

Dear Authorized Representative and Food Service Directors:

School Program FY16 Application Packet on IowaCNP

School Program FY16 is now open on IowaCNP. We apologize for the delay and understand if you need a few additional days past the August 7 due date to complete the process but we appreciate your efforts to complete it by August 7. Information from the prior year was used to complete the new applications with the exception of a few areas where you are required to update with current information.

Below I have highlighted a few reminders and changes to the process.

1. Organization Application – Question 2. School Year Dates of Operation – Please report the actual school begin and end date.

2. New for this year:

- Attestation Statement

School districts, nonpublic schools and residential organizations operating the National School Lunch Program that have completed the Menu Certification process and are receiving the Performance Based Six cents will no longer need to complete and attach the Attestation Statement.

- Questions Added:

A. Organization application - Special Milk Program - Question 23 is new and relates to the Special Milk Program. If the school/camp operates only the Special Milk Program select the type of program the school/camp operates. If the school also operates the National School Lunch Program select “We are not only Special Milk Program; we also participate in NSLP”).

B. Site application - Questions A6 and B6 - Collection Procedures for Lunch and Breakfast were added. USDA recommends the daily meal count be taken at the end of the service line. If the point-of-service count is at the beginning of the line the school will be required to describe how the count is taken to ensure a reimbursable meal is served.

Direct Certification – July list and NEW Migrant list

The July, 2015, list is now available on the Portal. Starting with July, students in a migrant status are matched and available for download at the same times as the Food Assistance, FIP and Foster list. Be sure to download the migrant list also. Contact Ellen Miller at ellen.miller@iowa.gov for assistance with the Portal.

USDA Eligibility Manual for School Meals, July 2015

The USDA Eligibility Manual for School Meal, July, 2015, is available here. This guidance is an excellent resource and should be utilized fully when processing the Iowa Eligibility Applications at the beginning of school as well as throughout the year. This guidance manual covers commonly asked questions on determining eligibility, the verification process and confidentiality and disclosure requirements.

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