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

THIS POLICY MUST BE APPROVED BY THE BOARD

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 SMACKS 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



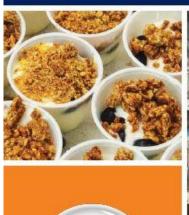


Food and Nutrition Service

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.



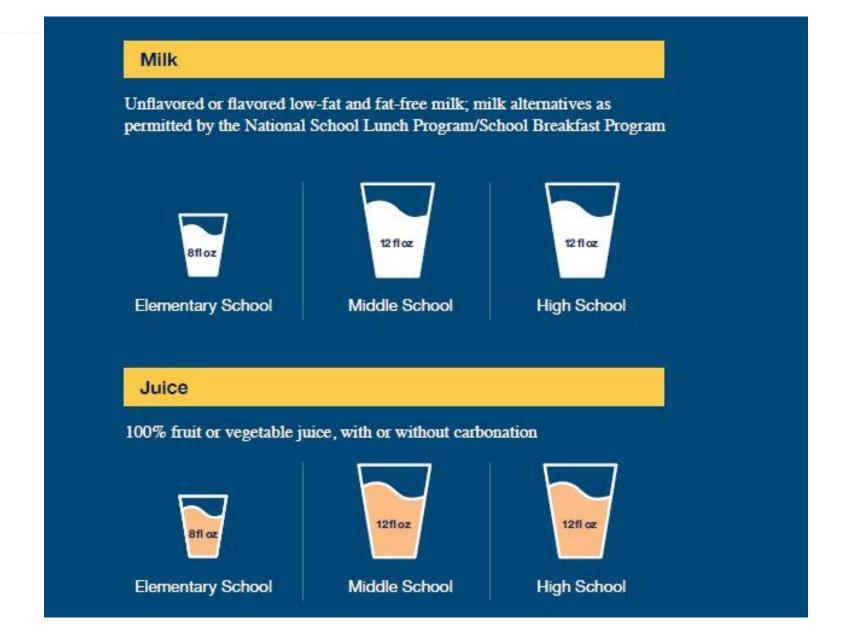
SMART SNACK STANDARDS FOR FOODS

- 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





Diluted Juice

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



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



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.













About Childhood Obesity

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Alliance Product Calculator



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



About Childhood Obesity

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LIVE HEALTHIER

Alliance Product Navigator











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 Principal Signature

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: School and F	Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in fundraising Activities				
superintend School Brea	The following statement must be signed by the school food authority (SFA) ent operating exempt food fundraisers in schools with National School Lunch and/or kfast Programs, and filed as outlined in the Alabama Implementation of USDA ks in School and Fundraising Activities.				
I	, as the superintendent of				
	[SFA Name], do hereby attest that the				
aforeme	ntioned SFA and all schools under its jurisdiction operating the National School Lunch				
Program	authorized under the Richard B. Russell National School Lunch Act (42				
Act of 1	1751 et seq), and/or the School Breakfast Program authorized under the Child Nutrition 966 (42 U.S.C. 1773), are in compliance with Alabama Implementation of USDA Smart in School and Fundraising Activities for School Year				
I certify	that this attestation is true and correct, and therefore, I believe				
Implem	[SFA Name] is in compliance with Alabama entation of USDA Smart Snacks in School and Fundraising Activities.				
Fundrai	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.				
Superi	ntendent 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

