Education Service Center Region 11
Child Nutrition Program

WELCOME TO THE MONTHLY REWIND!

PLEASE TYPE YOUR NAME AND DISTRICT
IN THE CHAT BOX TO SIGN IN.

EDUCATION SERVICE CENTER
REGION 11
CHILD NUTRITION PROGRAM
AUGUST 2021
the monthly rewind

“Empty your mind. Be formless, shapeless—like water. Now, you put water into a cup, it becomes the cup. You put water into a bottle, it becomes the bottle. You put it into a teapot, it becomes the teapot. Now, water can flow, or it can crash.
Be water, my friend.”

OUR TEAM

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FUN FACTS

5 Tips to Up Your Manager Game

NEVER Will I Ever...

01 Skip breakfast

02 Not explain or show someone how to do something when he/she asks for help

03 Neglect to praise good performance

04 Not bother to seek input from others

05 Put off paperwork

From The Balance: Small Business

TODAY'S AGENDA

POLICY UPDATES & NEWS

IMPORTANT DEADLINES

PROCUREMENT MINI LESSON

UPCOMING CLASSES/REMINDERS

LET'S CELEBRATE

VACANT POSITIONS/POLL

STARTING OFF YOUR SCHOOL YEAR LIKE...

WE’RE HERE TO HELP GET YOU TO THE END OF THE SCHOOL YEAR!

POLICY UPDATES & NEWS

PRE-K

- **No longer direct certification**
  - Unless operating Head Start or Early Head Start
- Determine eligibility for the child nutrition department as usual: applications or DC
- Pre-K program cannot use our application to determine eligibility for their program

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SSO CLAIMS

- SSO rates for SY:
  - Valid through December 31, 2021
  - Lunch: $4.3175
  - Breakfast: $2.4625
- Snack: $1.02
- Updated SSO rates (to SFSP rate) in TX-UNPS on **8/31**
- **To submit or not submit?**
  - Can wait to submit July claim until September 1
  - Or can submit claim now at old SSO rate
    - TDA will update the claim to the higher rate after 8/31 (no action required for CE)

PLE/ADULT MEAL PRICING

- PLE:
  - Exempt with a positive or zero balance in nonprofit foodservice account as of 12/31/20
  - Exempt if operating SSO during SY21-22
  - Not exempt and missing pricing/sales data from October 2020? Use October 2019
- New NSLP 21-22 rates here
- Adult Meal Pricing:
  - Use SY21-22 SBP/NSLP free rates
  - **NEW!** May use Method 1
  - Use USDA Foods/commodity rate of $0.3975
  - Add severe need and/or performance-based reimbursement if you typically get that

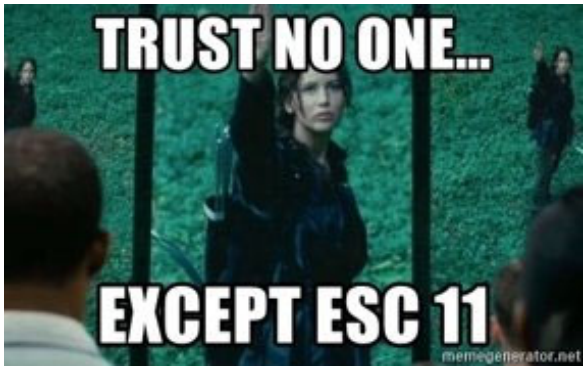
CALLS OF THE MONTH

P-EBT

- **Do I have to take applications for P-EBT if I'm operating SSO?**
  - **YES!** *Unless* you are operating CEP or P2
- **What is up with the notifications from HHS?**
  - Checking to see if eligibility status changed since data submission
  - You can no longer take applications to qualify families for SY20-21
- **P-EBT Summer**
  - Families have until **August 28** to submit an application for eligibility determination for *summer* P-EBT
    - No need to take applications for those on SNAP, who already qualified in SY20-21 or who are enrolled at CEP/P2 schools

SOCIOECONOMIC FORMS

- Yes, you can use these forms in place of meal applications for SSO if you are not taking applications for carryover
  - Does not impact any school funding (even Title 1)
  - You must continue to do direct certification each month
  - Find more info here



SOCIOECONOMIC FORMS FOR SY2021-22

Confused about how to collect socioeconomic data without the use of meal applications? Check out the following guidance used by districts implementing the Community Eligibility Provision (CEP):

