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 for assistance.
Annual Training and Hiring Standards
Effective July 1, 2015

Professional Standards

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

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

Table: Summary of Required Minimum Training for School Nutrition Employees

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Annual Requirements*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors</td>
<td>12 hours</td>
</tr>
<tr>
<td>Managers</td>
<td>10 hours</td>
</tr>
<tr>
<td>Staff</td>
<td>6 hours</td>
</tr>
<tr>
<td>Part-Time Staff</td>
<td>4 hours</td>
</tr>
<tr>
<td>Mid-year hires in all categories (January 1, or later)</td>
<td>One-half of training requirement for each job category</td>
</tr>
</tbody>
</table>

*Annual requirements apply to the 12 months between July 1 and June 30.
Use the learning objectives associated with these training areas to guide choices for training.

<table>
<thead>
<tr>
<th>Key Area</th>
<th>Training Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition – 1000</td>
<td>Menu Planning (100)</td>
</tr>
<tr>
<td></td>
<td>Nutrition Education (120)</td>
</tr>
<tr>
<td></td>
<td>General Nutrition (100)</td>
</tr>
<tr>
<td>Operations – 3000</td>
<td>Food Production (200)</td>
</tr>
<tr>
<td></td>
<td>Serving Food (200)</td>
</tr>
<tr>
<td></td>
<td>Cashier and Point of Service (200)</td>
</tr>
<tr>
<td></td>
<td>Purchasing/Maintenance (200)</td>
</tr>
<tr>
<td></td>
<td>Receiving and Storage (200)</td>
</tr>
<tr>
<td></td>
<td>Food Safety and Hazard Analysis and Critical Control Point (HACCP) (300)</td>
</tr>
<tr>
<td>Administration – 3000</td>
<td>Free and Reduced-Price Meal Benefits (300)</td>
</tr>
<tr>
<td></td>
<td>Program Management (300)</td>
</tr>
<tr>
<td></td>
<td>Financial Management (300)</td>
</tr>
<tr>
<td></td>
<td>Human Resources and Staff Training (300)</td>
</tr>
<tr>
<td></td>
<td>Facilities and Equipment Planning (200)</td>
</tr>
<tr>
<td>Communications and Marketing – 4000</td>
<td>Communications and Marketing (400)</td>
</tr>
</tbody>
</table>

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

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

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

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
Procurement Planning

Bureau of Nutrition and Health Services

Keerti Patel

Principals of Good Procurement

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

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

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**

![Procurement Plan Prototype](image)

**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**

- Federal Small Purchase Threshold < $150,000.00
- State of Iowa Purchase Threshold
- Local Purchase Threshold (check SFA/LEA board-approved policy)

**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)**

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

How Does Hunger Affect Children

The types of effects

1. Health and developmental issues
2. Poor academic performance
3. Behavioral problems (irritability, difficulty)
Summer 2015 SFSP Participation Data
1,173,931 Meals/ Snacks served in 2015

<table>
<thead>
<tr>
<th>Statewide</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Lunch</td>
<td>Snacks</td>
<td>Supper</td>
</tr>
<tr>
<td>Meals</td>
<td>275,541</td>
<td>853,802</td>
<td>33,382</td>
</tr>
<tr>
<td>June ADP</td>
<td>21,625</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?command=scope&map=D

FRAC Census Mapper – Le Mars
Eligible blocks are green and light green
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

- 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
- Davis County Comm Schools
  - Served at school & 2 community parks
- Tri-County Comm Schools
  - Served at school & 2 community locations
- Keswick American Legion & What Cheer United Methodist Church

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

Success Stories – Transportation

- 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 – 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

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

Howard Winneshiek Comm Schools
- Wisdom & Wellness Program
- Science Week, Arts & Crafts Week, Nature Week, and Cooking and Wellness Week
- Organized activities - included field trips to Niagara Cave, the Laura Ingalls Wilder Museum, and the Mighty Howard County Fair to name a few

Oelwein Comm Schools
- Took field trip to local Dairy & local farms
- United Way of Mahaska County – Oskaloosa
- Partnered with local Theater Camp

Outreach
https://www.educationiowa.gov/ok-12/nutrition-programs-0
Promotional templates on DE SFSP webpage:
Banner • Flyer • Lawn Sign

Success Stories & Strategies

What strategies or successes have you had?

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

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 commons 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

CONNECTION FARM, SCHOOLS & STATES

March 2, 2016 | Nebrask City, NE
Lied Lodge and Conference Center, 7000 Sycamore Road

REGISTER: http://goo.gl/xnlzko

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 is drawing on their experiences to assist other FSDs in Iowa to develop action plans. Email 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 a paper application can be submitted until the on-line application is available