

# The Lunch Line

A newsletter of  
Bureau of Nutrition & Health Services  
Iowa Department of Education  
400 E 14th St, Des Moines, IA 50319

## New Review Process for School Meals



The 2013-2014 school year will usher in an entirely new administrative review process. Gone are the CRE and SMI reviews, and enter the new Administrative Review. The review will still cover the same areas as before but in a different way and with more emphasis on technical assistance than in the past.

First, reviews will now be required every three years instead of every five years. Second, the review must include the School Breakfast Program, SBP, as well as the National School Lunch Program, NSLP.

One of the biggest changes to the review will be the off-site assessments. School Food Authorities, SFA, receiving a review in the current year will be sent a series of questions and requests for information several weeks prior to the review. ***The more complete the response from the SFA, the less time the Consultant will need to spend on-site or on the phone with the SFA. Communication between the SFA and Consultant during the off-site portion will be a vital part of the new review.***

The new review process is in modular form, and the off-site sections of the review include some risk assessment tools that determine how far in-depth the Consultant must dig during the on-site piece of the review.

Off-site assessments include all areas of the review including:

- free and reduced-price income applications,
- application verification,
- meal counting and claiming,
- meal access and reimbursement,
- dietary specifications and nutrient analysis,
- revenues and expenses,
- paid lunch equity or PLE,
- revenue from non-program funds,
- indirect costs,
- USDA foods, Continued on Page 2

### Summer Issue, 2013

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- civil rights,
- SFA on-site monitoring,
- wellness policy,
- school breakfast and summer food programs outreach, and
- other programs, such as the Afterschool Snack Program.

The on-site review is intended to validate information that was collected during the off-site review along with other requirements of the review that cannot be accomplished off-site, such as meal observations.

Consultants plan to present regional training sessions on the new review process in the fall for those schools scheduled for review in 2013-14. There will also be information presented about the new review process at Manager's Update on June 13 in Ames. <http://tinyurl.com/b5jfpdf>



## Hey! Don't Forget to Register...

Plan to increase your confidence, learn new skills and network with other foodservice professionals! Summer School Lunch Short Courses are being planned, and registration is now available at <http://www.ucs.iastate.edu/mnet/schoolfoods/home.html>. Please read the detailed description available at the registration page before you begin registration. Plan to register soon! Each course has a deadline posted, and a decision will be made whether there are enough persons registered in order to provide the course. Please talk to your foodservice friends and plan to come this summer! If you have questions or need further information, please call or email [Sandra.fiegen@iowa.gov](mailto:Sandra.fiegen@iowa.gov) or 319-377-1898.

### School Lunch Short Course Schedule

Healthy School Meals	July 30-31, 2013
New Manager's Orientation	July 30- August 1, 2013

~~Webinar~~

2013-2014

Iowa Eligibility Application/  
Direct Certification Training

July 25, 2013

9:00 AM—12:00 Noon

Go to [www.educateiowa.gov](http://www.educateiowa.gov) and click on Calendar to register online.



## The Carrot Patch

Here we are approaching the end of another school year. It can be a bittersweet time of year. The current school year is ending, with plans to use inventory on hand, pack up equipment and small wares, and special meals like grilling or sack lunch picnics, anticipation of summer activities, a slowing of the daily pace as well as saying farewell to students moving on and sometimes co-workers.

At the same time planning for next year gets a head start with reviewing changes for next year and planning the first menus, getting bids, etc.

Let me challenge you - what are you planning to prepare yourself for a better new year? Are you planning new offerings for the students – a fruit and veggie bar where there wasn't one before? Searching for new recipes for red/orange vegetables or legumes? Making posters to brighten the lunchroom and spread the message of good nutrition? When you visit your local farmer's market, will you ask them if they sell to schools and begin to connect with local suppliers? Are you planning to widen your knowledge base by including educational activities such as short courses in Ames or School Nutrition Association Iowa conference? (At SNAI we will be conducting breakout sessions on Breakfast menu planning and Net Off Invoice as well as the Bureau update and exhibits.) Or just practice your smile – scientists have shown that seeing a smile triggers an automatic response in our brains that causes us to smile too! Wouldn't that be a great thing to spread around your building next year?

As the signs of summer appear such as warmer weather, plants for gardens and flowerbeds and the inevitable 1972 Alice Cooper song, School's Out for Summer shows up on the radio, take a deep breath and plan some time for you to recharge for new adventures in the Fall! Have a great summer!

