

The Lunch Line

Bureau of Nutrition Programs and School Transportation

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"/> _____

Published in September, November, January, March and May

September, 2004

Civil Rights: More than the “And Justice For All” Poster!

In Iowa, it is easy to think that Civil Rights aren’t as much of an issue here because in many of our schools, we do not have a highly diverse population. However, perhaps because of this fact we need to have more insights into what “Justice for All” truly means. Because most of the people we live and work around come from similar ethnic backgrounds, it is easy to think that the things we value, the way we dress, or the traditions which we hold, represent the way things should be.

Little comments we make, or expressions, which we exhibit, could be significant factors in making someone feel that they are not being treated fairly. We all have heard children say, or even have said ourselves, “That isn’t fair!” As a parent, we may have told our children, get used to it because nothing in life is fair.

The fact is however, that times are changing and we need to change with them. If you are participating in one of the Child Nutrition Programs, there are six (6) Protected Classifications. These classifications are Race, Color, Sex, National Origin, Disability and Age. Although certain Child Nutrition programs may be restricted to certain ages, it is still a protected class. This means within the ages eligible for participation no discrimination is allowed.



What Consultants Look For During a Review

When consultants come to conduct a review of your site, they will look for some obvious written documentation. This documentation may include the following:

- A Public Notification System has been used. This would include placement of the “And Justice For All” poster. Basic program information concerning the availability and nutritional benefits should be available in appropriate language translations. All program materials should contain the appropriate nondiscrimination statement and complaint procedure. Program information is available to the public upon request, and community/grassroots organizations have

Continued on Page 2

Inside this issue:

Civil Rights: More than the “And Justice for All” Poster!

Reminder: National School Lunch Week, October 11-15, 2004

Child Nutrition and WIC Reauthorization Act of 2004

Tidbits from Julia

Fruits and Vegetables Galore!

Contracting to Prepare Meals for CACFP Centers

ICN Workshop on “Media: Getting Your Team Nutrition Message Out”

Students with Disabilities and the School Nutrition Programs

Have You Heard?
Bureau of Nutrition Programs and School Transportation

SMI: Following a Corrective Action Plan—What Do We Do Now?

Commodity News

been notified of program benefits. Some of the materials, which are important to consider, are free and reduced price letters to parents, application forms, public releases and other significant publications pertaining to meal programs.

There are two Nondiscrimination Statements that can be used, but it should always be noted that the font for these statements can be no smaller than the text in the material. The statements can be found on the Bureau's web site at <http://www.state.ia.us/educate/ecese/fn/index.html>

- There are considerations for persons with Limited English Proficiency. 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 or to participate in the program, reasonable steps should be taken to provide this information in the appropriate language. Translations are available on the USDA web site at <http://www.fns.usda.gov/cr/justice.htm#Translations>
- Data is properly collected and maintained. A system for collection of racial and ethnic data must be in place. The data should be maintained for three (3) years plus the current year.
- Civil Rights Complaint Procedures should be in place and documented following established regular district procedure. This includes written or verbal complaints and anonymous complaints should be handled as any other complaint.
- Other assurances are also required. These assurances pertain to admission procedures, reasons for denying free or reduced price applications, and accommodations for persons with disabilities.

How Far Does Civil Rights Need To Go?

The best thing that you can do to prevent discrimination goes much further than all of the documentation and paperwork. It comes down to how your staff functions in the workplace.

Do they know what to do if they do get a complaint?
Do they know who is the District complaint official?
Do they understand that it is a basic right of the individual to file a complaint?

The USDA Mountain Plains Regional Office has developed staff training called Civil Rights Compliance for Child Nutrition Programs— Developed by Pam Fields, USDA, Food and Nutrition Service, Mountain Plains Regional Office. You can get copies of this training in several forms at the following web link:

http://www.state.ia.us/educate/ecese/fn/training/doc/ccnppres_files/frame.htm

Another source of training would be from the local office of the Civil Rights Commission. The training could involve the following topics:

- ✓ Distinguishing between acceptable and unacceptable terminology.
- ✓ Discussion of stereotypes associated with people and why these stereotypes are not valid.
- ✓ Discussing ways of interacting more effectively with individuals who are different from us culturally, socio-economically and racially.

