



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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October, 2003

Action for Healthy Kids—Eat Smart, Play Hard Iowa Summit



Action for Healthy Kids (AFHK) is a nationwide initiative dedicated to creating health-promoting schools that support sound nutrition and physical activity. The mission of AFHK is to improve children’s nutrition and physical activity in schools by collaborating with diverse stakeholders in advocating, promoting and implementing national and state initiatives. The Iowa AFHK Partners, as of June 2003 includes the following groups: American Diabetes Association-Iowa Area; Iowa Agriculture Awareness Coalition; Iowa Association of Family Consumer Science; Iowa Association of Health, PE, Recreation and Dance; Iowa Association of Middle Level Education; Iowa Association of School Boards; Iowa Association of Elementary School Principals; Iowa Association for Supervision and Curriculum Development; Iowa Cardiovascular Health Association; Iowa Chapter of American Academy of Pediatrics; Iowa chapter of the American School Health Association; Iowa Dental Association; Iowa Department of Education; Iowa Department of Public Health; Iowa Dietetic Association; Iowa Fit Kids Coalition; Iowa 5 A Day; Iowa Grocery Industry Association; Iowa High School Athletic Association; Iowa Hospital Association; Iowa Nutrition Network; Iowa PTA; Iowa School Food Service Association; Iowa School Nurse Organization; Iowa State University Extension; Iowa Regional USDA Food and Nutrition Service; Midwest Dairy Council; and School Administrators of Iowa.

For more information about Action for Healthy Kids, you can visit the web site at <http://www.ActionforHealthyKids.org>. This is a site you should definitely bookmark. The Tools for Action section features: What’s Working; Resources; Research and Reports; In the News; and information from the National Healthy Schools Summit. The Newsroom section features a section where you can access an Iowa State Profile that provides important background information and data on nutrition and fitness in our state.

In June, over 200 Iowans participated in the Iowa Action For Healthy Kids Summit and generated strategies to help Iowa’s children lead healthier and more active lives. By the end of the summit, regional groups were formed and charged with developing plans to take to their communities and implement. Many groups came up with exciting and challenging plans; so watch for events, articles in the newspaper, television and radio programming in your area. You, too, can become involved by taking action. Here are some ideas:

Inside this issue:

- Action for Healthy Kids (AFHK)
Eat Smart, Play Hard
Summit
- Team Nutrition and AFHK
- Preparing for Your
State Review
- Self Monitoring Form for
On-Site Reviews
- Verification Material
- Bureau Staffing Changes
- USDA National SMI Task Force
- Civil Rights Compliance in
the NSLP
- Short Courses: Summer 2003
in Summary
- On-line Commodity Ordering
- Commodity News

- Start or expand your school breakfast program
- Offer breakfast to go in a bag,
- Insist that your school provide healthy vending options
- Start an afterschool snack program that provides healthy snacks
- Become a Team Nutrition School
- Create a local task force to review school policies on nutrition and physical activity
- Encourage school staff to think of ways to increase physical activity
- Ask the principal if they would be willing to try recess before lunch
- Use the Pick a Better Snack resources
- Contact your local extension office to see how they want to be involved
- Complete an assessment of your school's healthy environment
- Encourage teachers to offer rewards other than food
- Talk to the booster club about making healthy options available, and
- Encourage the PTA to raise funds with healthy foods or nonfood items

We will feature local programs that are making a difference in the **Lunch Line**, so let us know what your local coalition is doing to support sound nutrition and physical activity in your school.

Team Nutrition and AFHK

The Action for Healthy Kids (AFHK) Partners are also working closely with the Bureau of Food and Nutrition as Iowa implements various aspects of two USDA Team Nutrition Grants. The focus of the AFHK Partners involvement is to assist with linking local schools with AFHK Partner members. Change to support healthy nutrition and physical activity for kids needs to occur at school, home and in the community. Through partnerships, resources, and impact can be maximized.

