance with all SFA procurement regulations and applicable State and local laws and statutes. However, this does not preclude SFAs from identifying potential local farmers or providing these farmers with its procurement solicitations. Further, an SFA can inform its local farmers of its interest in particular fresh fruits and vegetables so that the local farmers may plan future crop plantings accordingly. It is important to note that Farm to School purchases are often less than the applicable small purchase threshold. In these cases, SFAs are able to use relatively simple, informal, but competitive and open procedures to obtain these desirable products. Produce purchases made through the Department of Defense (DOD) meet USDA procurement regulatory requirements and SFAs may pursue Farm to School goals through coordination with the designated DOD Produce Buying Office.

“Wrap Your Own - Iowa Grown” Farm to School Initiative

By participating in this Initiative your school will have the opportunity to:

- Receive “Wrap Your Own-Iowa Grown” wrap paper and stickers
- Receive a list of growers/producers/processors that have Iowa products
- Receive nutritional information
- Receive \$200 to assist with the purchase of locally grown vegetables and to help implement this initiative
- Receive recipes for different kinds of wraps
- Provide your students with a healthy lunch option
- Promote your students/school to get involved in the “Now That’s a (W)rap” contest
- Recognition on the IDALS website

Go to <http://www.iowaagriculture.gov/AgDiversification/wrapYourOwn.asp> for a Participation Form or contact Tammy Stotts, 515-281-7657, tammy.stotts@iowaagriculture.gov or Emily Wadle 515-725-2078, emily.wadle@iowaagriculture.gov at the Iowa Department of Agriculture and Land Stewardship for more information.

What's New with the Iowa Farm to School Program?



Chapter Initiative – There are currently 9 active Iowa Farm to School Chapters throughout the state. Each chapter has developed and implemented a plan to uphold the objectives and mission of the Farm to School Program. Such activities include locally-grown food procurement, school gardens, food fairs, and educational activities.



A is for Apple – In 2008, the first highly successful initiative was launched serving apples and educating over 1,789 students. This fall the A is for Apple initiative will be celebrated with a kit designed to help teachers provide students with the necessary resources to educate children through a variety of creative, hands on activities.



Wrap Your Own-Iowa Grown – This initiative will be launched this fall. Wrap up something healthy and Iowa-grown in your students lunch. Incentives will include wrap papers, \$200 and contests for both staff and students.



To learn more about these initiatives go to:

www.iowaagriculture.gov/AgDiversification/farmToSchoolProgram.asp

Fresh Fruit and Vegetable Program 2009

The Fresh Fruit and Vegetable Program provide all children in participating schools with a variety of free fresh fruit and vegetables throughout the school day. This program is seen as an important catalyst for change in efforts to combat childhood obesity by helping children learn more healthful eating habits. The program introduces school children to a variety of produce that they otherwise might not have had the opportunity to sample.

To see the list of schools that are participating in the Fresh Fruit and Vegetable Program during the 2009-10 school year please [click here](#). Highest priority was given to schools with the highest percentages of low-income students and only elementary schools can participate.

Check out the Pick a Better Snack [on-line toolkit](#) to promote the consumption of fresh fruit and vegetables in your school! Within the tool-kit are excellent resources for your nutrition education program such as recipes, bingo cards, newsletter templates, graphics, and lessons.

Julia's Tidbits

In early September, each Local Education Agency should have received some very important memos from the Bureau regarding changes in USDA policy.

The first has to do with Extending Categorical Eligibility to Additional Children in a Household. For Households with at least one child directly certified as eligible for free meal benefits based on Family Investment Program (FIP) and/or Food Assistance eligibility, USDA is now extending the categorical eligibility to all children in that household. The policy was modified by USDA to increase access to the child nutrition programs and to streamline the eligibility process. Upon release, this USDA memo was retroactive to July, 2009; please see the memo dated September 2009 from the Bureau for additional requirements for implementation.

The September 2009 memo also includes important updates on Milk Substitutions for Children with Medical or Special Dietary Needs (Non-Disability), Q & As on School Gardens and Updated Q & As on Procurement. Please take time if you haven't to review all of this information carefully to be sure you are in full compliance with all USDA requirements.

With that same mailing, information was also sent regarding a new policy from USDA, allowing the service of meals free to low-income children during H1N1 influenza like related school dismissals. This provision is allowed during a public health emergency declaration under section 319 of the Public Health Service Act. As of the date of this newsletter, the Centers for Disease Control (CDC) is not recommending closure of schools due to an influenza outbreak, however certain paperwork must be in place, should a Local Education Agency (LEA) dismiss classes and wish to serve meals. USDA is allowing a waiver of the normal requirement to serve Summer Food Service Program or Seamless Summer Option meals on-site in these situations. With approval of the waiver and necessary agreements in place between the LEA and the State Agency, USDA will allow off-site meal service for these H1N1 related school dismissals to limit contact. Meals may be made available on either a pick-up or delivery basis. Please refer to the memo for additional details and/or to the DE website <http://www.iowa.gov/educate/>, click on Nutrition Programs, then Schools and Influenza for the latest information.

