

Image by Freepik







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#### CONNECT KIDS WITH GROWING FRESH FOOD







### Homegrown & Healthy

Creating a Farm Fresh Generation



THE FARM FRESH INITIATIVE



# LET'S GET GROWING

- <u>Mission and Vision</u>
   <u>Template</u>
- <u>Garden Program</u> <u>Assessment Meeting</u> <u>Planner</u>
- Garden Project Tracker



#### HYDROPONIC GARDENS



Grow 25+ lbs of fresh food every 28 days



Harvest up to 3,400 plants annually



Requires 2 hours of regular maintenance per month



forkfarms.com





#### GROWING YOUR OWN FOOD HAS THE POWER TO CREATE POSITIVE CHANGE

# UPDATES & NEWS



## EQUIPMENT GRANTS

- The School Nutrition Association has many equipment grant opportunities for members
  - SNF Equipment Grant
  - AmTab Equipment Grant, includes food court, graphics, outdoor furniture
  - Collection Grant for Cambros and insulated bags
  - Food Warming Equipment Grant
  - Hobart Equipment Grant, up to \$35,000
  - LTI Equipment Grant for grab 'n go cart
  - $_{\odot}~$  Vulcan Equipment Grant, up to \$50,000
  - $_{\odot}~$  Winston Equipment Grant, up to \$100,000
- All grant applications close March 29
- Click <u>here</u> for more information



NUTRITION

ASSOCIATION

### FINANCIAL REPORT DUE MARCH 31

- Use the JotForm located <u>here</u>
- Based on SY22-23
- Review resources posted on <u>SquareMeals</u>:
  - Blank JotForm
  - Preparation checklist and definitions
  - Recorded Webinar (1 hour)
  - $\circ$  Presentation slides



Texas Department of Agriculture

Forms | NSLP | Financial Report Updated December 2023

#### **Preparing for the NSLP Financial Report**

School year (SY) 2023-2024 submitting prior data from Fiscal Year (FY) 2022- 2023.

All Contracting Entities (CEs) must ensure that the reported data accurately reflects the CE's financial operations for the 2022-2023 fiscal period reported.

The NSLP Financial Report will be accessible via JotForm. CEs will be emailed a link to their authorized representatives.

CEs may also go to squaremeals.org/Compliance/Financial Report. CEs will not be able to access the form in TX-UNPS.

For compliance guidance on Financial System information, please refer to the School Nutrition Programs Administrative Reference Manual (ARM) Section 16 at the Texas Department of Agriculture's (TDA) website at www.squaremeals.org.

## **USDA FOODS**

- During the first week of February, TDA adjusted entitlement to 45 cents per TLS
- If you were done in WBSCM

   go back and make sure you've allocated all of your entitlement
- Attention Region 11: Be sure to select the correct Gold Star Warehouse for direct delivery - dry OR refrigerated/frozen

United States Department of Agriculture Web Based Supply Chain Management					
Home Admin Reports Help Order Processing					
Entitlement Management     Entitlement/Bonus Summary Report     RA Entitlement/Bonus Detail Report	Reports > Order Processing > Entitlement Management > SDA Entitlement/Bonus Detail Report         Welcome to SDA Entitlement / Bonus Detail Report         All required fields are marked with a red asterisk (*). Dates are formatted as: MM/DD/YYYY.				
SDA Entitlement/Bonus Detail Report     Domestic Price Support Report	Search Criteria				
Domestic Ship-To Contacts Report     Material Outlay Report     Multi-Food Received Shipment Report     Multi-Food Received Shipment	* Program:      NSLP     Program Year:      2025     To     * SDA Customer Number:      4000578				
Multi-Food Requisition Report National Warehouse Delivery Schedule Order Status Report Processing Status Report	Entitlement / Bonus:  Entitlement / Bonus:  Inc. Open Req.s ?:  YES NOTE: For disaster funding that spans multiple program years, the values are reported in the program year that the disaster assistance ends.				
Received Shipment Report     Redistribution/Redonation Detail Report     Requisition Status Report					
Stocks at Subcontractor     Value of Commodities Received - RA     Value of Materials Received - Domestic &					
Value of Materials Received - Multi-Food					

