NEW SPONSOR TRAINING

USDA REQUIREMENTS FOR NSLP

April 1, 2021

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 households 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.
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
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.
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.
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 **must** meet Smart Snacks Standards
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.
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:

<table>
<thead>
<tr>
<th>Nutrient</th>
<th>Snack</th>
<th>Entrée</th>
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<tbody>
<tr>
<td>Calories</td>
<td>200 calories or less</td>
<td>350 calories or less</td>
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<tr>
<td>Sodium</td>
<td>200 mg or less</td>
<td>480 mg or less</td>
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<tr>
<td>Total Fat</td>
<td>35% of calories or less</td>
<td>35% of calories or less</td>
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<tr>
<td>Saturated Fat</td>
<td>Less than 10% of calories</td>
<td>Less than 10% of calories</td>
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<tr>
<td>Trans Fat</td>
<td>0 g</td>
<td>0 g</td>
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<tr>
<td>Sugar</td>
<td>35% by weight or less</td>
<td>35% by weight or less</td>
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</tbody>
</table>
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: 8 fl oz
- Middle School: 12 fl oz
- High School: 12 fl oz

**Juice**

100% fruit or vegetable juice, with or without carbonation

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

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

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

- Low Calorie Maximum:* 40 calories/8 fl oz
- Low Calorie Maximum:* 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**

**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 entree 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 Product Navigator

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.

- **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.
# 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 January 1 of each School Year.

**Supervisors Signature**

**Date**

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**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.

<table>
<thead>
<tr>
<th>Sponsoring Organization</th>
<th>Item Sold</th>
<th>Date of Sale</th>
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**Principal Signature**

**Date**

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- Original: Principal File at school
- Copy: SFA-CAF/Bureau file

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
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)
<table>
<thead>
<tr>
<th>Who can participate and receive a meal?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Children 18 Years of Age and Younger</strong></td>
</tr>
<tr>
<td><strong>All Children Who Meet the State Agency Definition of Mentally or Physically Disabled</strong></td>
</tr>
</tbody>
</table>
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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