NEW SPONSOR TRAINING

April 1, 2021

USDA REQUIREMENTS FOR NSLP

Robbie Scott,
Education Specialist
ALSDE

Click on the link below to access the recorded training:

https://alsde.webex.com/alsde/lsr.php?RCID=07bc9b888b904a958d07ebee9e2937bf

UNPAID MEAL CHARGE POLICY

FEDERAL REQUIREMENTS

❑You must have documentation demonstrating the policy was communicated to all house holds at the start of the year (and to new families as they enter)

❑You must have documentation demonstrating the policy was communicated to all staff members responsible for the policy.

UNPAID MEAL CHARGE POLICY ~ CON'T

FEDERAL REQUIREMENTS

❑Policy must indicate bad debts will be written off as operating losses; this operating loss may not come from NSFSA, but must be restored using Non-Federal Funds.

❑Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.

HTTPS://WWW.FNS.USDA.GOV/SCHOOL-MEALS/UNPAID-MEAL-CHARGES

UNPAID MEAL CHARGE POLICY ~ CON'T

STATE GUIDELINES

❑ Meals must always be provided to K-3 students or for any handicapped students (children who are classified by the district's special education representative as a child with a disability) who may be unable to take full responsibility for a meal.

❑ A nonpublic fund source must be established to cover any uncollected charges.

UNPAID MEAL CHARGE POLICY ~ CON'T

STATE GUIDELINES

❑Each system or school must maintain documentation to reflect the status of charged meals and transfer of funds should charges remain uncollected by year end (ALSDE does not define whether school year or fiscal year end and USDA allows charges to be carried over to fiscal year end.)

❑If applicable – Should the practice of serving such a (alternative non reimbursable) meal or snack become frequent, the board must make arrangements to reimburse the Child Nutrition Funds.

WORTHLESS CHECK POLICY

STATE GUIDELINES

❑IF the district will charge a bad check fee (best practice), a log must be maintained.

❑If returned checks are not collected, then funds from a non-public local fund source must be deposited to the CNP fund to cover the insufficient funds.

❑The local school or school system must take necessary actions to collect the check amount and must document those actions and procedures.

WORTHLESS CHECK POLICY ~ CON'T

STATE GUIDELINES

❑ IF applicable – If a school system utilizes non-public local funds to cover NSF checks rather than NSF fee, the system must have documentation on file to reflect transfers to the appropriate funds that received NSF checks that were not recovered.

❑ IF applicable – The Board must maintain a log or other record to document that NSF fees collected exceed the amount of any checks that have been determined not to be collectable.

SMART SNACKS STANDARDS AND FUNDRAISING
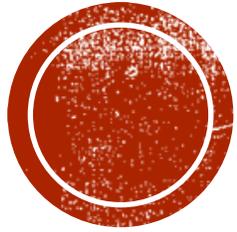
New Sponsor Training
September 3rd, 2020

SMART SNACKS STANDARDS AND FUNDRAISING
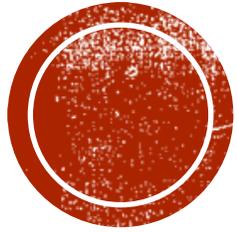
New Sponsor Training
April 1, 2021

AGENDA

- Smart Snack Standards and Fundraising
- Afterschool Snack Program
- Special Diets

WHICH FOODS AND BEVERAGES NEED TO MEET SMART SNACK STANDARDS?

- Any food or beverage sold to students at school during the school day*, other than those foods provided as part of the school meal programs.

- Examples: vending machine items (not reimbursable meals), student stores, fundraisers, or a la carte items sold by the food service department

COMPETITIVE FOODS

- School Day: the period from midnight before, to 30 minutes after the end of the official school day.

- May not be sold in a time frame of
  - one hour before or
  - one hour after reimbursable school meals are served

- These foods <u>must</u> meet Smart Snacks Standards

USDA
United States Department of Agriculture

Food and Nutrition Service

Help make the healthy choice
the easy choice for kids at school

A Guide to Smart Snacks in School

For School Year 2019-2020

SMART SNACK STANDARDS

- These standards do not apply to:
  - Items sold during non-school hours, weekends or off-campus fundraising events
  - Foods brought from home
- Individual entrée items are exempt when offered as part of lunch or breakfast from all competitive food standards when sold a la carte the day of or the day after they are served as part of a reimbursable meal.

