



The Lunch Line

Bureau of Nutrition, Health and Transportation Services

The Iowa Department of Education

Please route to:

☐ Food Service Director
☐ Kitchen Staff

☐ Record Keeper
☐ Principal

☐ Superintendent

☐ _____

Published in Fall, Winter, Spring, and Summer

<http://tinyurl.com/nutritionprogram>

Fall, 2011

Procurement: Part of the Routine

School is well under way and the hectic start of the year has given way to the daily/weekly/monthly routine tasks. Part of that routine needs to include conducting proper procurement, which covers activities from menu development to preparing meals and the decisions made in ordering foods and supplies to confirmation of receipt of items purchased-- and all the other functions that are performed as part of the process. As you navigate the process keep in mind that USDA Federal Regulations require that all procurement (purchasing of food or non-food products or services) be done in a manner that ensures open and free competition. Whether the procurement is done formally or informally, securing and documenting the results of the competitive process are requirements. The Bureau of Nutrition, Health and Transportation Services provides several links to federal regulations and resources to assist the School Food Authorities (SFAs) in the procurement process. The Bureau web site is located at <http://tinyurl.com/3m8b6d8>.

1. For the SFA buying independently or through a cooperative, any product outside of the original products specified on the bid must be procured separately with the opportunity for maximum fair and open competition. If you buy **ANYTHING** else that is not on the original bid list you must obtain pricing from other vendors.
2. Purchasing services (example: equipment repairs from outside source, small or large equipment, consulting fees) using non-profit School Food Service funds must be procured following USDA regulations to ensure for the opportunity for maximum fair and open competition.
3. Compliance with USDA federal, state and local requirements for procurement must be followed for a purchase to be an allowable expenditure from the non-profit School Food Service Fund. It is the SFA's responsibility to be sure all procurement using the nonprofit school food service account is in compliance.
4. Your Bureau of Nutrition, Health and Transportation Services consultant is your accurate source for reliable information about Federal Procurement rules.
5. If you are not sure what you should be doing, please contact your consultant for directions on the procedures you should be following.
6. Your activities must be documented to demonstrate that the correct procedures were followed.

Contact your area consultant or Patti Harding at patti.harding@iowa.gov for assistance.

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Free and Reduced Price Meal Eligibility

Verification:

Verification is confirmation of eligibility for free and reduced price meals under the National School Lunch Program and School Breakfast Program. Local education agencies (LEAs) must annually verify eligibility of children from a sample of household applications on file on October 1, 2011. The U.S. Department of Agriculture (USDA) requires that a sample of an exact size be selected. For more details on the verification process, including sample size selection, refer to the presentation on the Bureau of Nutrition, Health and Transportation website at <http://tinyurl.com/3uh9nky>. Contact your area consultant for assistance or Diana Weber at Diana.Weber@iowa.gov.

Unduplicated Count:

Unduplicated counts are based on the last operating day in October. The count is reported on the October claim for reimbursement. The directions for taking this count are on the Child Nutrition Program (CNP) 2000 Form Download section. This count is different from the certified enrollment count report due mid-October. Contact your area consultant for assistance or Diana Weber at Diana.weber@iowa.gov

hawk-i

Public Local Education Agencies (LEAs) **are required** by Iowa Administrative Code to release to the Department of Human Services Healthy and Well Kids in Iowa (***hawk-i***/Medicaid Program) household information for the students eligible for free or reduced price meal benefits who have expressed interest in learning about ***hawk-i***. Authorized Representative and Food Service Directors received an email notice of this on September 15. Non-public LEAs are encouraged but not required to release household information. Reporting the names of parents/guardians who have requested an application is done in an on-line process at <http://www.hawk-i.org/>. Instructions are located in the Form Download section of the CNP 2000 system. Public LEAs with no names to report must file a report with no names. For assistance with submission of files or problems with accessing the website contact the ***hawk-i*** database manager at HawkiSchools@maximus.com or call ***hawk-i*** toll free at 1-800-257-8563. Sharing of household information with the ***hawk-i***/Medicaid Program is **due November 15, 2011**.

Upcoming Webinars

Expanding Your Breakfast Program

Tuesday, October 4th -1:30-2:30 pm

Many children don't eat breakfast at home and even if breakfast is offered in the cafeteria, many don't participate. They may be too busy socializing, or affected by the potential social stigma that the program is meant for low income students. Learn how to capture those breakfast skippers, by Expanding Breakfast outside of the cafeteria! This webinar will provide information on Breakfast in the Classroom, Grab 'n' Go Breakfast, and Breakfast After First Bell. [Click here to register!](#)

Overcoming the Challenges of School Breakfast

Thursday, November 10th -1:30-2:30 pm

There may be one or more problems that results in low participation in your School Breakfast Program. This webinar will provide you with solutions to a few common problems, including lack of time, bus schedules, student's preference to socialize, lack of administrative support and stigma. [Click here to register!](#)

Super Power Summits

The Super Power Summits are a youth wellness initiative that has been in Iowa the last three years empowering teams of middle schools to become more physically active and to choose healthy food options, all while being advocates for school wellness.