#### SY23-24 USDA FOODS ALLOCATIONS

- DUE close of business March 1 (tomorrow!)
- If you need assistance, reach out to your ESC Specialist



## UPDATES ON CER

- New tips for submitting CERs for items >\$5,000:
  - 1 quote is now okay as long as you explain why you chose that quote
  - The costs should include any installation, parts, delivery, and setup
    - Break it down so that TDA can understand what you're doing and why the price might be higher than expected
  - $\circ~$  Provide justification in the comment box
    - Saying this is part of a net cash resources plan is not enough
    - Justify why this is beneficial to students in your program

Applications   Claims   Compliance   I	Reports Security Search Programs Year Help Log
Applications >	School Year: 2023 - 2
Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form
Second Review of Applications	FNS-874 report for Contracting Entitys selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
Download Forms	Forms Available for Downloading

### FOOD TRUCKS

- The cost of purchasing a vehicle to serve as a food truck is NOT allowable
- Retrofitting a struck MAY be allowable
  - Must be approved by USDA and most of the time USDA does not approve
  - Need a good reason for the truck - for example, we don't have a kitchen
- Need help? Check out the <u>Capital</u> <u>Expenditures Food Truck Checklist</u> on SquareMeals

SFA Food Truck Request	DATE:		
Did the State agency review the Food truck request before submitting			
to USDA?			
<b>Purpose:</b> To streamline the process and provide a standard protocol for			
state agencies (SA) seeking approval from FNS when SFA's request to use Nonprofit School food service account (NPSFSA) for the operation or			
improvement of such food service.			
improvement of such lood service.			
Review the food truck request to determine if the following regulations			
are included.			
SECTION A	YES	NO	COMMENTS
Regulations:			
> 7 CFR 210.14(a)			
$\rightarrow$ 7 CFR 220.7(e) $\rightarrow$ 7 CFR 220.7(e)			
> 7 CFR 210.21			
> 2 CFR 200.318-327			
2 CFR 200.404-405			
2 CFR 200.407			
➤ 2 CFR 200.439(2)			
Appendix II to part 200			
Does Food Truck Request include the following MEMO?	YES	NO	COMMENT
bes i bou i ruck request menue the following mEmo.	11.5	110	COMMENT
Memo:			
SP60-2016 Indirect Cost-Guidance.pdf			
Memo SP-02-2014 provides guidance on the use of the mobile feeding model for SFSP and SSO.			
model for or or and ooU.			

# **COMING SOON!**

A Charles and

### **CEP REPORT**

#### What is CEP?

- Program provides free meals to all students at schools in a high-need area
- Reimbursement based on a formula using the percentage of students categorically eligible for free meals. The identified student percentage or ISP is used in this formula

#### Why do we need to fill out a report?

- Provides important data to TDA & USDA
- Requirement for ALL schools, regardless of whether you participate in CEP
- Shows you which sites are eligible to participate in CEP

NEW! ISP can be 25% or more to participate!

### HOW TO PREPARE

- Access to TX-UNPS & TX ELMS
- Site enrollment as of March 5
- Upload enrollment for Direct Certification (DC) on March 5
- Download DC matches data
- Start/add to your master list



### CEP REPORT OVERVIEW

- Due annually March 20
- Applies to <u>all</u> School Food Authorities (SFA) even those who do not intend to participate in CEP
  - RCCIs are exempt
- The report is found in
  - TX-UNPS
  - School Nutrition Programs
  - Under the Applications Menu on the blue menu bar