Smart Snack Standards for Foods

- A snack or entrée must first meet the general nutrition standards:
  - Be a grain product that contains 50 percent or more whole grains by weight (have whole grain as the first ingredient); or
  - Have as the first ingredient a fruit, vegetable, dairy product, or protein food
  - Be a combination food that contains at least ¼ cup fruit or vegetable; and
  - The food must meet the nutrient standards for calories, sodium, sugar, and fats:

Nutrient	Snack	Entrée
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Sugar	35% by weight or less	35% by weight or less

BEVERAGE GUIDELINES

Milk

Unflavored or flavored low-fat and fat-free milk; milk alternatives as permitted by the National School Lunch Program/School Breakfast Program

Elementary School	Middle School	High School
8 fl oz	12 fl oz	12 fl oz

Juice

100% fruit or vegetable juice, with or without carbonation

Elementary School	Middle School	High School
8 fl oz	12 fl oz	12 fl oz

Diluted Juice

100% fruit or vegetable juice diluted with water, with or without carbonation and with no added sweeteners

8 fl oz	12 fl oz	12 fl oz
Elementary School	**Middle School**	**High School**

Low- and No-Calorie Beverages (High School Only)

Low- and no-calorie beverages, with or without caffeine and/or carbonation; calorie-free, flavored water

≤ 12 fl oz

≤ 20 fl oz

Low Calorie Maximums:*
40 calories/8 fl oz
60 calories/12 fl oz
*Equivalent to 5 calories per fluid ounce.

No Calorie Maximum:*
10 calories/20 fl oz
*Less than 5 calories per 8 fluid ounces.

Alliance Product Calculator

SHARE

Is Your Snack a Smart Snack?

Take the guesswork out of nutrition guidelines with the new Alliance Product Calculator for Smart Snacks! Simply enter the product information, answer a few questions, and determine whether your beverage, snack, side or entrée item meets the new USDA Smart Snacks in School Guidelines. You can also add a link to the Alliance Product Calculator to your website. Click the button below to launch the Alliance Product Calculator.

Launch the Product Calculator

ALLIANCE FOR A HEALTHIER GENERATION

| About Childhood Obesity | Live Healthier | Take Action | News & Events | Programs | About Us |

LIVE HEALTHIER

Alliance Product Navigator

SHARE

Eat Healthier

Increase Fruits and Vegetables

Real Food, Not Junk Food

Drop Liquid Calories

▶ Recipes

Alliance Product Navigator

Get Moving

Everyday Health

Be a Role Model

Spark a Community Effort

Browse the online catalog featuring food and beverage products that meet national nutrition standards from participating companies working with the Alliance.

The Alliance does not accept donations or money from any food or beverage companies.

Is Your Snack a Smart Snack?

Get Started with Smart Snacks
Download List of Smart Snacks
Alliance Product Calculator

- Smart Snacks
  These products were determined to meet the Smart Snacks in School nutrition standards based on the product's ingredient statement and Nutrition Facts Panel at a specific point in time.

- Meal Components
  These products fit in the reimbursable meal pattern for breakfast and lunch.

- View Companies
  These companies are committed to providing healthier food and beverage options to students.

FUNDRAISING POLICIES

- Fundraisers that sell foods or beverages that meet the smart snack standards are not limited under nutrition standards
- Fundraising foods not intended for consumption at school (i.e. frozen pizzas or cookie dough) can be sold at anytime
- Fundraising foods sold during the school do that do not meet Smart Snack standards are limited to 30 fundraisers per school year

EXEMPT FUNDRAISERS GUIDELINES

- Schools may sponsor a maximum of **30 exempt fundraisers** per school year.

- Each fundraiser may be no more than **1 day** in length.

- If **5 different** exempt fundraisers are occurring on **1 day**, this would count as **5 exempt fundraisers from the total 30 fundraisers**.

- Items may not be sold within 1 hour before, during, or 1 hour after reimbursable school meal periods
  - Ex: breakfast served from 7am-8am, no exempt fundraiser between 6am to 9 am.

Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form

School Food Authority (SFA)_____

School Name_____

Please check one: _____July 1 _____January 1

Form should be completed and signed by the principal before the fundraisers commence.

	Sponsoring Organization	Item Sold	Date of Sale
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
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21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

_____

Principal Signature   *Date*

Original: Principal File At School   Copy: SFA CNP Wellness File

Developed: May 2015

Annual Attestation Statement

DATE:

FROM: [School Food Authority Superintendent]

TO: [State Agency Official and Title]

SUBJECT: Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities

Instruction: The following statement must be signed by the school food authority (SFA) superintendent operating exempt food fundraisers in schools with National School Lunch and/or School Breakfast Programs, and filed as outlined in the Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.

I_____, as the superintendent of _____ [SFA Name], do hereby attest that the aforementioned SFA and all schools under its jurisdiction operating the National School Lunch Program authorized under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq), and/or the School Breakfast Program authorized under the Child Nutrition Act of 1966 (42 U.S.C. 1773), are in compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities for School Year _____.

I certify that this attestation is true and correct, and therefore, I believe _____ [SFA Name] is in compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.

