



# *USDA MEMOS: THE PROCESS & UPDATES AND REMINDERS*



ASNA 2021 Spring Conference

Friday, April 16, 2021





Gulf Shores, Alabama  
Friday, April 16, 2021  
8:00 AM to 12:00 PM

## ALSNA 2021 Spring Conference

Time	Item	Speaker
8:00 - 8:10	Welcome and Announcements	Robbie Scott, Education Specialist ALSDE - CNP School Programs
8:10 - 8:20	Introduction of Staff and Comments	Angelice Lowe Director of Child Nutrition ALSDE
8:20 - 8:30	Greetings from Dr. Payne	Dr. Brandon Payne Assistant State Superintendent ALSDE
8:30 - 8:45	Special Presentation	Rick Pate, Commissioner Alabama Department of Agriculture & Industries
8:45 - 9:45	Legal Obligations in Child Nutrition to Students with Disabilities <b>3420 Policies and Procedures</b> <i>Learn from Julie Weatherly as she shares guidance for legal compliance in meeting the needs of students with disabilities in child nutrition.</i>	Julie J. Weatherly, Esq. Resolutions in Special Edu., Inc.
9:45 - 10:30	USDA Memos: The Process Updates and Reminders <b>3420 Policies and Procedures</b> <i>What is the process for distributing memos? Chad will walk us through these steps, and he will share updates and reminders to help keep everyone on track!</i>	Chad Langston, Education Specialist ALSDE - CNP School Programs
10:30 - 10:45	Break	
10:45 - 11:45	Throw Me A 'Boooy' <b>3450 Employee Health, Safety, and Wellness</b> <i>Has the past year left you feeling like you are drowning? Sit back and enjoy life coach, Boo Archer as she throws you a 'BOOY' and offers skills and guidance for maintaining balance and self-care.</i>	Elisabeth 'Boo' Archer Life Coach Fundamentally Fit Life Coaching
11:45 - 12:00	Wrap Up and Q&As	ALSDE Staff

