

## Bureau of Nutrition and Health Services Update

Ann Feilmann  
Bureau Chief



## What is the School Food Authority (SFA)?

- The SFA is the school district, nonpublic school or Residential Child Care Institution.
- On IowaCNP, the SFA is the same as organization.
- The SFA is responsible for the administration of the Child Nutrition Program (CNP).
- State agency ensures the SFA administer the CNP in accordance with the regulations.

## What is the Authorized Representative?

- An employee of the SFA that is the point of contact for the DE
- Responsibility is to act on information or guidance provided by the DE or to distribute it to the appropriate staff member to act, respond, or implement.
- Has signature authority related to matters of the Child Nutrition Program.
- Primary contact for: program agreements; audit findings; three month operating balance; second review of application; and memos and updates

## Adult Meal Price for FY17



- The adult meal price for FY17 must be at least \$3.45 (\$3.07 free meal reimbursement plus .06 Certification reimbursement plus .3125 USDA Food per-meal rate).
- Please take the necessary steps now to ensure the adult meal price is established prior to July 1, 2016.
- Contact Patti Harding at [patti.harding@iowa.gov](mailto:patti.harding@iowa.gov) for assistance.

**Bureau of Nutrition and Health Services Webpages**

## Professional Standards

Jan Steffen



# Professional Standards

**Professional Standards for All School Nutrition Program Employees**  
 Summary of the Final Rule (Effective July 1, 2015)

The standards, under the general title of "Healthy People 2020" (HPP20), are a public health education standard for the school nutrition program and will be used to measure the performance of school nutrition employees. These standards are based on the current standards for nutrition, training, and food safety and are designed to be consistent with the current standards for school nutrition employees. The standards are:

- Clearly outline the standards for each school nutrition employee (SNE) position based on a school nutrition role.
- Establish minimum training standards for each SNE position and the minimum number of hours of training required for each SNE position.
- Require minimum annual training for each SNE position.

**Annual Training and Hiring Standards Effective July 1, 2015**

**Table 1: Summary of Required Minimum Training for School Nutrition Employees**

Job Category	Annual Requirements*
Directors	12 hours
Managers	10 hours
Staff	6 hours
Part-Time Staff (working less than 20 hours per week)	4 hours
Mid-year hires in all categories (January 1, or later)	One-half of training requirement for each job category

\*Annual requirements apply to the 12 months between July 1 and June 30.

The first year (July 1, 2015-June 30, 2016) training requirements are lower:  
 Director – 8 hours;  
 Manager – 6 hours;  
 All staff – 4 hours.

**“Part time” status at your school may NOT be the same as “part time” in the rules!**

- ### Who is considered staff?
- Anyone who does School Nutrition tasks regardless of funding source
  - Also those listed in IowaCNP
    - Authorized Representative
    - Determining Official
    - Claim Preparer
    - Verifying Official
    - Wellness Contact

- ### How much training?
- Required hours depend on number of hours worked and position
    - Need maximum staff hours if over 20 hrs. per week
    - 4 hours annually if less than 20 hours per week
  - Volunteers and substitutes – state discretion
    - Iowa says: adequate training do job
    - Emphasis should be food safety

- ### What counts as training?
- Documented learning opportunity of at least 15 minutes
  - Can be On-the Job Training such as New Employee Orientation
  - Use USDA Learning Objectives and Data Base as your Guide

## Training Topics by key area

Key Areas	Training Topics
Nutrition – 1000	Menu Planning (1100) Nutrition Education (1200) General Nutrition (1300)
Operations – 2000	Food Production (2100) Serving Food (2200) Cashier and Point of Service (2300) Purchasing/Procurement (2400) Receiving and Storage (2500) Food Safety and Hazard Analysis and Critical Control Point (HACCP) (2600)
Administration – 3000	Free and Reduced-Price Meal Benefits (3100) Program Management (3200) Financial Management (3300) Human Resources and Staff Training (3400) Facilities and Equipment Planning (3500)
Communications and Marketing – 4000	Communications and Marketing (4100)

Use the learning objectives associated with these training areas to guide choices for training.

