



The Lunch Line

A newsletter of
Bureau of Nutrition & Health Services
Iowa Department of Education

Please route to:

☐ Food Service Director
☐ Kitchen Staff

☐ Record Keeper
☐ Principal

☐ Superintendent
☐ _____



Verification Process

Verification is the confirmation of eligibility for free and reduced price meals under the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Verification must include either confirmation of income eligibility or confirmation that the child is a member of a family (household) receiving assistance under the Food Stamp Program, FDPIR or TANF program.

Verification is to be completed by the School Food Authorities (LEAs) participating in the NSLP. Residential Child Care Institutions (RCCI) that has day students must complete verification on applications submitted by the day students. RCCI's that do not have day students and schools participating only in the Special Milk Program are exempt. Verification is not conducted on students that are Directly Certified.

Verification must include confirmation of Iowa Eligibility Applications for:

- The children included in a household currently participating in the Food Assistance program **OR**
- The children that receive Family Investment Program (FIP) benefits **OR**
- The children of households reporting income on the Iowa Eligibility Application.

Due dates for School Year 2012-2013

November 15, 2012:

Verification activities must be completed. Verification of an individual application is complete when a household's eligibility is verified, or changed to a higher benefit level, or a letter of adverse action has been sent informing the household those benefits will be reduced or terminated.

December 1, 2012:

Verification Summary Report will be available on CNP2000 system.

January 11, 2013:

Verification Summary Report must be completed on the CNP2000 system. The December and subsequent claims for reimbursement may be withheld if the Verification Summary Report is not completed on the CNP2000 system by this date.

Fall Issue, 2012

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Talking Points on New Meal Patterns

Looking for ways to promote the NEW meal patterns? Find the following resources on the Department of Education web site under [School Nutrition Standards 2012](#):

- ~ **Building Healthy School Lunch Videos** for communicating changes to the school lunch program. Each video is 4-7 minutes long and geared to elementary, middle school, high school and adults
- ~ **Posters** for use in service lines including color coded signs to help with portion identification
- ~ **Communication tools** including a parent letter and staff letter describing the new meal patterns
- ~ **“Build a Healthy Lunch” lesson** for use with elementary students
- ~ **A Webpage template** ready for use! This template can be used to create or update an existing school nutrition program webpage and highlight the new meal pattern changes.

Meeting the New Meal Pattern—We Can Do This!

A new [resource](#), *We Can Do This: Advice and Resources for Meeting the New Meal Pattern* is available, submitted by the School Nutrition Association. This resource provides a summary of the new school meal guidelines and provides links to supporting resources where applicable. Additional resources are available at the [Team Nutrition Best Practice Sharing Center](#). This collection is intended for School Food Authorities and State Agencies to share resources and tools they use to serve healthy menus that meet school meal regulations.

Build a Healthy Lunch



Iowa Team Nutrition has developed the “Build a Healthy Lunch” reimbursable meal identification kit to assist students in selecting their meal choices. The kit was designed to help identify foods that are part of the reimbursable meal for the day at the near or beginning of the serving line(s) and allow schools to be in compliance of the “Identification of Reimbursable Meals” regulation that is part of the Healthy, Hunger-Free Kids Act.

The “Build a Healthy Lunch” kit also reinforces nutrition education messages that emphasize selecting healthy choices for a balanced meal. The kit includes posters and mini-signs/clings to display by each component on the meal line. Each foodservice director has been sent a kit with materials for all of their serving sites. If you did not receive a kit, please contact Carrie Scheidel at carrie.scheidel@iowa.gov or 515.281.4578.

To download and print additional materials and view supporting resources (elementary classroom lesson and communication tools), visit: www.tinyurl.com/schoolnutritionstandards2012.



Fresh Fruit and Vegetable Program (FFVP)

This program introduces children to a wide variety of fresh fruits & vegetables with the goal of increasing children's overall consumption of fruits & vegetables. This school year the \$2.4 million FFVP grant will reach more than 39,000 children in 108 schools.

To see the list of schools that are participating during the 2012-2013 school year, go to the Fresh Fruit & Vegetable Program page on the Department of Education website [click here](#).