- FRAC's Understanding the Relationship Between Community Eligibility and Title I Funding
- Title 1 & CEP: Helpful Info for School Nutrition Staff
- How to Identify Low-Income Students in "Community Eligibility" Schools for Title I Purposes
- USDA e-Rate Guidance
- Improving Access to Free School Meals: Addressing Intersections Between Universal Free School Meal Approaches and Educational Funding (pages 5 & 6)
- e-Rate
- Emergency Broadband Benefit
- Alternative Discount Mechanisms

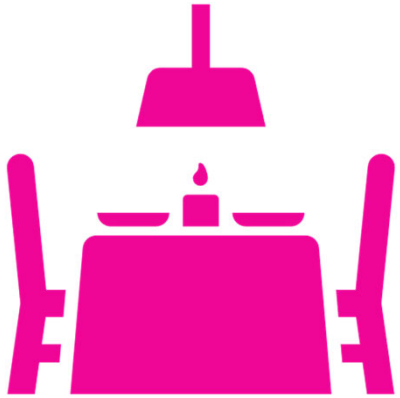
SAMPLE FORMS & RESOURCES FROM OTHER STATES:

- New York (Best Practices)
- Wisconsin
- Vermont
- Income Survey Sample

NON-CONGREGATE OPTIONS

FAQ #32

- Not required to have 2 sites if serving congregate and non-congregate out of one site
  - If operating curbside, just have 1 CVGG site
  - If non-congregate is served in the cafeteria, just use the regular site
- Grab and go sites (CVGG) can be open or closed enrolled – district's choice



SSO REMINDERS

- You cannot do weekend and holidays meals once school starts with SSO
- You can do congregate and non-congregate out of the same site
- Must complete SSO onsite monitoring form
- All NSLP meal patterns and age/grade groups are the same, including pre-k
- You can do ASCP and SSO
- You can have an open site

Second Meals

Second lunch and supper meals and snacks are not reimbursable in the SSO and, therefore, may not be claimed. However, second reimbursable breakfasts may be offered and claimed as long as the CE prepared.[51] If second meals are served, the CE must count and record these meals separately on daily meal count forms.

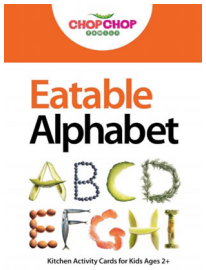
SSO SECOND MEALS

NEW USDA RESOURCES

- BACK TO SCHOOL
  - Safe Reopening
  - Communication
  - Healthy Meals

- PLANNING FOR A DYNAMIC SCHOOL ENVIRONMENT
  - Flexibilities
  - Procurement and Menu Strategies

OTHER RESOURCES



- EATABLE ALPHABET KITCHEN ACTIVITY CARDS FOR KIDS
  - Fun nutrition education/promotion idea
  - $16.99

- SMALL BITES FREE ON-DEMAND NUTRITION LESSONS

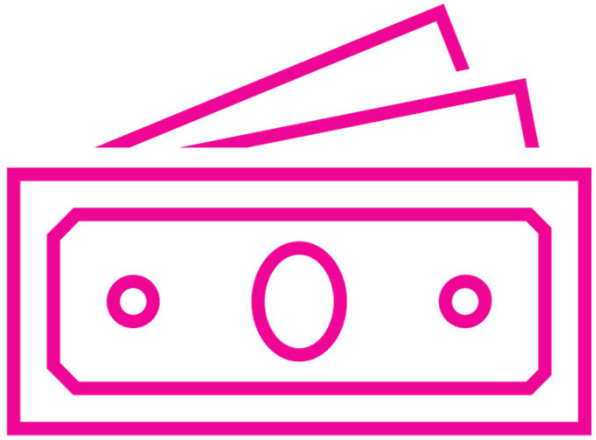
Common Threads
COOKING FOR LIFE

- ICN BACK-TO-SCHOOL TOOLBOX
  - Tracks for frontline staff, managers, menu planners and directors
  - Contains online courses, posters, training materials, virtual learning

IMPORTANT DEADLINES

SUMMER COST REPORT

- **Due October 9**
- If you did not operate, enter $0.01
- Count only the official summer operation (end of school year to first of new school year)
- TX-UNPS:
  - SNP > Applications > Summer Nutrition Program Costs

