

Dear Authorized Representatives and Food Service Directors:

This email notice is sent 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. The Bureau Notes, USDA memorandums, and related forms or documents listed in each email will be posted on the Bureau's web page under [Monthly Memos and Updates](#). Please contact me at [patti.harding@iowa.gov](mailto:patti.harding@iowa.gov) if you have additional questions or desire assistance.

Sincerely,

Patti Harding, Administrative Consultant, School Nutrition Programs.

**BUREAU NOTES:**

**Paid Lunch Equity (PLE) Tool FY17 – SP09-2016**

School Program regulations require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced-price meals.

The FY17 Paid Lunch Equity Tool and USDA guidance are posted on the [DE web site: Nutrition Programs > School Meals > Monthly Memo and Updates](#). As a reminder, in Iowa, public SFAs are not allowed to transfer funds from the general fund to the School Nutrition Fund to support maintaining a "lower" paid student meal price nor is it allowable to use state reimbursement received for meals served as a non-federal source of funds. It is recommended that the SFA take action on this early in the year so the new paid meal price(s) may be approved locally and included with FY17 program information. SFA may request an Exemption from the PLE Tool if USDA's define criteria is meet. The FY17 PLE Tool is posted [here](#).

**Community Eligibility Provision(CEP) - USDA Guidance**

USDA has provided guidance on the Community Eligibility Provision the past few months primarily for State Agency use, however, they do provide local SFAs with insight on the requirements at the state level. If your district has one or more schools that have implemented CEP or are considering implementing it in FY17, please take a few minutes and review the USDA memos (SP19-2016 - Community Eligibility Provision: Guidance and Updated Q&As, SP15-2016 - State Agency Procedures to Ensure Identified Student Percentage Accuracy and SP14-2016 – Flexibility for CEP Certification Document Review During FY15-16 Administrative Reviews). USDA recently released the first edition of the Community Eligibility Provision: Planning and Implementation Guidance Manual which is designed to assist SFA with CEP. All CEP related documents are posted [here](#). Contact Patti Harding at [patti.hardign@iowa.gov](mailto:patti.hardign@iowa.gov) if you have questions on CEP.

**Webinars:**

**School Foodservice Procurement Training Webinars – February 25, 2016 - Webinar 3 – Informal and Formal Methods of Procurement –2:00-3:00 PM**

## School Foodservice Procurement Training Webinars – Webinar 3 – Informal and Formal Methods of Procurement

Once a School Food Authority (SFA) identifies the types of procurement events and a procurement method for each event, then what? In this webinar, we will provide more details on each method: micro-purchase, informal procurement, and formal procurement. You will receive a checklist for the formal methods, and the Three Bids and a Buy template will be shared as one tool SFAs can use to document informal purchases.

The Code of Federal Regulations 2CFR Part 200.318(a) require all SFAs, Residential Childcare Institutions (RCCI), and non-public schools participating in any Child Nutrition Programs (CNP) to have documented procurement procedures which reflect applicable state and local laws and regulations that conform to applicable Federal law.

Beginning in the next school year, all entities participating in any CNP will be required to have a written procurement plan. The target audience for the webinar includes individuals who are involved in purchasing for CNP such as superintendents, business managers, and school foodservice directors. Tune into “Informal and Formal Methods of Procurement” on February 25, 2016 from 2:00 p.m. – 3:00 p.m. for the third of four Procurement webinars. To register go to the Department of Education [calendar](#). For more information, please contact Keerti Patel at [keerti.patel@iowa.gov](mailto:keerti.patel@iowa.gov). A recording of the first two webinars can be found [here](#). Click on the title of the webinar to open the recording. Presentation slides are also posted.

### **Cafeteria Coaching Webinar – January 26, 2016**

Cafeteria Coaching is a program developed by Northeast Iowa Food and Fitness Initiative that uses middle and high school students along with school nutrition staff to encourage kids to try new foods and eat nutritious school meals. The lunchroom is a hectic environment and children often need reminders to focus on their food, help with cutting up food and opening milk cartons, and general encouragement to try new foods. To learn more about the Cafeteria Coaching program join Laura Liechty from Iowa State University Extension and Outreach and Iowa Team Nutrition for a webinar on **January 26, 2016 from 3:00 to 4:15 pm**. All those that participate will have the opportunity to apply for a \$250 sub-grant to implement the program in their school. Register [here](#), or contact Patti Delger, at [patti.delger@iowa.gov](mailto:patti.delger@iowa.gov) for more information.

### **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. The list of Farm to School webinars are posted under Monthly Memos and Updates on the [School Meals](#) web page of the [DE web site](#). Can't make it? They will be recorded and posted on the USDA FNS Community Food Systems website: <http://www.fns.usda.gov/farmtoschool/videos-and-webinars>