During this past school year, the students at Taylor Elementary in the Cedar Rapids School District learned about mangos and where they were grown. After sampling the fruit, they did a variety of activities including making homemade maracas from seeds and singing the "Mango Fandango", making a mango mash, and completing a mango crossword. The activities were a big hit with the students and only made sampling a new fruit fun.



"This school year the \$2.4 million FFVP grant will reach more than 39,000 children in 108 schools."



Carrot Patch

We can feel it in the air—as summer is winding down, excitement builds at school! This year is especially exciting with the new meal pattern in place and certification on the horizon. Yes, yes, I said exciting, not troubling. I know everyone has been working very hard to put the puzzle pieces of menu planning together to meet brand new parameters such as vegetable sub-groups and maximum meat and grain ounce equivalents. But I also see these new requirements acting as an opportunity to get our creative juices flowing and a gathering of people to learn together and share ideas – and for me that is exciting!

Interest is strong as there were many attendees at educational sessions this summer; we probably broke some records that weren't heat related! Now I hear from you how wonderfully you are putting those "carrots" of knowledge to work in planning the fall menus.

I am glad to introduce two new staff at the Bureau. Amanda Miller and Angie Mitchell have joined us and will be focused on all things "meal pattern". Amanda previously taught Family and Consumer Science including the café experience run by students at West Des Moines. Angie was employed as the School Nurse at Melcher Dallas School District and involved with their successful application for HUSSC.

Think back to a big challenge and remember how satisfying it felt to come up with a solution and watch it succeed? Didn't it feel good? We may not be quite there yet, but I am sure we are on that path together and will be feeling that way once again!

Ann

Direct Certification

Direct certification is a procedure to automatically qualify foster children and children from Food Assistance and FIP households for free meals. For PUBLIC LEAs and NON-PUBLIC LEAs making reports to Project EASIER, school enrollment records from Project EASIER are compared to records from the Department of Human Services (DHS). Downloadable lists of children who are exact matches ("Students in Last EASIER Submission") and siblings of children who are exact matches ("Potential Students Found in District") will be available to public LEAs and non-public LEAs submitting information to Project EASIER. The children identified during this process are eligible to receive free meal benefits. LEAs will have access only to the list of children in their district/school.

All LEAs will have access to information about individual children using the ELookUp system. This system may also be used as a method to directly verify students for benefits. LEAs must have an updated, eleven (11) character login and password to access the electronic direct certification system. LEAs without the required login and password that want to access lists or ELookUp should contact Ellen Miller at Ellen.Miller@iowa.gov.

Households of students who are not identified during the electronic direct certification process will receive a letter of direct certification from DHS similar to letters provided in years past. A sample of this letter is located in the Form Download section of the CNP 2000 system. Children who are matched electronically and available to LEAs through the downloadable lists will NOT receive a letter from DHS. **Please note: Students who are identified as directly certified with a letter are automatically eligible for free meals. LEAs need not check the accuracy or validity of the letters using ELookUp.**

The first Direct Certification list was available on the CNP 2000 system by July 16, 2012. Starting in August, 2012, there will be two (2) downloads per month, the 10th and 25th or the next business day after these dates. The purpose of doing two downloads per month is to identify those students where the household applies for benefits at different times during the month.

The Direct certification process is intended to improve school meal program access for low-income children, reduce paperwork for households and program administrators, and improve the integrity of the free and reduced price meal certification process.

Questions on the Direct Certification process contact, Diana Weber, Diana.weber@iowa.gov or (515)-281-5663.

Unduplicated Count

Unduplicated counts are based on the last operating day in October. The count is reported on the October claim for reimbursement. The directions for taking this count are on the Child Nutrition Program (CNP) 2000 Form Download section. This count is different from the certified enrollment count report due mid-October. Contact your area consultant for assistance or Diana Weber at Diana.weber@iowa.gov.

Farm-to-School—Fruit and Vegetable Farms Directory

Iowa Department of Agriculture and Land Stewardship has developed a Fruit and Vegetable Farms Directory that lists locally grown produce and grower contact information. The directory has the ability to search by "product," "county," and "city" and will send an e-mail to growers requesting a bid, based on the items and specifications a user identifies. The list of growers interested in selling to schools is expanding as the directory is promoted across the state.