Applications >			
Item	Description		
Contracting Entity Manager	SNP Contracting Entity's Profile,		
Application Packet	Applications Forms (Contracting		
Attachment B	Policy Statement for Free and R Count/Collection Procedure(s)		
Attachment B: Upload Attachments	Manage the upload of attachme		
Second Review of Applications	FNS-874 report for Contracting applications.		
Verification Report	Mandatory Annual Verification R		
Verification Summary	Mandatory Annual Verification R		
Food Safety Inspections	Number of Food Safety Inspection		
Food Safety Inspections Summary	Number of Food Safety Inspection		
Annual Audits	Annual Audits		
FFVP Summary	Fresh Fruit and Vegetable Progra		
Financial Report	School Food Annual Revenues a		
Financial Report Summary	School Food Annual Revenues a		
FFVP Application Packet	Fresh Fruit and Vegetable Progra		
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Summer Nutrition Program Costs	Costs Associated with Open		
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Community Eligibility Provision	Enrollment and Eligibility for Con		
Texas Summer Mandate	Summer Nutrition Programs In		
Texas Summer Mandate Summary	Summer Nutrition Programs Inte		
Direct Certification / Direct Verification	Direct Certification / Direct Verif		
MENU Module	Menu Planning and Analysis mo		
Download Forms	Forms Available for Downloading		

# **TX-UNPS**

#### Community Eligibility Provision (CEP) Site List

Action	School Year	g Date	Open Date	Close Date	Status
	2023 - 2024	April 1, 2024	March 1, 2024	May 1, 2024	Not Started
View	2022 - 2023	۹1, 2	March 1, 2023	May 1, 2023	Submitted
View	2021 - 2022		March 1, 2022	May 1, 2022	Submitted
View	2020 - 2021		March 1, 2021	July 31, 2021	Submitted
View	2019 - 2020	<u> </u>	March 1, 2020	July 8, 2020	Submitted
View	2018 - 2019	April 1, 2019	March 1, 2019	May 1, 2019	Submitted

1		•	*	*		
Select sites are eligible for CEP						
Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0001		533	1,949	27.35 %		
0041		193	578	33.39 %		х
0042		204	469	43.50 %	х	
0102		181	393	46.06 %	х	
0103		200	612	32.68 %		x
0104		173	559	30.95 %		х
0105		222	460	48.26 %	х	
0106	-	152	478	31.80 %		х
0107		207	501	41.32 %	х	
0108		210	505	41.58 %	х	
0109		92	143	64.34 %	х	
	Contracting Entity Totals	2,367	6,647	35.61 %		

For Example, Site 042 is eligible at 43.50%. (43.50 % x 1.6= 69.6 %

69.6% Free reimbursement 30.4% Paid reimbursement

# CEP REPORT

#### **Calculating ISP and Grouping Sites**

CEs have the option to identify CEP schools individually by campus, a group of campuses or all campuses.

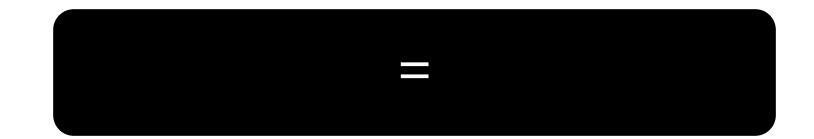
School	Identified Student	Total Enrollment	Identified Student Percentage (ISP)
А	80 ÷	376 =	21.27%
В	50 ÷	218 =	22.93%
С	611 ÷	764 =	79.97%