If you believe your staff may be having problems with properly adhering to the Civil Rights Requirements, please review the help which is located on the Bureau website and talk with your consultant if you need additional suggestions for successfully implementing the Civil Rights Regulations.

Reminder: National School Lunch Week is October 11-15, 2004

Reach Your Peak with School Lunch is the theme for National School Lunch Week (NSLW) in October of this year. Whether it's wanting to climb Mount Everest or hoping to graduate with honors, we all dream big--especially children. You can give wings to their dreams during National School Lunch Week (NSLW) 2004, as you encourage the kids in your cafeterias to build active minds and bodies, October 11-15, 2004. The theme for this year's NSLW celebration, "Reach Your Peak With School Lunch," will inspire kids to climb high and far, as they strive to reach their full potential-physically and mentally.

For menus, recipes and activities visit ASFSA's web site at www.asfsa.com to assist you in developing excitement about your NSLW celebration.

Child Nutrition and WIC Reauthorization Act of 2004

The reauthorization of the USDA Child Nutrition Programs this summer, in addition to extending authority for programs due to sunset without Congressional action, included numerous changes and enhancements to the programs. A number of these changes are effective immediately, some include mandatory funding, while others have a delayed implementation time period and/or are subject to appropriations.

The Act signed by the President, June 30, 2004 makes many important improvements, additions, and changes in the Child Nutrition Programs in the areas of nutrition, program access, and integrity. Organized by the reauthorization themes established by the administration, a preliminary summary of major components in the Act follows. The listing is brief and does not fully explain all aspects of the Act regarding the item, but provides a sense of the type of changes that occurred with the legislation. Please read carefully all memos from the State Agency for further detail regarding changes and enhancements included in the Reauthorization Act and the effective implementation date for the item.

Please note, the summary below is intended to only include those items for which either no additional funding has or needs to be appropriated or the legislation includes a requirement for mandatory funding. It is possible since this is a preliminary summary, some items could be missing.

Healthy School Nutrition Environment

- Requires schools to offer milk in a variety of fat content.
- Prohibits restrictions on sale of milk on school premises.
- Requires guidance on increasing consumption of foods encouraged by the Dietary Guidelines for Americans.
- Requires at least two food safety inspections per year for schools.
- Requires schools to implement a food safety system that complies with a Hazard Analysis and

Critical Control Point system established by the USDA Secretary.

- Provides for a Fruit and Vegetable Program
 - Continues current States (Iowa is one) and Indian Tribal Organization (ITO)
 - Adds 3 additional States as well as 2 ITOs
 - Mandatory funds of \$9 million per year for school year beginning July 04.
- Requires establishment of a local wellness policy for local LEAs.
 - Policy must be in place for SY 2006-2007
- USDA to work with DHHS and DOEd to develop and provide technical assistance on nutrition, etc.
 - \$4 million provided in SY 2006

Program Access

- Mandates use of Direct Certification for students in Food Stamp households.
 - Effective July 1, 2005 with phase-in completed by school year 2008-2009.
 - Provides \$9 million to assist in implementation of mandatory direct certification.
- Mandates use of household applications effective July 1, 2005.
- Requires verification assistance.
 - No-cost phone access for assistance for households selected for verification.
 - Mandatory follow-up attempt for households that do not respond to verification request.
- Requires that eligibility determinations for free/reduced price meal benefits be valid for the entire school year.
- Makes runaway, homeless and migrant youth categorically eligible for free meals.
- Excludes from income eligibility determination, on a permanent basis, privatized military housing allowances.
- Removes cost accounting requirement in severe need assistance for the SBP.
- Adds seamless summer to the law.
- Adds district-wide claiming percentages for Provisions 2 and 3.

CACFP/SFSP

- Extends and expands 14-state “Lugar” pilot (Iowa one of original states). Adds private non-profit sponsors. Adds 6 states to “Lugar” pilot, effective January 2005.
- Provides for a SFSP project in Pennsylvania lowering the area eligibility threshold to 40% in rural areas for 2005 and 2006.
- Provides for rural transportation grants in 5 States to increase SFSP participation. 3 year project--\$2 million for FY 2005 and \$1 million each for FYs 2006 and 2007.
- Makes permanent the provision for proprietary centers to qualify for CACFP if at least 25% of the children they serve are from households qualifying for free or reduced price meals (already permanent in Iowa).
- Raises age of eligibility for reimbursable meals served to all children under the CACFP in emergency homeless shelters from 12 to 18.
- Provides for a CACFP project in Nebraska lowering the area eligibility threshold to 40% in rural areas for Tier 1 family or group day care homes.
- Establishes a year-round component in California to streamline community service institutions.
- Provides for permanent CACFP agreements between sponsoring organizations and family or group day care homes.