To view the directory, visit: www.idalsdata.org/fmnp/index.cfm and click on "Iowa Farm to School Directory."

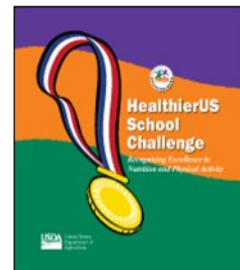
If you have any questions, please contact Tammy Stotts at tammy.stotts@iowaagriculture.gov

hawk-i

Public Local Education Agencies (LEAs) **are required** by Iowa Administrative Code to release to the Department of Human Services Healthy and Well Kids in Iowa (**hawk-i**/ Medicaid Program) household information for the students eligible for free or reduced price meal benefits who have expressed interest in learning about **hawk-i**. Authorized Representative and Food Service Directors received an email notice of this on August 6. Non-public LEAs are encouraged but not required to release household information. Reporting the names of parents/guardians who have requested an application is done in an on-line process at <http://www.hawk-i.org>. Instructions are located in the Form Download section of the CNP 2000 system. Public LEAs with no names to report must file a report with no names. For assistance with submission of files or problems with accessing the website contact the **hawk-i** database manager at www.HawkiSchools@maximus.com or call **hawk-i** toll free at 1-800-257-8563. Sharing of household information with the **hawk-i**/Medicaid Program is **due January 31, 2012**.

Iowa has 18 HealthierUS Schools!

View the list of schools who have been awarded this distinguished nutrition and physical activity recognition of excellence [online](#).

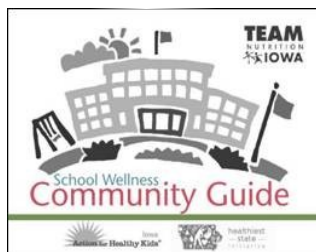


Newly awarded schools include Gilbert Elementary (Silver), Davis County Elementary (Gold), Norwalk's Lakewood Elementary (Gold Award of Distinction), five North Scott Elementary Schools (Silver), and Schaller-Crestland Elementary (Bronze). Currently 42 additional schools in Iowa have submitted HealthierUS School Challenge applications, 9 of which have been approved at the state level and forwarded to the regional USDA office for review and approval.

View the list of the new 2012 HUSSC criteria and application materials [online](#). Contact Patti Delger at patti.delger@iowa.gov or 515-281-5676 for application assistance or menu review. Schools should be recognized in their communities for working diligently to help children eat more healthfully and be more physically active!

HealthierUS Schools

School Wellness Community Guide



An integrated school, parent, and community approach can enhance the health and well-being of Iowa students. Iowa Team Nutrition and Iowa Partners: Action for Healthy Kids have partnered to develop this guide to identify specific strategies and actions that schools can take to increase community engagement in school wellness activities.

[Click here](#) to view the School Wellness Community Guide.

2012 Short Courses for School Meal Programs— In Review

Wow! Awesome! Astounding! What else can be said? If you are reading this and you did not have the chance to join your colleagues in Ames for one of the 7 workshops offered by Iowa State University Extension and the Bureau of Nutrition and Health Services, you missed out on a lot of learning and fun.

Over 500 food service staff persons at all levels of responsibility in school kitchens were in attendance, and a few people attended more than one workshop. This is at least 100 more persons than in any other summer, and we were amazed! All workshops included and incorporated information on the new meal pattern and dietary guidelines that will be followed for school meals in the school year that officially started July 1, 2012. Because of the phased-in approach for the school breakfast

program, there will be more training and information coming. Stay tuned to your email, the bureau website, the USDA website, SNA resources, and other good websites for the latest information. Check back frequently

Key points – universal truths:

1. We are all in this together, and we are all in a state of learning.
2. There are no dumb questions except those unasked.
3. We have learned and discovered a LOT in a very short time.
4. Call your Consultant!

The school lunch and breakfast programs are national, and that means that there are thousands of schools implementing these new meal patterns and new dietary standards.

