

The Lunch Line

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

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May We Have a Cookie, Please?

As menus are evaluated and plans are being made for next year, keep in mind two things: the USDA permanently removed the maximum limit on grain and meat/meat alternate AND the USDA kept in place the calorie ranges for all grade groups. Many schools can now include a grain-based dessert per week because they limit condiments and serve moderate portions of meat/meat alternates and grains.

Guidelines can help when trying to figure out how to stay within the calorie ranges while not restricting calories too much. Some questions to consider: What are the calorie priorities at your school? Do you want to “spend” calories on a dessert or on condiments? What can the school afford—both in terms of calories and financially? Do you offer more meat/meat alternates and more grain/breads daily while really monitoring condiments that are high in calories and fat? Do you stay very close to the daily/weekly minimums for meat/meat alternate and grain, so that you can offer some extra food items like a cookie or grain-based dessert once in awhile? These are some things to consider when making choices on how to spend your money and your calories; you can’t have them all. Remember: there are no prizes given for being at the low end of the calorie range. Plan and use the calories wisely.

Location, Location, Location: Fruit/Vegetable/Salad Bars and the Point of Service

Fruit and Vegetable Bars and Salad Bars can be a great way to offer a wide variety of fruits and vegetables, promote student choice, and lower plate waste. There are also many ways to incorporate a fruit/vegetable/salad bar into the reimbursable meal.

It is critical, however, to consider the location of the fruit/vegetable/salad bar in relation to the Point of Service (POS). The POS should be stationed AFTER the fruit/vegetable/salad bar to ensure students have selected the required portions and components for a reimbursable meal.

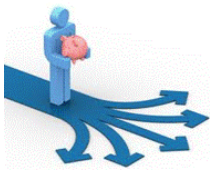
An un-monitored fruit/vegetable/salad bar after the POS is considered extra food that cannot contribute toward the reimbursable meal, but must be accounted for in the calories. (Continued on Page 2)

Fruit/Vegetable/Salad Bars/POS (Con't from Page 1)

Every effort should be made to have the POS after the fruit/vegetable/salad bar. If this cannot happen, the school must have an alternate method in place for monitoring trays and the school must submit a written plan to the State Agency for approval. If the salad bar must be after the POS, one suggestion is to have adult staff at the end of the salad bar, that have been trained to recognize a reimbursable meal, monitor trays for compliance.

Fruit/vegetable/salad bars continue to be a great way to offer variety and choice and meet the meal pattern requirements, specifically the vegetable sub-groups. It is important to make sure that meals selected from the self-serve bars are monitored to ensure they are reimbursable.

Procurement Refresher



Everything, both goods and services, purchased with funds from Child Nutrition accounts must be competitively procured. Procuring is more than purchasing. The

procurement process includes deciding what to buy, who to buy from, what to do with the goods after buying, and monitoring prices.

The number one rule to remember when procuring goods and services is free and open competition must be ensured. Free and open competition means that all suppliers are on a level playing field and have the same opportunity to compete. Proper procurement can lead to better products at a lower price. As stewards of the tax payers' money, we owe it to the public to get the most for their money.

When a bid will be over \$150,000 (for example, most SFAs groceries exceed this amount) then a formal, sealed bid process must be used. If the total bid is under \$150,000, then either a formal or informal bid process may be used.

(Note: If the school district's policy has a lower threshold for formal bids, the lower amount must be used.)

Some SFAs decide to join a purchasing group or cooperative to procure some of their items. That can be a great idea, but the SFA is still responsible for the procurement process and must ensure that this is the best option. Also remember that procuring through a cooperative or purchasing group does not relieve the SFA from any procurement responsibilities.

This is just the tip of the procurement iceberg. For more information, go to <http://www.nfsmi.org/ResourceOverview.aspx?ID=475> or contact your area consultant.



REPORT YOUR HEALTH INSPECTIONS!

The food safety/health inspections are reported via the CNP 2000 web based system at: <https://www.edinfo.state.ia.us/CNP/security.asp>.