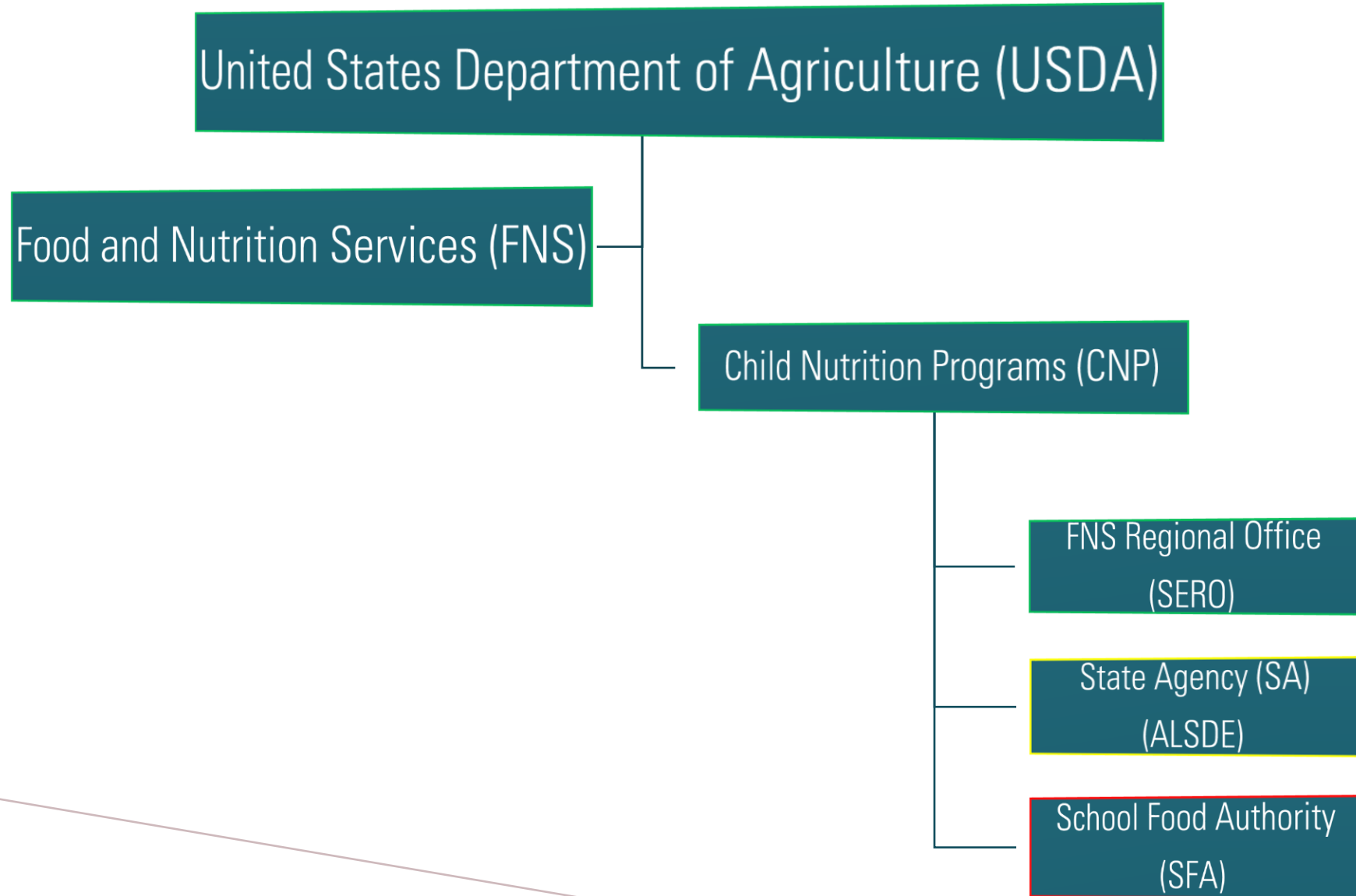
# AGENDA

# *USDA MEMOS*



**MEMO**

# *CNP ORGANIZATION CHART*



# NATIONAL OFFICE (NO)



United States Department of Agriculture

Food and  
Nutrition  
Service

DATE:  October 14, 2020

Braddock  
Metro Center

MEMO CODE: SP 01-2021, CACFP 01-2021, SFSP 01-2021

1320  
Braddock  
Place  
Alexandria  
VA 22314

SUBJECT: Questions and Answers Relating to the Nationwide Waiver to Allow Summer Food Service Program and Seamless Summer Option Operations through School Year 2020-2021 – EXTENSION – Q&As #2

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States




United States Department of Agriculture

Food and  
Nutrition  
Service

DATE:  January 6, 2021

Braddock  
Metro Center

CODE:  COVID-19: Child Nutrition Response # 71

1320  
Braddock  
Place  
Alexandria  
VA 22314



SUBJECT: Nationwide Waiver of Food Service Management Contract Duration in the National School Lunch Program and Summer Food Service Program EXTENSION<sup>1</sup>

TO: Regional Directors  
Special Nutrition Programs  
All Regions  
State Directors  
Child Nutrition Programs  
All States

# *SOUTHEAST REGIONAL OFFICE (SERO)*



- Memos distributed from NO to all FNS Regional Offices on the “DATE”

			<b>United States Department of Agriculture</b>
		<hr/>	
Food and Nutrition Service	DATE:		October 14, 2020
Braddock Metro Center	MEMO CODE:		SP 01-2021, CACFP 01-2021, SFSP 01-2021
1320 Braddock Place Alexandria VA 22314	SUBJECT:		Questions and Answers Relating to the Nationwide Waiver to Allow Summer Food Service Program and Seamless Summer Option Operations through School Year 2020-2021 – EXTENSION – Q&As #2
	TO:		Regional Directors Special Nutrition Programs All Regions  State Directors Child Nutrition Programs All States

# STATE AGENCY (ALSDE)

USDA REQUIRES SA TO  
DISTRIBUTE GUIDANCE  
WITHIN 30 DAYS OF RELEASE  
TO SPONSORS.



## STATE OF ALABAMA DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

Alabama  
State Board  
of Education

Governor Kay Ivey  
President

Jackie Zeigler  
District I  
President Pro Tem

Tracie West  
District II

Stephanie Bell  
District III

Yvette M. Richardson, Ed.D.  
District IV

Tommie T. Stewart, Ph.D.  
District V

Cynthia McCarty, Ph.D.  
District VI

Jeff Newman  
District VII  
Vice President

Wayne Reynolds, Ed.D.  
District VIII

Eric G. Mackey, Ed.D.  
Secretary and  
Executive Officer

### MEMORANDUM

**TO:** Child Nutrition Directors  
Public Schools  
Private Schools  
Residential Child Care Institutions

**FROM:** Angelice Lowe, Program Coordinator *Angelice S. Lowe*  
Child Nutrition Programs

**Date:** April 6, 2021

**RE:** Nationwide Waiver to Allow Sponsors that Successfully Participated in the Summer Food Service Program in Fiscal Year 2019 to Operate as Experienced Sponsors in Fiscal Year 2021

Please review the attached COVID-19: Child Nutrition Response #83 thoroughly for guidance. If you have any questions concerning this correspondence, please contact the School Program Staff at 334-694-4657. Thank you for your cooperation.