Because of this, there are many resources being created to assist schools in each state. Check it out in

the websites referred to above.

The Healthy Hunger-Free Kids Act, which authorized these new meal patterns and dietary guidelines, also included reference to professional development of staff persons who work in the school meals programs. By attending the summer short courses offered at Ames, you are moving in a positive direction toward personal growth. Remember, we are all life-long learners!

Secretary of Agriculture, Tom Vilsack, Drops In On Our Healthy School Meals Workshop!

Participants at the Healthy School Meals Workshop on Tuesday July 24 were pleasantly surprised when Secretary of Agriculture, and former Governor of Iowa, appeared in the room! Secretary Vilsack thanked everyone for their hard work and said that he understands how difficult their jobs can be. The secretary also told conference attendees that President Obama's first directive to him when becoming Agriculture Secretary was to make sure our nation's children receive proper nutrition through school lunches. Vilsack's attention that day put a little extra spring in everyone's step.



Summer Food Service Program



This past summer, the Summer Food Service Program (SFSP) has grown with more schools and private, non-profit organizations stepping up to the plate to become Sponsors.

We had 16 new sponsors participating this year with 7 of those being school districts. During this past summer, 109 total Sponsors participated with 268 sites serving meals to children across the State. This is an overall increase of 20 sponsors and 40 sites since the summer of 2009.

Why not take advantage of this valuable resource to provide nutritious meals to the children in your community?

Talk to people in the business community and in your local parks & recreation departments, camps, community action agencies, cooperative extension offices, youth programs, churches, and civic organizations to help identify potential sites and partnership opportunities.

Please join us in supporting the children of Iowa by sponsoring a summer program in 2013.

For more information about the SFSP, contact Stephanie Dross at stephanie.dross@iowa.gov or 515-281-4760.

Procurement: I Have My Bid Done, Now What?



You have done all the work and bid your bread, milk, groceries, etc., so now what do you have to do?

- First, be sure that whoever is responsible for receiving deliveries has a list of what was ordered, knows what quality you expect and what to do if the quality is not up to your standards, and that you have relayed to that person whether substitutions are acceptable and if so, under what conditions. Whoever receives deliveries should also know how to properly store the items, rotate stock, and let you know of any errors or problems.
- Second, check your prices against the bid price. Select five to ten items from each delivery and check to ensure that you are being charged the correct price. Spot check products to be sure you are getting what you bid. For example, if you bid whole grain bread, are you getting whole grain bread?
- Third, if you return anything for a refund, follow up to be sure that you actually receive the refund and that the money goes into the Child Nutrition Fund. Also keep an eye on rebates and other special offers to ensure that those funds are deposited into the CN fund too.
- Fourth, if you are purchasing with other SFAs, or using the services of a purchasing group, you must have all documents associated with that bid—original RFP, contract, list of products on the market basket and their prices, any conditions associated with the bid. How else can you be sure you are getting what has been bid?
- Finally, *anything* not on your original bid or not included in the market basket items of your purchasing group, cannot be purchased from that vendor without first competitively procuring the item. Remember **Free & Open Competition** will result in the best products at the best prices, and isn't that what we all want?

Be sure to check out the School Nutrition Procurement Toolkit [online](#).

USDA Foods

Food Distribution

The State Agency will be helping pay some of your storage costs for the deliveries of 13A (Aug./Sept.) USDA Foods to your school. The amount may vary case to case from about \$0.16 to \$1.06 per case. The cost per case is determined by Keck, Inc. and based on if it is stored in the warehouse freezer, refrigerator, or dry storage areas. The monthly charge for freezer storage costs more than refrigeration and refrigeration costs more than dry, for example. This reduction in your costs will be for 13A only.

NOI (Net Off Invoice)

If you allocate some of your entitlement to NOI or want to learn more about NOI then plan to attend the **Processing Show** planned for November 27th, 2012 at the Prairie Meadows Events and Conference Center in Altoona, Iowa. Brokers and processors will have samples of available products and will be prepared to answer all of your questions. Information will be coming with details on this event.

