



The Lunch Line

a newsletter of
The Bureau of Food & Nutrition
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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Finding Answers

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Inside this issue:

Best Practice Award Categories	
Announced	Page 1
Finding Answers	Page 1-3
Things to Do.....	Page 4
Change in Infant Meal Pattern	Page 4
Items for Sale	Page 4

Best Practice Award Categories Announced

USDA's Best Practice Award categories have been announced. This year schools and institutions may submit nominations in the following areas:

- School Breakfast Program
- The Dietary Guidelines 2000
- Healthy School Nutrition Environment
- Team Nutrition
- Successful Implementation of Afterschool Snacks

The nominations are due into the State Agency by Friday, March 22, 2002. Further details including evaluation criteria and a nomination form will be included in the January issue of The Lunch Line. Start documenting your activities with photos, newspaper articles, etc. ☞

The U.S. Department of Agriculture (USDA) is an equal opportunity service provider and employer.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD).

Do you ever wish you could find information that could help solve problems, answer questions or make your job easier? There are lots of answers, ideas and suggestions if you just know where to look. The purpose of this article is to help you know where to look!

It doesn't matter if you like to have it in writing, find it on the Internet, or hear it from a real person, help is easily available.

Have it in Writing



Newsletters

- *The Lunch Line*
The Bureau of Food and Nutrition's primary method of communicating important program information to constituents is through *The Lunch Line* newsletter. This is published every other month during the school year. For those who have access to the web, *The Lunch Line* can be found on the Bureau's web site. A hard copy is mailed to those who do not have Internet access.
- *Insight*
This newsletter available through the National Food Service Management Institute (NFSMI) is based on research and educational projects being conducted by NFSMI. This publication summarizes the research and projects and emphasizes the "so what" by giving practical suggestions that can be used by local CNP directors to enhance their operations.

Recipe Manuals

- This set of USDA recipes contains approximately 150 recipes. Each recipe has been standardized for

both 50 and 100 servings, and includes a nutrient analysis and marketing guide. Published 1988. (FNS-1371) Cost \$20.00. Can be ordered through the NFSMI.

- *A Tool Kit for Healthy School Meals*
These USDA recipes were mailed to local schools several years ago. To purchase another copy, contact the Government Printing Office at 202-512-1800. The Stock Order Number is: 001 000 04626-8 and the cost is \$29.00. The manual may also be purchased from the NFSMI.

Procurement

- *Choice Plus – A Reference Guide for Foods and Ingredients*
USDA reference guide on food and ingredients to assist purchasers in developing food specifications consistent with nutritional goals and knowledge. Provides information to help operators make informed decisions when purchasing foods for use in school lunch and breakfast programs. Published 1997 (FCS-297) Cost \$33.25. Available through the NFSMI.
- *First Choice: A Purchasing Systems Manual for School Food Service*
Topics include steps in purchasing, the marketplace, regulations, product movement, bid units, specifications, brand approval, receiving and more. Published 1999 (R19-95) Cost \$25.50. Available through the NFSMI.

Financial Management

- *Inventory Management*
Breakfast Lunch Training module designed for school foodservice directors to use in training managers. Four lessons focus on the general principles of inventory management: organization for inventory control, record keeping, product safety and cost control. Includes instructor guide, workbook, 24 minute videotape and 3 wall charts. Video available with captioning in Spanish and for hearing impaired. Published 2000. (ET20-00) Cost \$21.00. Available through the NFSMI.

Food Safety

- *Serving it Safe: A Manager's Tool Kit*
A comprehensive training package on food service sanitation and safety. This user friendly kit for school foodservice managers features a 239 page trainers manual with poster, CD rom interactive software (Windows or Mac) and handout. Developed by USDA for Team Nutrition. Published

1996 (FCS-295) Cost \$29.00. Available through the NFSMI. Also available on the web.

Food Service Design

- *The New Design Handbook for School Food Service*
Provides up-to-date guidelines for designing and improving food service areas. Covers traffic flow considerations, efficient kitchen layouts and essential equipment requirements. 212 pages. Published 1997 (R35-98) Cost \$26.00. Available through the NFSMI.