On the **green** navigation bar select "Health Inspections." On the next screen, click on "Health Inspection," click on Program year 2014, click on "select," and complete the report. The number of food safety/health inspections that each school/site had **must be reported by May 15, 2014.**

If you are not responsible for the food safety inspections, please inform the appropriate individual. Questions may be directed to your area consultant or [Deb Linderblood](#), Consultant, at 515-281-5663.

Community Eligibility Provision for FY15

Starting with the school year 2014-2015 some Iowa schools will have a new reimbursement option for the National School Lunch Program: Community Eligibility Provision (CEP). The Community Eligibility Provision (CEP) provides an alternative approach for offering school meals to local educational agencies (LEAs) and schools in low income areas, instead of collecting, approving, and verifying individual applications for free and reduced price meals. The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students at no charge through the National School Lunch and School Breakfast Programs. Qualification is determined for a single building, a group of buildings or the entire district once in the spring rather than on a student by student basis.

For a LEA to be eligible to use CEP for school year 2014-2015, the LEA must have one or more schools that have an **identified student** percentage of 40% or greater as of April 1, 2014. The identified student percentage is **NOT** the same as the total number of students eligible for free and reduced-price meals. Identified student counts **ONLY** include the following:

- Directly certified students eligible for Food Assistance and Family Investment Program (FIP) and other household members qualified through the extension of direct certification benefits;
- Directly certified students identified through the ELook-up process;
- Students listed on a “Free Lunch” DHS letter;
- Directly certified foster children;
- Homeless students certified as such by the district liaison;
- Migrant youth certified by local officials/Certificate of Eligibility;
- Runaway youth certified by local officials;
- Head Start students; and
- Pre-K Even Start students

More students eat healthy meals as food service becomes more streamlined without processing applications and dealing with accounts or payments. While direct certification information will still be available individually, individual student data is not available for those students previously qualified by household income on a meal eligibility application. The aggregate free and reduced statistics will be impacted because CEP buildings will no longer have a complete set of individual student demographics. Title 1, supplemental service to low SES students, and E-Rate are a few of the Federal or State education programs that utilize free and reduced information. The Department of Education is identifying the many programs and services impacted by this provision as well as options to bridge the data gap. Additional information will be distributed in the next few weeks and available on our website (search for Community Eligibility Provision under the A-Z Index).

The State Agency will post a list of eligible and near eligible sites by May 1, 2014. LEAs planning to implement Community Eligibility Provision are required to submit documentation to the State Agency no later June 30, 2014. Also posted will be DE guidance on how to handle the data gap in other school programs, a decision tree, and calculator.

For assistance on how to implement the school nutrition aspect of CEP contact [Patti Harding](#), Administrative Consultant.



Professional Development and Continuing Education

School food service employees ARE professional employees, and a new rule that goes into effect in July 2015 will require minimum qualifications for hiring as well as requirements for continuing education for all school nutrition employees. For a link to the complete regulation, please see the related article (Professional Standards: Proposed Rule) in this edition of the LunchLine. This article will further explain the number of continuing education hours required according to your employment position and how the Summer Short Courses offered each year by Iowa State University Extension and the Bureau of Nutrition and Health Services align with the requirements. Please note two things:

1. The number of core area hours in each of the workshops are subject to change from year to year.
2. Other workshops, webinars or activities offered by the Bureau will be referred to also, but not in depth. More information on them will be available as time goes along.

The information about the number of hours according to the core areas identified by USDA will be added to the descriptions of the workshops as well as to the certificate for each workshop. The certificates are distributed to the participants at the conclusion of each workshop.

CONTINUING EDUCATION REQUIREMENTS IN PROPOSED RULE:

Director – 15 hours each year

Manager – 12 hours each year

School Nutrition Staff employed more than 20 hours per week – 8 hours each year

School Nutrition Staff employed less than 20 hours per week, the required training hours should be proportional to the number of hours worked.