This fall, the Super Power Summits "Go to College" and we encourage you to send a team of middle school students and an adult advisor for a day full of fun activities, networking opportunities, and a first-hand look at a few of Iowa's great universities.

- ❖ **Wednesday, October 26th: University of Iowa – Campus Recreation and Wellness Center**
- ❖ **Tuesday, November 1st: University of Northern Iowa – McLeod Center**
- ❖ **Wednesday, November 9th: Iowa State University – Hilton Coliseum**

Mileage reimbursement and substitute teacher reimbursement will be available. More information will be communicated to middle schools at the start of the school year.

To register on-line go to <http://educateiowa.gov/> and click on DE Calendar. Space will be limited to accommodate an interactive day on the college campuses. If you have any questions please contact Carrie Scheidel at carrie.scheidel@iowa.gov.



How is Your School Doing with Healthy Kids Act?

It has been a whole year since schools were required to implement the Healthy Kids Act (HKA) nutritional content standards for vending, a la carte and regulated fundraising foods sold to students during the school day. How is your school doing with meeting all of the requirements? Your Nutrition Consultant is an excellent resource, if you have questions or concerns regarding HKA. Additional resources, such a toolkit for students, school staff and parents; Frequently Asked Questions; HKA nutrition calculator; and other documents, are available at www.tinyurl.com/iowa-HKA.

A recent publication from the CDC, "Implementing Strong Nutrition Standards for Schools: Financial Implications" can be found at http://www.cdc.gov/healthyyouth/nutrition/pdf/financial_implications.pdf. It reports, "While some schools report an initial decrease in revenue after implementing nutrition standards, a growing body of evidence suggests that schools can have strong nutrition standards and maintain financial stability."

Updating your school local wellness policy with HKA regulation is an excellent way to communicate changes with parents, students and staff. A sample policy is available at <http://www.iasb.org/PolicyLegal.aspx?id=1040>, to help get you started. If you would like additional assistance with HKA implementation, please contact Patti Delger, at patti.delger@iowa.gov.

SFSP--Here's to a Great 2011!



The results are in! Summer Food Service Program sponsors did a tremendous job this summer, serving more children than ever before! A total of 682,384 meals were served (breakfast, lunch, supper and snack), which is an increase of 5% from summer of 2010. The total number of lunches served in June, increased by 27%. Wow, what a summer!

Thinking about starting a Summer Food Service Program next summer or just want more information, please contact the new SFSP Coordinator, Stephanie Dross at stephanie.dross@iowa.gov.

The Carrot Patch

The changes of Autumn are upon us! School's been in session at least a month, application verification is fast approaching, SMI training is happening and USDA guidance on sections of the Child Nutrition Reauthorization keeps on coming!



Here at the bureau we have some staff changes as well. Carrie Scheidel remains with the Bureau, but has moved from the Summer Food Service Program and Fresh Fruit and Vegetables Program to work with Patti Delger on the Team Nutrition grants.

Stephanie Dross joined the Bureau on 9/19/11 as the new consultant for FFVP and SFSP. Stephanie previously was the Food Service Director at SE Polk for 15 years. We are very happy to have her join us and I think you will enjoy working with Stephanie as well. Send all your success stories to Stephanie at Stephanie.Dross@iowa.gov or call 515-281-4760.

While Northeast Iowa will be showing off all the beautiful colors in the trees we will have a change in Consultant for that area. Mary Kay Madsen retires September 29th. She has assured us she has lots of fun things planned! We thank her for her years of service and wish her all the best. A replacement is still a little ways away as the job will be posted soon. If Mary Kay was your consultant and you have questions please call the Des Moines office and we can direct you to a consultant that will assist you. Change seems to be the only constant in our lives! It certainly keeps things interesting.

Ann



Federal Requirements for Local School Wellness Policies

Since the passage of the 2004 Child Nutrition Reauthorization, nearly all LEAs or school districts have developed and adopted Local Wellness Policies (LWP) as required by law. With the passage of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296, Section 204), new provisions for LWPs place greater emphasis on implementation, evaluation, and publicly reporting on progress of LWPs.

The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) issued an implementation memo (SP-42-2011) (http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP42-2011_os.pdf) to guide LEAs in implementing LWP provisions in the Healthy, Hunger-Free Kids Act of 2010.