## Time period for training

- School year July 1- June 30
- 2015-16 hours could start as early as April 2015
- Iowa decision- two year flexibility
  - Example: 10 hours training in School Year 15-16**
  - Fulfills 4 hours in School Year 15-16
  - AND up to 6 hours in School Year 16-17
  - Would not count for School Year 17-18
- Still need annual Civil Rights training (counts toward required hours)

## How do we cover training costs?

- Allowable expense
- Consider no cost or low cost options
  - Online
  - In Service meetings
  - Grant workshops with travel and sub pay
- **“No Time to Train”** lesson plans
  - By Institute of Child Nutrition
  - 34 choices that take 15-30 minutes

## Resources for training

- | Iowa Professional Standards Web Page                | USDA Professional Standards Web Page      |
|---|---|
| • Links to USDA pages                               | • Final rule                              |
| • Iowa School Meals Tutorials                       | • Guide to Professional Standards Booklet |
| • Iowa Tracking Tools                               | • Searchable database                     |
| • Links to Iowa Learning Tools and Education Events | • USDA Tracking Tool                      |

## A Word about Hiring

- All existing directors will be grandfathered in their current positions
- Education standards are dependent on size of school
- USDA gave state discretion for schools under 500 students if no qualified candidates
  - Iowa - high school diploma and work toward education and experience

## Useful Web sites

### USDA

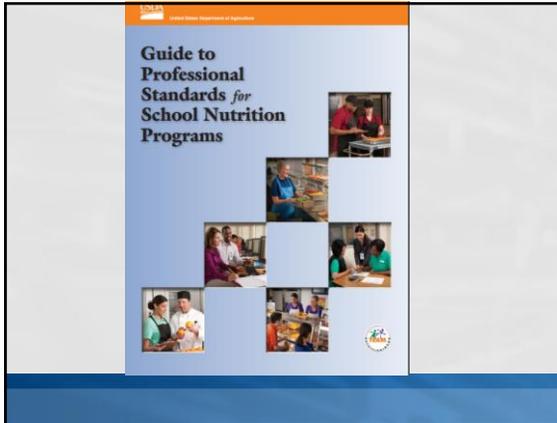
<http://professionalstandards.nal.usda.gov/>

### Iowa Department of Education

<https://www.educateiowa.gov/pk-12/nutrition-programs/professional-standards-school-nutrition>

### Institute of Child Nutrition

[www.theicn.org](http://www.theicn.org)



## Questions about Professional Standards???



## Procurement Planning

Bureau of Nutrition and Health Services



Keerti Patel



## What is Procurement

- It is a systematic multi-step approach to acquire goods, supplies and services
  - Identify need and estimated value
  - Select the correct solicitation method
  - Follow the selected solicitation method process
  - Evaluate bids and award the contract
  - Manage the contract

Maintain  
Fairness &  
Integrity

## Principals of Good Procurement

- Free and Open Competition
- Responsive and Responsible
- Fairness and Integrity



## Written Procurement Plan

2 CFR 200.318(a),

SFAs are required to have  
*written* procurement  
procedures that complies  
with applicable federal laws  
contained in this section



## Written Procurement Plan

Iowa Administrative Code 281.58.8 (283A)

Written procurement procedures must also reflect applicable state and local laws and regulations

## Procurement Plan Prototype

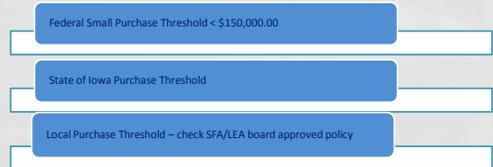
Effective Date:						
Name of the School Food Authority:						
Purchase Threshold: \$150,000.00	Local Purchase Threshold:					
Planned Purchases	Procurement Event	Procurement Method Used	Contract Award Type	Duration/Frequency	Determination Method Used	Comments
Identify each planned procurement event from drop-down list	Total estimated for each event	Identify method for each event from drop-down list	Select Fixed Price or Cost Reimbursable for each event	Contract Agreement period for each event	Select - Bottom Line or Line Item from drop-down	

## Procurement Event

- A procurement event is a single or multiple transaction(s) to procure goods and services from the most responsive and responsible bidder.
- The goods and services to be procured could be from a single category or multiple categories.