*Ann*

## FSMC Contracts and Material Change

### Definition of Material Change:

A material change is any change made to a contract after it has been awarded that alters the terms and conditions of that contract substantially enough that had other respondents known of these changes in advance, they could have bid differently and more competitively. This means that when a school food authority agrees to or allows a winning bidder to make changes to contract terms that are materially inconsistent with the underlying solicitation document (RFP), the SFA has subverted full and open competition by denying all bidders the opportunity to compete under the same terms and conditions. In this situation, the SFA must re-bid the contract.

<http://www.fns.usda.gov/cnd/guidance/fsmcguidance-sfa.pdf>

### Some examples of material change:

- Adding or deleting programs or sites
- Changing the type of contract, for example from a fixed fee contract to a cost reimbursable contract
- Making a change that is a significant change to the overall cost of the contract

## What's For Breakfast in 2013-2014?

"It seems like the new meal pattern for lunch was just revealed and now we're supposed to think about breakfast changes? Really?" Yes, there will be some changes for breakfast, starting in school year 2013-2014. The USDA has continued to revise the breakfast requirements and this is what we know at this time:

- Must offer 3 food components at breakfast: grain, fruit/vegetable, and milk (ie: grain, grain, fruit/juice, milk);
- Must offer 4 food items; students may decline only 1 item even if more than four food items are offered.
- There is a MINIMUM of one ounce equivalent grain per day for all grade groups; maximum on grains has been lifted;
- NO vegetable requirement at breakfast;
- Meat/meat alternate may be served as either a substitute for a grain (after the first one ounce grain is served) OR as an "extra" which will not count toward a reimbursable meal;
- Grade groups are the same as lunch, and a K-12 menu plan is possible;
- Milk: offer at least two types, same as lunch, such as 1% white, skim flavored and skim white;
- Calorie ranges are averaged over the week and will be in place for breakfast: K-5 is 350-500 calories, 6-8 is 400-550 calories, 9-12 is 450-600 calories, and the range for K-12 is 450-500 calories.
- Under OVS, students are not required to take fruit/vegetable for SY 2013-2014;
- Schools must offer 1/2cup fruit/vegetable/juice daily to all grade groups;
- Half of grains offered must be whole-grain rich in SY 2013-2014.

Keep watching for more updates to the breakfast meal pattern. We appreciate all you do for school meals!

## Addition of Products After a Contract is Awarded

We have been in discussion with USDA for over a year on the topic of adding items to the list included in the bidding process after a prime vendor contract is awarded. Here are the points you need to know when considering if you need to create a new/additional RFP:

Recognized acceptable reasons to add items to a current contract:

- Manufacturer discontinuation of a product.
- A change in student acceptance.
- A new-to-market item, which is different from current items and will drive program participation.

Adding items **cannot**:

- Be a method to open up the entire warehouse/catalog for consideration.
- Create a material change. A material change can be thought of as a change made to a contract after it has been awarded that alters the terms and conditions of that contract substantially enough, to the extent that had other bidders known of these changes in advance, they could have bid differently and more competitively.

Expectations:

- That the total value of the RFP will not change significantly.
- When vendors are asked to submit fixed fees by category (for cost plus fixed fee pricing) for products yet to be identified within an RFP, the fixed fee is to be for the life of the contract.
- The RFP will have some method of identifying possible changes that may happen during the contract. The possible changes need to be realistic.

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A numerical value for volume (percent change) or value (dollar amount) could not be identified. If you question whether a change you are considering would be a material or significant change, call your Bureau consultant.

## School Meal Parent Campaign

As you may know Team Nutrition is working with the University of Iowa to develop a School Meal Parent Campaign toolkit to be used by school districts to inform parents of the meal pattern, mobilize parents to maximize their role modeling potential, and provide parent resources to assist in the development of healthy habits at home.

A special thank you to the Food Service Directors that were willing to complete phone interviews with the University of Iowa and/or promote the on-line survey to parents. We had over 2,500 parents from across the state complete the on-line survey! In addition, interviews were completed with high school students. The information gathered will be used to develop the campaign materials and to ensure the messages are relatable and compelling to parents and students.