All School Nutrition employees - Food Safety – 8 hours for **everyone**, one time requirement (will 'count' for the annual requirement in the year that it is completed)

Where do you fit? Here are the definitions of positions above. In your school food authority (SFA), you might have a different job title, but this information indicates where you fit, regardless of what you are called:

School nutrition program directors are those local individuals directly responsible for the management of the day-to-day operations of school nutrition programs for all participating schools under the jurisdiction of the school food authority.

School nutrition program managers are those individuals directly responsible for the management of the day-to-day operations of school nutrition programs for a participating school(s).

School nutrition program staff are those individuals without managerial responsibilities who are involved in routine operations of school nutrition programs for a participating school(s). This may include, for example, those individuals who prepare and serve meals, process transactions at the point of service, and review free/reduced price applications.

These definitions as described above are applicable whether or not an SFA is operated by a food service management company. (Continued on Page 5)

Professional Development (Continued from Page 4)

USDA intends to create a certificate program to acknowledge varying levels of training completed that will align with the minimum required annual continuing education/training requirements. USDA's certificate program would consist of four core areas listed below and align with the Keys to Excellence: Standards of Practice for Nutrition Integrity for the School Nutrition Association (SNA).

The categories identified in the Proposed Rule are:

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The categories identified in the Proposed Rule are:

- Nutrition
- Operations
- Administration
- Communications/marketing

You can read more about SNA's Keys to Excellence: Standards of Practice for Nutrition Integrity at the following link: http://www.schoolnutrition.org/uploadedFiles/School_Nutrition/104_CareerEducation/DistrictDevelopment/Keys_to_Excellence/2014KeystoExcellenceStandards.pdf

The descriptions of what types of education opportunities fall under each of these categories is valuable, and will help you determine what you have received. Some educational opportunities might fall in more than one category.

For the **summer short course workshops** planned in 2014, here are some logical breakouts of the four core areas. As indicated earlier, some of the information presented could fall in another category also. The total hours of continuing education is constant, however, and includes only the time actively learning (no lunch or break time included).

Financial Management Workshop- 10 hours Administration or Operations

ServSafe Workshop-8 hours food safety or operations (Continued on Page 6)

Professional Development (Continued from Page 5)

HACCP 101 Workshop—6.5 hours food safety or operations

Serving Safe, Fresh Produce in Schools Workshop—6.5 hours food safety or operations

Manager's Update Workshop—4 hours nutrition, 1.5 hours administration

Healthy School Meals Workshop—7.75 operation, 2.5 hours nutrition

New Manager's Orientation Workshop—1 hr communication, 2 hrs operations, 3.5 hrs administration

The regulation does not indicate that continuing education must take place at a group workshop. This means that you can also 'count' the education you receive through webinars and self-directed learning. Also the regulation does not indicate that the education must come from the Bureau of Nutrition and Health; it encourages that school foodservice staff search for all reliable sources of learning available. We at the Bureau of Nutrition and Health Services will be able to offer many suggestions for how to obtain your continuing education requirements.

As the regulations are further defined and more information is available, we will be sure to keep each of you updated. You can also find out more by checking the information at the FNS website noted in the related article in this edition of the LunchLine.

Suggestions on how to use the information presented here:

1. With your school administrator, decide what job title each of your school foodservice employees fits under, including persons who are part-time as indicated above.
2. Begin to keep a summary of what education opportunities (webinars, workshops, online or independent training, etc) you have participated in since the beginning of 2014 to get a sense of training taken this year. The rule goes into effect July 2015, but knowing what you have already participated in for training will help you fill in knowledge gaps.
3. Please read through the Keys to Excellence: Standards of Practice for Nutrition Integrity (link above), and think about types of information that you personally need to learn more about. This resource can be your 'best practices' goals; there are many good suggestions for you regarding areas of content to learn about.
4. Stay tuned for more information from our Bureau about how we can help you. It's our job and we are happy to do it!

If you store your USDA Foods at a non-SFA owned facility, you must complete an annual storage facility review (7 CFR 250.14© and (e)) every school year. Please report when this review occurred to [Sarah White](#) by June 30, 2014.

There is a new storage facility review form (NSLP 036) located in the form download section of CNP2000 System, which can be used to conduct the review.



