|  |  |  |
| --- | --- | --- |
| EED_logo_blk  | National School Lunch Program Bulletin[NSLP Bulletins & Memos](http://education.alaska.gov/tls/cnp/NSLP9.html) | *Child Nutrition Programs**Finance & Support Services* *801 West 10th Street, Suite 200**PO 110500**Juneau, Alaska   99811-0500**(907) 465-8709**Fax: 907 465-8910**elizabeth.seitz@alaska.gov* |
| To: Local Educational Agencies | Date:  July 6, 2018 |
| From: Elizabeth Seitz, NSLP Program Coordinator  | Bulletin: 2018-11 |

***LEAs are required, by regulation, to keep Bulletins, Instructions, and USDA Policy Memorandums for reference and to apply immediately the appropriate instruction to agency programs. Call Child Nutrition Programs if you need further clarification.***

###### USDA Policy, Information & Implementation Memos

* [SP18-2018](https://fns-prod.azureedge.net/sites/default/files/cn/SP18_CACFP13_2018os.pdf)- Child Nutrition Programs’ Flexibilities for School Year 2018-2019
* [SP09-2006](https://fns-prod.azureedge.net/sites/default/files/cn/SP09-2006os.pdf)- School Meal Initiative (SMI) Frequently Asked Questions Resource
* [SP14-2018](https://fns-prod.azureedge.net/sites/default/files/sfsp/SP14_SFSP04-2018os.pdf)- Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat with Q & As
* [SP09-2018](https://fns-prod.azureedge.net/sites/default/files/cn/SP09-2018os.pdf)- Reducing School Meal Certification Error through Improved Online

Application Design

###### Additional Topics

* School Meal Initiative(SMI) Frequently Asked Questions Resource
* **NSLP Annual Training**
* Training Materials and Resources
* Smart Snack Waiver

###### Resources

* ***New*** National School Lunch Program Order Form
* CEP Notification Report posted
* ***Updated*** Food Buying Guide
* Listserv
* Help Desk information for Primero Edge
* Nutrition Facts Sheets for Fruits, Vegetables, and Seafood

###### Grant Opportunities

* School Grants for Healthy Kids

###### USDA Policy, Information & Implementation Memos

* [SP18-2018](https://fns-prod.azureedge.net/sites/default/files/cn/SP18_CACFP13_2018os.pdf)- **Child Nutrition Programs’ Flexibilities for School Year 2018-2019** This memorandum summarizes the flexibilities that went into effective July 1, 2018. USDA is currently developing a final rule that will address the availability of flexibilities beyond SY 2018-2019.

*Sponsors: This memo addressed the three areas of flexibility allowed by USDA effective July 1st, 2018. Milk- May be offered in 1% flavored without a waiver, Whole grains- will continue to have exemptions for items that an SFA can demonstrate hardship or student acceptability, and last Sodium-SFAs will still follow the Target 1 regulatory limits for NSLP and SBP.*

* [SP09-2006](https://fns-prod.azureedge.net/sites/default/files/cn/SP09-2006os.pdf)- **School Meal Initiative (SMI) Frequently Asked Questions Resource** We are bringing back a very old USDA policy memorandum that went over the old menu analysis called School Meal Initiative (SMI). Even though USDA did away with the SMI, USDA did not do away with the requirements needed to conduct a menu analysis. In the past two years, the biggest findings we are seeing during Administrative Reviews are missing or incomplete production records. This is very concerning as this information is still a requirement to serving and claiming reimbursable meals. Without complete production records we can’t determine if reimbursable meals are being served and then federal funds must be returned. Please read through this Q & A and the SMI resource handbook for the Food Production Records requirements which can be found on page 20.

We would like everyone to be fully aware of these requirements as we proceed into our next Administrative Reviews for 2018-2019. *If we continue to find missing or incomplete production records we will have no choice but to disallow all meals for each day with missing or incomplete production records during the review period.*

* [SP14-2018](https://fns-prod.azureedge.net/sites/default/files/sfsp/SP14_SFSP04-2018os.pdf)- **Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat with Q & As** *Under the demonstration project, Summer Food Service Program (SFSP) and National School Lunch Program Seamless Summer Option (SSO) sponsors operating approved outdoor meal sites without temperature-controlled alternative sites may operate as non-congregate sites on days when the area is experiencing excessive heat. Non-congregate meal service shall be permitted only on days when the National Weather Service (NWS) has issued a Heat Advisory, an Excessive Heat Warning, or an Excessive Heat Watch for the area in which an approved outdoor meal site is located.*

*Sponsors: Please contact us if you have any questions regarding this policy memo, for any participation requirements.*

* [SP09-2018](https://fns-prod.azureedge.net/sites/default/files/cn/SP09-2018os.pdf)- **Reducing School Meal Certification Error through Improved Online**

**Application Design** This memorandum was released in the April bulletin.

*Sponsors: This USDA Policy memo encourages LEAs to really think about online application systems and encourages application design to be simple in nature. This does not necessarily mean short and quick, but simpler and more intuitive to ensure the most accurate outcomes for income applications. Alaska Child Nutrition Programs with PrimeroEdge are offering* ***free*** *On-line application processing through* ***School Café*** *for Alaska families for all schools that still collect household applications. As a reminder all SFAs are required to login to PrimeroEdge monthly to process the direct certification, migrant, foster, and FDPIR lists. With the application process you have 10 operating days to process a household application once it has been submitted into your PrimeroEdge application system.*

*PrimeroEdge has two more application demonstration sessions this month at the following times:*

*Tuesday, May 29th at 7:00 am AKST*

*Thursday, May 31st at 7:00 am AKST*

They will be holding more in August as well and we will let you know once those dates and times are set.