The State Agency (SA) is in the process of issuing implementation memos on many of these items, while others the SA is still awaiting guidance from USDA. It is suggested you wait for the guidance memos from the State Agency regarding the various components of the reauthorization and then contact us if you have further questions. However, if you have urgent questions feel free to contact the SA and guidance, if known, will be provided. The act includes a number of other provisions providing for additional enhancements to the Child Nutrition Program. If funds are appropriated in the future for any of these provisions, an overview will be provided at that time.

Tidbits from Julia

Changes, changes, changes might be a good way to describe this upcoming school year. Collectively we will be implementing numerous new initiatives related to the USDA Child Nutrition Programs. The State Agency (SA) will do its best to provide you with advance information regarding each of these, however in some cases that is out of our control, as effective dates may have been determined by legislative action. Regardless, the SA will provide you written notification, guidance or training as applicable, and will be available to answer your questions via phone, e-mail or in person. Because of the volume of new initiatives in process this year, including the new web-based school program system, the numerous provisions contained in the reauthorization legislation (see previous article), the USDA required changes in verification reporting, the soon to be released revised School Meals Initiative Road Map, a new Team Nutrition Grant and the list goes on, it is possible our response time to questions may be a little longer than the SA would like. We will do our best and please don't hesitate to contact us if you have questions.

Web Based School Program Application, Claiming System and New State Accounting System

By the time you read this issue of the Lunch Line, each SFA should have completed their sponsor level application as well as an application for each site participating in one or more of the school meal programs. The State Agency appreciates your patience and understanding as we have worked through some start up quirks in the system. Please let us know if you have questions or something doesn't seem to be operating correctly. By now, most of you should have also attended a training session for entering your claim. If you have not, and still want to register for a session, contact Sandy Sandvick at 515-281-4755 or Sandy.Sandvick@iowa.gov immediately. The SA will attempt to complete the claims payment process for August claims prior to the end of September, although it is possible this will be a little different than the normal timeline, related to the new system. SFA applications must be approved before a claim can be paid, so it is critical that you as an SFA have completed the application in

sufficient time for the SA to complete the approvals prior to the claims payment.

As you are all probably aware, the State implemented a new financial accounting system effective July 1. That has also resulted in some different timelines for payments in some instances. In addition, the State has been working through some adjustments with the electronic funds transfer process. Child Nutrition funds may be electronically deposited in a separate account, if requested – contact Roger Stirler at 515-281-3968 or Roger.Stirler@iowa.gov if you have questions regarding this. With the new School Program web system, you will continue to receive notification of electronic deposit of funds via a mailing to you of the amount deposited or with the actual mailing of the warrant. However, the detail regarding the amount of dollars earned by site, by meal type, etc. will not be mailed. The claim recap statement detailing the amount paid, will be viewable or printable directly from the School Program Child Nutrition Web system – first as an anticipated payment amount, and then as a final once the State Agency has processed the claim.

Iowa Awarded 2004 Team Nutrition Training Grant

The State Agency is pleased to announce that Iowa has been awarded a 2004 Team Nutrition Training Grant. This two year grant, will allow the State to build on lessons learned in previous Team Nutrition grants and implement new initiatives while continuing to enhance previous initiatives as it works with schools, child care and summer food service programs. Project components include: school and early childhood teams will assess current policy and develop action plans using the *Changing the Scene Kit* and Iowa's *Setting the Stage Kit*; a means of communicating and sharing TN Success will be facilitated through electronic newsletters, website, workshops as well as mentoring programs; education and training will be provided to encourage the use of Team Nutrition materials with a focus on the Team Nutrition Curriculum. In addition, mini grants will continue to be provided to local schools, child care facilities, and summer program sponsors to support local TN action plans. The Department of Education will work closely with the Iowa Partners for Healthy Kids to implement the Team Nutrition Training Grant.