The following is a summary chart that compares the 2004 and 2010 requirements for LWPs.

	Old Requirements Child Nutrition WIC Reauthorization Act, 2004	New Requirements Healthy, Hunger-Free Kids Act of 2010
Overview	Directs local school districts to have in place a LWP.	Strengthens LWPs and adds rules for public input, transparency, and implementation.
Elements of the Local School Wellness Policy	LWP to include, at a minimum, goals for nutrition education, physical activity, and other school-based activities to promote student wellness, as well as nutrition guidelines for all foods available on school campus.	In addition to the 2004 requirements, the LWP is also to include goals for <u>nutrition promotion</u> .
Public Involvement	LEAs are required to involve parents, students, and representatives of the school food authority, the school board, school administrators and the public in the development of LWP.	In addition to the 2004 requirements, LEAs are now required to permit <u>teachers of physical education</u> and <u>school health professionals</u> to participate in the development of LWP.
Stakeholder Participation	The stakeholders named above are required to participate in the development of the LWP.	In addition to the 2004 requirements, the stakeholders named above are now required to participate in the <u>implementation</u> , and <u>periodic review and update</u> of the LWP.
Local Discretion	LEAs can determine the specific policies appropriate for the schools under their jurisdiction, provided that those policies include all required elements specified in the Act.	Same as 2004 requirement.
Public Notification	None.	LEAs are required to inform and update the public (including parents, students, and others in the community) about the content and implementation of the LWP.
Measuring Implementation	LEAs are required to establish a plan for measuring implementation of the LWP.	LEAs are required to measure periodically and make available to the public an assessment on the implementation of LWP, including the extent to which schools are in compliance with LWP, the extent to which the LWP compares to model LWP, and to describe the progress made in attaining goals of the LWP.
Local Designation	LEAs are required to establish a plan for measuring implementation of the LWP, including designation of one or more persons within the LEA or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the LWP.	LEAs are required to designate one or more LEA officials or school officials, as appropriate, to ensure that each school complies with the LWP.

Iowa School Breakfast Challenge

The Iowa Department of Education and the Midwest Dairy Council are partnering to implement an exciting challenge among Iowa schools to increase their breakfast participation!

Take the Challenge

Eating breakfast supports academic achievement and child health and wellness. Breakfast is a student's fuel for school. Research indicates that students who eat breakfast have fewer absences, have fewer health issues and have better grades in class. Iowa currently ranks 48th in the nation in the average daily number of children receiving free or reduced price breakfasts for every 100 children receiving free or reduced-price lunches. The Challenge for schools is to increase daily school breakfast participation in their districts by 20% or more, by May, 2012! All districts are automatically a part of the Challenge. District ADP will be compared with 2010-2011 ADP.

Four Gold Awards of \$4,000 each and four Silver Awards of \$2,500 each, will be awarded to the districts with the greatest % increase. Additional Challenge information and resources on how to increase your school's breakfast participation can be found at www.tinyurl.com/nutritionprogram, under Iowa School Breakfast Challenge.



The Future is Bright



In 2007, the Iowa Farm to School Program took roots. Through the different initiatives we have grown to 19 chapters, more than 92 classes/schools have participated in "A is for Apple" and 25 schools partook in "Wrap your Own—Iowa Grown." School gardens are sprouting up all over the state. With this growth has come additional attention and resources. Iowa recently received four FoodCorps members to help us expand our reach; two are located in Polk County and two in Winneshiek. FoodCorps is a new national program that places AmeriCorps members with schools and communities to help schools source locally-grown and raised products. When planning garden projects or working on food-based curriculum consider this resource to help you meet your needs. New initiatives including Future Farmers of America and more school gardens are on the horizon for this program. Please contact Tammy Stotts at tammy.stotts@iowaagriculture.gov with your Farm to School questions or ideas.

October is **National Farm to School Month!** Please visit <http://www.farmtoschoolmonth.org/> for more information.

USDA Foods

Webinars, newsletters, and a processing show will give you the information you need to keep informed on the changing world of USDA Foods.

Ordering USDA Foods can be a puzzling experience, even if this has been your responsibility for years. If you have any questions, be sure to set aside time on September 27th from 1:30 to 3:00 for another **USDA Foods webinar**.

If you allocate some of your entitlement to NOI or want to learn more about NOI then plan to attend the **Processing Show** planned for November 17th, 2011 at the Prairie Meadows Events and Conference Center. Brokers and processors will have samples of available products and will be prepared to answer all of your questions.

Information will be coming with details on both events.

Use the link below to find newsletters, advisory council minutes, USDA Foods values, and many other resources.

<http://tinyurl.com/iausdafoods>

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