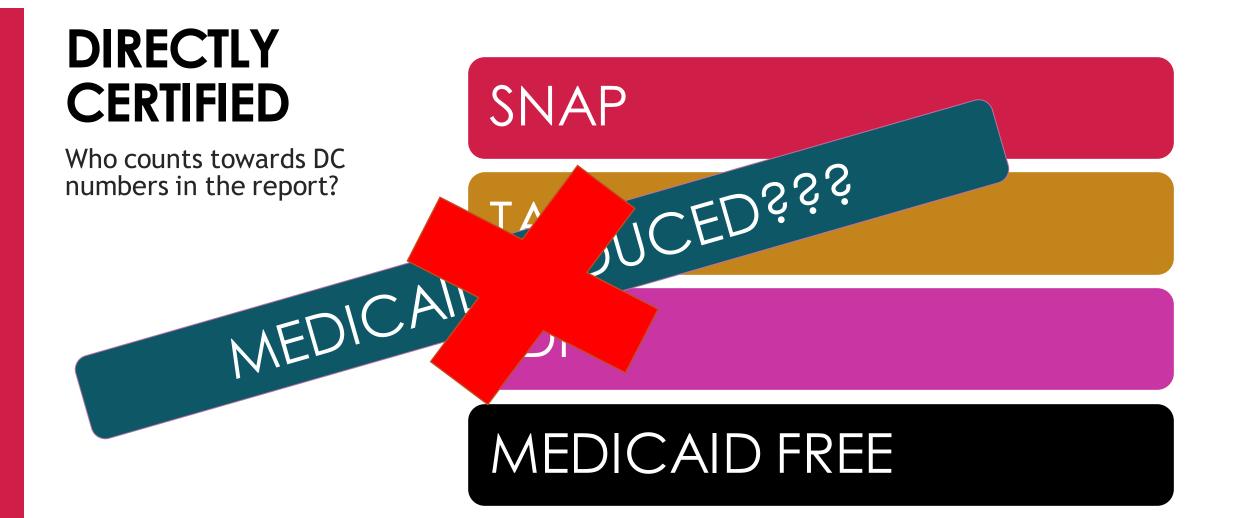
No Medicaid Reduced Price because it is NOT FREE

No Applications

#### Identified Students



Direct Certification



#### CATEGORICALLY ELIGIBLE

Who counts as categorically eligible on the cep report?



# EXTENDING TO HOUSEHOLD

### MASTER LIST

LIST OF ALL ENROLLED STUDENTS SHOWING A STUDENT'S ELIGIBILITY AND ELIGIBILITY SOURCE



#### WHAT SHOULD BE ON THE MASTER LIST?

#### **MUST include**

- Student's name
- Eligibility status
- Date of eligibility determination
- Date and notation of any changes in status
- Source of eligibility status -SNAP, TANF, etc

# Would be helpful to include

- Campus location
- Student ID

#### CREATING A MASTER LIST

It's easy!



2.

3.

4.

5.

- Pull a list of all enrolled students (Don't forget to upload this list into TX-ELMS monthly!)
- Run the DC Report in TX-ELMS, and record the correct eligibility on the list of all enrolled students
- Add the eligibility of students listed on the Homeless, Foster, and Migrant Lists (Pre-Klist, if applicable)

• Add the eligibility of students approved by application

• Update and maintain the list as students enroll and withdraw or are matched through DC

#### WHY WOULD I WANT TO PARTICIPATE IN CEP?

#### **CEP Benefits: Students**

- promotes equity and reduces stigma
- reduces stress for families
- fights hunger and improves student outcomes

#### **CEP Benefits: Schools**

- eliminates unpaid meal debt
- reduces administrative burden
- opens the door for other programs
- increases revenue

#### **Considering CEP?** Check out TDA's <u>Special Provisions</u> page on SquareMeals.



Use the <u>SY23-24 CEP calculator</u> to determine if the CEP program would be financially beneficial for your district.