The tool-kit is scheduled to launch late this summer for schools to utilize for back-to-school events and communication materials. The tool-kit is going to include a variety of communication tools, including posters, newsletter templates, press releases, sample student handbook section, and web-based messages. If you have any other ideas of communication tools that are needed, please send them to Carrie at [carrie.scheidel@iowa.gov](mailto:carrie.scheidel@iowa.gov).

## Summer Food Service Program 2013



The Summer Food Service Program (SFSP) is good, nutritious food that's "in" when school is "out." The program was created to ensure that children in low-income areas could continue to receive nutritious meals during long school vacations, when they do not have access to school lunch or breakfast.

What can SFSP sponsors do to increase participation at their summer sites? We surveyed our sponsors and here is what they said ....

- Partner with organizations that are already providing youth activities in your community such as a Parks and Recreation programs, Boys & Girls Clubs, YMCAs, or a vacation bible school.
- Establish open sites at school, central to the numerous activities in place – athletic team practices, summer weight lifting, summer camp and enrichment programs, swimming lessons, driver's education, etc.
- Provide programs at the open site via partnerships with organizations like United Way, 4H, Girl Scouts, County Conservation & Extension Offices, local libraries, police/fire departments, and fitness centers, just to name a few.
- Select sites that have a high population density or that are in close proximity to a swimming pool, recreational facility, or an area with planned summer activities.
- Promote your program via flyers sent home, articles in school newsletters, notices on the school lunch menu, notices on the district website, and via the e-mail/phone blast systems.
- Promote your program with ads in the local newspaper, local TV interviews, PSAs on local radio stations, flyers on windshields of cars or in local grocery stores, articles in church bulletins, and posters at school and in local businesses. Continued on Page 6

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- Provide transportation back and forth from the site to neighboring, rural communities or establish mobile feeding sites to reach those rural communities.
- Utilize incentive prizes to draw children back to the site like tickets to local sports team events or passes to a local swimming pool or movie theater.
- Work with neighborhood parents to establish a walking school bus to the summer site.
- Serve a variety of healthy, nutritious, and eye appealing meals/snacks. Include the fresh fruits and vegetables that are so readily available in the summer months.
- Offer a friendly smile and welcome the children each and every day.

For more information on the Summer Food Service Program, you can contact Stephanie Dross at [stephanie.dross@iowa.gov](mailto:stephanie.dross@iowa.gov) or at 515-281-4760. You can also check out our website at [www.tinyurl.com/iowasummerfood](http://www.tinyurl.com/iowasummerfood).

## ACDA—RA Handbook

The American Commodity Distribution Association (ACDA) National Conference was held in Nashville, TN on April 7-10, 2013. This year's theme was "Putting All the Pieces Together". Bureau consultants Jill Stuecker and Sarah White attended this year's conference and focused on learning more about how other states are managing their USDA Foods Programs.

ACDA isn't an association just for state employees. We encourage anyone interested in learning more about the USDA Foods program and Food Distribution to check out their website: <http://www.commodityfoods.org>.

One important resource from ACDA's website we would like to point out is the newly updated RA Handbook. This handbook provides a nice over-

view of the USDA Foods program as well as detailing the different roles and responsibilities of all parties involved. While this handbook focuses more on the processing of USDA Foods it provides a great resource for anyone interested in learning more about the program. You can find the handbook on the ACDA website under the "Processing" tab at: [http://www.commodityfoods.org/files/2013-2014/RA\\_Handbook\\_complete.pdf](http://www.commodityfoods.org/files/2013-2014/RA_Handbook_complete.pdf)

## NOI Allocations

Thanks to everyone for getting Net-off-Invoice (NOI) Allocation submitted! Our next step is to consolidate all requests to determine out how many total pounds are requested per processor. Then, we must look at how many total trucks are needed to cover the requests. In some cases we may be required to round down to the nearest truck or find another state that is willing to spilt a truckload of material to the same processor. We try to honor all requests in their entirety, but the nature of this system sometimes requires that we reduce or even zero requests for certain items.

Schools will be notified of their total entitlement budget, DoD budget, and adjusted NOI budget before the beginning of school year 2014. We added more than 30 new schools to the NOI program and more than 50 to DoD! We will be offering webinars to those new to these programs early next school year.



## Annual Reminder: When Starting A New School Year

Here are a few issues to think about when you return from summer break:

- Do you have a new staff member? Do they need access to CNP2000? If you answered “Yes” to both questions, you need to fill out the Access Request Form.
- Do you have staff member(s) no longer employed with your Institution? If yes, you will need to fill out the Access Request Form. *Be sure to list all former employee be removed from your Institutions Login profile(s).*

This form is located on the CNP2000 online application under the Form Download section, under NSLP040- Access Request Form. Directions on how to complete the form are located on the second (2<sup>nd</sup>) page of the form.