In early October, registration materials will be available for three regional Team Nutrition Workshops to be held November 1st, November 22nd, and December 6th.

Attendance at one of these workshops or one of the Team Nutrition workshops last spring, qualifies a school to apply for \$500 Team Nutrition mini-grants and for free Team Nutrition curriculum available for grades preK-K, 1-2, 3-5 and middle school (while supplies last). Check the Bureau web site or your mail for registration information.

Preparing for Your State Review

Federal regulations require that state agencies conduct reviews of school food authorities that participate in the National School Lunch Program (NSLP). The Bureau of Food and Nutrition has established a policy to monitor the NSLP in each district a minimum of once every four years.

The review process includes a Coordinated Review Effort (CRE) and a School Meals Initiative (SMI). The CRE includes an evaluation against Performance Standards 1 and 2 (PS1 and PS2). PS1 deals with free and reduced-price benefit issuance, and counting and claiming procedures, while PS2 involves menu items and meal components. The SMI highlights our national health responsibility to provide school meals that are consistent with the Recommended Dietary Allowances (RDA), calorie goals and the Dietary Guidelines for Americans.

The Coordinated Review Effort (CRE)

The following current fiscal year records are reviewed on site by a consultant from the Bureau of Food and Nutrition, although some records may be requested in advance:

1. Approved Free and Reduced Price Policy Statement
2. Approved National School Lunch Program Agreement and School Breakfast Program Agreement Updates
3. Enrollment in each building
4. Free and Reduced Price Applications and roster for current month
5. Current Master List of Free and Reduced Price students in each building
6. Verification documentation
7. Racial/Ethnic Distribution form (gray)
8. Daily income and participation forms
9. Ledger used for the school lunch program and invoices
10. Copy of the school calendar indicating the days on which lunch was served
11. On-site monitoring review form (yellow)
12. Menus
13. CN labels for commercial combination products and nutrition specifications from your food distributor for commercial baked products (i.e. long johns, turnovers, Danish with wt. of a serving and number of grains/breads in a serving)
14. Daily Food Production Records
15. Edit check sheets
16. Claims (CNP-1) for each school

The School Meals Initiative (SMI)

A consultant analyzes one week of lunch menus to check compliance with nutrient standards. The following records are generally requested by mail prior to the review and analyzed by computer before arriving at your district.

1. **Production Records** for all meals served
 - ◆ Quantity of each food prepared
 - ◆ Planned serving size
 - ◆ Planned Number of servings prepared for students (not including adults, seconds, or a la carte)
 - ◆ Condiments; type and amount
 - ◆ Food bar production records for each day (if applicable)

2. **Standardized Recipes** for all menu items that have more than one ingredient including:
 - ◆ USDA Recipes, if modified in any way (if applicable)
 - ◆ School Recipes
 - ◆ Toast, bread and butter sandwiches, peanut butter sandwiches, etc.
 - ◆ Vegetables (if margarine, salt or other ingredients are added)

Standardized recipes need to include:

- ◆ List of all ingredients used (include type of cheese, size of egg, type of milk, etc.) and amount used—include size of can, weight of package, etc.
- ◆ Yield by volume or total number of servings
- ◆ Serving size

Labels for all processed menu items

- ◆ “Nutrition Facts” labels for ingredients and products used (not needed for fresh and canned fruits and vegetables, milk, eggs, etc.) The label should list calories, total fat, saturated fat, carbohydrates, fiber, protein, cholesterol, sodium, iron, calcium, vitamin A and vitamin D.

3. **Additional Forms** provided by the consultant.

Review Results

Results are discussed with school officials the last day of the review and are also provided in a written report after the review. Findings identified during the CRE can result in an over claim. This usually occurs due to errors in approving free and reduced-price applications or listing students at the wrong benefit level. However, it can also occur due to serving meals that do not meet meal pattern requirements. If the over claim is under \$600, the over claim does not need to be repaid. If it exceeds \$600, the district must repay the total amount of the over claim to the State Agency. Significant errors in either area listed above, or if the district does not have an adequate meal

counting and claiming system, are referred to as Performance Standard (PS) violations. If a PS violation occurs during a review, the district may receive a follow-up review.