From The Carrot Patch

Spring again – much anticipated and appreciated after a long and cold winter! A reminder to us that some changes are positive. Speaking of changes, there are a few staff changes to get caught up on in the Bureau.

- Some of you have had the pleasure to meet Deb Linderblood on Administrative Reviews and even more know her as that friendly voice on the phone talking about verification. Deb is working with school reviews and also the meal eligibility applications, direct certification, and verification.
- Also new in our Bureau is Melissa Walker, our school nurse consultant. While she is not directly related to NSLP, her work will compliment the school nutrition programs just like your school nurses in your district and schools. Melissa also has experience in the operation of a Summer Food Service Program.
- Angie Mitchell will still be in the Bureau and working with schools, but with a little different role. She is now focusing on activities as a part of the “promoting school health” segment of the CDC grant we are in partnership with the Iowa Department of Public Health. She will also be heading up the annual School Health Profiles and Youth Risk Behavior Surveys.

Another positive change is learning – and the season for short courses is just around the corner. Check out the summer classes and get registered before the rush!

Thanks for all the hard work in providing Iowa students with healthy meals! Reward yourself and take a few minutes each day to enjoy the springtime changes as plants sprout up and trees leaf out changing the colors of our scenery.

Ann

National School Breakfast Week Recap

To celebrate National School Breakfast Week (March 3-7), Waukee South Middle School hosted a special breakfast event on March 6th to show students, parents, and communities how school breakfast can help them reach their full potential. A Grab ‘n Go breakfast program was recently implemented at the school. Students can choose from hot breakfast sandwiches, breakfast bars, yogurt parfaits, string cheese, milk and more. Director of Iowa Department of Education, Brad Buck, along with Ann Feilmann from the department’s Bureau of Nutrition and Health Services, participated in the breakfast event and offered their perspectives on the program.

WHO-TV was there to capture the excitement around school breakfast! To view the story, [click here](#).



Farm to School Resources—Check These Out!

Iowa Department of Agriculture and Land Stewardship (IDALS) - <http://www.agriculture.state.ia.us/>
Move to the lower right corner of the home page for the Iowa Farm to School Directory. When you get to the list of growers be sure to note the gold star icon at the top left of the page. Click there to submit bid requests to several growers at once.

The National Farm to School Network (NFSN) released a set of new farm to school and farm to pre-school training materials developed by and for key stakeholder groups including farmers, child nutrition directors, educators, and early care providers. A few of the topics included are Farm to School 101: Getting Started, Culinary skills for Local Foods, Farm to School Readiness Self-Assessment Tool, and Navigating the System: Selling your farm products to schools. Check these out at <http://www.farmtoschool.org/trainingtemplates.php>

Iowa Market Maker - <http://ia.foodmarketmaker.com/> A site to list what your school is interested in buying or search “Farmer/Rancher” for various categories of products. You can indicate how “local” you desire by specifying how many miles from a specific zip code. (Remember to keep from making it too restrictive). Videos by Iowa State University Extension and Outreach about the site are available at: <http://www.youtube.com/playlist?list=PLEF1CF11AFD5F1E1E&feature=viewall>

Fresh Fruit and Vegetable Program Success Story

The Fresh Fruit and Vegetable Program introduces children to a wide variety of fresh fruits and vegetables like red raspberries, Clementines, honeydew melon, papaya, star fruit, nectarines, parsnips, yams, jicama, bell peppers, radishes, and sugar snap peas.



Here is what George Washington Elementary in Keokuk said:

“My students enjoy trying new things. They look forward to seeing what we are having each day. It has been an amazing program to introduce the children to various fruits & vegetables that are not served at many of their homes. Some of the class favorites are bananas, watermelon, strawberries, carrots, and pineapple. We especially like the weird yellow watermelon!”

Here is what a mom from Mount Pleasant said about the program:

“My daughter is a VERY picky eater and I can’t begin to tell you all the great foods this program has introduced into her diet. We now regularly purchase fresh broccoli, cauliflower, jicama, cucumbers, sugar snap peas, yellow/red/orange bell peppers, carrots, and celery. I am so thankful for what it has added to her life – variety!”



