



# 2022 School Meal Programs Annual Training

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# **DC School Meal Programs Annual Training**

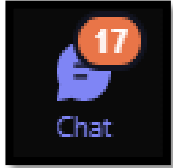

*2022-23 School Year*

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July 2022



# Norms

- Please keep your line muted during the presentation to reduce background noise
- Be present
- Ask questions via the chat feature 
- Questions submitted via chat will receive a thumbs up to acknowledge receipt 
- Participation is encouraged!
- Keep an open mind



# Agenda

- Welcome and introductions
- Icebreaker
- Content
- ***Break***
- Content
- Q/A
- Closing remarks and announcements



# Introductions



**Nigel Henley**  
Training & Communications  
Spec.



**Elizabeth Leach**  
Director of Nutrition Programs

**Alex Dobbs**  
NSLP & FFVP Compliance  
Manager



**Lazette Wells**  
Program Specialist



**Beth Hanna**  
Program Specialist

**Kimberly Thompson**  
Program Specialist





# Icebreaker

**You've been given funding to create a parachute for elephants? In groups, determine:**

- How you are going to make the parachute
- How are you going to sell the parachute?



# Thank you



**Tubman Elementary School**  
March 2022



# Whole School, Whole Community, Whole Child (WSCC) Model





**Healthy bodies and minds  
are the foundation of  
academic success.**



# Recovery to Restoration

## Nutrition Environment and Services

- **High-quality, accessible meals** regardless of learning environment
  - In-person (alternative serving models when applicable)
  - On virtual learning days, unanticipated school closures, and over school breaks
  - For students at full-time virtual learning schools
- **Communication and promotion** of meals to students and families
- Promotion of **additional food resources in the community**







2022-23 School Year





# National School Lunch Program Refresher

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# Meal Access: Where we've been

## March 2020

- Nation-wide waivers begin
- Free meals available at open meal sites

## July 1, 2022

Revised limited waivers available

## June 30, 2022

Nation-wide waivers expire



## Question: Which of the below statements are true?

**A:** NSLP can be served and reimbursed 7 days a week

**B:** NSLP is open to everyone, including students from the neighborhood

**C:** NSLP can only be served on school operating dates, to enrolled students

**D:** Schools operating NSLP are not eligible for additional funding, such as the \$2 subsidy, grants, HSA. Funds



# Transition back to School Meal Programs

## School Breakfast Program (SBP) National School Lunch Program (NSLP)

- Available on **operating school days** (including academic summer school)
- Meals provided to enrolled students only
- Meals free only to those eligible

## Seamless Summer Option (SSO)

- Available only during **summer break, 10+ day breaks and in an unanticipated school closure**
- Allows for open meal sites
- All meals are free

## Summer Food Service Program (SFSP)

- Available only during **summer break, 15+ day breaks and in an unanticipated school closure**
- Allows for open meal sites
- All meals are free



# Major implications for SFAs – complexity of meal programs

- Meals provided to **enrolled students only**
- SSO only operated in **summer months, unanticipated school closures, or 10+ day breaks**
- Non-Community Eligibility Provision (CEP) schools only:
  - Determining student eligibility including **Free and Reduced-price Meal (FARM) application** processing
  - Counting and claiming process need to have **student identifier**
    - Example: Taking point of service counts on a student roster vs. using a tally sheet
- Meals **claimed at student eligibility rates**
  - Participants in the CEP claim meals at the free rate based on their free CEP eligibility percentage
  - Non-CEP schools claim meals at free, reduced-price and paid rates



## Question: Who is eligible for free meals?

**A:** Students  
Directly Certified

**B:** Students  
deemed free or  
reduced via  
FARM application

**C:** Students  
attending a CEP  
School

**D:** All of the  
above



# Major implications for students

More limited access to meals

- Free meals provided **only to eligible students**
- Meals **only accessible at enrolled school** - no open meals sites



**True or False:** Waivers are allowed for next school year?

True

False



# NEW: Waivers: July 1, 2022 – June 30, 2023

Grab and go meals (including multiple days' worth of meals and parent pickup) may be provided when congregate meal service is limited by the coronavirus (COVID-19) pandemic.

Operational waivers allow for:

1. Non-congregate meal service (meals to be taken and consumed at home)
2. Parent/guardian meal pickup
3. Serving outside of allowable meal service times
4. Operating the “Serve” method by providing all meal components (*applicable to the NSLP when Offer vs. Serve is required*)
5. Meals to be served at school sites through SFSP or SSO during unanticipated school closures. Waivers 1-3 above may also be implemented during meal service for unanticipated school closures.\*



# How to serve meals in varying scenarios

Scenario	Reimbursable meals*
School operating day: <ul style="list-style-type: none"><li>• student is absent or learning virtually due to COVID-19</li><li>• entire school transitions to virtual learning due to COVID-19</li></ul>	Grab and go meals may be served through: <ul style="list-style-type: none"><li>• School Meal Programs (SBP and NSLP)</li><li>• Use of waivers</li></ul>
School closes due to COVID-19 (no instruction)	Grab and go meals may be served through: <ul style="list-style-type: none"><li>• SSO (unanticipated school closure)</li><li>• Use of waivers</li></ul>
School closes due to non-COVID related reason	Students may eat meals at school, during traditional meal times through: <ul style="list-style-type: none"><li>• SSO (unanticipated school closure)</li></ul>

\*Assumes SFA has applied for and been approved for each program and waiver



**Question:** During what hours can lunch be served?

**A:** 10 a.m.-2  
p.m.

**B:** 11 a.m.-2  
p.m.

**C:** 11 a.m.-  
1:30 p.m.

**D:** 10:30  
a.m.-2:30  
p.m.



# Keep Kids Fed Act

- **Temporary increased reimbursement rates:** Reimbursement rates will include a 7.4% inflation increase **plus** a temporary (July 1, 2022 – June 30, 2023) \$.15 increase per breakfast meal, and \$.40 increase for lunch meal.