## Purchase Thresholds



## Micro-Purchases

2 CFR 200.320(a)  
Micro-Purchase Threshold = <\$3500



- Aggregate dollar amount of the procurement event does not exceed the micro-purchase threshold.
- Must distribute micro-purchases *equitably* among qualified suppliers
- May be awarded without soliciting competitive quotations if the SFA considers the price to be reasonable

## Micro-purchase and Small Purchase (Informal)

Micro-Purchase	Small Purchase (Informal)
Procurement event <\$3,500 or <local purchase threshold	Procurement event - > \$3,500 and <\$150,000 (federal). Use more restrictive threshold
Written specification not required but encouraged	Written specification required
Not procured competitively	Obtain price quotes from at least two vendors. Price quotes from three vendors encouraged
Divide purchases equitably among vendors, prices should be reasonable	Lowest most responsive and responsible vendor
Documentation - receipts and invoices that are itemized	Documentation - Specifications, 3 bids and a buy, itemized receipts and invoices

## Buy American

Domestic commodity or product is an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are grown domestically



## Cooperative Purchasing



## Cooperative Purchasing checklist



## Food Service Management Contract

- Three important points
  - Food Service Management Contract (FSMC) Procurement timeline
  - USDA Food Service Management Contract Guidance Manual
  - School Food Authority's Procurement Responsibilities



## Summer Food Service Program

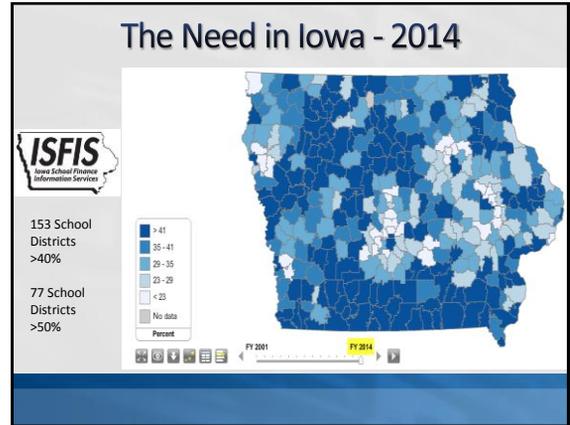
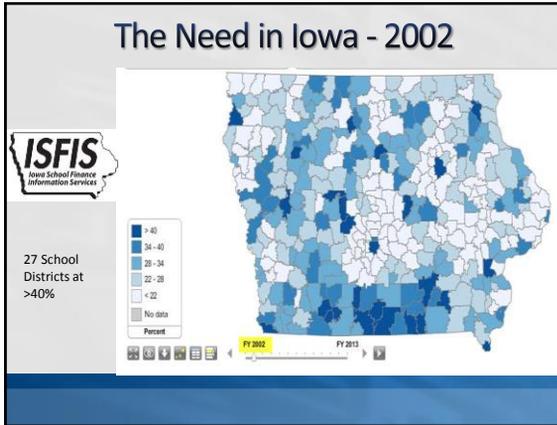
Stephanie Dross



## How Does Hunger Affect Children

### The types of effects





### Summer 2015 SFSP Participation Data

1,173,931 Meals/Snacks served in 2015

Summer 2015 SFSP Participation Data				
Statewide				
	Breakfast	Lunch	Snacks	Supper
Meals	275,541	853,802	33,382	11,206
June ADP	21,625			

200,660 children eligible for free & reduced meals during SY2015-16 in Iowa



- ### Open & Closed Sites
- Open Site – all children 18 & under eat free
    - Located in the attendance area of a school with 50% free/reduced eligibility
    - Located within the boundaries of an eligible census block or tract
    - Housing Authority Data
  - Closed Sites – only children enrolled in program
- 
- 