In addition, I understand that Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities Form must be completed semi-annually and filed by the following dates: July 1 and January1 of each School Year.

_____   _____

Superintendent Signature   *Date*

Original: CNP Director

Developed: May 2015

EXEMPT FUNDRAISER PROCEDURES: ROLE OF THE PRINCIPAL

- Complete, approve and sign *Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers* Form

- Provide copy to CNP Director

- Provide documentation of approval upon request by Alabama State Department of Education (ALSDE) for audit review

EXEMPT FUNDRAISER PROCEDURES: ROLE OF THE SUPERINTENDENT

- Complete and sign *Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in Schools and Fundraising Activities* form

- Provide to CNP Director's to support the annual online application renewal

Afterschool Snack Program

Eligibility

- NSLP participation
- Operation of afterschool care program
  - Supervised educational or enrichment activities required
  - According to SP 24-2020, virtual and non-congregate activities can be offered through June 30th, 2021

- Area Eligible:
  - A site located at a school or in the attendance area of a school where at least 50% of the enrolled children are eligible for free/reduced price meals
- Non Area Eligible:
  - Must use free/reduced price status to determine eligibility for program

Meal Components

- Fluid milk
  - Fat-free or low-fat (unflavored or flavored)
- Meat/meat alternate
- Fruit/Vegetable/100% juice
- Whole grain or enriched bread/cereal

- **Must serve at least 2 of the 4 components**

Review Form

- Must review each Afterschool Snack Program
  - Twice per year
    - 1st review must be conducted within first 4 weeks of program initiation and 2nd review must be completed by the end of each year
  - Maintain forms for Administrative Review

Alabama Department of Education
Child Nutrition Program

AFTER SCHOOL SNACK PROGRAM
On-Site School Review for LEAs

Site Name: _____

Reviewer's Name: _____ Date: _____

This review form must be completed twice per school year for each after school snack program site. The first review must be conducted within the first 4 weeks of program initiation.

☐ First Review   ☐ Second Review

Area Eligible School Based on your observation, is valid documentation maintained for the following records?	YES	NO	Non-Area Eligible School Based on your observation, is valid documentation maintained for the following records?	YES	NO
1. Area Eligibility Data (based on most recent October)			1. Free and Reduced Priced Eligibility of Children		
2. Meal Counts (total by site)			2. Meal Counts (by category – free, reduced, paid)		
3. Attendance Records			3. Attendance Records		
4. Production Records			4. Production Records		
5. Meal Pattern Compliance			5. Meal Pattern Compliance		
6. Is reimbursement claimed for only one snack per student per day?			6. Is reimbursement claimed for only one snack per student per day?		
7. Does the meal count for the Day of Review follow the pattern for the previous 10 days?			7. Does the meal count for the Day of Review follow the pattern for the previous 10 days?		
8. Are educational and/or enrichment activities taking place?			8. Are educational and/or enrichment activities taking place?		

For pricing program only, list the established price for paid and reduced snacks.

PAID: _____   REDUCED: _____

For any "NO" answer above, please describe the corrective action taken to resolve the non-compliance concern.

_____
_____
_____

_____   _____
Manager's Signature   Principal's Signature

_____   _____
Director's Signature   Date

August 2016

Speaking of Review Forms…

Seamless Summer Feeding Option

Seamless Summer Option

- **Who can operate SSO?**
  - ❖ SFAs can operate if they:
    - ➢ Have a NSLP/SBP agreement
    - ➢ Have at least 50% F/R eligibility
    - ➢ Are 'free' of NSLP/SBP operating problems

    (For CEP Sites – F/R data from base year is used)

Seamless Summer Option

- **What are the benefits of SSO?**

  ➢ Provides meals for children during the summer
  ➢ Provides meals for children in low income areas
      (Reduces Paperwork)

Seamless Summer Option

Who can participate and receive a meal?

All Children 18 Years of Age and Younger	All Children Who Meet the State Agency Definition of Mentally or Physically Disabled

Seamless Summer Option

- What meal service may I serve?

  ➢ You may serve 2 meal periods
  ➢ Meal periods must be those already approved during the school year

  *If breakfast was not served during the school year, then breakfast is not allowed for SSO

Reviews of the SSO Program

- **SFAs** must review each site at least once during operation – SSO school review forms available on ALSDE website.

- **State Agency** must review at least one SSO site in operation at all SFAs scheduled for administrative review. This review may be conducted the summer prior to or following the scheduled administrative review.

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1)   mail: U.S. Department of Agriculture

         Office of the Assistant Secretary for Civil Rights

         1400 Independence Avenue, SW

         Washington, D.C. 20250-9410;

(2)   fax: (202) 690-7442; or

(3)   email: program.intake@usda.gov.

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