If schools receive corrective action resulting from the SMI (most do), a corrective action plan is established with input from the school and is monitored by the State Agency. At present, there is no fiscal action taken for meals that do not meet nutrition standards as long as the school is working toward compliance.

Begin with the End in Mind

In addition to monitoring for compliance with federal regulations, reviews are intended to be a learning experience and opportunity for the district to ask questions and receive technical assistance. If your school is due to receive a review, the beginning of the school year is a good time to prepare by reading the most recent State review letter and by ensuring that the required record keeping systems are in order.

Self-Monitoring Form for On-Site Reviews

All claims for reimbursement must be based on daily meal counts taken at the point of service. A review to verify this procedure in each school must be made by each School Food Authority (SFA) before February 1 of each year. If problems with meal counting or claiming are discovered, the SFA must develop a corrective action plan for its self and conduct a follow-up on-site review within 45 days to determine that the problems have been corrected. This procedure is mandatory for districts with multiple buildings. Complete the forms and keep on file with your school lunch paperwork.

The Self-Monitoring Form for On-site Review was mailed to district/schools the first week in September and is available on the Bureau of Food and Nutrition web page: http://www.state.ia.us/educate/ecese/fn/school_lunch/res_admin.html. Direct questions to Patti Harding at 515-281-4754 or patti.harding@ed.state.ia.us

Verification Material

Verification materials were mailed to schools the first week in September. Verification may begin any time after approval. However, the required number of applications to be verified is based on the number of approved applications on file as of October 31, 2003. You may use either the "Random Sample Procedure" or the "Focused Sample Procedure" to determine the number of applications to verify. The **Verification Summary for Household** form is to be completed for each household selected for verification. The **Random Sample Procedure Reporting Form** or the **Focused Sample Procedure Reporting Form** is used to summarize the verification efforts for each school/district (use only one form).

Round 1 of verification must be completed by December 15, 2003, and a copy sent to the State Agency by December 31, 2003. If a copy of Round 1 is not received by January 13, 2004, December reimbursement and all future reimbursement will be withheld. Round 2 of verification must be completed if 50% or more of those verified receive decreased benefits, including those households that did not respond. Verification materials are available on the Bureau of Food and Nutrition web site at: http://www.state.ia.us/educate/ecese/fn/school_lunch/res_admin.html.

Direct questions to Patti Harding at 515-281-4754 or patti.harding@ed.state.ia.us

Bureau Staffing Changes

Effective October 1, 2003, Rod Bakken assumed responsibility as Lead Consultant for the Summer Food Service Program (SFSP), in addition to his previous responsibility as Lead Program Consultant for the Child and Adult Care Food Program. At the same time, Patti Harding assumed responsibility as Lead Program Consultant for School Meal Programs (SP) in addition to her previous lead responsibility over Financial/Claim aspects of all CNP programs.

Effective October 1 as well, Ellen Miller, Bureau of Food and Nutrition's IT person hired last November began serving in a "Help Desk" capacity for the various BFN web based application and claim programs. This includes CACFP, SP, SFSP, and Commodities. Ellen can be reached at 515-281-4542. Don't be surprised if you call an accounting staff member with a question (that they might have answered previously) and you are referred to Ellen or a consultant. Ellen is still learning about our programs, if she doesn't have an answer immediately, she will research it if necessary and get back to you. This is

the best way for her training to be enhanced and equip her with the answer when the next person calls. The BFN staff appreciates your patience, understanding and assistance during this transition period as people move into new roles and ultimately improve service to you.