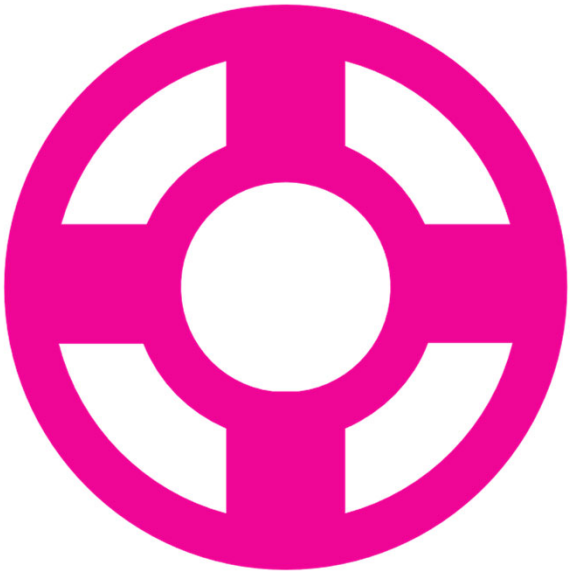


TO DO LIST

- Complete SSO site applications for SY20-21 AND SY21-22 (**ASAP**)
- Complete waiver form to declare/decline waivers (**ASAP**)
- Upload **Attachment B** documents if you are taking applications for carryover
- Order NSLW Materials by **Sept 1**

NOTE ON SSO APPLICATIONS

- Please check to ensure your SSO applications are approved
- Common issues:
  - Not putting USDA Waiver #85 in correct spots
  - Not opting for "Other" as qualification
  - Not entering Severe Need Breakfast data
  - Not having permanent agreement on file
  - Not submitting application with SNP sites only first
- If you have any trouble, **please reach out to your ESC specialist**



PROCUREMENT MINI-LESSON

TOP FINDINGS SY20-21

- Code of Conduct
- Procurement Procedures
- Cost/Price Analysis or Forecasting
- Poor Recordkeeping
- Using the wrong procurement method
- BuyBoard purchases
- Contract Management

CODE OF CONDUCT

Standard Area	Requirements
Conflicts of Interest	No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent or ay member of his or her immediate family his or her partner or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or tangible personal benefit from a firm considered for contract.
Gratuities	The officers, employees and agents of the non-federal entity may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. However non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
Disciplinary Actions	The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees or agents of the non-federal entity.

COST/PRICE ANALYSIS

- Use budgeting and forecasting tools to determine the appropriate procurement method and ensure the price is reasonable

Acceptable documentation includes, but is not limited to, the following:

- Newspaper advertisements from various suppliers/vendors
- Online advertisements from various suppliers/vendors
- Written notes from discussions with vendors
- Documentation of price from various suppliers/vendors to include
  - Supplier/vendor name
  - Calling several vendors or retailers to compare prices
  - Internet search of product prices
  - Use prior year pricing information