# Reimbursement Rates for the 2022-23 School Year

Temporary Reimbursement Payment Chart							
SCHOOL PROGRAMS							
MEAL, SNACK AND MILK PAYMENTS TO STATES AND SCHOOL FOOD AUTHORITIES							
Expressed in Dollars or Fractions Thereof							
Effective for the School Year Beginning July 1, 2022 through June 30, 2023							
NATIONAL SCHOOL LUNCH PROGRAM <sup>1,3</sup>		LESS THAN 60%	LESS THAN 60% + 8 cents <sup>2</sup>	60% OR MORE	60% or MORE + 8 cents <sup>2</sup>	MAXIMUM RATE	MAXIMUM RATE + 8 cents <sup>2</sup>
CONTIGUOUS STATES	PAID	0.77	0.85	0.79	0.87	0.85	0.93
	REDUCED	3.93	4.01	3.95	4.03	4.10	4.18
	FREE	4.33	4.41	4.35	4.43	4.50	4.58
ALASKA	PAID	1.01	1.09	1.03	1.11	1.11	1.19
	REDUCED	6.37	6.45	6.39	6.47	6.62	6.70
	FREE	6.77	6.85	6.79	6.87	7.02	7.10
GUAM, HAWAII, PUERTO RICO and VIRGIN ISLANDS	PAID	0.84	0.92	0.86	0.94	0.92	1.00
	REDUCED	4.60	4.68	4.62	4.70	4.79	4.87
	FREE	5.00	5.08	5.02	5.10	5.19	5.27
SCHOOL BREAKFAST PROGRAM <sup>3</sup>				NON-SEVERE NEED		SEVERE NEED	
Temporary Additional Breakfast Reimbursement							
CONTIGUOUS STATES		PAID		0.50		0.50	
		REDUCED PRICE		1.96		2.37	
		FREE		2.26		2.67	
ALASKA		PAID		0.69		0.69	
		REDUCED PRICE		3.23		3.91	
		FREE		3.53		4.21	
GUAM, HAWAII, PUERTO RICO and VIRGIN ISLANDS		PAID		0.55		0.55	
		REDUCED PRICE		2.31		2.79	
		FREE		2.61		3.09	



# Supply Chain Assistance (SCA) Funds Quick Hits

- Received \$4.2 million+ in available funding
- SCA funding can only be spent on purchasing unprocessed or minimally processed domestic food products
- SFAs required to maintain documentation that reflects unprocessed or minimally processed domestic products
- Examples of some allowable food products include:
  - Fluid milk and other dairy foods such as cheese and yogurt
  - Fruits and vegetables
  - Grain products such as pastas and rice
  - Meats
  - Meat alternates such as beans or legumes
  - Foods in a wide variety of minimal processing states (e.g., whole, cut, pureed, etc.) and/or forms (e.g., fresh, frozen, canned, dried, etc.)



# NEW: Waivers: July 1, 2022 – June 30, 2023

Administrative waivers:

- Local Wellness Policy (LWP) Triennial Assessment → due June 30, 2023
- Food Service Management Company (FSMC) contracts may be extended for an additional year
- SFAs do not have to raise their lunch prices in the 2022-23 school year according to the paid lunch equity (PLE) requirements in 7 CFR 210.14(e).
- Schools that operated SSO this prior year may use 2019-20 student eligibility during the 30-day carryover period of the 2022-23 school year





Q&A

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**Question:** Is it best to serve breakfast from the cafeteria?

Yes

No





# Alternative Breakfast Serving Models Healthy Schools Act (HSA) Requirements

...Lazette Wells.....



# HSA Topics To Be Covered

- HSA Requirements
- Alternative Breakfast Serving Models
- Benefits of Breakfast in the Classroom (BIC)
- Breakfast in the Classroom Waiver
- Alternative Breakfast Serving Model Annual Subsidy



# HSA Requirements

- Menus posted online.
- Daily vegetarian options.
- All products whole grain rich.
- All milk must be unflavored.
- If **more than 40 percent** of the students at a school qualify for free or reduced-price meals, and the school's current **breakfast participation is below 75 percent** of its average daily attendance, then:
  - Elementary schools **must** offer breakfast in the classroom (BIC) each day.
  - Middle schools and high schools **must** offer alternative breakfast serving models each day.





# Alternative Breakfast Serving Models

- An alternative breakfast serving model is a method of serving breakfast, such as BIC or breakfast on grab-and-go carts, in which breakfast is offered in one or more high student traffic locations other than the cafeteria.
- With alternative breakfast serving models, breakfast is also available after the start of the school day or both before and after the start of the school day.
- Alternative serving models other than the ones listed here may be used but may require approval by OSSE.
- Information about the alternative breakfast serving model that schools choose to implement is collected along with the school meals application.