###### Additional Topics

* **NSLP Annual Training** It’s that time of year again when one program year comes to a close and preparation for the next begins.

We will be conducting our Annual NSLP Administrative Training this year both in person and via Web-X.  The upside to that is it saves your district money and these training sessions can go towards Professional Standard training hours.

In person training will be **August 7-9, 2018** at the Hilton Garden Inn Mid-town Anchorage

And **August 14-15, 2018** by Web-X. The Web-X sessions will not cover all of the subjects covered during the in person training but will cover:

* + Administrative Review Process
	+ Application and Verification
	+ Production Records
	+ State Records Management (SRM)
	+ USDA Foods
	+ At-Risk Meals
	+ And More TBA

Administrative Trainings are not required, but are strongly recommended for districts up for an Administrative Review during PY2018.

For In-person Annual Training Registrations go to: [NSLP Bulletins and Memos](https://education.alaska.gov/cnp/nslp9) and look under the April Bulletin.

Be sure to book your hotel room as soon as possible as we only have 20 rooms left under the room block with Hilton Garden Inn. The room block code is: **CNP.**

Please submit a registration form for all district staff planning on attending these trainings to Debbie Soto at Debbie.soto@alaska.gov or Elizabeth Seitz at Elizabeth.seitz@alaska.gov or fax to 907.465.8910.

This will assist us with tracking Professional Standard Hours for training certificates.

* **Training Materials and Resources** We have a resources web page where you can find many program related information. Just go to [Child Nutrition Resources](https://education.alaska.gov/cnp/resources).

Our State Child Nutrition Programs webpage is also a great resource for all kinds of useful information. That link is: [Child Nutrition Programs](https://education.alaska.gov/tls/cnp/)

* **Smart Snack Waiver** This notice serves as a reminder that the waiver request process is an **annual** requirement; a new request form and all supporting documentation—including an Implementation Assessment of your Wellness Policy—must be submitted for approval each year.

To find out more information on Smart Snacks including the waiver form and Competitive Foods you can check out our web page at: [Competitive Foods (Smart Snacks)](https://education.alaska.gov/tls/cnp/competfoods.html)

###### Resources

* ***New* National School Lunch Program (NSLP) Order Form** The Alaska Child Nutrition Programs has developed many great program resources that are free for any local education agency (LEA) on the NSLP programs. We have created an order form to make it easier for you to obtain the materials we offer. To access the order form you can find it at: [NSLP Bulletins and Memos](https://education.alaska.gov/cnp/nslp9) under the April Bulletin.
* **CEP Notification Report posted** Per federal regulation all state agencies must post the current Community Eligibility Provision (CEP) notification report by May 1st. You may view this report at [Community Eligibility Provision](https://education.alaska.gov/cnp/cep) under Notification Data for 2017-2018 CEP data.
* ***Updated* Food Buying Guide** USDA has finally released the updated Food Buying Guide to help nutrition staff with understanding when purchasing foods about how much is in a #10 can of peaches or the number of portions you get from 20 pound of ground beef. You can download the [Food Buying Guide](https://foodbuyingguide.fns.usda.gov/Appendix/DownLoadFBG).
* **Listserv**- Did You Know? Alaska Child Nutrition Programs has a listserv. The purpose of the listserv is to provide information and updates on the USDA Child Nutrition Programs, including the National School Lunch Program, the Child and Adult Care Food Program, and the Summer Food Service Program.

To receive all of the hottest news and updates from Alaska Child Nutrition Programs, Subscribe to ak\_child\_nutrition\_programs by filling out the form found here: [Alaska Child Nutrition Programs ListServ](http://list.state.ak.us/mailman/listinfo/ak_child_nutrition_programs).

You will receive a confirmation link via email which you should click to complete your subscription.

* **Help Desk information for Primero Edge** Terri Brown with Primero Edge is a great person to contact when you are having issues with the system during the weekdays. Her contact information is Terri Brown Terri.Brown@primeroedge.com or you can call the customer care line at **866-442-6030** or email:customercare@primeroedge.com.
* **Nutrition Facts Sheet for Fruits, Vegetables, and Seafood** Here are some helpful [Nutrition Information](https://www.fda.gov/Food/ucm063367.htm) for commonly purchased foods. You can print them out and hang them up or use them as resources for menu planning.

###### Grant Opportunities

* **School Grants for Healthy Kids** $2500 grants for NSLP schools to purchase fresh (preferably local) fruits and vegetables. See website for more information and application: [Chef Ann Foundation Project Produce](http://www.chefannfoundation.org/programs-and-grants/project-produce/).

|  **Calendar of Upcoming Events & Deadlines** |
| --- |
| **Deadline** | **Event** |
| **July 1st**  | **Annual NSLP Renewal Starts** |

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](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: [How to File a Complaint](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.