AL/CL/JR

Attachment:  
COVID-19: Child Nutrition Response #83

# *PARTNERWEB*



- Memos stored within the PartnerWeb database.
  - Memos normally available on PW within two days of release from NO.

Contractors

DoD

Federal Agency

FNS

Non-Profits

Private Industry

State Agency

USDA



# INFORMATION BREAKDOWN

- USDA Press Release distributed on Monday, August 31
- NO memos released to FNS Regional Offices on Tuesday, September 1.

The header features a blue background with a white USDA logo (the letters 'USDA' above a stylized white field graphic) centered over a photograph of a green agricultural field. Below the logo, the text 'United States Department of Agriculture' is written in white. At the bottom of the header, 'USDA Office of Communications' and 'press@oc.usda.gov' are listed in white.

**USDA**  
United States Department of Agriculture  
USDA Office of Communications | [press@oc.usda.gov](mailto:press@oc.usda.gov)

## **USDA Extends Free Meals for Kids Through December 31, 2020**

*Summer meal programs can continue operating as funding allows*

**(Washington, DC, August 31, 2020)** – Today, U.S. Secretary of Agriculture Sonny Perdue announced the U.S. Department of Agriculture (USDA) will extend several flexibilities through as late as December 31, 2020. The flexibilities allow summer meal program operators to continue serving free meals to all children into the fall months. This unprecedented move will help ensure – no matter what the situation is on-the-ground – children have access to nutritious food as the country recovers from the COVID-19 pandemic. USDA has been and continues to be committed to using the Congressionally appropriated funding that has been made available.

*UPDATES &  
REMINDERS*





# MEAL PATTERN FLEXIBILITIES

THE PUBLIC COMMENT PERIOD  
ENDED IN LATE DECEMBER  
AND THERE HAS BEEN NO  
UPDATE SINCE THAT TIME.

## USDA Publishes Proposed Rule Maintaining School Meal Flexibilities

In line with USDA's unwavering promise to serve America's children well through school meal programs, the department today announced it will publish a [proposed rule](#) maintaining flexibility for schools to serve tasty meals their kids will be eager to eat. These proposed changes respond directly to the needs of nutrition professionals who are the experts on-the-ground, hearing from our children every day.

The proposed rule would maintain flexibility in USDA child nutrition program meal requirements related to milk, grains, and sodium, by:

- Allowing flavored, low-fat milk in the Child Nutrition Programs;
- Allowing half of the weekly grains offered through the school meal programs to be whole grain-rich; and
- Providing schools more time for gradual sodium reduction by retaining Sodium Target 1 through the end of SY 2023-2024, continuing to Target 2 in SY 2024-2025, and eliminating the Final Target.

Yesterday, USDA issued a [separate rule](#) as an administrative step to ensure the department's procedural compliance with a court ruling regarding its 2018 final rule on child nutrition program flexibilities. Today's rule proposes to restore the flexibilities included in the 2018 final rule. Despite this procedural formality, schools do not have to change their meals, thanks to the [meal pattern flexibilities USDA has already provided in all child nutrition programs through June 30, 2021](#), in response to the COVID-19 national emergency.

The proposed rule announced today will publish in the Federal Register on Nov. 25th, followed by a 30-day public comment period. USDA is committed to listening to and collaborating with customers, partners, and stakeholders to make these reforms as effective as possible, and encourages all those who are interested in school meals to share their comments and recommendations for improvement through [regulations.gov](#).