When you keep your Institution’s login profile(s) current, the less likely you will have login/password issues.

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](mailto:ellen.miller@iowa.gov).

## Produce Safety Resources

Fruits and vegetables are an important part of a healthy diet. Introducing children to them in schools will improve their present and future health. Fresh produce must be handled safely to reduce the risks of food borne illness at each step from farm to table.



To assist you with training your staff on the safe handling of fresh produce, NFSMI has created new training power points, talking points, and videos. These resources can be found at: [www.nfsmi.org/producesafety!](http://www.nfsmi.org/producesafety!)

The six training power points and talking points cover the content of Produce Safety University. You may use these lessons as they have been posted, or you can modify them to fit your own needs. The lessons address the following topics:

- ★ School Gardens
- ★ Good Agricultural Practices (GAPs)
- ★ Preparation, Handling, and Service
- ★ Produce Quality and Condition
- ★ Purchasing
- ★ Receiving and Storage

The new video series, titled *What Went Right?*, demonstrates correct produce handling in scenes that mirror the *What Went Wrong?* videos. Two new food defense videos have also been posted. One of these food defense videos features a disgruntled employee, and the other video shows a student contaminating food.

## 14 New HealthierUS School Challenge Schools!

Fourteen new schools in Iowa were awarded HealthierUS School Challenge Awards, April 2013 – April 2017.

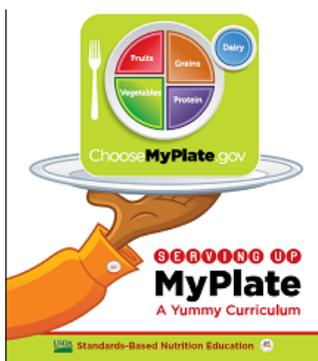
- East Elementary School – Ankeny Community School District (Silver)
- Anderson Elementary School - Bondurant-Farrar Community School District (Silver)
- Crestwood Elementary, Crestwood High School, Crestwood Junior High, Elma Elementary, and Lime Springs/Chester Elementary Schools – Howard-Winneshiek Community School District (Gold)
- Aurora Heights Elementary, Berg Elementary, Thomas Jefferson Elementary, and Woodrow Wilson Elementary Schools – Newton Community School District (Silver)
- Jefferson Intermediate, Lincoln Elementary, and Madison Elementary Schools – Pella Community School District (Silver)

**Take the HealthierUS  
School Challenge!**

Make your school one of the best in the nation, committed to nutrition and physical activity!

Iowa currently has 41 HUSSC awarded schools! The HUSSC award recognizes schools for their nutrition and physical activity of excellence environments. For a complete list of Iowa HUSSC schools go to <http://teammnutrition.usda.gov/HealthierUS/iowa.html>. Contact Patti Delger ([patti.delger@iowa.gov](mailto:patti.delger@iowa.gov)) or Carrie Scheidel ([carrie.scheidel@iowa.gov](mailto:carrie.scheidel@iowa.gov)) for one on one technical assistance with HUSSC application, a menu review, or to request a school visit to promote HUSSC.

**Serving Up MyPlate** is a new collection of classroom materials that helps elementary school teachers and staff integrate nutrition education into Math, Science, English Language Arts, and Health. This yummy curriculum introduces the importance of eating from all five food groups using the *MyPlate* icon and a variety of hands-on activities. Students also learn the importance of physical activity to staying healthy. Curriculum components include:



- [Teacher's Guides](#)
- [Original Songs](#)
- [Poster](#)
- [Mini Poster](#)
- [Parent Handout](#)
- [Additional Games and Resources \(Extra Helpings\)](#)
- [Graphics for School Meals](#)
- [Share Your Stories](#)

**Eat Smart  
to Play Hard**



Eat fruits and veggies at meals and for snacks

Please share this resources with teachers and nurses within your district as a nutrition education resource. If you visit classrooms on a regular basis, this may provide some fun and interactive lessons that you could incorporate into your presentations. Curriculum components can be downloaded or printed copies can be ordered for FREE by visiting:

<http://teammnutrition.usda.gov/Resources/servingupmyplate.htm>

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