2010 RCCI TRAINING

June 17th, 2010
Iowa Department of Education
Bureau of Nutrition, Health, and Transportation Services

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AGENDA

- Introduction to NSLP
- How to Participate
- Counting and Claiming
- Civil Rights
- Procurement
- Wellness Policy/HKA
- Meal Service and Meal Pattern Options
- Food Production Records
- Standardized Recipes
- HACCP
- State Review

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WHAT ARE THE CHILD NUTRITION PROGRAMS?

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CHILD NUTRITION PROGRAMS

- National School Lunch Program (NSLP) & School Breakfast Program (SBP)
- After School Care Snack Program (ASCS)
- Summer Food Service Program (SFSP)
- Food Distribution Program (FD)
- Child and Adult Care Food Program (CACFP)
- Special Milk Program (SMP)
- Team Nutrition

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RCCI CHILD NUTRITION PROGRAMS

- RCCIs are eligible to participate and receive reimbursements for the NSLP, SBP, FD, ASCS, Team Nutrition, and SMP
- Use RCCI-specific paperwork

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RCCI QUALIFICATIONS

- Public or Nonprofit Private RCCIs must operate principally for the care of children to receive the full benefits of the School Nutrition Programs
- Private RCCIs must be licensed as “tax exempt” under 501c3 of the Internal Revenue Code
  - The Iowa Department of Education must have a copy of your 501c3 on file

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USDA – FOOD & NUTRITION SERVICE

United States Congress

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USDA's Food & Nutrition Services

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The Iowa Department of Education

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Child Nutrition Programs

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RESIDENTIAL CHILD CARE INSTITUTIONS

- RCCIs are:
  - Group homes
  - Juvenile Detention Centers, etc.

All children in an RCCI are considered FREE with the exception of day students.

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DEFINITION OF A "CHILD"

- Defined as a person under 21 chronological years of age in an institution or a student of high school grade or under in a conventional school educational unit as defined by the State Agency.

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AGE OF CHILD -

- Any children under the age of 21 may be claimed if participating in the school nutrition programs, whether in attendance or attend off-site programming.
- Any institution that also has adults in residence, must operate principally for the care of children (over 50%) by site.

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WHAT MEALS CAN BE CLAIMED?

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MEALS THAT CAN BE CLAIMED

- Breakfast and lunch may be claimed when meals meet USDA requirements.
- Supper may not be claimed.
- After school snacks may be claimed until the student turns 18 or if they turn 19 during the school year – enrichment program required.

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WEEKEND MEALS

- Reimbursement is made on a "per day of operation" basis. All eligible meals may be claimed for reimbursement, whether typical week day, weekend, or holidays.

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ADULT MEALS

- RCCIs are required to document number of adult meals served
  - Program Adults
    - Food Service funds can be spent on these meals
  - Non-Program Adults
    - Food Service funds CANNOT be spent on these meals

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HOW DO I CERTIFY CHILDREN TO RECEIVE MEALS?

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INSTITUTIONALIZED STUDENTS

- An institutionalized student in an RCCI is considered a one-person household
- The simplest method of documenting students' eligibility is to complete an RCCI Residential Free Meal Application for Residential Children
- Examples of wording:
  - "All our children are wards of the court. They are not permitted to earn, receive or retain any money while in our custody."

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SHELTERS AND DETENTION CENTERS

- Sites that have temporary clientele are considered eligible as long as the site operates on a continuous basis.
  - Children's eligibility for free and reduced price meals are usually recorded as part of the in-take process.
  - Such records should clearly indicate in sufficient detail that all meals claimed were eligible. All records need to be maintained for 3 years.

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DAY STUDENTS

- Remember
  RCCIs with **DAY STUDENTS MUST** collect and certify income applications for those students.
- Family income for day students includes related or nonrelated individuals who are living as one economic unit.
- Verification efforts must be completed annually for day students.

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MASTER LIST

- RCCIs are required to maintain a Master List of students enrolled
  - Used to validate the daily meal count

MASTER LIST

Exhibit II

Master List of
Children Eligible for Free and Reduced Price Meals
Institutional Child Care Institution Site

Name of Child	Age	Parent or Guardian Name	Name of Institution	Gross Income	Eligibility Determination	Verification Date	Verification No.	Date of Release

Please see reverse side for Instructions

HOW DO I COUNT MEALS AND GET REIMBURSEMENT?

CLAIMING OBJECTIVES

- Reimbursement Rates
- Online Reimbursement Claims
- Meal Counting System
- Internal Controls

CONTRACTING FOR MEAL SERVICE

- Two types of Meal Service
  1. On site preparation
  2. Contracted meals

REIMBURSEMENT RATE

- Change annually, established by USDA

REIMBURSEMENT CLAIMS

- Claims are submitted online through the CNP 2000
  - username and password
- Claims are submitted for each site separately FIRST
- Once each site is entered, then "Submit All"

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MEAL COUNT SYSTEM

- Point of Service Counts
- Collection Procedures
- Reports
- Internal Controls

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WHAT IS A REIMBURSABLE MEAL?