Fruit and Vegetable Pilot Becomes a Program

The recent reauthorization changed the free fresh fruit, dried fruit, and fresh vegetable pilot to official program status. Iowa is in the unique situation for one year only of having 28 schools offering free fresh produce through funding from the Centers for Disease Control and 25 newly selected schools participating through USDA for this coming year. As indicated in the previous direct mailing to all school districts, September 17 was the deadline to apply to participate. As you read this newsletter the selection of the new schools is being made. Check the Bureau's web site in mid-October for an announcement of the new schools selected for participation.

Verification Changes

On September 11, 2003, the Food and Nutrition Service (FNS) published a final regulation on Verification Reporting and Recordkeeping requirements in the National School Lunch Program/School Breakfast Program. The purpose of these changes is to enable State Agencies and FNS to better understand certification errors and to improve oversight activities. This will help ensure that free and reduced price subsidized meals are provided only to eligible children.

The regulation does require each State Agency (SA) beginning with the 2004-2005 school year to submit an annual report to FNS on the results of verification activities for each School Food Authority (SFA) under its jurisdiction, and to provide a separate report of ameliorative actions (additional technical assistance or corrective action steps) taken or planned in SFAs which exhibit a high termination rate as a result of verification. Information on conducting analysis of verification data, and taking, and reporting, actions, will be provided via a separate mailing in the near future. In addition, the State Agency will offer training via the ICN to address questions regarding the changes. The SA received partial guidance regarding these changes in June and July, but is awaiting additional detail regarding the reporting. The SA intends to add this component to the current web based school program system for ease of reporting by SFAs and to facilitate consolidation of data for reporting to USDA. The first required report under this regulation, covering verification activities for school year 2004-2005, will be due to the SA March 1, 2005.

Educational Opportunity

Interested in learning more about how to work with the media be sure to attend the Team Nutrition workshop being offered, September 30 via the Iowa Communications Workshop. This is co-sponsored with Iowa Public Television, K-12 Connections so all ICN classrooms are potential viewing sites. Refer to the related article in this issue or go to the IPTV Iowa Distance Learning Database Web site K-12 Calendar event to register.

The Road to SMI Success

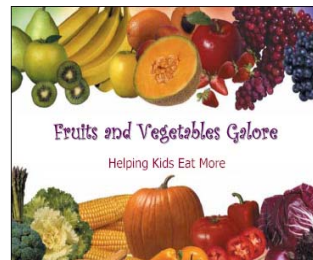
USDA provided training to State Agencies across the country last spring and early summer. The training included information on new resources to assist schools in reaching full compliance with the USDA School Meals Initiative (SMI) and meeting the identified nutrient standards. Sometime this winter you should be receiving two new documents, The Road to SMI Success and Nutrient Analysis Protocols. Once a more definite timeline for distribution of these documents is known the State Agency will be announcing dates for training to assist School Food Authorities with utilizing these resources.

The USDA prohibits discrimination in its programs and activities on the basis of race, color, national origin, gender, age or disability. Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, etc.,) should contact the USDA's TARGET Center at (202) 720-2600 (voice and TDD).

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).

USDA is an equal opportunity provider and employer.

Fruits and Vegetables Galore!



An exciting new technical assistance guide has been sent to your school district to get your students more excited about fruits and vegetables. Currently, children are not eating the recommended servings of fruits and vegetables. This is a problem that must be addressed through the school meals programs. School Foodservice professionals are in a key position to serve as change agents to help students understand the importance of healthy eating and to provide them with opportunities to make healthful choices.

The overall goal of focusing on fruits and vegetables is to increase their consumption by children participating in the school meals programs. To increase consumption, schools must examine the methods currently used when purchasing, planning, preparing and marketing fruits and vegetables. Included in each of the four areas of this guide are appendices, containing self-evaluation tools, charts on storage and preparation tips, serving tool references, colorful posters and lists of other resources you can use to increase awareness and interest in fruits and vegetables.