### See Also:

- Proposed Rule: [Restoration of Milk, Whole Grains, and Sodium Flexibilities](#) (11/25/2020)
- Notice of Vacatur: [Rescission of Milk, Whole Grains, and Sodium Flexibilities](#) (11/24/2020)
- Final Rule: [Flexibilities for Milk, Whole Grains, and Sodium Requirements](#) (12/12/2018)
- Interim Final Rule: [Flexibilities for Milk, Whole Grains, and Sodium Requirements](#) (11/30/2017)

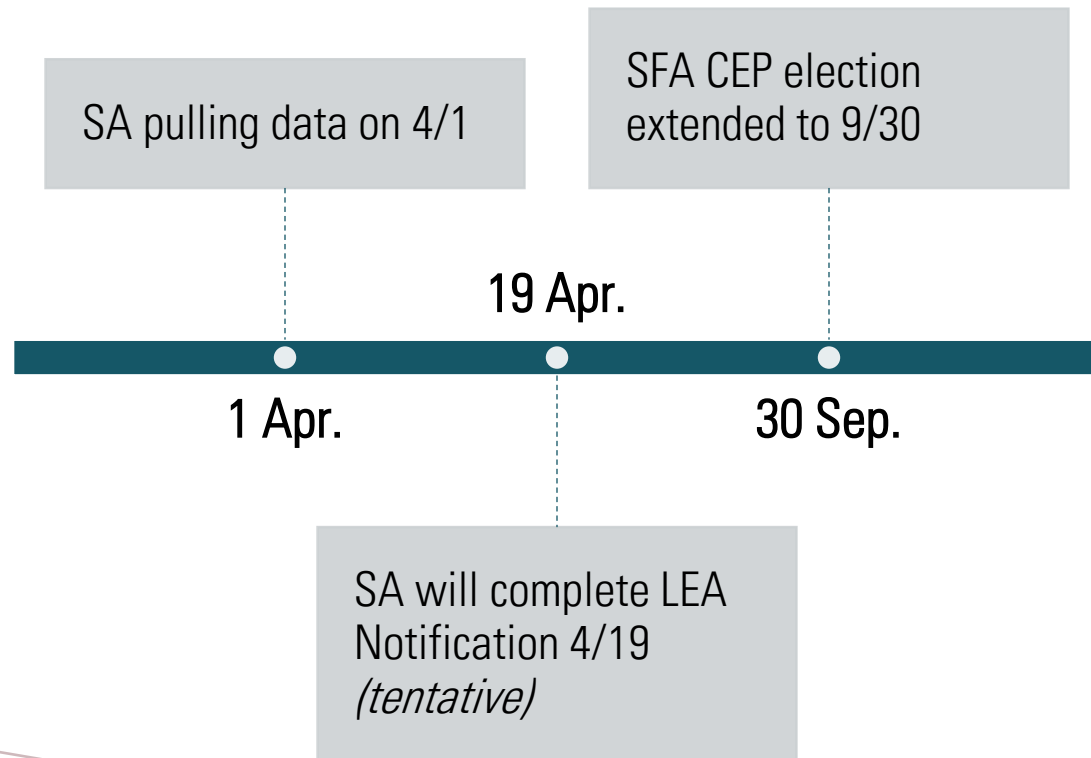
# *NATIONWIDE WAIVERS*

- Per SERO, these waivers have been extended through September 30, 2021
  - Emailed to all directors on March 9, 2021

- Child Nutrition Waiver Update - COVID-19 Child Nutrition Response # 73
- Nationwide Waiver to Allow Meal Pattern Flexibilities for Summer 2021 Operations – EXTENSION 9 - COVID-19 CN Response # 74
- Nationwide Waiver to Allow Non-Congregate Feeding for Summer 2021 Operations – EXTENSION 6 - COVID-19 CN Response # 75
- Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children for Summer 2021 Operations – EXTENSION 6 - COVID-19 CN Response # 76
- Nationwide Waiver to Extend Area Eligibility Waivers for Summer 2021 Operations – EXTENSION 4 - COVID-19 CN Response # 77
- Nationwide Waiver of Meal Service Time Restrictions for Summer 2021 Operations – EXTENSION 3 - COVID-19 CN Response # 78
- Nationwide Waiver to Allow Offer Versus Serve Flexibilities in the SFSP for Summer 2021 Operations – EXTENSION 3 - COVID-19 CN Response 79
- Nationwide Waiver to Allow Area Eligibility for Closed Enrolled Sites for Summer 2021 Operations – EXTENSION 3 - COVID-19 CN Response # 80
- Nationwide Waiver to Waive First Week Site Visits in the Summer Food Service Program for Summer 2021 Operations – EXTENSION 3 - COVID-19 CN Response # 81