New Processed Products for the 2012-13 school year. Several new items will be added to this year's USDA Foods state order form list. They include:

- 1) Seasoned beef, JTM/Culinary Standards
- 2) Seasoned Pork Roast, JTM/Culinary Standards
- 3) WG Cheese-filled Breadstick, Schwans

Your current (2012-13 school year) entitlement dollars are figured using October, 2011 thru March, 2012 claiming for reimbursement data. The ADP (average daily participation) is the number of students who participated in your school lunch program on the average for each of the six months mentioned. *So the formula would be:* ADP X 180 days X \$.2275 meal rate = your entitlement (\$).

USDA Announces Value of Donated Foods as .2275 Cents per Meal

For the 2013 school year July 1, 2012 through June 30, 2013, USDA announced the value of donated foods or cash-in-lieu of donated foods it gives schools and institutions as .2275 cents. The per-meal rate applies to each lunch served by schools participating in the National School Lunch Program.

USDA Foods Q & A's

If you go to the following [web site](#) you will find information on the USDA food distribution program including several often asked questions. Go to the link: USDA Foods FAQ and click on link. It will take you to several current questions and answers pertaining to the USDA Food program.

The "Single Inventory Method" guidance booklet, which includes basic guidelines and some questions and answers, may be obtained by calling this office. This is the same information booklet we have issued the past four to five years. This would be information for new Food Service managers.

Iowa Food and Distribution Program. If you need additional information, USDA values, or forms for the USDA Food Distribution programs, please visit our web site at: <http://www.educateiowa.gov/>

USDA Foods Cont'd from Page 8

KECK CHARGES 2012-13

1. Handling and Storage—\$ 1.81 per case
2. Dry storage rate for each additional month—\$0.29. per case
3. Refrigerated storage for additional months—\$0.44 per cwt. Gross
4. Freezer storage for additional months—\$0.73 per cwt. gross
5. Admin fees for processed USDA Foods—\$0.58 per case
6. Split Delivery charges---In-Town—\$44.00 Out of Town—\$72.00
7. There will be no minimum delivery charges.
8. Deliveries are to be made between the hours of 7:00 a.m. and 4:00 p.m. unless prior arrangements have been made.
9. The driver is to get your USDA Foods to the end of the trailer. It is your responsibility to get them into the school building.
10. Be sure someone checks the USDA Foods in when they get to your school.

On-line USDA Food Ordering

Is "Timing-out" on the USDA Foods/commodities website a problem for you? When you are placing your order onto the website and you click on the "UPDATE" button do you get kicked-off, back to the webpage where you have to login? There are 90 to 100 USDA Food/commodity items to order. **In the time it takes to go through each one of those items and place an order for each item, you may be kicked-off the website without your knowledge.** This is because the screen you are looking at has a limited time to be viewed before it automatically kicks you out of the secured site. You can click on the "UPDATE" button as many times as it takes to fill out an order. So when you are placing your order try completing 10 items at a time, THEN click on the "UPDATE" button, and repeat for the next 10 items until you have completed your order. After verifying all items submitted, finish your order by clicking on the "UPDATE" button a final time and then click the "CERTIFY" button. Once the "CERTIFY" button is used you won't be able to make any more changes to your order. If you need any assistance call the Food Distribution office at 515-281-4032.

Deliveries Short/Damaged

When USDA Foods arrive at your school, the product unloaded should be carefully counted and checked to make sure you are receiving the correct amounts. If you discover a shortage or any damage, make sure the driver makes a note on the warehouse release and initials it. You must have a driver's signature indicating a problem on your delivery, before an adjustment can be made on your billing.

School Holidays/Vacation Schedules

Some of you have sent into Keck, Inc. your school's holidays or vacation periods in which your school will not be in session. If you have any additions or updates to these times, please let Keck, Inc. know. You may obtain another form from the USDA Food web site and then FAX it into Keck, Inc. at 515-244-5252.

If you have an email address or need to update, let us know and we will put you on our group "Commodity Club" email list.

Iowa Dept of Education Nondiscrimination Statement

It is the policy of the Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, email: OCR.Chicago@ed.gov

USDA Nondiscrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1(866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 1(800) 877-8339 or 1(800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**Have a Wonderful
Fall Season!**

