

October 28, 2016

Dear Authorized Representative and Food Service Director:

This notice is sent to the Authorized Representative and the Food Service Director in separate emails. 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. Please contact me at patti.harding@iowa.gov if you have additional questions or desire assistance.

Change in how you access the USDA Memorandums

We will now provide districts, nonpublic schools and RCCIs with link(s) to USDA policy memorandums in the Bureau Notes posted on our web page under Monthly Memos and Updates (click [here](#)) instead of posting them to our web site. You can click on the memo number [SP54-2016](#) and go directly to the USDA memo. USDA's Policy web page is <http://www.fns.usda.gov/nslp/policy>.

Verification and Verification Reporting

SFAs who are required to complete the verification process should be making the required follow-up if the household(s) has/have not responded to the initial request or has submitted insufficient or obsolete written evidence. When following up with the household(s), SFAs should inform the household of the deadline for submitting documents so that your verification activities are completed by November 15, 2016. The verification report on IowaCNP will open on November 2, 2016. You are encouraged to complete the report once you have completed verification. The deadline for completing the report is December 16, 2016. If you are in need of training on how to complete the report a recording of the Verification Reporting webinar can be accessed at the link below:

<https://www.educateiowa.gov/pk-12/nutrition-programs/school-nutrition/income-eligibility-and-verification>. Scroll to the bottom of the page and click on Verification Reporting School Year 2016-2017 if you are at a public or nonpublic school. The presentation notes pages and professional standards certificate are available as well. Below this is a recorded webinar and the presentation for RCCIs. This version is from 2015 but the information is still accurate. For assistance and/or questions contact Deb Linderblood at deb.linderblood@iowa.gov or 515-281-5663.

Community Eligibility Provision Guidance ([SP61-2016](#) and Q&As – [SP54-2016](#))

The Community Eligibility Provision (CEP) is a meal service option for local educational agencies (LEAs) and schools in high-poverty areas. CEP allows participating LEAs and schools to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications. By eliminating the household application process and streamlining meal counting and claiming procedures, CEP may substantially reduce administrative burden related to operating the National School Lunch

Program (NSLP) and School Breakfast Program (SBP). Additionally, CEP may increase student participation, creating more opportunities for students to receive nutrition necessary to optimize academic performance. CEP may be implemented in individual schools, groups of schools, or entire school districts. The USDA CEP Resource Center (available at: <http://www.fns.usda.gov/school-meals/communityeligibility-provision-resource-center>) also provides extensive resources school officials at the local, State, and Federal level may use to better understand CEP and its positive benefits. LEAs may use the CEP Estimator Tool (available at: <http://www.fns.usda.gov/schoolmeals/community-eligibility-provision>)

to determine if CEP is a financially viable option, based on the LEA's expected monthly reimbursement rate. The 2016 Community Eligibility Provision Planning and Implementation Guidance is posted [here](#). The Bureau's CEP resources are posted on our CEP web page, click [here](#).

Meal Service during unanticipated School Day Closure – SP55-2016

The purpose of this memorandum is to clarify that meals may be served through the Summer Food Service Program (SFSP) or the National School Lunch Program (NSLP) Seamless Summer Option (SSO) during unanticipated school closures, including snow days, during the regular school year. For more detailed guidance regarding the operation of Child Nutrition Programs during emergency situations, see SP 46-2014, CACFP 12-2014, SFSP 18-2014, *Disaster Response*, May 19, 2014, <http://www.fns.usda.gov/disaster-response->.

Modification to Accommodate Disabilities in the School Meal Programs – SP59-2016

The policy memorandum, "*Modifications to Accommodate Disabilities in the School Meal Programs*," includes important updates to requirements related to accommodating children with disabilities participating in the School Meal Programs. Previous Food and Nutrition Service (FNS) guidance on this issue was included in FNS Instruction 783-2, Rev. 2, *Meal Substitutions for Medical or other Special Dietary Reasons*. The attached memorandum supersedes that Instruction as it relates to the National School Lunch Program, School Breakfast Program, Special Milk Program for Children, and the Fresh Fruit and Vegetable Program. Instruction 783-2, Rev. 2 remains in effect for the Child and Adult Care Food Program and the Summer Food Service Program until further guidance is issued, at which time Instruction 783-2 will be rescinded. Review this USDA memo and share it with appropriate school staff.

Model Functional Requirements for State and Local Information Technology Systems SP04-2017

The purpose of this memorandum is to announce the release of the first version of the "*Model Functional Requirements for State School Meal Programs Information Systems*" and "*Model Functional Requirements for Local School Meal Programs Information Systems*" tools. These tools can be found at the following link: <http://www.fns.usda.gov/school-meals/guidance-and-resources>.

Child Nutrition Programs and Traditional Foods TA 01-2015

Several representatives of Native communities have inquired about serving traditional foods in Child Nutrition Programs (CNPs). In particular, Native communities are interested in knowing which traditional foods are allowed and how these foods may contribute towards a reimbursable meal. The United States Department of Agriculture (USDA) understands the importance of serving traditional foods and encourages Indian Tribal Organizations, along with all operators of CNPs, to source locally grown and raised foods. The purpose of this memorandum is to clarify that traditional foods may be served in CNPs and to provide examples of how several traditional foods may contribute towards a reimbursable meal. Click [here](#).

What's New in School Nutrition Monthly Webinar: Monday, November 28, 2016, 2:00- 3:00 PM

The featured topic for the November *What's New in School Nutrition* webinar will be “Marketing Your School Meal Programs to Increase Participation.” Success stories presented by Iowa School Nutrition Directors will be featured. There will be an opportunity to ask questions about the featured topic or about recent memos from the Bureau. To register for the webinar click [here](#). Watch your email a day or two before the webinar for the link to participate and the link for handouts for the current webinar. If you have any questions please contact jan.steffen@iowa.gov. If you are not able to attend the live session, you may request a recording of the *What's New in School Nutrition* webinars from Jan Steffen or your regional consultant.

There will be **no** *What's New in School Nutrition* webinar in December. January's topic on January 23, 2017 will be “USDA Foods: Basics on Using Your Planned Assistance Level (PAL)”