# COMMUNITY ELIGIBILITY PROVISION (CEP)



- Provision II may be an option to feed children at no charge

# CNP DIRECTOR APPLICATION RENEWAL

- To check your Director Certificate expiration date
  - Go to <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>
  - Enter your name (it isn't necessary to enter information in all search fields)
  - Under "Teacher", click on your name
  - Certificate Details will populate on the lower part of the computer screen
- Certificates that expire June 30, 2021 are not accepted in the annual Online Agreement for SY21-22.
- Renew now
  - DO NOT wait until June to renew.
  - Processing time is longer in June.

The screenshot shows the 'Certification Search' web application. At the top, there is a blue header with the 'Certification Search' logo and title. Below the header, there are navigation links for 'Application Home', 'Search', and 'Print'. A blue banner contains a note: 'NOTE: You are viewing the certificate data as a member of the general public. If you are an Authorized User of the On-Line Renewal system, click here.' The main content area is titled 'Search' and contains several input fields: 'Last Name', 'First Name', 'Middle Name', 'Maiden Name', 'Birth Year (YYYY)', and 'ALSDE ID'. A 'SEARCH' button is located below these fields. To the right of the 'Last Name' field, there is a dropdown menu currently set to 'Teacher', with tabs for 'ALSDE ID', 'Bus Cert', 'Lic', and 'Cert'. Below the search fields, a message states 'No data to display'. The 'Certificate Details' section is visible below the search area, with tabs for 'DETAILS' and 'COURSES'. The 'DETAILS' tab is active, showing instructions: 'You may search by ALSDE ID or by entering data in multiple search fields. If the search results do not provide the correct individual, enter additional information in the search fields and click "Search" again.' and 'Click on any name in the list to view the educator's certificate details. The results of your search will appear below the Search button. To begin a new Search, click "Application Home."' The 'COURSES' tab is also visible, with instructions: 'You may view the courses the educator is properly certified to teach by clicking on the tab titled "Courses." The list of courses may be saved and printed by clicking "Export Data" at the bottom of the screen. Please note: The educator's name will not print on this list.' and 'Course information is updated in July to show courses for the upcoming school year.' The footer of the page contains the copyright information: '© 2007-2021 Alabama State Department of Education. All Rights Reserved. Alabama.gov'.

# *CNP CERTIFICATE RENEWAL (CONT.)*

- Section IV must be completed
  - Attachments are not accepted
- **15 hours per year** must be documented over the 5-year period
  - School Year – July 1st – June 30th

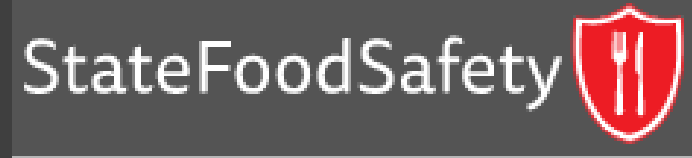
## IV. Verification of Continuing Education Units (CEUs) earned through ALABAMA school systems:

CEUs earned and applied toward renewal shall be related to Child Nutrition education with consideration given to the sponsoring organization, the professional qualifications of the presenter, and the purposes, goals and evaluation of the activity. **A minimum of fifteen (15) clock hours of approved professional development per year is required for certificate renewal.** The Alabama State Department of Education, Child Nutrition Programs office, will make the final decision on the approval of professional development activities. Child Nutrition Program formal workshops count toward the requirement.

Professional Development Activity	Date	Number of Clock Hours*
Food Safety Certification	8/1/2016	8
Fall Directors' Conference	11/1/2016	15
Spring Director's Conference	3/1/2017	7
Fall Directors' Conference	11/1/2017	15
Spring Director's Conference	3/1/2018	7
Fall Directors' Conference	11/12/2019 - 11/15/2019	15
Spring Director's Conference	2/27/2020 - 2/28/2020	7
Fall Directors' Conference	11/1/2020	15
Spring Director's Conference	4/13/2021 - 4/16/2021	7

\*10 clock hours = 1 CEU

Total Clock Hours: \_\_\_\_\_



## *FOOD SAFETY CERTIFICATE*

- Checked on initial new director application
- Checked prior to Administrative Reviews
- Course must be 8 hours