Smarter Lunchroom Session at Managers Update



Team Nutrition Directors, Patti Delger and Carrie Scheidel, will provide an afternoon session on **Smarter Lunchrooms** during the Manager's Update Workshop on June 19th in Cedar Rapids. During this session, participants will assess their own cafeteria using the BEN Center's Self-Assessment Score Card and learn how to incorporate simple, low to no cost techniques to improve school meal participation and profits, and decrease waste.

For information on the Smarter Lunchroom Movement, [click here](#). To register to attend the **Manager's Update Workshop** on June 19th in Cedar Rapids, [click here](#).

2014 Summer Food Service Program



Mark your calendar: Friday, May 9th

Summer Food Service Program Applications due in the IowaCNP

For more information about the Summer Food Service Program, contact [Stephanie Dross](#) or 515-281-4760.

Providing summer meals is a year-round effort! As a sponsor, now is the time to finalize your operational details. What plans do you have in place to manage your sites and your meal service? Here are some questions to consider:

- Where will my sites be located?
- What days and times will they be open?
- Who will be staffing each site? Will I need to include volunteers?
- What meals will be served at the sites?
- How many meals will the site serve?
- How will the food be served?
- How will I advertise my sites?
- Who will I distribute my outreach materials to?
- Will there be activities at the site?
- What community partners do I have to assist with these tasks?
- When will I schedule my staff training?



If you are not currently a Sponsor, what can you do? Join us in supporting children by becoming a partner in the Summer Food Service Program. Promote participation in an already established summer feeding site or become a new sponsor for the summer of 2014.

Over the summer it is important to check your freezer and refrigerator temperatures often. Regular checks on your stored food can prevent loss due to power failure, equipment malfunction, and infestation. If you do experience a loss of USDA Foods, you don't need to report this to the State Agency; however, don't hesitate to contact [Sarah White](#) with questions about disposal or replacement product.



Coming Soon.....



The new/updated web application (IowaCNP) is nearly finished. Keep checking all communications for future information. 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](#).



Update

- Three Iowa schools (Waukee, Cedar Rapids, and Pleasant Valley) are working with the University of Iowa to develop a student-driven School Breakfast campaign using a participatory social marketing process. The channels for communicating the messages developed will also be determined by the students. Piloting of the materials will occur in the three high schools.
- Recess Before Lunch pilot studies are taking place in three Iowa schools (Ankeny East Elementary, Davis County Elementary, and Neil Armstrong Elementary in Bettendorf), including plate waste studies and staff interviews. Iowa State University is assisting with the project.
- Chef Deanna Olson has developed 10 new recipes incorporating healthy USDA Foods, which will be prepared and provided to students at 5 schools as a taste test this spring. The recipes will be available for all schools to utilize.
- Iowa currently has 63 HealthierUS School Challenge award winning schools, found [here](#). An additional 30 schools are working to submit applications. Congratulations to Grundy Center, our newest award winning HUSSC schools! Application materials can be found [here](#).

Iowa Department of Education Nondiscrimination Statement

It is the policy of the 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, 400 E 14th Street, 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 number: 312-730-1576, TDD number: 877-521-2172, email: OCR.Chicago@ed.gov

USDA Nondiscrimination Statement

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If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

**School Wellness Policy Implementation –
Is Your School in Compliance?**

In January, a webinar was held to share information about the school wellness policy requirements that are required by Iowa schools and what to expect during a State review. Updates on the Iowa Healthy Kids Act and the USDA's Smart Snacks were part of the webinar. To view the recording and the handouts from the webinar, [click here](#).

In February, regional workshops were held for school wellness teams to learn more about the updated school wellness policy requirements that are a part of the Healthy, Hunger-Free Kids Act and resources to help them implement their policies at the local level. To view the slides, handouts, and resources from the workshops, [click here](#).

If you have any questions or need additional resources, please contact [Carrie Scheidel](#).