Special Diets

- *Accommodating Children with Special Dietary Needs in the School Nutrition Programs*
Includes definitions of disability and other special dietary needs, school issues, legal concerns and liability. Published in 1995. Available through the State Agency.

Find it on the Internet



Resource Catalog

- The Bureau of Food and Nutrition has an extensive library of current resources that are available for your use. Resources include reference books, teaching kits and videos. The Iowa Nutrition Education & Training Resource Catalog will soon be on the Bureau of Food and Nutrition web site and will have an order form that can be printed and mailed when you want to borrow one of these resources. School must pay return insurance and postage.

Web Sites

- The Bureau of Food and Nutrition web site is located at:
<http://www.state.ia.us/educate/programs/ecese/fn/index.html> It includes information about all of our programs, upcoming training etc. There are also links to national information and fun resources for children. Those working with school meal programs should periodically pull up this web site to look for new information.
- *Mealtalk* is an e-mail discussion group intended as a communication tool to link professionals operating the Child Nutrition Programs. This site allows you to

share resources, information and innovative solutions to common everyday problems. You can post and/or receive daily e-mail messages from other school meal professionals throughout the nation. If you don't want to sign-up to get *Mealtalk* messages every day, you can sign up for *Mealtalk-Digest* which is sent every 3 or 4 days, or you can search to find answers to your questions. The web address for this site is:

<http://www.nalusda.gov:8001/Discussion/>

- ***USDA Afterschool Care Snack Program Handbook for School Programs***

This manual (soon available on the Bureau of Food and Nutrition's web site) answers questions regarding the Afterschool Care Snack Program, sets out the snack meal pattern, provides sample menus, record keeping forms, activities, hand-outs for parents and sample newsletter articles.

- ***Afterschool Snacks Cycle Menus***

This includes four weeks of snack menus in a traditional kitchen setting and four weeks of cycle menus for a limited facilities setting.

<http://www.fns.usda.gov/cnd/cyclesmenu/cyclemenus.htm>

- ***Menu Planning for Healthy School Meals***

This manual was mailed to all schools but you can also download a copy.

<http://www.schoolmeals.nal.usda.gov:8001/Recipes/menuplan/menuplan.html>

- ***Questions and Answers on Alternate Protein Products***

<http://www.fns.usda.gov/cnd/menuplanning/app.pdf>

- ***Facts about commodities***

<http://www.fns.usda.gov/fdd/MENU/ADMINISTRATION/FACTS/cats.htm>

- ***Free and Reduced Price Meal Application Translations***

<http://www.fns.usda.gov/cnd/Translations/Default.htm>

- ***RCCI Manual***

<http://schoolmeals.nal.usda.gov:8001/Training/rcci.html>

- ***A guide to purchasing food service equipment***

<http://www.schoolmeals.nal.usda.gov:8001/Training/equipment/equipment.html>

- ***Serving it Safe, A Manager's Tool Kit***
<http://schoolmeals.nal.usda.gov:8001/Safety/safe.html>

- ***Free and Reduced Price Meal Eligibility Guidance***
<http://www.fns.usda.gov/cnd/Lunch/F&RP.Application.Process/Default.htm>

- ***Offer vs. Serve***
<http://www.sde.state.id.us/child/resources/ovs/default.htm>

- ***Life threatening food allergies in schools and child care settings***
http://www.mcf.gov.be.ca/public_health/food_allergies.pdf

- ***Managing food allergies in school***
<http://www.foodallergy.org/school.html>

- ***Resources on food allergies, special diets and special needs***
<http://www.schoolmeals.nal.usda.gov:8001/Resource/specialdiets.html>



Hear it from a Real Person

Classes

- Classes are offered every summer at Iowa State University. Registration materials are sent every March. Check out these summer educational opportunities.
- Regional classes and ICN training are held throughout the year on various topics that are of special interest to school meal personnel. Check the BFN web site.

Help Desk

- The National Food Service Management Institute has a help desk to answer questions. The number is 1-800-321-3054.

To order any materials from the National Food Service Management Institute, call for a catalog. That number is 1-800-321-3054. Ask for publications.☞

Things to Do

School Food Authorities with more than one building are required to complete no less than one on-site review of the lunch counting and claiming system employed by each site under its jurisdiction.

