

Dear Authorized Representative and Food service Directors and Claim Preparer:

This email notice includes a reminder to submit the December, 2015, claim by January 15, so the Claim Preparer was included in addition to the Authorized Representative and the Food Service Director. If you desire additional staff members to receive the monthly emails please send me their contact information and I will add them to the distribution list.

Sincerely, Patti Harding, Administrative Consultant, School Nutrition Programs.

State Reimbursement Payment Process

Effective with School Year 2015-2016, the payout of state meal reimbursement has changed. Please note that there is no change to the federal meal reimbursement process. State reimbursement will no longer be paid on a monthly basis and limited to meals claimed in July through February. We will now pay state reimbursement four times a year and include the months of July - May. Below is the payment schedule:

Processing Month	Includes claimed meals served in these months	Claim submission deadline to be processed
November	July, August, September	November-15
January	October, November, December	January-15
March	January, February	March-15
June	March, April, May	June-15

It is essential that you submit claims in a timely manner or risk not receiving state reimbursement for meals served. Once the state payment for the particular months has occurred it will not be repeated. If the December claim is submitted after January 15, the January state payment process (including claims for October/November/December) will have already been completed so the district/nonpublic school/RCCI will not receive state reimbursement for the meals served in December. Federal reimbursement will continue to be paid on a monthly basis and the current USDA submission requirements (within 60 days of the claim month for an original claim) remain the same. Please contact Patti Harding at patti.harding@iowa.gov or Joyce Sabel at joyce.sabel@iowa.gov if you desire assistance.

Self-Monitoring Form On-Site - PRIOR TO February 1

School Food Authority (SFA) with more than one school must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction PRIOR TO February 1. Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation. If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problem(s). You will find the Self-Monitoring Form On-Site Review Checklist document (NSLP201) in the Download Forms section of IowaCNP. Click on Download Forms and look for NSLP201 and click on the link. Complete the document and maintain on file with other program related files.

“What’s New in School Nutrition?” Webinar Series – January 25, 2016

The Bureau of Nutrition and Health Services is planning a series of webinars on “What’s New in School Nutrition?” at 2:00 PM on the 4th Monday of each month. The first one will be held on Monday, January 25th. We will review recent memos issued by the Bureau, and direct you to resources for training staff and documenting the training to meet the requirements of the new USDA Professional Standards. There will be an opportunity to ask questions, and provide input on topics for future webinars. Register on the Department of Education calendar. Contact Jan Steffen at jan.steffen@iowa.gov if you have questions.

FARM TO SCHOOL Webinar Series

USDA Farm to School Team is hosting a series of short (30 minute) webinars. The webinars will guide participants through the planning process, questions to consider, and helpful resources to reference when starting or growing a farm to school program.

January 14, 1:00 PM EST - Intro to Farm to School: Planning and Building a Team:

How does a farm to school team function? Learn tips and best practices for building a farm to school team, facing struggles and surprises, and building a foundation for a successful project. Steve Merinelli, Food Service Director from Milton Town, Vermont, joins us to share his first-hand experiences. Registration: <https://cc.readytalk.com/r/8041ljksl4lc&eom> Can't make it? They will be recorded and posted on the USDA FNS Community Food Systems website: <http://www.fns.usda.gov/farmentoschool/videos-and-webinars>

Please contact me if you have additional questions or desire assistance.

Sincerely,

Patti Harding, Administrative Consultant
Iowa Department of Education
Bureau of Nutrition and Health Services