# The Benefits of Breakfast in the Classroom (BIC)

- Improved academic performance - students are now well-fed and ready to learn!
- Fewer trips to the nurse with stomachaches, headaches, and other physical indicators of hunger.
- Students with access to school breakfast eat a better overall diet.
- Students who participate in school breakfast consume a wider array of foods than those who do not eat school breakfast or who eat breakfast at home.
- Helps students balance their calories over the course of the day.
- School breakfast helps to build lifelong healthy eating habits.



# Challenges to Implementing BIC

- Before we continue, can everyone take a moment to reflect and think about challenges to implementing BIC.
- Drop them in the chat now, and we can discuss them as a group.





# BIC Waiver

- Elementary schools may request of OSSE a one-year waiver to the BIC requirement.
- Waiver requests must include a **strategy** that will enable the school to reach a breakfast participation rate exceeding 75 percent of its average daily attendance.
- BIC waiver requests are school specific and must be submitted to OSSE via a written action plan.
- Schools that do not demonstrate incremental progress toward meeting the 75 percent participation rate will be required to implement BIC at the start of the next school year.



# Alternative Breakfast Serving Model Annual Subsidy

- The HSAA created an annual subsidy of \$2 per student for schools that implement an approved alternative breakfast serving model.
- These funds must be used to purchase equipment or supplies to operate the alternative breakfast serving model.
- Schools are required to submit an annual subsidy application in order to receive the funds.



# How Will You Serve Breakfast?

What method will you be using to serve breakfast for the coming school year?







Q&A

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## Healthy Schools Act (HSA) Vegetarian Requirement

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# HSA requirement for vegetarian food options

- Schools **shall** provide a **vegetarian food option** as the main course for **breakfast and lunch** every day at all grade levels. This option must be rotated daily to avoid repetition and must be clearly labeled or identified as vegetarian.
- Schools are **encouraged** to serve **plant-based** food options as the main course at breakfast and lunch each day to each student.



# Ordering food vendors/self-prep

- SFAs should forecast and adjust meals and ingredients ordered
- SFAs should start preparing enough vegetarian meals to meet the number of students requesting them and have extras to offer additional students
- Students do not need to complete a medical form or identify as a vegetarian to receive a vegetarian meal
  - Students can choose a vegetarian meals at any time
  - Adjust order amount by participation and interest



# Implementation in the classroom

- All students **must** have access to daily rotating breakfast and lunch vegetarian main course items
  - This includes access for students who have previously requested vegetarian options and those that may request day of meal service
- SFAs will have **flexibility** in implementation
  - SFAs may have one or more vegetarian option available in each classroom, hallway or wing of school building in addition to enough meals to meet number of students previously requesting
- Meet HSA requirement but not create **food waste**



# Implementation in the cafeteria

- All students must have access to daily rotating breakfast and lunch vegetarian main course items
  - SFAs do not need to prepare a vegetarian option for each student but enough to meet the amount of students previously requesting and daily interest



# Implementation in the cafeteria scenario

OSSE Academy is preparing lunch for its 100 students. Three students have formally requested vegetarian meals. The SFA orders 100 meals that contain meat and five vegetarian meals. While completing production records, the food service directors notes only three vegetarian meals were served. **Should the director order or prepare five meals again for tomorrow's lunch?**

**Option 1:** Keep order the same. Must have at minimum the three meals plus extra for additional students.

**Option 2:** Adjust order. Must have at least four meals available. May increase amount if popular vegetarian entrée.

**Option 3:** Review planned menu and order enough of the one main entree to cover all students. Main entrée is vegetarian by default – e.g., cheese pizza or bagel and cream cheese.

**Option 4:** Another scenario SFAs may find themselves in is what happens if your school sells out of the vegetarian option OSSE recommends SFAs look at what food items are prepared on the line and create a substituted vegetarian meal that may be different than the one planned by school staff or the vendor.



# Documentation and ordering

- All food items in the classroom and cafeteria must be included on menus, production records and nutrient analysis reports
  - This includes vegetarian meals
- Menus must include:
  - Clearly labeled vegetarian meal options or food components
- Production records must include:
  - Clearly labeled or identified vegetarian main course items
  - Vegetarian breakfast and lunch items prepared, served and leftover
- Nutrient analysis reports must include:
  - Clearly labeled or identified breakfast and lunch vegetarian main course items
  - Nutrition facts labels and crediting information for main course items and vegetarian options



# HSA monitoring

- Compliance with HSA requirements will be verified during each SFA's Administrative Review
- Now let's test your knowledge with a question about what documentation is required and will be reviewed.



## Question: What documentation will be reviewed?

**A:** Monthly  
menus

**B:** Completed  
production  
records

**C:** Nutrient  
analysis  
**records**

**D:** Food  
labels and  
recipes





Q&A

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Break

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## **Zero Waste Omnibus Amendment Act of 2020 (Zero Waste Act)**

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# Zero Waste Act goal and requirements

- Zero Waste Omnibus Amendment Act of 2020 (Zero Waste Act) goal is to reduce food and packaging waste
- Disposable foodware and single-use food service items – including plates, cups, bowls, clamshells, utensils, and straws – are a consistent source of waste in the District of Columbia.
- SFAs and contractors shall provide accessory disposable food service ware **only upon request** by the student or at a self-serve station. Meals shall not include accessory disposable food service ware unless specifically requested by the student.