ISD Velocity

Item #	Label	Description	Pack	Size	Apr	May		Total Sum of Cases	Total Sum of Sales $	Average Price/Case	Anticipated Price/Case 2019-20 (3% increase)	Anticipated Cases 2019-20	Anticipated to be spent 2019-20
					Sales $	Cases	Sales $						
20585	KEEBLER	ELF GRAHAMS CINNAMON WG	150	1 OZ				1	$28.24	$28.24	$29.09	10	$290.87
39050	Q CHEF	SAUCE, ALFREDO RTU	6	#4				1	$58.36	$58.36	$60.11	1	$60.11
60301	SUNCUP	ORANGE JUICE CRTN 100% 4oz	70	4 OZ	$52.36	1	$13.09	39	$510.51	$13.09	$13.48	42	$566.27
60303	SUNCUP	APPLE JUICE CRTN 100% 4oz	70	4 OZ	$32.55	4	$43.40	44	$477.40	$10.85	$11.18	44	$491.72
60305	SUNCUP	GRAPE JUICE CRTN 100% 4oz	70	4 OZ	$43.11	3	$43.11	27	$387.99	$14.37	$14.80	30	$444.03
85654	STOKELY	APPLE SAUCE, IN APPLE JUICE	6	#10				2	$45.56	$22.78	$23.46	2	$46.93
105262	SENECA	APRICOTS, HALF LT SYR	6	#10				1	$37.44	$37.44	$38.56	4	$154.25
115570	JENNIE O	TKY FRANK 8/1 5" CN	4	5 LB		1	$23.67	1	$23.67	$23.67	$24.38	2	$48.76
217522	DUET	MANDARIN ORANGES, WH SEC, LS	1	#10	$56.76	6	$28.38	36	$170.28	$4.73	$4.87	40	$194.88
217535	DUET	MANDARIN ORANGES WH SEG LS	6	10 LB				7	$237.65	$33.95	$34.97	0	$0.00
305029	SENECA	FRUIT COCKTAIL, LIGHT SYRUP	6	#10				1	$39.02	$39.02	$40.19	1	$40.19
326009	SENECA	FRUIT MIX, LIGHT SYRUP	6	#10				4	$169.48	$42.37	$43.64	5	$218.21
326041	DOLE	FRUIT BOWL, MIXED FRUIT JUIC	36	4 OZ				3	$56.61	$18.87	$19.44	10	$194.36
326090	DOLE	FRUIT BOWL, DICED PEACHES JC	36	4 OZ				4	$75.48	$18.87	$19.44	10	$194.36
417121	SENECA	PEACHES, HALVES L/S 30-35 CT	6	#10				1	$41.00	$41.00	$42.23	3	$126.69
432500	TASTE'WE	PEACHES, SLICED STD LT SYRUP	6	#10				8	$338.56	$42.32	$43.59	10	$435.90
480061	SENECA	PEARS, SLICED LT SYP	6	#10	$95.16	3	$95.16	18	$570.96	$31.72	$32.67	10	$326.72
480079	SENECA	PEARS, HALVES L/SYR,BARTLETT	6	#10				1	$35.61	$35.61	$36.68	10	$366.78
480145	SENECA	PEARS, DICED LIGHT SYRUP	6	#10				8	$248.00	$31.00	$31.93	10	$319.30
547505	DOLE	PINEAPPLE, CHUNKS NAT JUICE	6	#10				1	$34.43	$34.43	$35.46	0	$0.00
566752	DOLE	PINEAPPLE, TIDBITS LIGHT SYP	6	#10	$70.82	1	$35.41	11	$389.51	$35.41	$36.47	12	$437.67
566778	DOLE	PINEAPPLE TIDBITS, IN JUICE	6	#10	$35.41	1	$35.41	5	$177.05	$35.41	$36.47	5	$182.36
566850	DUET	PINEAPPLE,TIDBITS NAT JUICE	6	10 LB				1	$29.07	$29.07	$29.94	1	$29.94
730507	SENECA	FRUIT COCKTAIL, JUICE PACK	6	#10				1	$39.01	$39.01	$40.18	3	$120.54
1030074	KINGS DLT	PATTY, CHX BRST WG NAE, FC	110	2.9 OZ				2	$96.56	$48.28	$49.73	5	$248.64
1030076	KINGS DLT	NUGGET,CHX BRST WG,NAE,FC	530	.6 OZ	$124.26			3	$124.26	$41.42	$42.66	10	$426.63
1030080	KINGS DLT	TENDER CHXBRST SHP WG,NAE,FC	318	1 OZ				2	$98.52	$49.26	$50.74	10	$507.38
1110001	SUNNYFRESH	BREAKFAST WRAP, EGG & CHS WG	75	3.1 OZ				1	$39.47	$39.47	$40.65	2	$81.31
1160064	FLAV R PAC	BROCCOLI, NORMANDY	1	20 LB	$32.78	1	$16.39	6	$98.34	$16.39	$16.88	4	$67.53
1447556	HART	BEANS, GREEN REG CUT (MX SV)	6	#10				1	$20.74	$20.74	$21.36	3	$64.09
1447580	STOKELY	BEANS, GREEN, CUT 4 SV FANCY	6	#10		1	$21.61	2	$43.22	$21.61	$22.26	2	$44.52
1447585	LIBBY'S	GREEN BEANS, LOW SODIUM	6	#10	$41.84	3	$62.76	17	$355.64	$20.92	$21.55	20	$430.95
1541457	HANOVER	BEANS, PINTO	6	#10	$61.05	2	$40.70	18	$366.30	$20.35	$20.96	10	$209.61
1542364	HANOVER	BEANS, CHILI STLYE	6	#10				1	$21.82	$21.82	$22.47	2	$44.95
1549500	BUSH	BEANS, PINTO	6	#10	$21.37	1	$21.37	2	$42.74	$21.37	$22.01	4	$88.04