Many partners collaborated to bring schools this useful guidance material. They include the American School Food Service Association, the Produce for Better Health Foundation, the Center for Nutrition Policy and Promotion, the Centers for Disease Control and Prevention, the National Restaurant Association, the United Fruit and Vegetable Association, the Produce Marketing Association, the American Cancer Society, and the National Cancer Institute (National Institutes of Health and the 5-a-day Program). Each of these partners also has more information on their websites to help you with getting your students enthused about fruits and vegetables.

As consumers, our students are being influenced by marketing from all directions, from all types of food and beverage companies. We need to do what we can to help them make healthful choices, both at school and away. "Fruits and Vegetables Galore" will help you in this important task.

Contracting to Prepare Meals for CACFP Centers

Some child care centers participating in the Child and Adult Care Food Program (CACFP) may wish to contract with your School Food Service (SFS) to vend their meals (usually lunch). Some of these CACFP centers may not have the required personnel or food preparation equipment to prepare their own lunches so your SFS is a valuable meal preparation source to help them do a good job in CACFP.

Your SFS must implement the following procedures in order to vend prepared meals to CACFP centers:

1. Have a written agreement with the CACFP center; the CACFP center may get the required agreement form through the State Agency. The agreement name is CNP-120.
2. Price the meal as a unit. The meal unit is based on the CACFP meal patterns as described in your SFS's meal service agreement (CNP-120) with the CACFP institution.
3. The meal unit price must include the full cost of producing and serving the meal including the value of commodities used in the meal preparation.
4. CACFP meal agreements with SFS's do not require a competitive bidding procedure.

The State Agency encourages your SFS to vend meals to CACFP centers, if they ask for your help, using the required procedures. Your experience with the School Lunch Program is applicable to the CACFP, and both child feeding programs have many of the same purposes.

For more information, please contact Rod Bakken, CACFP Lead Consultant at 515-281-4760 or Rod.Bakken@iowa.gov.

ICN Workshop on "Media: Getting Your Team Nutrition Message Out."

The Iowa Department of Education, as part of a Team Nutrition grant in cooperation with Iowa Public Television K-12 Connections will be offering an ICN workshop on September 30th from 3:30 to 5:00. Schools may use the following website to register and get information on how to get their own school ICN site connected for the workshop.

http://www3.iptv.org/iowa_database/cal-default.cfm?DateVal=2004-09-18&ord=g

The session goal is to provide teachers, school health professionals, and food service directors with information to design media messages for promoting the Healthy School Environment. The Team Nutrition messages and channels will be conveyed as presenters provide information on developing material for use in the media. All teachers and school health professionals in any grade level can use this information when designing messages for the media and for use in school publications.

Presenters will be: Mary Vosika, Communications Specialist for Iowa Association of School Boards and Elaine Edwards, Communications Manager for Iowa State University Extension.

CEU's are not available for this session.

If participants already have a copy of the following publication, bring it along or participants can order "Getting Your Message Out: A Media Guide for Team Nutrition" from the following web site: <http://www.fns.usda.gov/tn/Resources/gettingmessageout.html> Participants can order "Getting Your Message Out: A Media Guide for Team Nutrition."



Students with Disabilities and the School Nutrition Programs

The United States Department of Agriculture manual *Accommodating Children with Food and Nutrition Service, Special Dietary Needs in the School Nutrition Programs, Guidance for School Food Service Staff*,¹ provides information for accommodating children with special dietary needs in school nutrition programs. The manual describes Federal legislation requiring food substitutions for children who are unable to eat school meals because of their disabilities. The manual also discusses the increasing emphasis on providing children with disabilities the same opportunities as their non-disabled peers including their food programs in the same environment as their peers (least restrictive environment-LRE). When a child with a disability requires school food accommodations, their physician submits written signed documentation of the child's disability, the food or foods to omit, and the food or choice of foods to substitute. Some accommodations require little extra expense or involvement and some require additional equipment, specific technical training, and or expertise.