# Accessory disposable food service ware

- **Accessory disposable food service ware** means any disposable food service ware, including straws, utensils, condiment cups and packets, cup sleeves, and napkins, that is not used to hold or contain food.
- **Upon request** means students must be able request any of the items listed above
- **Self-service stations** serving area where students can select or decline accessory disposable food ware
- **Model of service** refers to meals in classroom and cafeteria service. Compliance is required in both settings



# Implementation

- SFA **must** utilize new 2022-23 school year templates or Contraction Modification template
  - Procurement templates located on OSSE's [Procurement for School Nutrition Programs](#) website
- Zero Waste Act **required** in meals in the classroom and cafeteria **model of service** and for all types of procurements
- Accessory disposable food service ware** must be available but **not** pre-plated or unitized with meals
  - Review process from previous years and determine required modifications for **upon request** and **self-service stations**
  - Discuss new signed contracts and modifications with vendors
- Monitoring: OSSE will require the Zero Waste Act contract modification with the **NSLP application** for SFAs not utilizing the 2022-23 school year procurement templates
  - May become part of future NSLP administrative reviews





# Exceptions

- Exceptions may be provided in the following scenarios:
  - Meals served in the classroom (usually for Pre-K to 5)
  - Early Childhood Meals
  - Field Trip meals
  - Meals served to students with disabilities
- Official guidance and flyer for SFAs to use at service stations are forthcoming



# Share table

- **Share table** is a location where school community members can place unopened or sealed foods to provide for other community members to take food that would otherwise be thrown away.
- Schools are strongly **encouraged** to establish share tables.
- Model of service
  - Meals in classroom: share table can be on delivery cart or bin where food was distributed from
  - Cafeteria: share table or station is located dedicated space in lunchroom





Q&A

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## **Transitional Rule for Sodium, Whole Grains and Milk**

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# Background

Dec  
2018

- Final rule changed standard for milk, whole grains and sodium

April  
2020

- 2018 final rule was vacated; therefore 2012 meal standard are in effect

Through  
June  
2022

- Due to COVID-19, Congress provided USDA authority to issue nationwide meal pattern waivers

SYs  
2022-24

- Final Rule for Transitional Standards (Short-term)



# Milk & Whole Grain Standards

- Transition rule gives option to serve flavored, low-fat (1% or less) milk in NSLP, however, **HSA. standards are stricter**, not allowing **any** flavored milk
- At least 80% of grains must be whole grain rich and remaining grains must be enriched, however, **HSA. standards are stricter**, and **all grains** must be whole grains
  - Therefore, the transitional rule for milk and whole grain do not apply in DC, as HSA. standards are stricter for both.



# Sodium

- NSLP
  - Maintain Target 1 for the 2022-23 school year
    - Effective July 1, 2022
  - Implement Interim Target 1A for the 2023-23 school year
    - Effective July 1, 2023
- SBP
  - Maintain Target 1 for the 2022-23 and 2023-24 school years
    - Effective July 1, 2022



# Sodium Standards: NSLP

National School Lunch Program Transitional Sodium Timeline & Limits		
Age/Grade Group	Target 1: Effective July 1, 2022	Interim Target 1A: Effective July 1, 2023
K-5	$\leq 1,230$ mg	$\leq 1,110$ mg
6-8	$\leq 1,360$ mg	$\leq 1,225$ mg
9-12	$\leq 1,420$ mg	$\leq 1,280$ mg



# Sodium Standards: SBP

School Breakfast Program Transitional Sodium Timeline & Limits	
Age/Grade Group	Target 1: Effective July 1, 2022
K-5	$\leq$ 540 mg
6-8	$\leq$ 600 mg
9-12	$\leq$ 640 mg





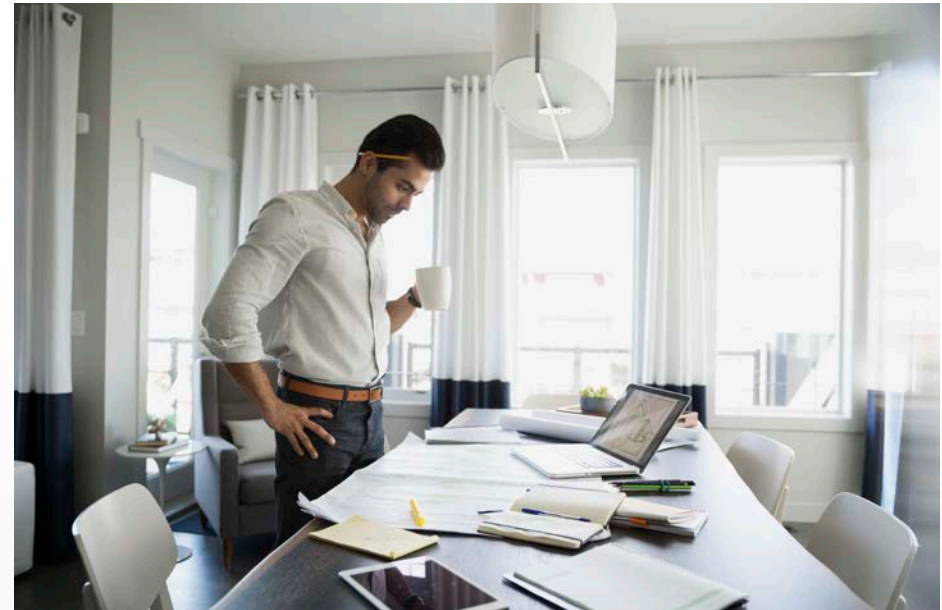
# Civil Rights

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# USDA Management Evaluation

- OSSE received a management evaluation from USDA in the 2020-21 school year
- This management evaluation **required updates to various aspects of the program** including:
  - Updates to solicitations
  - Updates to the permanent agreement
  - Updates to the Civil Rights Training
  - Additional translations of documents
- What does this mean for SFAs?