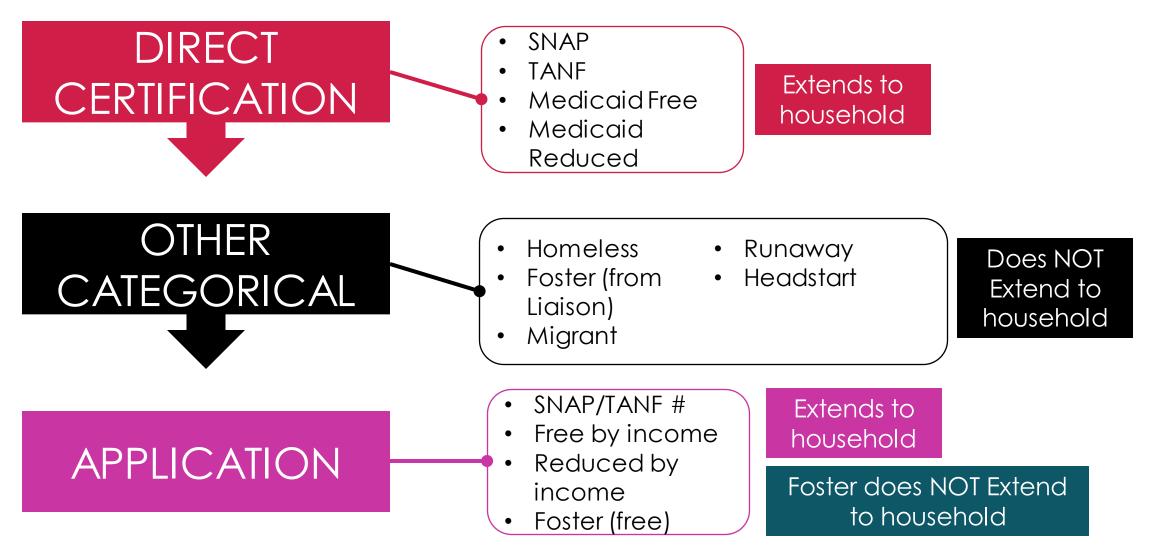


# What if a student has more than one eligibility?

Use the eligibility hierarchy tool, and pick the designation that is the highest value



## ELIGIBILITY HIERARCHY



## **CEP & TEXAS-ELMS**

- An upload after March 5 will be archived for the CEP Mid-March Claimed Matches
- If there are multiple uploads, it will be the one closest to March 20
- The CEP Mid-March Claimed Matches will list only identified students (no Medicaid Reduced-Price)
- This report will be "frozen" for the rest of the current school year. It will not reflect any withdrawals or new students. It will be archived for 5 years.

## **TEXAS-ELMS RESOURCES**

- Training videos
- How to prepare your file
- Troubleshooting on SquareMeals
- When in doubt, copy spreadsheet into a fresh spreadsheet
- Password change
- Texas-Elms reports



## A CLOSER LOOK: HOW TO ACCESS K12 & PROCESSOR LINK BALANCES



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## HOW TO ACCESS K12 FOODSERVICE BALANCES

## HOW TO ACCESS PROCESSOR LINK BALANCES

U								Home	e Page	
প Home	Co: Accounts	😕 Manage	F 📋 F	Reports						
Crowley ISD Crowley, Texas,									School Year: 2019-2	2020 🔹
	Donated Food Bank Summary					Verify Trar	nsactions	Click	on a row below to verify	
	Manufacturer	Commodity	Material	Balance	Balance (\$)	Month	Correct	Incorrect	Not Verified	
			Nbr	(%)		July	0	0	0	
	Kraft Heinz Foods Company	Tomato Paste Bulk 2	100332	100%	\$1,870.69					
	Land O'Lakes	Cheese Barrel 500	<mark>110</mark> 242	100%	\$101,736.45		Total Entitlement Utilized			
	Schwan's Food Service, Inc.	Tomato Paste Bulk 2	100332	100%	\$2,155.97		\$0.00 through ProcessorLink <sup>™</sup> manufacturers			
		Bhw Bulk Unbl	100418	100%	\$3,271.65					
		Mozzarella Unfrz	110244	100%	\$15,469.06	Become a h	come a better ProcessorLink user. Take the Tour →			

W=White Meat. D=Dark Meat. GMR=Guaranteed Minimum Return.