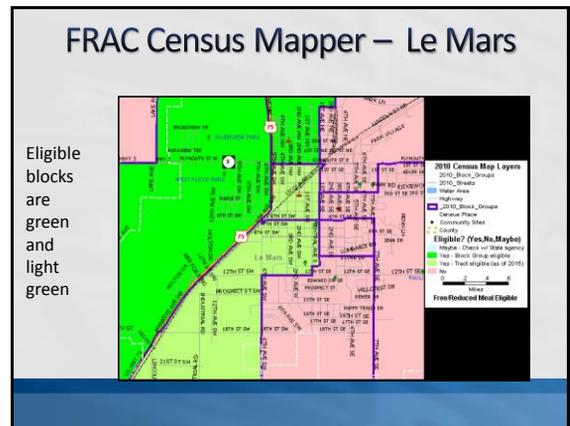
### Use of Census data

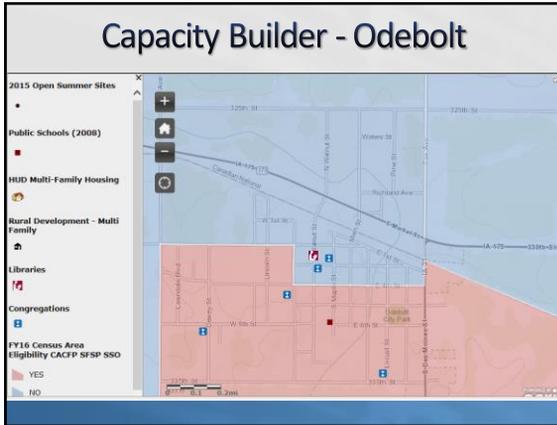
SFSP sites located in a Census Block Group (CBG) or Census Tract in which 50% or more of the children are eligible for free or reduced price school meals are considered area eligible.

**USDA Eligibility Mapper**  
<http://www.fns.usda.gov/areaeligibility>

**Capacity Builder Mapper**  
<http://www.fns.usda.gov/capacitybuilder>

**FRAC Census Mapper**  
<http://216.55.168.186/FairData/SummerFood/map.asp?comm and=scope&map=0>





### Meal Service

- Can provide up to 2 meals or 1 meal & 1 snack per day
  - Lunch & supper cannot be combined
- Congregate meal service – onsite
- Sponsor chooses day(s) & time of service
  - Can operate Monday-Sunday
  - Can operate any period of time within summer break
- Open Sites have 5 years of eligibility with initial approval



### Site Examples

- School
- Library
- Housing Complex
- Park/Playground
- Swimming Pool
- Splash Pad
- Church
- WIC Office/Clinic
- Farmers Market
- Community Center
- Parks & Rec Site
- Mobile Site
- Tribal Organization
- Summer Camp
- Migrant Center
- Emergency Shelter
- Trailer Park
- Hospital



### Success Stories – Transportation

Bringing Kids to Sites

- Muscatine
  - MuscaBus offered free fixed route rides to K-12 students during the summer to get to the pool, the library, or a local SFSP site
- Boone
  - Heart of Iowa Regional Transit Association (HIRTA) provides free rides to children to and from SFSP sites via on-demand transit services.
- Nevada Comm Schools
  - Nevada CSD provided transportation to and from their Summer Enrichment Program and HIRTA joined in by transporting students from a rural trailer park (morning, noon, and afternoon routes)
- Oskaloosa
  - Oskaloosa Rides set up a fixed route loop through town. rode free to established stops at summer meal sites.



### Success Stories – Transportation

Taking Food to Kids

- Cedar Rapids
  - Neighborhood Transit Service provided vehicles and drivers to deliver meals to SFSP sites
  - 19 sites in varied locations
- Cardinal Comm Schools
  - Served at school & 3 community parks
  - Agency Park, Batavia Park, & Eldon Park
- Davis County Comm Schools
  - Served at school & 2 community parks
  - Floris Park & Pulaski Park
- Tri-County Comm Schools
  - Served at school & 2 community locations
  - Keswick American Legion & What Cheer United Methodist Church



### Success Stories – Quality of Meals

- Glenwood Comm Schools
  - Added a salad bar to make the meals more appealing
- Red Oak Comm Schools
  - Offers a Build Your Own Hoagie Day every Friday
    - Fresh baked hoagie bun plus a variety of vegetable like onions, tomatoes, lettuce, banana peppers, and cucumbers
  - Utilizes produce from the school garden
- United Way of Mahaska County
  - Tried to come up with some FUN kid friendly items
  - Vegetable kabobs & Kid Sushi
- Oelwein Comm Schools
  - Incorporated local foods in menu