# Procurement Requirements

- Civil Rights Assurance Statement
  - FNS Instruction 113-1, Civil Rights
- SFAs must ensure they have the civil rights assurance statement in their templates if not using the OSSE Template
- All SFAs issuing a contract extension should sign the [contact modification](#) for Civil Rights



# Permanent Agreement

- Updated to include:
  - Civil rights assurances
  - New Non-Discrimination Statement (NDS) statement
- Agreements are embedded within your meals program applications and will be signed prior to submitting



# Training Requirements

- Training is **required** for all individuals involved in all levels of administration of programs that receive federal financial assistance under federal laws, regulations, instructions, policies and other guidance
- State agencies are responsible for training local agencies and sub-recipients on an annual basis
- Local agencies are responsible for training their staff and sub-recipients on an annual basis
- New employees must receive civil rights training **before** participating in program activities



# Training Requirements

- Assurances
- Public Notification Requirements
- Complaints of Discrimination
- Civil Rights Training
- Race and Ethnicity Data Collection
- Limited English Proficiency (LEP)
- Disability Compliance
- Compliance Reviews
- Resolution of Noncompliance
- **Conflict Resolution**
- **Customer Service**



# Civil Rights Training

- OSSE updated Civil Rights training can be found on the Health and Wellness Training and Resources page
  - Link to OSSE Civil Rights training is [here](#)
  - SFAs must keep track of all civil rights training along with their professional standards



# New Non-Discrimination Statement (NDS)

- The Food and Nutrition Service's complaint processing policy has been **updated** related to program complaints alleging discrimination on the basis of gender identity or sexual orientation in programs or activities receiving Federal financial assistance.
- In short, discrimination on the basis of sex in programs or activities receiving Federal financial assistance **includes discrimination on the basis of sexual orientation and discrimination on the basis of gender identity.**
- This policy update is consistent with the Supreme Court's decision in *Bostock v. Clayton County*, 140 S. Ct. 1731, 590 US (2020), and applies to prohibitions against discrimination based on sex in all FNS programs



# NDS Continued

- Ensure that all program materials, including websites, are updated with the new NDS
  - Reminder: Websites must also include the DC Human Rights Act
  - Utilize updated [Public Notification](#) document

## USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, *USDA Program Discrimination Complaint Form* which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- (2) **fax:**  
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC law 2-38; DC official code §2-1402.11(2006), as amended) states the following:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-4559 or [ohr@dc.gov](mailto:ohr@dc.gov).



# Next Steps

- SFAs not using the 2022-23 school year OSSE solicitation template must sign and upload the civil rights contract modification with your school meals application
- Read and agree to the permanent agreement in your school meals application
- Create a plan for all food service staff to be trained on civil rights, annually
- All SFAs must ensure that program materials containing the NDS are **updated** to match the new USDA NDS
  - Update website with new NDS
  - Update any program materials
  - And Justice for All posters coming soon





## **Learnings From Administrative Reviews (ARs)**

*Production Records & The Buy American Provision*



# Content Areas We Will Discuss

- Administrative Review areas
- Production Records Common Findings
- The Buy American Provision



# Administrative Review Areas

The review is broken down into three main areas: Performance Standard 1 (PS 1, Critical) , Performance Standard 2 (PS 2, Critical) and General Areas.

- PS 1 (may result in fiscal action) - This is the “paperwork” standard. Documents that will be reviewed are: benefit issuance list, FARM applications, direct certification documents, edit checks, and claims for reimbursement for all programs administered.
- PS 2 (may result in fiscal action) - This standard reviews the meal pattern for the day of the on-site review as well as the week of menu review. The menu and all meals observed will be checked for components and portion sizes. The review will include checking to see if the person taking the point of service is identifying reimbursable meals.
- General areas (typically do not result in fiscal action) - This covers “everything else” with regards to the programs.



## Unapproved template.

- Not being filled out properly or at all.**

- [illegible]





# Production Record – Common Findings (cont'd)

## **All components not listed.**

- All components must be listed as mentioned in regulations.
- When meals are written in, ensure that compliant meals are recorded. Common findings were fruit, vegetable and milk were not associated with written in entrees.

## **Condiments not listed.**

- Each condiment must be listed.
- Temperatures not being recorded.
- For food safety reasons temperatures must be recorded.



# Buy American – Requirements

- Each SFA is required to purchase food that is produced or processed domestically, and if domestically processed, done so substantially using domestic agricultural commodities (7 CFR 210.21(d)).
  - Substantially means over 51 percent, by weight or volume, of the final processed product consists of domestic agricultural commodities.
- There are limited exceptions to the Buy American provision which allow for the purchase of products not meeting the domestic standard (i.e., are non-domestic) in circumstances when use of domestic products is truly not practicable.
  - An alternative or exception may be utilized as long as documentation justifying an exception is maintained.
  - Documentation must be maintained for three years as required in 7 CFR 210.23(d).