A recent case ruling by a hearing officer in Massachusetts that applies to Massachusetts provides one view to consider in nutrition programs to meet a student with a disability needs. The parents of a first-grader with a life-threatening allergy to peanut and tree-nut products won their Section 504 due process claim stating a school failed to accommodate their son's disability. Prior to the decision, the school took many steps to accommodate the student including discontinuing peanut butter with meals, requiring the student to eat with a chosen classmate at a peanut and tree-nut free table, requiring staff and students to wash their hands before and after eating, washing all tables and desks after meals, provided staff training on recognizing anaphylactic reaction symptoms and how to administer medicine, and more. The ruling concluded the student was entitled to equal access to other students during snacks and lunchtime so that he may learn appropriate socialization in the same environment and with similar age classmates. The ruling stated the school failed to accommodate the child's disability and caused discrimination and LRE concerns.²

This decision is a good example of the importance of individual planning instead of blanket policies. Using this decision schools could protect, not isolate, students with food allergies and use the individual student information as a guide in creating an individual school accommodation plan.

For more information please contact Charlotte Burt, Student Health Services Consultant, Iowa Department of Education, Charlotte.Burt@iowa.gov

1. United States Department of Agriculture. (2001, Fall). *Accommodating Children with Food and Nutrition Service, Special Dietary Needs in the School Nutrition Programs, Guidance for School Food Service Staff*. Beltsville, MD. Retrieved August 2004, from <http://www.fns.usda.gov/cnd/Guidance/>.
2. Mystic Valley Regional Charter Sch., 40 IDELR 275 (SEA MA 2004).

Resources

American Academy of Allergy, Asthma, & Immunology. (2004). *Allergic Conditions: Food Allergy*. Retrieved August 2004, from <http://www.aaaai.org/> and http://www.aaaai.org/patients/allergic_conditions/food_allergy.stm.

The Food Allergy and Anaphylaxis Network. (2004). *School Guidelines for Managing Students with Food Allergies*. Retrieved August 2004 from <http://www.foodallergy.org/school.html>.

Student's peanut allergy triggers discrimination, LRE concerns. (2004, June). *Section 504 Compliance Advisor: Your Guide to Understanding and Administering Section 504*, 8, 1-4.

The Des Moines Register recently featured an editorial on this subject. If you are interested in reading some of their opinions, it can be found at <http://www.desmoinesregister.com>

Have You Heard?

The Department of Education has recently completed some restructuring. The change most directly impacting you is the name of the Bureau through which the USDA Child Nutrition Programs are administered. The new name is the Bureau of Nutrition Programs and School Transportation. You shouldn't notice any significant change in services or program operations as a result of the re-organization. Over time you will see the change fully implemented in print and on the web as previously distributed resources are reprinted, changes are made to the DE web site and so on. As the name implies all of the USDA Child Nutrition Programs continue to be administered through the Bureau. In addition, the Department of Education staff that work with the area of School Transportation—inspections, training, etc. are now part of the new expanded Bureau.



SMI: Following a Corrective Action Plan—What Do We Do Now?

The SMI (or School Meals Initiative) part of your school district's National School Lunch Program compliance review encompasses all of the National School Lunch and School Breakfast Programs regulations on nutrition standards for school meals. In 1995, USDA passed these SMI regulations to define how the Dietary Guidelines are applied to school meals, to require ongoing improvement in school meals and to encourage schools to increase instruction in helping students learn about healthy dietary choices. SMI is more than the nutrient analysis.

In conjunction with the review process the Bureau consultant will do a baseline nutrient analysis of a sample of your meals. You will also be answering questions about nutrition policies and nutrition education to staff and students. Your corrective action plan for the SMI portion of the review may ask how you intend to balance the proportion of calories from fats, carbohydrates and proteins, how you will increase fruit and vegetable options for your students, how you will provide more training for your foodservice and other school staff, how you will include more foods high in fiber or certain vitamins and minerals, how you will reduce the availability of foods of minimal nutritional value, or other areas of concern dealing with the overall quality of your school meals.

At this time, the School Meals Initiative review is viewed as a plan of continuous improvement. Regulations do not require loss of reimbursement for failure to meet the required targets and goals. Corrective action however is required. In addition, as the overall health of our school age children is being more closely examined, more will be asked of schools in explaining what is offered to children for meals and snacks within their buildings. New SMI guidance has been developed by USDA, and will be mailed directly to school districts soon. This guidance will help schools to provide nutritious meals and a healthy environment for their students and staff, and to fully understand the SMI review process.