- ✓ Each on-site review shall ensure that the claim is based on the counting system authorized by the State Agency and the counting system, as implemented, yields the actual number of reimbursable free, reduced price and paid lunches, respectively served for each day of operation.

The on-site review shall take place prior to February 1 of each school year.

If the review discloses problems the SFA shall ensure that corrective action is implemented, and within 45 days the SFA shall conduct a follow-up review to determine that the corrective action resolved the problem.

The buff colored sheet sent to schools with the Policy Statement materials is to be used for these on-site reviews.

- ✓ The verification of free and reduced applications is to be completed by December 15. Schools need to verify the current minimum number of applications on file as of October 31. After verification has been completed, if over 50% of those verified receive decreased benefits (including those households that did not respond to the request for verification) the SFA is required to verify another 3% if using random or 1 1/2% if using the focused method. Verification for this second round must be completed by January 31, 2002. Also, please note **the Verification Summary form must be submitted to the State Agency as soon as it is completed.** If you must conduct a second round of verification, do not mail in the summary until this second round is completed. Make a copy of the summary form and return the original to the State Agency. Do not send supporting documents (pay check stubs, tax forms, etc.). Those should be kept on file with your verification information.

- ✓ If your school or institution participates in the Afterschool Care Snack Program, you must conduct two on-site reviews of each snack site. The first review must be conducted within the first four weeks of snack service. If problems with food components, snack counting or claiming are discovered, the SFA must develop a corrective action plan and conduct a follow-up review within 45 days to determine that the problems have been corrected. Use the lavender sheet sent with your snack approval packet for this review.⌘

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Change in Infant Meal Pattern

For those schools serving and claiming infants, please note that whole milk is no longer creditable for children under the age of one year. Only iron fortified formula and breastmilk can be served and claimed.

If a child is served whole milk or other than iron fortified formula, a medical exception must be on file. If this statement is on file, the meal may be claimed.⌘

Items for Sale

Taylor Shake Machine
Model #60 5 years old

Contact: Nancy McLaughlin
Mediapolis School
319-394-3101 Ext. 435
7:00 AM to 1:30 PM

Cambro Camcarrier that holds
4 – 2 ½” deep pans. Excellent condition. \$75.00

Contact: MOC-Floyd Valley Schools
712-737-4873

Commodity News

2B November Commodity Delivery Notes:

- a) Turkey Roasts (#2030)-- Had to be cancelled in all warehouses. Will be offered in January.
- b) Diced Chicken (#0325)-- Most orders had to be cancelled in the Des Moines Warehouse only.
- c) Chicken Patties (#2572)-- Most orders had to be cancelled in the Des Moines Warehouse. This product was not offered to Mason City and Sioux City Warehouses.
- d) Strawberries, SLC (#1971)—Had to be cancelled in all warehouses. USDA couldn't get the pricing it wanted.

The Keck, Inc. phone number was given incorrectly in the last commodity newsletter (September, 2001) as 244-5456. **DO NOT CALL THIS NUMBER!**

The correct phone number for Keck, Inc. is (515) 244-5631, ext. 122 and ask for Deanna.

2001-2002 Commodity Advisory Council

- Barb Rose, Grundy Center
- Lynn Haugen, Sioux City
- Connie Boldt, Knoxville
- Helen Sass, MFL Mar Mac
- Brett Buse, Wahlert High School
- Lynne Humphrey, Kuemper Grade School
- Karen Hauschildt, Earlham
- Tracy Knebel, Cherokee
- Jayna Malone, Woodbine
- Marlene Wright, Danville
- LaVonne Arndt, Cedar Falls

The first meeting for this council was on October 19, 2001. You may find each council members e-mail and phone numbers on the commodity web page.

The commodity web page is:

www.state.ia.us/educate/programs/ecese/fn/comm_dist/

COMMODITY ORDERING BY INTERNET IS AVAILABLE TO ALL SCHOOLS. 2B (November) deliveries will begin the week of November 5. 2C (January) deliveries will begin the week of January 7. 2C orders should be available on the web by November 13. To order by internet you will need your own login and password at the website: www.edinfo.state.ia.us