# Handling Exceptions

Exceptions may be requested at any point during the school year and are approved at the discretion of the SFA.

- To request an exception, the Vendor must submit in writing to the SFA. the exception must contain the following:
  - Alternative substitute(s) that are domestic and meet the required specifications.
  - Reason for exception: limited/lack of availability or price.
  - The time period for which the Vendor is requesting to purchase this item from a non-domestic source.



# Exception Form

SFA Name: \_\_\_\_\_

SFA Contact: \_\_\_\_\_

Non-Domestic Product: \_\_\_\_\_

Hardship(s) experienced in procuring acceptable domestic product (check all that apply):

Financial hardship (attach documentation showing increased cost)  
Limited availability (include documentation from vendors, with specific product names)

Describe in detail the hardship(s) indicated above:

☐

☐

Describe the efforts taken to find products that meet the Buy American provision:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that this exception only applies to the product identified above and it does not exempt the entire menu from meeting the Buy American provision.

\_\_\_\_\_

\_\_\_\_\_

☐ SFA Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Vendor Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

The following chart may be used to document exceptions of a product throughout the duration of the year. Verify the exception is needed and valid at the time of each purchase.

OSSE recommends utilizing an exception to purchase and serve non-domestic products, such as bananas, no more than once within a 3-4 week period.

[illegible]



# Buy American – Common Findings

- School staff not knowing about the provision.
- Vendor/FSMC staff not knowing about the provision.
- School staff not knowing that there is noncompliant product on hand.
- Vendor/FSMS staff not knowing that there is noncompliant product being provided.
- No exception on record.



# Buy American – What Can SFAs Do?

- Be proactive when working with a new vendor.
- Perform audits periodically.
- Keep the exception document easily accessible in the event that is needed.
- While no fiscal action is taken during A.R.s. there will be a finding should noncompliance be identified.







Q&A

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# Understanding the Local Wellness Policy

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## Local Wellness Policy Requirements

- There are both federal and local requirements for the LWP.
- Requirements **MUST** be included in the LWP.
- Requirements are both content and process oriented.



- Goals for evidence-based nutrition promotion and education, physical activity and other school-based activities that promote student wellness.
- Policies for food and beverage marketing that allow marketing and advertising of only Smart Snack aligned foods and beverages.
- Standards for all foods and beverages provided, but not sold, to students during the school day.
- Standards and nutrition guidelines for all foods and beverages sold to students during the school day.
- Standards and nutrition guidelines for all Smart Snack aligned foods and beverages sold to students during the school day.
- Descriptions of public involvement, public updates, policy leadership, and the evaluation plan for the LWP.
- Note: Three of the five federal content requirements address foods and beverages that schools market, provide and sell to students.

## Federal Content Requirements

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**LEAs MUST include these elements in their LWP to meet federal requirements.**



- Goals for improving the environmental sustainability of the LEA.
- Plans for increasing the use of locally grown, locally processed, and unprocessed foods from growers engaged in sustainable agriculture practices.
- Plans for increasing physical activity.
- Goals for developing and implementing an environmental literacy program.

## DC Process Requirements

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**LEAs MUST include these elements in their LWP to meet local requirements.**



# How to Use the Template

- Color coded by requirement level or recommendation.
- Other resources share this formatting.

## HOW TO USE THIS TEMPLATE

This template is an optional tool to support LEAs in developing a high-quality LWP. LEAs may choose to incorporate some or all components of this template when developing their policy. LEAs must ensure all mandatory local and federal LWP components are included in their final policy (see *Local Wellness Policy Guide* for more detail).

This template is divided into 10 components in alignment with the WSCC model. Each component includes content that is color coded based whether it is a mandatory LWP element that must be implemented **and** included in the document (color: ● **yellow**), a local school health requirement, which must be implemented, that is highly recommended to be included though inclusion is not required (color: ● **green**), or additional recommended content that is not required, but encouraged to be included (color: ● **blue**). All ● **yellow** elements must be included in an LEA's LWP and all ● **green** and ● **blue** elements are recommended for inclusion. All elements, when combined together, support a high-quality, well-rounded LWP aligned to the CDC WSCC model.

In order to meet the mandatory ● **yellow** requirements of an LWP, LEAs should ensure the policy covers the following while completing this template:

- students in the school have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus/day – in accordance with federal and state nutrition standards;
- students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- students have opportunities to be physically active before, during and after school;



# Requirements Checklist

## LOCAL WELLNESS POLICY REQUIREMENTS CHECKLIST



Office of the State Superintendent of Education  
Division of Health and Wellness

This checklist provides the list of all requirements and recommendations from the local wellness policy (LWP) template. The presence of a citation following a checklist item indicates that it is a legal requirement for the local wellness policy (LWP). Any listed item without a citation is a recommendation. The sections at the top of each section correspond to the number of the requirement or recommendation in the template.

Please ensure that the following items are addressed in your policy at the start of the school year and collaborate with your LEA/school local wellness committee to aid in implementation of these items.

All ● **yellow** elements must be included in an LEA's LWP and all ● **green** and ● **blue** elements are recommended.