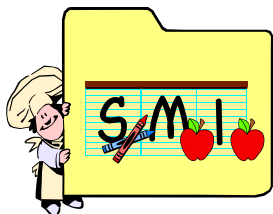
Program participants who have been involved with the TN initiative in Iowa may be aware that Laura Sands has resigned from her position as TN Project Director. These responsibilities are in the process of being assigned to current BFN staff. This shifting will result in the addition of a BFN program consultant to fulfill a portion of the responsibilities previously done by these individuals.

The Bureau would also like to announce the addition of a new staff member, Mary Kay Madsen, Program Consultant. Mary Kay will be working in SP, CACFP, and SFSP. She has a Bachelors degree in Home Economics from Iowa State University. Her Masters degree is also in Home Economics from the University of Iowa. Mary Kay is a licensed and registered dietitian. She has a wide variety of work experiences including extension, hospital and school food service. Most recently she had worked for Sodexo as the Food Service Director for over six years in the Waterloo Community School District. Mary Kay will be working primarily in the central part of the state. Mary Kay can be reached at 515-281-4758 or MaryKay.Madsen@ed.state.ia.us

As a result of some of the changes outlined above, and growth in CACFP and SFSP, the Bureau is in the process of doing some reassigning of review responsibilities for each consultant. Changes to the field based consultant areas will be relatively minor. Changes to the Central part of the state assignments will be more significant, so don't be surprised if someone different should call to schedule a review or if you happen to be redirected to another consultant with a question.



USDA National SMI Task Force



Is your school district getting ready for another SMI review? Are you trying to modify menu items and recipes to comply with your improvement plan? Maybe you were hoping that the SMI review would go away if you ignored it? (It is not going away.)

A national task force was formed last spring with several goals in mind: to review and rewrite material previously developed for implementing the School Meals Initiative (SMI), identify issues that need clarification, and develop new material for SFAs to assist with the SMI review. To get a broad representation, this task force was made up of representatives from USDA National and Regional offices, State Agencies, FRAC, NSFMI, ASFSA, and large school districts. Jane Heikenen from our State Agency is one of its members.

What is the *School Meals Initiative*?

All schools that participate in the NSLP and SBP are responsible for planning meals that meet specific nutrition standards. The term SMI is used as an abbreviated term for all of the regulations and policies that address the nutrition standards and available menu planning systems.

What are the nutrition standards?

School meals must provide, when averaged over a week, one-third of the Recommended Dietary Allowances (RDA) for lunches and one-fourth of the RDAs for breakfasts for specific nutrients. In addition, lunches must provide one-third of the daily energy allowances while breakfasts must provide one-fourth of the daily energy allowances for the appropriate age/grade group. The Dietary Guidelines, RDAs and calorie levels are considered, collectively, as the nutrition standards for school meals.

How often are SMI Reviews conducted?

State Agencies must conduct a nutrition evaluation of each SFA at least once every five years. In Iowa, this review is usually conducted on a four-year cycle, the same year as the Coordinated Review Effort or CRE review. The goals of the SMI review are to ensure that program meals meet nutrition standards.

The development of a new local SMI Guidance manual will help school districts and residential child care institutions prepare for the nutrition review. The manual will identify records that are required and provide suggestions to help your menus meet nutrition standards everyday. There will also be a nutrient analysis protocol manual for schools using or considering implementation of a nutrient based menu planning system.

The target completion date for these materials is Spring 2004. Training for State Agency staff will then be conducted. At that time, the Bureau of Food and Nutrition will learn the implementation date for any significant changes and be able to determine training to offer SFA's.

This task force reflects the commitment USDA has made to improve the health of our Nation's children. Your ongoing support of this initiative is key to its success.

Civil Rights Compliance in the NSLP

Is your school meeting civil rights compliance?

Read the following questions and answers to determine your knowledge and compliance performance.

What is Discrimination?

Discrimination is defined as different treatment which makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by the actions or lack of actions based on six protected classes in the Child Nutrition Programs: race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

How are citizens' rights protected?