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Annual Food Safety Reminders



The beginning of the school year brings with it a long list of tasks. Reviewing and revising your Food Safety-HACCP Principle based plan is one of those fairly new ones that can be easily forgotten.

SOPs need to be periodically reviewed to reflect changes that have occurred in buildings or with employee procedures. Be sure to record the date each SOP was reviewed and revised, if applicable.

This is also the time for training all employees on the HACCP plan even if there are no new employees. The site below will take you to the Iowa State University Extension site that contains several documents for this purpose. <http://tinyurl.com/koscncz>

The *Food Safety Program Review Checklist*, (link below), a NSFMI resource, is another excellent guide for completing this step. <http://www.nfsmi.org/documentlibraryfiles/PDF/20080207023632.pdf>

**Being a Role Model for School Wellness
Train-the-Trainer Workshop**

Adults by their actions serve as role models to students often without realizing it. School personnel, parents, and other adults that students come in contact with regularly are powerful role models when it comes to nutrition and physical activity. Join us for a one day train-the-trainer workshop. Participants will receive the tools and resources need to deliver workshops to school staff in their district and parent groups in their community to capitalize on the role modeling potential of adults. The “Being a Role Model for School Wellness Train-the-Trainer Workshop” is schedule for Tuesday, November 10th, 2009 from 9:30 a.m. – 3:00 p.m. at the Marshalltown Public Library in Marshalltown. To register or for more information contact Team Nutrition Co-Director, Carrie Scheidel at carrie.scheidel@iowa.gov or 515-281-4758.

**Nutrition Staff Work to Improve
School Health Environment**

Thirty school nutrition staff from 16 districts representing over 68,000 Iowa students participated in a Team Nutrition Workshop at Iowa State University (ISU), June 11-12, 2009. *The Role of Nutrition Programs in a Healthy School Environment* was sponsored by the Iowa Department of Education Bureau of Nutrition, Health and Transportation Services and ISU Extension through a Team Nutrition Grant. ISU Extension Nutrition and Health field specialists strategized with districts about ways to improve the school health environment. Chef Cyndie Story, PhD, RD demonstrated ways to reduce sodium and fats and increase fruit, vegetable, and whole grain use in school meals.

Break-out sessions included: Hands-on production experience; Merchandising healthy menu options; and Communication to school district stakeholders. Donna Becker, RD, School Foodservice Director in the Perry School District shared her success with the HealthierUS School Challenge. Jane Heikenen, Bureau Consultant, presented ways to incorporate USDA Commodity foods into healthy school menus.

More information, recipes and other resources can be found at http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=373&Itemid=1332 or contact Team Nutrition Project Directors Patti Delger (patti.delger@iowa.gov or 515-281-5676) or Carrie Scheidel (carrie.scheidel@iowa.gov or 515-281-4758).

**Banner Year—2009 Summer Food
Service Program**

The 2009 Summer Food Service Program (SFSP) is a banner year for having the historically highest number of total sponsors (89, of which 56 are school districts), the highest number of new sponsors (19, of which 14 are school districts), the highest number of serving sites (228, of which more than ever are “Open” sites in low-income eligible areas), and the projected highest number of meals served to the highest number of children.

Sadly, in spite of good expansion in the 2009 SFSP, thousands of children are still hungry during the 2009 summer because SFSP is not available to them for some of the following reasons:

- Eligible sponsors* do not become an SFSP sponsor.
- Children lack easy access to a serving site because of a site’s location, barriers (distance, freeways, gang activity, etc.) or lack of transportation to the site.
- Children may not be effectively motivated to attend for such reasons as no additional recreational activities for children at the serving site.

*Most school districts are eligible to be an SFSP sponsor at some level of participation. For more accurate information on SFSP participation for your unique circumstances, please contact Rod Bakken at (515) 281-4760 or rod.bakken@iowa.gov.

Remember: Our best interests are served with happy, healthy, and well-fed children.

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The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD).

USDA is an equal opportunity provider and employer.

Iowa Department of Education Nondiscrimination Statement

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, email: OCR.Chicago@ed.gov

Commodity News

Warehouse Rates for 2009-2010

- Handling and Storage--\$1.79 per case.
- Dry storage rate for each additional month \$0.26/case.
- Refrigerated storage for additional months \$0.43 per cwt. gross.
- Freezer storage for additional months \$0.71 per cwt. gross.
- Admin. fees for processed commodities \$0.57 per case.
- Split Delivery charges—In-town--\$43.00
Out-of-town \$71.00.
- Deliveries are to be made between the hours of 7:00 a.m. and 4:00 p.m., unless prior arrangements have been made.
- The driver is to get your commodities to the end of the trailer. It is your responsibility to get them inside your school.
- Be sure someone checks the commodities in when they get to your school.

Iowa Commodity Distribution Plan

During the 2009-10 school year, the Iowa Food Distribution System will make six deliveries by Keck, Inc. Keck, Inc. will usually call a school at least 24 hours ahead of the planned delivery.