RECORDKEEPING

- Public and charter schools are required to keep documentation related to school nutrition programs for 5 years after the end of the fiscal year it pertains
  - Vendor files
  - Invoices
  - Checklists

PROCUREMENT METHODS

Micropurchase

3 elements for proper procurement: aggregate purchase amount <$10,000 threshold, equitable distribution of purchases, reasonable cost

Small Purchase

Aggregate purchase amount <$50,000 threshold: requires 3 quotes (2 received is adequate), CE cannot intentionally break larger purchases into smaller amounts to qualify for small method

Formal Purchase

Purchases >$50,000 (issued through an IFB or RFP): complete, adequate and realistic specification, 2 or more bidders available — WILLING and ABLE to compete

AGGREGATE

TDA

Total cost of the same category of products or services purchased over the ISD's fiscal year. For micropurchases, the aggregate purchase amount must not exceed $10,000

TEA

The aggregate is calculated across all federal education grants and across the school district’s fiscal year for each like-type category of purchase. When the aggregate for purchases in a like-type category exceeds the $10,000 threshold, the district must begin obtaining price quotes under the small purchase method

CONTRACT MANAGEMENT

- Review ARM section 16
- It is the CE's responsibility to effectively manage all contracts the CE awards and all contracts procured on behalf of the CE
- The CE must have written procedures for contract management
- Documentation that demonstrates compliance; review page 30-32 (ARM section 16)
- Create a cover sheet to write on throughout the duration of the contract with any updates needed
- Create a vendor complaint sheet
- Review invoices for price changes

GET UP TO SPEED

UPCOMING CLASSES/CALENDAR

UPCOMING REGION 11 CLASSES

September 14

VERIFICATION (+VIRTUAL)

October 6-8

FOOD SAFETY & SERVSAFE EXAM

October 15

THE MONTHLY REWIND (VIRTUAL)

October 26

OVS/FBG/MENU (+VIRTUAL)

November 2

MEAL PATTERNS/MENU PLANNING (+VIRTUAL)

November 11

THE MONTHLY REWIND (VIRTUAL)

December 2

THE MONTHLY REWIND (VIRTUAL)

Sign up here.

NEW CALENDAR

- NEW ESC Region 11 School Planner with deadlines
- ESC Region 11 CN Training Schedule
- Find both here

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	**6**	**7**	**8**	**9**	**10**	**11**
	ESC R11 Closed					
12	**13**	**14**	**15**	**16**	**17**	**18**
	Last day to register for NSLP Farm Fresh Challenge resources	*ESC R11*: Verification				
19	**20**	**21**	**22**	**23**	**24**	**25**
26	**27**	**28**	**29**	**30**		

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Verification begins	
3	4	5	6	7	8	9
			***ESC R11*: Food Safety & ServSafe Exam**			
10	11	12	13	14	15	16
	National School Lunch Week					
				ESC R11: The Monthly Rewind Webinar		
17	18	19	20	21	22	23
24	25	26	27	28	29	30
		ESC R11: OVS/FBG/MENU			Official count for verification reporting	
31						
Attachment B upload due						

LET'S CELEBRATE

EXCITING NEWS FROM THE FRONT LINE

BRAG ON YOUR PROGRAM!

- Tell Patti all about it
- Photos, blurbs, links, videos, etc.
- padams@esc11.net

YOUR GREATEST HITS!