The following laws have been passed designed to defend against discrimination:

Title VI of the Civil Rights Act of 1964 - Race, Color, National origin

Title IX of Education Amendments of 1972 - Sex

Section 504 of Rehab. Act of 1973 – Disability

Age Discrimination Act of 1975 - Age

Civil Rights Laws provide regulation that no person in the United States shall on the grounds of race, color, or national origin, sex or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

What do these laws require of organizations participating in NSLP?

Civil Rights can be broken into five areas of focus for compliance. They include the following: public notification system, limited English proficiency, data collection, civil rights complaints, and assurances.

What is required for public notification?

- All schools/RCCIs must display the “And Justice For All” nondiscrimination poster in a prominent place. This is usually the meal service area, and
- All schools/RCCIs must provide informational materials in the appropriate translation concerning the availability and nutritional benefits of the school meal programs.

In addition, all program materials must contain the appropriate nondiscrimination statement and the procedure for filing a complaint. This includes:

- free and reduced price letters to parents
- application form, public release, and
- all other school publications

What must be included in the nondiscrimination statement?

The nondiscrimination statement should include the categories plus information on reporting a complaint:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

What if the item is too tiny to fit all nondiscrimination information on?

If the material is too small to permit the full statement to be included, the material will at a minimum include the statement, “This institution is an equal opportunity provider.” This must be done in a font no smaller than the text.

Are there any additional requirements for providing public notification?

School Food Authorities (SFAs) have two additional responsibilities. They must

- Make program information available to the public upon request, and
- Must notify the community/grassroots organizations of program benefits at a minimum through a public release.

What is required for in the limited English proficiency area?

Where a significant number or proportion of the population eligible to be served needs service or information in a language other than English in order to be informed of or to participate in the program, the recipient shall take reasonable steps to provide information in appropriate language to such persons. Factors to consider in addressing limited English proficiency include number of LEP individuals participating in the Program, frequency of contact with the Program, nature and importance of the Program and resources available.

What data must be collected and how must it be maintained?

- SFAs must have a system in place that collects racial/ethnic data

- Each SFA agrees to collect and updated annually racial/ethnic data and maintain on file for three years and the year to which it pertains, and
- Data must be collected on an annual basis.

How do we collect that data?

Visual identification, personal knowledge may be used by SFA official or voluntary self-identification by applicant on the free and reduced price meal application form.

What other assurances must the school provide?

- SFAs admission procedures must not restrict enrollment by minority persons;
- Denied free and reduced priced applications cannot be based on race, color, national origin, sex, age, or disability; and
- SFAs shall make reasonable accommodation to persons with disabilities unless the accommodation would pose undue hardship on the operation of its program or place of business.

How do we handle civil rights complaints?

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be written or verbal. Anonymous complaints should be handled as any other complaints.

Document complaints. All civil rights complaints, written or verbal, shall be accepted and forwarded to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD).

Are your staff trained and knowledgeable about civil rights issues?

All staff working with the Program should receive training on all aspects of civil rights compliance. They should be able to identify a civil rights complaint if received. They should know what to do if they receive a complaint and understand that it is the basic right of the individual to file a complaint.

On the BFN website you will find two items to assist you in your training efforts. The first is these Q&A's in a PDF file for easy copying as a handout to provide staff. The second is a series of Power Point slides that could be utilized as part of a presentation.

In accordance with USDA regulations during routine management reviews of the Program, civil rights compliance assessments are conducted by Bureau staff. If you have additional questions, contact the State Agency.

How do I get more “And Justice for All” nondiscrimination posters?

Posters are available free of charge. If possible when requesting posters, contact the BFN through e-mail to Janelle.Loney@ed.state.ia.us. Include number of “And Justice for All” posters desired and complete mailing address for where you want them sent. Also include your phone number if there are questions. If you do not have e-mail access, call the BFN at 515-281-5356.