## HOW TO ACCESS PROCESSOR LINK BALANCES

ProcessorLink <sup>™</sup>				🕑 Logout 🔺 Home	User Profile	Contact Manufacturer	🕑 Help
者 Home	(0) Accounts	😕 Manage 📋	Reports		onated Pood	Accounts	
Crowley ISD (TX- Crowley, Texas, SY 201	,				Sch	nool Year: 2019-2020	▼ Go
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Displaying: Pounds	Dollars						Export -
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Processor	Sales Channel	Material Nbr	Name	Available <sup>1</sup>	Shipped		Balance <sup>2</sup>
Cargill Kitchen Solutions	💊 Sysco North Texas	100047	Whole Eggs Bulk	\$0.00	\$0.00		\$0.00
J.R. Simplot Company	💊 Sysco North Texas	110227	Potato Blk Proc Dehy	\$0.00	\$0.00		\$0.00
	💊 Sysco North Texas	100506	Potatoes, Bulk	\$0.00	\$0.00		\$0.00
Kraft Heinz Foods Company	🔖 Sysco North Texas	100332	Tomato Paste Bulk 2	\$1,870.69	\$0.00		\$1,870.69
Lamb Weston	💊 Sysco North Texas	100980	Swt Potato Blk Procc	\$0.00	\$0.00		\$0.00
	💊 Sysco North Texas	100506	Potatoes, Bulk	\$0.00	\$0.00		\$0.00
Land O'Lakes	💊 Sysco North Texas	110242	Cheese Barrel 500	\$101,736.45	\$0.00	\$	\$101,736.45
Rich Products Corporation	💊 Sysco North Texas	100912	Flour Bread Bulk	\$0.00	\$0.00		\$0.00
Schwan's Food Service, Inc.	💊 Sysco North Texas	100332	Tomato Paste Bulk 2	\$2,155.97	\$0.00		\$2,155.97
	💊 Sysco North Texas	110244	Mozzarella Unfrz	\$15,469.06	\$0.00		\$15,469.06
	Sysco North Texas	100418	Bhw Bulk Unbl	\$3,271.65	\$0.00		\$3,271.65

## NEED MORE HELP?

- PROCCESSOR LINK TRAINING VIDEOS:
  - <u>https://www.youtube.com/playli</u> <u>st?list=PLaOUfz\_bs0yFQu-yX-</u> <u>cgN8qloCGOORfPI</u>
- K12 TRAINING VIDEOS
  - <u>https://www.youtube.com/playli</u> <u>st?list=PLaOUfz\_bs0yGRv9b-</u> <u>6DUTMIAiBIGHspkT</u>

#### FandN Resources > Training > USDA Foods Training

USDA Foods for Schools Training

USDA Foods for NSLP Training Resources							
How to Complete a Processing Survey	ProcessorLink Training Videos	Webinar: USDA Foods 2022 Ordering Kickoff					
How to Move Entitlement for Processing	USDA Foods Cost Analysis Worksheet	VIDEO: How to use the USDA Foods Cost Analysis Worksheet					
Information for CEs contracting for Vended Meals/Catering Companies	USDA Foods Desk Reference Manual	Transition to Web-Based Supply Chain Management System (WBSCM)					
K12 Training Videos	USDA Ordering 2022 Kick Off FAQ						

## IMPORTANT DEADLINES



### March 1

WBSCM allocations for first round due by end of business March 4-8

National School Breakfast Week

March 5

□Pull DC matches and roster for CEP report March 15: 2:00-3:00 p.m.

□FSMC Q&A Webinar with TDA (for district personnel) March 20

□CEP Report in TX-UNPS due

March 31

□ NSLP Financial Report due

## CLASSES & REMINDERS



## **UPCOMING REGION 11 CLASSES**



Local Wellness Policy & Smart Snacks



Wednesday, March 20



Sign up <u>here</u>.