GARLAND ISD

- **COMMUNITY OUTREACH**

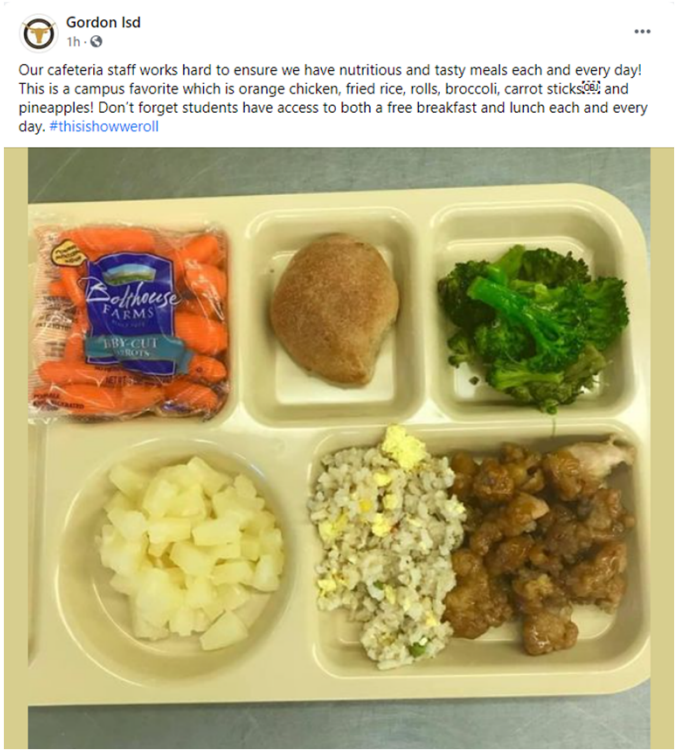
FIRST WEEK FUN!

MANSFIELD ISD

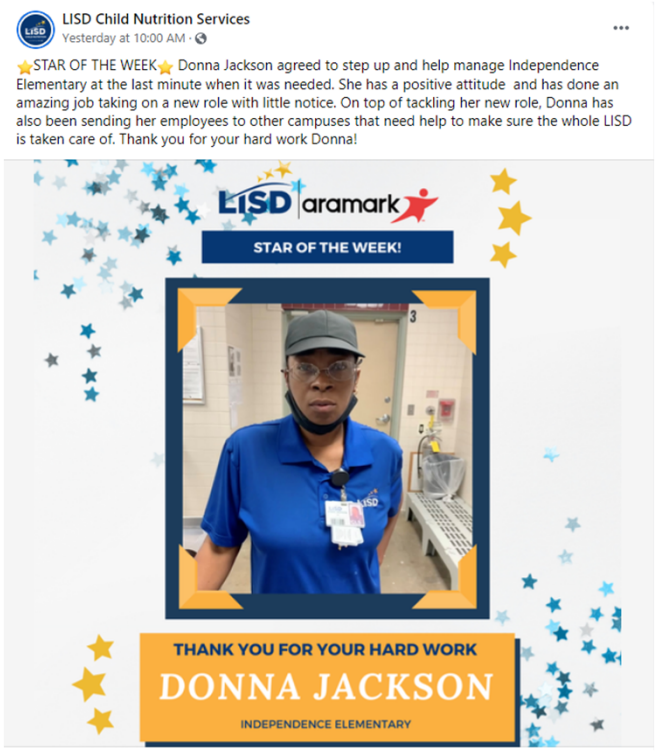
WALNUT BEND ISD

GARLAND ISD

FIRST WEEK FUN!



GORDON ISD



LEWISVILLE ISD

MANSFIELD ISD

- **COMMUNITY OUTREACH**

GREAT IDEA!

TIPS for School Meals That Rock
Dan Ellnor · Yesterday at 7:25 AM ·

Be proactive in communication with parents and stakeholders . Your staff will appreciate it!

IMPORTANT MENU UPDATE

Last minute menu changes are occurring frequently and are out of our control due to the nationwide food supply chain issues.

Menus on nutrislice may not reflect these changes.

We appreciate your patience and understanding during this time.

If you have any questions regarding

PROMOTIONAL MATERIALS

VACANT POSITIONS

VACANT POSITIONS

- Argyle ISD Assistant Director
- Dallas ISD Lead Supervisor
- Frisco ISD Culinary Supervisor
- Denton ISD Assistant Director of Operations
- Fort Worth ISD Area Supervisor
- Allen ISD Supervisor
- **Anyone need to announce new positions?**

WE HAVE A QUESTION

GO TO MENTI.COM

THANK YOU FOR ATTENDING

WE WILL STAY ON THE LINE IF YOU HAVE ADDITIONAL QUESTIONS.
OTHERWISE, YOU MAY LEAVE THE MEETING!

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: https://www.usda.gov/oascr/how-to-file-a-program-discrimination-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.

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