- Meals that are:
  - Served to **STUDENTS ONLY**
  - Meet the requirements for one of the Menu Planning Options
- **NOT**: a la carte items, adult meals, dinners, seconds, meals taken home

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COMMON SYSTEMS OF COLLECTING COUNTS

- Master List
- Meal Tally Sheet

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MEAL COUNT SYSTEM CONT'D

Reports
- Reimbursable meals
- Adult meals (program/non-program)
- A la carte sales
- Cash receipts

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POINT OF SERVICE COUNTS

- **Point of Service** = the point where it can be accurately determined that a reimbursable meal has been served to an eligible child
- Counts must include:
  - Complete reimbursable meals
  - Each day
  - Each meal service

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MEAL COUNT SYSTEM CONT'D

- Internal Controls
  - Checks done by RCCI staff to make sure that food service is running smoothly
    - Daily edit checks
    - On-site reviews

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SPECIAL NEEDS POPULATIONS

- Children with Disabilities
  - Documentation from physician
  - Must provide substitution as prescribed by physician
  - Documentation kept on file with food service
  - School is REQUIRED to make substitution as prescribed
- Non-Disabled Children
  - Documentation from medical authority (fluid milk = parent letter)
  - School chooses to substitute
  - Documentation kept on file with food service
  - School chooses whether to accommodate request

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SPECIAL NEEDS CONT'D

- Children with religious or ethnic needs
  - Documentation from parent
  - School chooses to substitute
  - Documentation kept on file with food service
  - School chooses whether to accommodate request

Refer to the CNP Guidance Manual and Accommodating Children with Special Dietary Needs in the School Nutrition Program Manual

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MEAL CONSUMPTION

- Meals must be served and consumed on school premises (except field trips)
- School meals may not be taken home
- Adults should not eat off of a child's plate

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DAILY EDIT CHECKS

- Purpose:
  - to ensure the meal count for the day does not exceed the number of **eligible** children
- Required **each day** at **each meal service**

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DAILY EDIT CHECKS CONT'D

Two Step Comparison

1. Compare the number of eligible students to the number of meals served.

2. Compare the number of eligible students X AF (attendance factor) to the number of meals served.

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ON-SITE REVIEWS

- For multi-site sponsors
  - DUE – FEBRUARY 1 EACH YEAR
- Must perform a follow-up if corrective action needed
- Make unannounced visits during meal service
- After-School Snack Program – 2 reviews in a year

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RECORDKEEPING

- All records MUST be retained for three years plus the current fiscal year for which they pertain
- All records must be retained until there is resolution to an audit

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CIVIL RIGHTS REQUIREMENTS

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CIVIL RIGHTS REQUIREMENTS

- Data Collection & reporting
- Keep documents confidential
- Provide reasonable accommodations

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CIVIL RIGHTS REQUIREMENTS

- Effective Notification system
  - Must notify families of program availability
  - Notify participants of right to file a complaint
  - Non-discrimination statement on materials
  - Collect & report racial & ethnic data
  - Civil Rights Poster

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CIVIL RIGHTS POSTER

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CIVIL RIGHTS REQUIREMENT

- "It is the policy of (Name of CNP provider) not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by (Name of CNP Provider), please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: http://www.state.ia.us/government/crc/index.html."

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CIVIL RIGHTS REQUIREMENT

- If the material is too small to permit the full statement to be included, the material will at a minimum include
  - "This institution is an equal opportunity provider."
    - Also allowed for Internet, radio and TV public service announcements.
- Print size for either statement shall be no smaller than the text in the material.

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CIVIL RIGHTS REQUIREMENTS

- Collect & report racial & ethnic data
- Provide reasonable accommodations
- Must offer materials in the appropriate languages

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CIVIL RIGHTS REQUIREMENTS

- Religious Organizations
  - Must be equal opportunity
  - May remain independent in mission
  - May not discriminate against other religions

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CIVIL RIGHTS REQUIREMENTS

Complaint & Compliance Review

- Must have written complaint procedures
- Collect & report racial & ethnic data
- Handle civil rights complaints according to prescribed procedures
- Conduct compliance reviews, as applicable

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CIVIL RIGHTS REQUIREMENTS

Conduct annual civil rights training

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PROCUREMENT

- That means purchasing
- Must be done with fair and open competition
- Make good use of USDA dollars

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STEPS IN PROCUREMENT

- Plan menus
- Determine needs including quantities and quality
- Choose types of vendors
- Solicit “bids.” (how formal depends on dollar amount)
- Choose vendors and order food
- Receive, store and prepare meals

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