# *ONLINE APPLICATION/ANNUAL AGREEMENT*

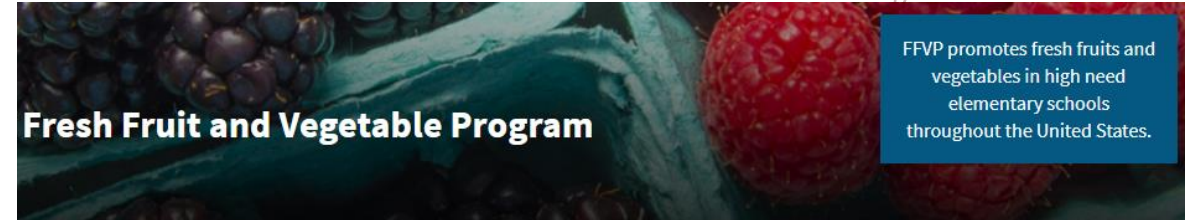
- Webinar upcoming dependent upon release of USDA school start up information.



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# *FFVP GRANT*

- Application emailed to all directors on March 31, 2021.
- Applications must be returned **via email by April 30, 2021.**



PROGRAMS > FRESH FRUIT AND VEGETABLE PROGRAM

## **Encouraging Students to Try New Fruits and Vegetables**

The Fresh Fruit and Vegetable Program (FFVP) is an important tool in our efforts to combat childhood obesity. The program has been successful in introducing elementary school children to a variety of produce that they otherwise might not have the opportunity to sample. The various partnerships that FNS and state agencies have developed in the public and private sectors, as well as the dedicated work of school administrators, have contributed to the overall success and acceptance of the program. FFVP is consistent with and supports the Health and Medicine Division (HMD) of the National Academies of Sciences, Engineering, and Medicine's recommendations to provide healthier snack choices in schools.



# SFSP OUTREACH

- Per 7 CFR 210.12 & SP 07-2014
  - SFA's must provide information on the availability and location of summer meals to families of school children prior to the end of the school year.

HOME ABOUT LOCATIONS SPONSORS RESOURCES

## BREAK for a PLATE Alabama

### How to Participate

**We've Saved a Place for You.**  
Sit down and eat with us at Break for a Plate, where Alabama kids eat free – along with beans in our state – all summer while school is out. We have a table ready for you at a participating program in your community. Just click on our Location Finder to see where your child or teen can continue to receive nutritious meals each day during summer vacation.

**We encourage you to take the opportunity to provide your child or teen with these summer meals through the USDA Summer Food Service Program.**  
[Check out our blog post on the USDA site.](#)

**Find the site nearest you**  
We want every child in Alabama to have healthy meals this summer. Use the Break for a Plate Location Finder to find your closest site.

**It's time to Break for a Plate**  
School's out, summer's in. We're ready to serve up fresh healthy meals to your 2-18 year old children.

**Want more information about Break for a Plate?** [Click here.](#)

**CONTACT**  
☎ (205) 994-6257  
📍 20 North Ripley Street  
PO Box 202115  
Montgomery, Alabama 36104  
📱 🌐

**Brrought to you by the Alabama State  
Department of Education and the USDA.**  
   
This institution is an equal opportunity provider.  
Non-Discrimination Statement - ES  
Non-Discrimination Statement - ESP

# WELLNESS POLICY TRIENNIAL ASSESSMENT

- DEADLINE

- the first triennial assessment must be completed by **June 30, 2020** per SP 24-2017
- if approved for the Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the NSLP and SBP (Child Nutrition Response #18), the completion deadline was extended to **June 30, 2021**



## Local Wellness Policy: Triennial Assessment Report

This tool is intended to be a guide based on current regulations. It is the responsibility of the LEA to stay abreast of any updates and changes to the regulations and to implement any changes in local policies.

### Background Information

To be compliant with the USDA final rule, at least once every three years, the district will assess the Local Wellness Policy. However, Local Education Agencies (LEAs) may assess their policy more frequently if they wish.

### Purpose

The district should designate a representative to lead the wellness policy assessment. This representative must publicly invite members from the community, schools, and the district to participate. Members of the district wellness committee who are completing the assessment of the Local Wellness Policy may use this template. Section 3 of this template should be copied and completed for each school.