The beginning date you see below is just the planned beginning of the 5-week cycle. You may be delivered at any time within that 5-week cycle. The first delivery period is called 0A, the second is 0B, the third is 0C, etc. If you have any questions call the State Agency at 515-281-4032.

0	A	8/24/09	Ordering done
0	B	10/5/09	On web by Sept. 4
0	C	11/16/09	(On the web by Oct. 9)
0	D	1/4/10	(On the web by Dec. 4)
0	E	2/15/10	(On the web by Jan. 15)
0	F	3/29/10	(On the web by Mar. 5)

Processed Commodity Food Items for 2009-2010

All food items coded 2500 or above are processed food items and are an extra cost to your school district. If you are ordering by the Internet you will not see code numbers on each order form. You need to identify each processed food item in the commodity description which will have a per case cost in parenthesis. You will be allocated one (1) of each item for all processed foods coded 2500 or above. If you **do not** want this product you must put a "0" in the amount wanted column. You **do not** have to take these processed food items.



What are Internet Browsers? And which one do you use?

Microsoft's Internet Explorer 7.0!
Mozilla's Firefox 3.5!!
AOL's Netscape Navigator!

Internet browsers are software applications created by companies to read, interpret, and display web pages from the World Wide Web (www) on your personal computer. All the end user has to do (normally) is double-click on the icon browser of choice (see example A) and enter the Internet.



Example A

Choosing which browser depends on the office or schools. If you have a technology department, they will have recommendations for browser usage. Otherwise, you have your choice of multiple Internet Browsers.

However, in order to work the Nutrition Programs on-line application, CNP2000, it is recommended the end users choose Microsoft's Internet Explorer.

If you are currently using another browser to access the CNP2000 and having difficulties, contact your technology department or suitable representative to allow you access to Microsoft's Internet Explorer (see example A).

Please send us questions you have about using our website(s) and we will attempt to answer them via email, newsletter, or both. Please send your questions to Ellen.Miller@iowa.gov

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Please note that there is a difference between the **commodity value** and the price of each item. The commodity value is the amount in each unit of product that is deducted from your school entitlement. The **price of each item** is the cost of the finished product, not including the per case shipping and handling fee charged by Keck, Inc. These are all optional products. The costs will be included in the amount you pay Keck, Inc. There will be no separate billings for processed products.

2009-2010 Warehouses

Iowa will use two (2) commercial warehouses to store and deliver commodities to each school this year. They are:

Des Moines Cold Storage
Contact: Krista Atwood
4770 NE 17th Court
Des Moines, IA 50303-0781
515-262-6560

Mason City Cold Storage
Contact: Eldon Reinhart
633 15th Street SE
Mason City, IA 50401
641-424-8369



Deliveries Short/Damaged

When commodities arrive at your school, the product unloaded should be carefully counted and checked to make sure you are receiving the correct amounts. If you discover a shortage or any damage, make sure the driver makes a note on the warehouse release and initials it. You must have a driver's signature indicating a problem on your delivery, before an adjustment can be made on your billing.

Commodity Values for 2009-2010 can be found at the following website: www.iowa.gov/educate

Commodity Reminders

If you have received **sunflower seed butter** this is a reminder that if you bake with it, your products can turn green. One solution is to reduce amount of baking soda or baking powder in half or add a small amount of lemon juice to dough or batter.

USDA Announces Value of Donated Foods as .1950 Cents per Meal

For the 2010 school year July 1, 2009 through June 30, 2010, USDA announced the value of donated foods or cash-in-lieu of donated foods it gives schools and institutions as .1950 cents. The per-meal rate applies to each lunch served by schools participating in the National School Lunch Program.



On-line Commodity Ordering

Is "Timing-out" on the commodities website a problem for you? When you are placing your commodities order onto the website and you click on the "UPDATE" button do you get kicked-off, back to the webpage where you have to login?

There are 90 to 100 commodity items to order. **In the time it takes to go through each one of those items and place an order for each item, you may be kicked-off the commodities website without your knowledge.** This is because the screen you are looking at has a limited time to be viewed before it automatically kicks you out of the secured site.

You can click on the "UPDATE" button as many times as it takes to fill out an order. So when you are placing your order try completing 10 items at a time. THEN click on the "UPDATE" button, and repeat for the next 10 items until you have completed your order. After verifying all items submitted, finish your order by clicking on the "UPDATE" button a final time and then click the "CERTIFY" button. Once the "CERTIFY" button is used you won't be able to make any more changes to your order. If you need any assistance call Jane Heikenen at 515-281-4753 or Dean Flaws at 515-281-4032.

School Holidays/Vacation Schedules

Some of you have sent into Keck, Inc. your school's holidays or vacation periods in which your school will not be in session. If you have any additions or updates to these times, please let Keck, Inc. know. You may obtain another form from the commodity web site and then FAX it into Keck, Inc. at 515-244-5252.