### MEASUREMENT OF IMPACT AND IMPLEMENTATION LWP



A description of the plan for measuring the implementation of the LWP, and for reporting LWP content and implementation issues to the public. [7 CFR 210.31(c)(6)]

### HEALTH EDUCATION



Plans for teaching standard-aligned health instruction [DC Code § 38–824.02(b)]



Plans for providing adequate health education minutes [DC Code § 38–824.02(b)(2)]



Plans for providing instruction on sexual misconduct and child abuse [DC Code § 38–824.02(b-2)(1)(A)]





## School Meal Programs Resources



# Internal OSSE Resources

## OSSE Tools

- Shared Google Drive
- Master Responsibility Spreadsheet
- Calendar of Deliverables
- Orchard
- Articulate

## OSSE Website

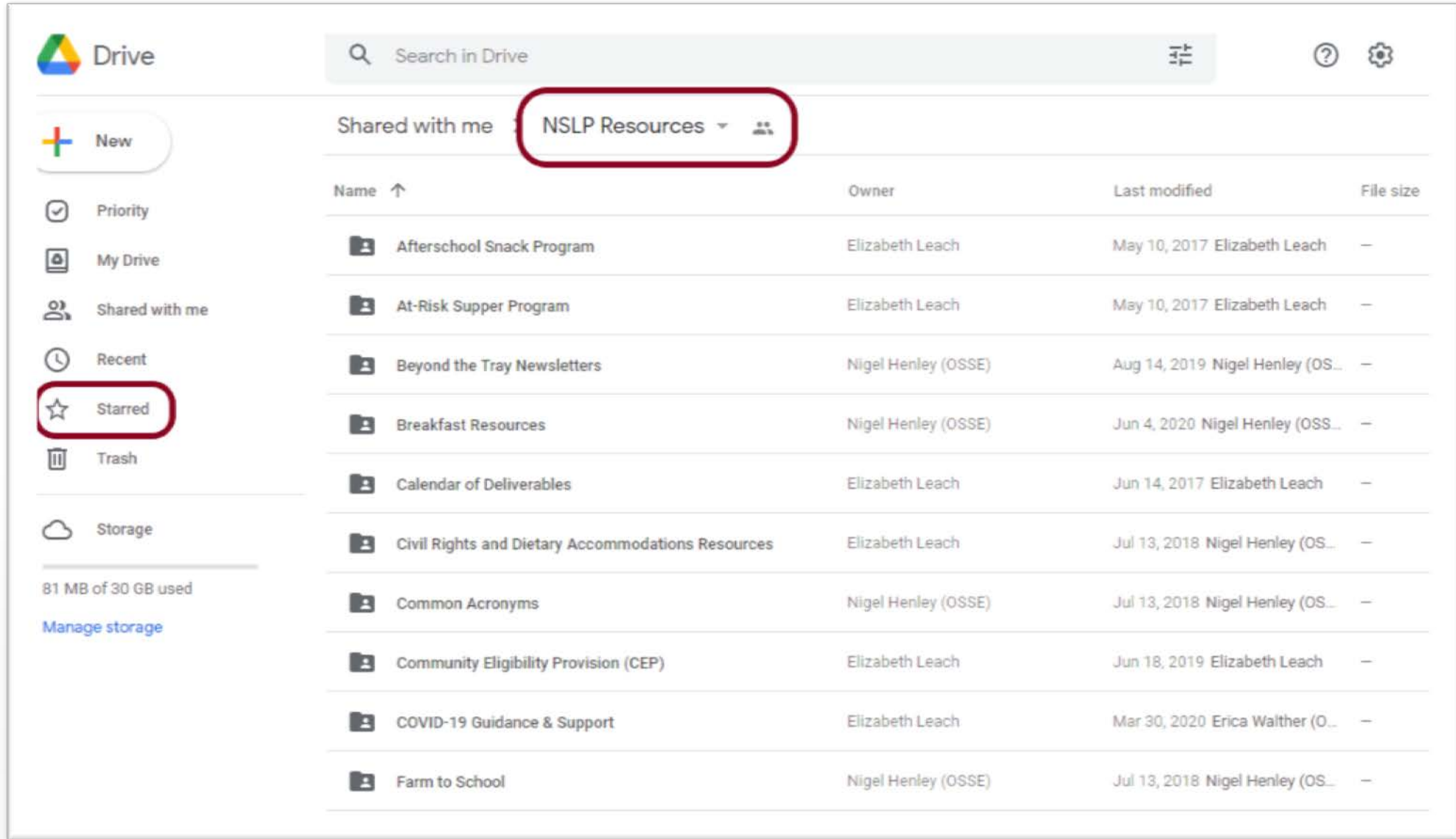
- Meal Guidance
- Health & Safety Guidance
- State Agency Memos
- Child Nutrition Programs (CNP) Training Calendar

## Newsletters

- Beyond the Tray
- Sprout it Out



# Google Drive



The screenshot shows the Google Drive web interface. On the left sidebar, the 'Starred' option is highlighted with a red circle. The main content area shows a list of items shared with the user, with the filter 'NSLP Resources' selected and also circled in red. The list includes folders like 'Afterschool Snack Program', 'At-Risk Supper Program', 'Beyond the Tray Newsletters', 'Breakfast Resources', 'Calendar of Deliverables', 'Civil Rights and Dietary Accommodations Resources', 'Common Acronyms', 'Community Eligibility Provision (CEP)', 'COVID-19 Guidance & Support', and 'Farm to School'. Each item lists the owner and the last modified date.