#### Culinary Institute of Child Nutrition (CICN)



#### **Culinary Quick Bites**

Short-Format Culinary Trainings for School Nutrition Professionals



#### **Culinary Quick Bites**

This short-format (15-minute) training series is intended to be facilitated on-site by school food authority staff overseeing food production. Each lesson focuses on a specific culinary-related training topic.

Visit **<u>CICN's Culinary Quick Bites: Knife Skills</u>** to learn more and download training materials today.

Learn





### Don't forget .....

### INSTITUTE OF CHILD NUTRITION

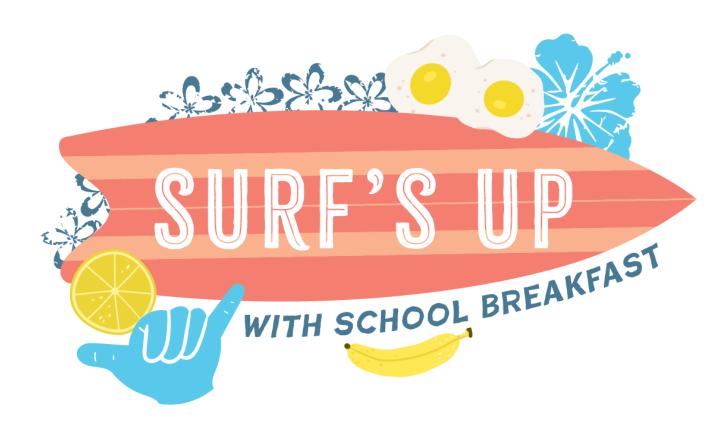
#### Free virtual classes:

- CACFP
- Summer Programs
- Nutrition (1000 level)
- Operations (2000 level)
- Administration (3000 level)
- Communication/Marketing (4000 level)

GET READY FOR NATIONAL SCHOOL BREAKFAST WEEK MARCH 4-8, 2024

The School Nutrition Association has awesome <u>promotional products</u> and <u>downloadable logos</u>!





- Decorate your cafeteria with NSBW posters!
- Contact a local celebrity to come have breakfast with the students one morning!
- Invite teachers/admin to be guest servers!
- Offer a tasting of new breakfast menu items!

HOW CAN MY DISTRICT CELEBRATE #NSBW ?

## FIELD REPORT





## **BRAG ON YOUR PROGRAM!**

**HITS!** 

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





CONGRATS TO 2024 FAME AWARD WINNER ... JULIE TELESCA, **GRAPEVINE-**COLLEYVILLE ISD!



**CONGRATS TO** 2024 FAME AWARD WINNER ... JULIE TELESCA, **GRAPEVINE-**COLLEYVILLE ISD!

### TASTE TESTING!

- Aledo ISD middle school and elementary students helped plan next year's menu by taste testing:
  - o **Tacos**
  - o **Tamales**
  - o Calzones
  - A new pizza
  - Teriyaki and sweet and sour chicken







### PLANT-BASED SAMPLING

 Coppell ISD sampled plantbased frito pie with Deeply Rooted plant-based crumbles

### TACO TUESDAY TASTE PARTY!

- Mansfield ISD partnered with Don Lee Farms to taste test new products at Cora Spencer Elementary
- The party was to get ideas for next year's menu







### LAND O'LAKES TASTING

DENTON ISD recently sampled Land O'Lakes recipes

### LOOKING FOR A NEW MENU IDEA?

- Consider this Mediterranean Flatbread
- Egg Bites

From Tips for School Meals That Rock







### HARVEST OF THE MONTH

• We spotted GRAPEFRUIT at Mansfield ISD in January

### STEPPING UP SERVICE!

• Arlington Classics Academy recently installed a brandnew service line















# THANK YOU FOR ATTENDING



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <a href="https://www.usda.gov/sites/default/files/documents/ad-3027.pdf">https://www.usda.gov/sites/default/files/documents/ad-3027.pdf</a>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or 2.fax: (833) 256-1665 or (202) 690-7442; or 3.email: Program.Intake@usda.gov

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