Bureau of Nutrition Programs and School Transportation

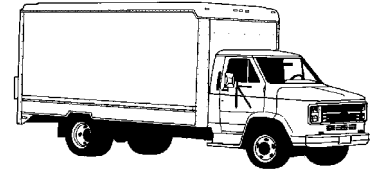
School Lunch Consultants and Support Staff

General Office	(515) 281-5356
Darlene.Busch@iowa.gov	(712) 484-3638
Nancy.Christensen@iowa.gov	(515) 281-5663
Sandra.Fiegen@iowa.gov	(563) 452-3390
Dean.Flaws@iowa.gov	(515) 281-4032
Patti.Harding@iowa.gov	(515) 281-4754
Jane.Heikenen@ed.state.ia.us	(515) 281-4753
Marlene.Jepsen@iowa.gov	(712) 368-2790
Connie.LaBarr@iowa.gov	(319) 688-9741
MaryKay.Madsen@iowa.gov	(515) 281-4758
Robin.Searles@iowa.gov	(515) 281-3484
Julia.Thorius@iowa.gov	(515) 281-4757
Janet.Wendland@iowa.gov	(563) 237-6461

Support Staff

MaryJo.Clark@iowa.gov	(515) 281-4751
Janelle.Loney@iowa.gov	(515) 281-5356
Ellen.Miller@iowa.gov	(515) 281-4542
Sandy.Sandvick@iowa.gov	(515) 281-4755
Wanda.Schmidt@iowa.gov	(515) 281-4752

Commodity News



1. Handling and Storage—\$ 1.33 per case
2. Dry storage rate for each additional month—\$0.20. per case
3. Refrigerated storage for additional months—\$0.35 per cwt. Gross
4. Freezer storage for additional months—\$0.58 per cwt. gross
5. Admin fees for processed commodities—\$0.18 per case
6. Split Delivery charges---In-Town—\$38.00
Out of Town—\$63.00
7. There will be no minimum delivery charges.
8. Deliveries are to be made between the hours of 7:00 a.m. and 4:00 p.m. unless prior arrangements have been made.
9. The driver is to get your commodities to the end of the trailer. It is your responsibility to get them inside your school.
10. Be sure someone checks the commodities in when they get to your school.

2004-2005 Warehouses

Iowa will use three commercial warehouses to store and deliver commodities to each school this year. They are:

#1 Des Moines Cold Storage Contact: Jack Barrow 4770 NE 17th Court Des Moines, IA 50303-0781 515-262-6560	#2 Mason City Cold Storage Contact: Eldon Reinhart 633 15th St. SE Mason City, IA 50401 641-424-8369	#3 Cloverleaf Cold Storage Contact: Amy Peister 223 Cloverleaf Court Sioux City, IA 51103 712-279-8019
---	--	--

Deliveries short/damaged:

When commodities arrive at your school, the product unloaded should be carefully counted and checked to make sure you are receiving the correct amounts. If you discover a shortage or any damage, make sure the driver makes a note on the warehouse release and initials it. You must have a driver's signature indicating a problem on your delivery, before an adjustment can be made on your billing.

Iowa Commodity Distribution Plan:

During the 2004-2005 school year, the Iowa Food Distribution System is planning on six deliveries made by Keck, Inc. Keck, Inc. will usually call a school at least 24 hours ahead of the planned delivery. The beginning date you see below is just the planned beginning of the 5-week cycle. You may be delivered at any time within that 5-week cycle. The first delivery period is called 5A, the second is 5B, the third is 5C, etc. If you have any questions call the DE office at 515-281-4032.

5 A	8/16/04	(On the web by May 10)
5 B	9/27/04	(On the web by Sept. 1)
5 C	11/15/04	(On the web by Oct. 11)
5 D	1/3/05	(On the web by Dec. 1)
5 E	2/14/05	(On the web by Jan. 17)
5 F	3/28/05	(On the web by Mar. 1)

Also, in regards to deliveries, most of you sent into Keck, Inc. holidays or vacation periods for your school that you won't be in session. If you have any additions or updates to these times when your school won't be in session, please let Keck, Inc. know. You may obtain another form from the commodity web site and then FAX it into Keck at 515-244-5252.

Commodity Values for 2004-05 can be found at

www.state.ia.us/educate/ecese/fn/commdist/values

Iowa State Commodity Advisory Council for 2004-2005 can be found at

www.state.ia.us/educate/ecese/fn/commdist/council