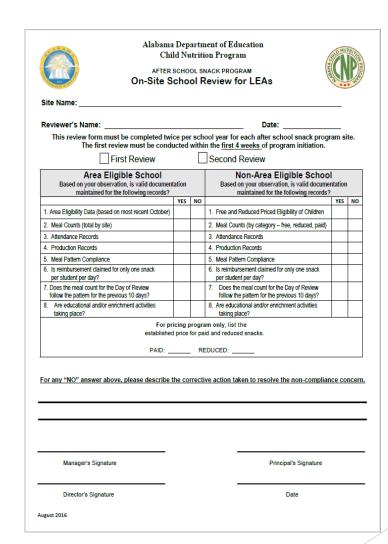
Meal Components

- ► 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



1	Alabama Department of Education Seamless Summer Option Review Fo (Each 500 afte should be reviewed at least once during operation			P
	School Reviewed:			
	Date Reviewed:			
	SSO ADP Lunch: SSO ADP Breakfast: SSO ADP Sn	nack:		
		Yes	No	N/A
1.	Did the SFA advertise the availability and location of free meals at all of its area eligible sites to the community?			
2.	Did all advertising materials used contain the required non-discrimination statement?			
3.	Is the site operating in accordance with provisions of the approved agreement for.			
	a. Ste Type?			
_	b. Meals Offered?			
	c. Meal Service Times?			
4.	Were all meals served and claimed for reimbursement only for eligible participants?			
5.	Were all required meal components available on every reimbursable meal service line to all participating students?			
	a. Prior to the beginning of meal service?			
	b. During the meal service?			
6.	Did all observed meals counted for reimbursement contain all of the required components?			
7.	For lunch/supper, are the minimum daily requirements of grains/breads, meat/meat alternate, fruits and vegetables met for the age grade group being served?			
8.	For breakfast, are minimum daily requirements of grains/breads, and fruits/ vegetables met for the age/grade group being served?			
9.	Was fluid milk available in at least the two required varieties throughout the serving period on all meal service lines?			
	Is Offer vs. Serve properly implemented?			
	Does each meal service line provide an accurate count at the point of service (or approved alternate)?			
	If the site is a camp, are meals claimed only for children who have been approved for free/reduced price meals?			
13.	Did the site provide a media release and/or promotional material to serviced areas?			

Reviewer's Name:	Date: _			
Based on you	ur observation of the FFVP, please respond to the follow	ing ques	tions.	
		Yes	No	N/A
1. Is the planned menu being	followed?			
Are invoices being maintair	ned?			
Is the site observing HACC	P guidelines in regards to the following?			
a) Storage				
b) Preparation of Fruits or	Vegetables			
c) Distribution of Fruits or \	/egetables			
d) Leftovers				
 If labor is being claimed, a FFVP duties? 	are the hours claimed justified by the observation of labor directly related to			
If dips are being served wit	th vegetables, are they low fat or fat free products?			
6. Is the program 'widely publ	licized' within the school? Explain how site publicizes.			
7. Are only elementary stude	nts and the teachers who are modeling consumption being served produce?			
	s being allowed to participate in the program? denied access to the program as a form of punishment.)			
9. Are teachers /staff providin	g nutritional education if cooked vegetables are being served?			
10. Is FFVP being served free	of charge?			
11. Is FFVP being operated se	eparately from SBP, NSLP, and Afterschool Snack Service?			
12. Is FFVP served during the	school day?			
or any "NO" answer abo	ove, please describe the corrective action taken to resolve the	non-con	npliance	concern

	Alabama De Child N NATIONAL SCHOOL BR On-Site Scho	utrition Prop EAKFAST AND	gram LUNCH PROGRAMS	3		P
According to 7CFR 210.8(a)(1 include Residential Child Care under its jurisdiction.), every school year, prior to February 1, each Institutions (RCCIs)) must perform no less that	h School Food Auth in one on-site review	ority (SFA) with more than or w of the lunch counting and o	ne school (as define slaiming system em	ed 7 CFR Par ployed by eac	t 210.2 to th school
Each on-site review must ensi- price and paid lunches, respec- if the review discloses problem	ure the school's claim is based on the counting otherly, served for each day of operation, ns with a school's meal counting or claiming pr follow-up on site review to determine that the o	ocedures, the SFA r	must ensure that the school i			
The Alabama Departm	nent of Education Child Nutrition Pro	ogram State Ag	gency encourages sch			
	Program(s) Observed:	NSLP	☐ SBP			
SFA	Name	-	Agreemen	nt Number		
School	Name	s	chool Enrollment		Date of F	leview
ADA NSLP:			ADA SBP:			
NSLP Participation %:		of the last 3 m	SBP Participation %	k	No	N/A
NSLP Participation %:	:: NSLP% and SBP% is the average	of the last 3 m	SBP Participation %	ation)		N/A
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Speaking of Review Forms...



- · 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)

· What are the benefits of SSO?

- Provides meals for children during the summer
- >Provides meals for children in low income areas

(Reduces Paperwork)

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

- · 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.

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To file a program complaint of discrimination, complete the <u>USDA Program Discrimination Complaint Form</u>, (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.

This institution is an equal opportunity provider.