Short Courses: Summer 2003 in Summary

- ◆ Seven sessions were held: Food Service Basics, New Manager’s Classes, Manager’s Update, Basic Math Principles for Foodservice, Joys and Challenges of Working with People, and two new workshops: Financial Management and Food Service Production;
- ◆ Almost 250 food service professionals attended these classes;
- ◆ Classes were held in June, July and August at various locations in West Des Moines and the Iowa State University campus;
- ◆ Ten staff members from the Bureau of Food and Nutrition and Iowa State University were involved in teaching; and
- ◆ We all learned a lot! For specific information shared, read the following:

Food Service Basics

Session trainers provided an understanding of the different menu planning approaches. Participants deepened their ability to recognize the serving requirements and necessity of applying portion control, use of a standardized recipe and offer versus serve to menu planning systems. They recognized the importance of good co-worker/customer relations and food quality issues. They were able to describe work safety issues and safe food handling practices. Participants brainstormed about ways to use commodities in schools.

The Joys and Challenges of Working with People

Participants gained an understanding of how personality types affect working relationships and they learned an appreciation of the need to develop communication skills. They developed empathy for the diverse backgrounds of fellow employees. They practiced conflict resolution skill, studied progressive discipline practices, and reviewed legal aspects of employment.

Basic Math Principles for Foodservice

Food service workers have a critical need to understand basic math skills. This group identified appropriate equipment used for measurement. They utilized recipes to determine total yield and amount of food to prepare. They converted standard recipes from smaller to larger amounts and learned how to complete a production report.

New Manager's Training

Attendees were as new as one day on the job to three years as the food service manager in their school. They were provided an understanding of the School Meals Initiative and rationale for development. New managers reviewed how to recognize the combinations of components that comprise a reimbursable meal under offer versus serve. They learned how to complete accurate food production records and apply the concepts of standardization to recipe writing. They learned how to determine a portion size for grain/bread products. Safe food handling and worker safety was also discussed.

Manager's Update

Managers who have been in their districts as manager for over five years were invited to attend the Update session. They reviewed the description of the menu planning options available to use. They were able to list many possible uses for commodities in their school. An activity comparing serving weights of grain/bread items was completed. They reviewed the breakfast component requirements. They gained a deeper recognition of the importance of systematic training and orientation of new staff. They were presented with the basics of Team Nutrition and how to develop nutrition integrity in school policy.

Financial Management

This course was a new offering this year. Participants used a laptop computer to work through examples of financial information to aid decision-making. They learned to identify basic data and information required for successful management of a school food service program. They began to organize and interpret financial data. They practiced methods to control and monitor food and labor costs related to school food service programs. These skills assisted in the ability to develop and monitor a food service budget.

Food Production

This workshop gave participants an opportunity to work with a *Culinary Institute of America* trained Chef. Each participant was part of a small group that worked on preparing foods for a class buffet that was critiqued by the group. Class members applied principles of food safety in a work setting. They also demonstrated safe work practices and efficient work methods. Their favorite new

phrase became "*Mise en Place*" which means "everything in its place." Food quality issues as related to school food service were practiced. All recipes used came from USDA Quantity Food Recipes and other school resources.

You can see that participants were busy...

The Bureau continually evaluates what we offer as educational opportunities for all nutrition program staff. In the next year, we will be working on course sequencing and determining what is considered starting food service worker competencies, as well as looking at ways to identify other educational opportunities available to the food service workers in the state of Iowa. We welcome your comments and suggestions about what we need to offer in addition to what we consider to be core concepts. Please e-mail Sandra Fiegen at sandra.fiegen@ed.state.ia.us with your thoughts – or contact your consultant. Any other content that needs to be covered? Are there any other times of the year that workshops can or should be available? Any other methods of structuring the workshops that would work better for the good of all? Any other thoughts?

Send Us Your Success Story

How did your school promote National School Lunch Week , October 13-17, 2003? Share with us your efforts to increase nutrition practice and policy, and how you get kids to choose or eat more nutritious foods. We want to share what has worked for you.