## Success Stories – Partnerships & Activities

- Council Bluffs Comm Schools
  - Partnered with the City Library – the library staff bring books to give away to lunch participants at the site
- Glenwood Comm Schools
  - Partnered with Glenwood's Giving Garden, Iowa State University & Mills County Extension
  - Wednesday Fun Days – crafts, games, and yummy treats from the garden
- Horizons, A Family Service Alliance
  - Partnered with Ladd Library who provided reading enrichment activities at the site plus a book mobile
  - Walking School bus to assist with crossing busy intersection near library site



## Success Stories – Partnerships & Activities

- Howard Winneshiek Comm Schools
  - Wisdom & Wellness Program
  - Science Week, Arts & Crafts Week, Nature Week, and Cooking and Wellness Week
  - Organized activities - included fieldtrips to Niagra Cave, the Laura Ingalls Wilder Museum, and the Mighty Howard County Fair to name a few
- Delweine Comm Schools
  - Took field trip to local Dairy & local farms
- United Way of Mahaska County – Oskaloosa
  - Partnered with local Theater Camp



## Outreach

<https://www.educateiowa.gov/pk-12/nutrition-programs-0>

Promotional templates on DE SFSP webpage:

Banner • Flyer • Lawn Sign



## Success Stories & Strategies

- What strategies or successes have you had?



## Partner Updates

## Farm to School Local Purchase Report

- Iowa Dept. of Agriculture, Iowa Dept. of Education and USDA's Agricultural Marketing Services (AMS)
- Tracks monthly procurement of locally grown produce
  - Within Iowa borders and 30 minute radius surrounding Iowa
- Will be used to create awareness of local food purchases for growers and schools
- [www.ams.usda.gov/mnreports/lsmiafts.pdf](http://www.ams.usda.gov/mnreports/lsmiafts.pdf)

## 2016 Garden is a Way to Grow

- Iowa Dept. of Agriculture
- Emphasis on composting
  - Large Composting Bin
- Like them on Facebook!
  - "Iowa Farm to School"



## Waste Reduction Survey



- In partnership with Iowa Dept. of Natural Resources
  - How schools are currently addressing school food waste reduction
  - Identify common challenges and successes
  - Fund future initiatives
  - Look for the survey to be sent out next week!

Your time and input is greatly appreciated!



**MIDWEST  
FARM TO SCHOOL  
CONFERENCE**

CONNECTING FARMS, SCHOOLS & STATES

March 2, 2016 | Nebraska City, NE  
Lied Lodge and Conference Center, 2700 Sylvan Road

REGISTER: <http://goo.gl/xnLzko>

CENTER for RURAL AFFAIRS  
UNIVERSITY OF MISSOURI  
**Extension**



This project has been funded in part with Federal funds from the U.S. Department of Agriculture.

## New Resource for Sharing Data

- A new document outlining access and use of individual free or reduced status for frequently seen scenarios is available.
- Along with the Eligibility manual you will find it on the DE website >Nutrition Programs > School Meals > Income Eligibility and Verification.

## Team Up for Success Iowa

- A systemic approach developed by the Institute of Child Nutrition to identify, problem solve and develop action plans through peer led sessions.
- Iowa session will be September 28-30.
- Willing to share your knowledge? We are looking for 24 people that are interested in drawing on their experiences to assist other FSDs in Iowa to develop action plans. Email [Ann.Feilmann@iowa.gov](mailto:Ann.Feilmann@iowa.gov)

## Administrative Review Cycle

- Finishing the first cycle with the new meal pattern this year. Lots of technical assistance.
- In the next cycle, starting 2016-2017, be aware that the stakes are higher in reference to the meal pattern.
- Watch for trainings/ informational sessions to refresh/prepare.

## Equipment Grants – 2 opportunities

- USDA has awarded \$250,051 to Iowa for 2016 equipment grants. Once again it is aimed at equipment with a value greater than \$5000. Watch for announcement of the application via Memos and Updates.
- Fuel Up to Play 60 is offering equipment grants up to \$5000. More info can be found at: [www.fueluptoplay60.com/nutrition-equipment-grant](http://www.fueluptoplay60.com/nutrition-equipment-grant) a paper application can be submitted until the on-line application is available