This template contains the three required components of the triennial assessment:

1. the extent to which the wellness policy compares to model wellness policies
2. progress made in attaining the goals of the wellness policy
3. the extent to which schools under the jurisdiction of the districts are complying with the district Wellness Policy

### Results

A copy of the assessment must be made available to the public. How the assessment is made available is the decision of the LEA. (i.e., district website, local newspaper, etc.). The triennial assessment summary and the assessment details (e.g., WellSAT 3.0 report) must be shared.

### Recordkeeping for the Child Nutrition Program Administrative Review:

- a copy of the most recent triennial assessment, along with supporting documentation
- a copy of the current and previous board approval of the policy
- documentation demonstrating the policy has been made available to the public
- documentation of efforts to review and update the policy, including who was involved and how the district made stakeholders aware of their ability to participate (i.e., meeting agendas and sign-in sheets)

# SUMMER MANAGERS TRAINING

## ALSDE CNP SUMMER MANAGERS' VIRTUAL TRAINING

Please ensure your managers have registered for this training. Additionally, because the training is virtual there should be room for assistant managers to register as well.

Contact Lisa Rogers at [lr Rogers@olemiss.edu](mailto:lr Rogers@olemiss.edu) with questions.

[CLICK HERE TO REGISTER](#)

Each 4 Hour Session will cover the topics shown below:

### Emergency Preparedness

1 ½ hours

Key Area: 3 (Administration)

USDA Professional Standards

Code: 3240, 3450

### Food Production and Operation Management

2 hours

Key Area: 2 (Operations)

USDA Professional Standards

Code: 2000

MAY	
MAY 5	1:00 – 5:00
MAY 10	1:00 – 5:00
MAY 11	8:00 – 12:00
MAY 11	1:00 – 5:00
MAY 17	8:00 – 12:00
MAY 17	1:00 – 5:00
MAY 18	8:00 – 12:00
MAY 18	1:00 – 5:00
MAY 24	1:00 – 5:00
MAY 25	1:00 – 5:00

JUNE	
JUNE 14	1:00 – 5:00
JUNE 16	8:00 – 12:00
JUNE 16	1:00 – 5:00
JUNE 23	8:00 – 12:00
JUNE 23	1:00 – 5:00
JUNE 28	8:00 – 12:00
JUNE 28	1:00 – 5:00



*\* Please encourage and assist your managers in getting registered as soon as possible.*

# *NSLP/SSO MONITORING*

- Per 210.8(1), on-site review shall take place prior to February 1 of each school year.
  - Can be completed off-site, if needed.
  - Must be completed by **June 30, 2021** for SY20-21.
  - Off-site Monitoring guidance emailed to all directors on November 18, 2020.

**Monitoring of the Child Nutrition Programs  
During the Novel Coronavirus Public Health Emergency  
Issued November 2020**



# *GARDEN TO SCHOOL CURRICULUM*

## **FIRST COME, FIRST SERVED!**

Log in codes for this Gardens 2 School Curriculum are available now on a first come, first serve basis. Please submit names, emails, school site, and grade taught for any K-5 teacher in your district who would like access to this great material. **Information should be sent to:** [rscott@alsde.edu](mailto:rscott@alsde.edu)

SchoolYard Roots will distribute access codes directly to teachers via email.

Please assist us in making this valuable material available to teachers in your district. These resources that align with Alabama Course of Study objectives may be used for years to come.



# *NONDISCRIMINATION STATEMENT*

- Per FNS Instruction 113-1
  - Ensure full NDS is on all outgoing CNP material.
    - Exception – menus are not required to have NDS.

***This institution is an equal opportunity provider.***



# *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: [How to File a Complaint](#), 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](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*

# *QUESTIONS*



# *EQUIPMENT GRANT AWARD RECIPIENTS*

- Crenshaw County
  - Luverne High School
  - Highland Home High School
  - Brantley High School
- Geneva County
  - Sansom Elementary School
- Macon County
  - Tuskegee Public School
  - D.C. Wolfe School
  - Booker T. Washington High
  - George Washington Carver School
  - Tuskegee Institute Middle School
- Lanett City
  - Lanett High School
- Leeds City
  - Lanett Elementary School
- Roanoke City
  - Knight Enloe Elementary School
  - Handley High School
  - Handley Middle School
- Sheffield City
  - LE Wilson Elementary School
  - Sheffield High School
- Sylacauga City
  - Pinecrest Elementary School
- Thomasville City
  - Thomasville High School
- LEAD Academy
- Cornerstone
  - Cornerstone High School