Send your stories to Janelle Loney, Bureau of Food and Nutrition, Grimes State Office Building, Des Moines, IA 50319 or email Janelle.Loney@ed.state.ia.us .

On-line Commodity Ordering

“Timing-out” on Commodities Website

When you are placing your commodities order onto the website and you click on the “UPDATE” button, do you get kicked-off that order form back to the webpage where you have to login?

There are 103-112 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 out of 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 20 items at a time, THEN click-on the “UPDATE” button, and repeat for the next 20 items until you complete your order. After verifying all items submitted, finish your order by clicking-on the “Certify” button.

If you are still getting kicked-off our website, please contact Ellen Miller at 515-281-4542.

Access to Commodities Website

Are you having problems logging into the Department of Education’s Commodities website? Have you tried to login to order your commodities and you only get an error message?

In May 2003, the encryption level was increased on the EdInfo website. By doing this, it excludes all web browsers not able to do the 128bit encryption. What this means is you can not access the Commodities website if your Internet browser doesn’t have the current version loaded on your computer.

To access our EDINFO web site

<https://www.edinfo.state.ia.us/>

1. If you are using Win98, WinNT, 2000 or XP as your operating system, you can download IE6 from Microsoft. Open IE Browser and run Windows Update or go to <http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/download.asp>.

2. If you are using Win95, this operating system will only allow you to update to IE 5.5. As timing has it, Microsoft has removed all 5.x downloads from their websites. *(You will need to contact your Information Technology Department to locate this IE5.5 version.)*
3. Netscape users are fine with version 4.06 and above.
4. Mac user - IE v5.0 with OS 8. If Mac users need a new browser, they can go to: <http://www.microsoft.com/mac/download/default.asp?navindex=s10#IE> and select which OS they are running.

Please contact your District’s Information Technology Department (ITD) if you are experiencing difficulty accessing our website. Take along this article as a description of the problem accessing our website.

If you continue to experience difficulties or your ITD needs further explanation or questions, please call Ellen Miller at 515-281-4542.



Commodity News

1. Eastside Entrees has agreed to lower prices on the cheese sauce pouches, macaroni and cheese, and cheese Quesadillas, effective October 1, 2003 for the rest of the school year.

The following changes will need to be made on your “2003-04 Processed Commodity Value and Cost” sheets:

Iowa Code	Product	Commodity Value	Case Cost	Total Cost w/trans and storage
#2530	Cheese Sauce pouches, 6/5#	\$10.36	\$35.76	\$37.43
#2532	Macaroni & cheese, 4/7.2#	\$5.53	\$33.69	\$35.36
#2568	Cheese Quesadilla, 112/4 oz.	\$11.02	\$47.60	\$49.27

2. Two other changes need to be made on the regular “Commodity Values 2003-04” sheet. They are:

Iowa Code	Product	Unit	Net wgt.	Gross wgt.	Value
#0306	Cheese, Frz. Mozz	8/6 lb.	48	50	\$61.33
#1802	Rice, L2	30/2 lb.	60	62	\$8.73

3. This is a reminder that schools who have contracts with storage facilities must review the facility annually, in compliance with Federal regulation 7 CFR Part 250.14(c). A storage review form may be obtained from the BFN office or accessed on the BFN website www.state.ia.us/educate/ecese/fn. Be sure documentation is maintained on file for three years plus the current year at your school to reflect compliance with this requirement.

4.

2003 – 2004 Commodity Delivery Schedule	
4A	August 18, 2003
4B	October 1, 2003
4C	November 17, 2003
4D	January 5, 2004
4E	February 16, 2004
4F	March 29, 2004

These are approximate start dates. Each delivery cycle takes approximately 4-5 weeks.

Commodity Advisory Committee Meeting

The next Commodity Advisory Committee meeting is Friday, October 17. If you have items you would like the committee to address, please contact one of the Commodity Advisory Committee members or Dean Flaws at Dean.Flaws@ed.state.ia.us. Commodity Advisory Committee members are listed on the BFN website.