Name	Owner	Last modified	File size
Afterschool Snack Program	Elizabeth Leach	May 10, 2017 Elizabeth Leach	—
At-Risk Supper Program	Elizabeth Leach	May 10, 2017 Elizabeth Leach	—
Beyond the Tray Newsletters	Nigel Henley (OSSE)	Aug 14, 2019 Nigel Henley (OS...	—
Breakfast Resources	Nigel Henley (OSSE)	Jun 4, 2020 Nigel Henley (OSS...	—
Calendar of Deliverables	Elizabeth Leach	Jun 14, 2017 Elizabeth Leach	—
Civil Rights and Dietary Accommodations Resources	Elizabeth Leach	Jul 13, 2018 Nigel Henley (OS...	—
Common Acronyms	Nigel Henley (OSSE)	Jul 13, 2018 Nigel Henley (OS...	—
Community Eligibility Provision (CEP)	Elizabeth Leach	Jun 18, 2019 Elizabeth Leach	—
COVID-19 Guidance & Support	Elizabeth Leach	Mar 30, 2020 Erica Walther (O...	—
Farm to School	Nigel Henley (OSSE)	Jul 13, 2018 Nigel Henley (OS...	—



# SFA Master Responsibilities Spreadsheet

<i>Responsibility - bucket</i>	<i>Responsibility - specific tasks</i>	<i>Who needs to do it?</i>	<i>Title of relevant document(s)</i>	<i>Where can I find more information?</i>	<i><a href="#">Relevant Due Dates</a></i>
<b>Quarterly</b>					
Farm-to-School	Locally Grown Tracking	All SFAs	<a href="#">Locally Grown Tracking Log</a>	Email to osse.lg@dc.gov	November, February, May, August
Direct Certification	Run direct certification list	All SFAs who collect applications	<a href="#">FARM and Direct Certification Presentation</a>	<a href="#">Run Direct Cert list in SLED</a>	July 15 (or as soon as enrollment is in SLED for coming school year), 29 operating days into school year, and at least 1 additional time
<b>Monthly</b>					
Menu documentation review and approval	Request and receive or conduct: Nutrient Analyses, Meal Component Report, Weekly Certification Worksheet	Food Service Director	Nutrient analysis, meal component report, weekly certification worksheet	<a href="#">Meal Compliance Training Part I</a>	Beginning of a cycle menu
	Review and/or update until finalized: Nutrient Analyses, Meal Component Reports, and Weekly Certification Worksheets	Food Service Director	Nutrient analysis, meal component report, weekly certification worksheet	<a href="#">Meal Compliance Training Part I</a>	Beginning of a cycle menu



# Calendar of Deliverables

All Other Items		
	Due Date	Item
School	July 30, 2022	<ul style="list-style-type: none"> <li>School Meals Waiver Request Forms (submitted in Orchard application)</li> <li>CEP Election for the 2022-23 School Year (emailed to program specialist)</li> <li>Notification of intent to use Alternate Verification Sample Size (submitted in Orchard if applicable)</li> </ul>
	With first claim for snack reimbursement	<ul style="list-style-type: none"> <li>Completed snack monitoring review (within first 4 weeks of operation)</li> </ul>
Claim	October	<ul style="list-style-type: none"> <li>Growing Healthy Schools Month and National School Lunch Week</li> </ul>
	Fall	<ul style="list-style-type: none"> <li>Seven Cent Certification (New SFAs only)</li> </ul>
	November	<ul style="list-style-type: none"> <li>10th: Locally Grown and Unprocessed Foods Tracking Log: Aug., Sept., Oct.</li> <li>15th: Verification complete (if applicable)</li> </ul>
	December	<ul style="list-style-type: none"> <li>15th: FNS-742 Verification Report due in Orchard (if applicable)</li> <li>31st: A-133 Audit or Financial Audit Submission due in Orchard</li> <li>31st: FNS-874 due (applicable to notified SFAs only)</li> </ul>
	Winter	<ul style="list-style-type: none"> <li>NSLP Equipment Assistance Grant Applications Due</li> </ul>
	February 1, 2023	<ul style="list-style-type: none"> <li>SBP and NSLP monitoring complete - no submission required (applicable to multi-site SFAs only)</li> <li>10th: Locally Grown and Unprocessed Foods Tracking Log: Nov., Dec., Jan.</li> </ul>
	Within 6 months of snack operation	<ul style="list-style-type: none"> <li>2nd snack monitoring review complete - no submission required</li> </ul>
	March, 2023	<ul style="list-style-type: none"> <li>National Nutrition Month and National School Breakfast Week</li> </ul>
	May	<ul style="list-style-type: none"> <li>10th: Locally Grown and Unprocessed Foods Tracking Log: Feb., March, Apr.</li> <li>School Lunch Hero Day!</li> <li>FY24 FFVP Applications due</li> </ul>
	June	<ul style="list-style-type: none"> <li>Strawberries and Salad Greens Day</li> <li>SSO monitoring review required during program operation</li> <li>15th: CEP Elections due for the 2022-23 school year</li> <li>30th: Local Wellness Policy Triennial Assessment due (as applicable)</li> </ul>
	August	<ul style="list-style-type: none"> <li>10th: Locally Grown and Unprocessed Foods Tracking Log: May, June, July</li> </ul>

- 2022-23 Claim due dates
- Major events and due dates throughout the school year



# Orchard



The screenshot shows a web browser window with the URL `orchard.osse.dc.gov`. The navigation bar is blue and contains a red apple icon, the text "Library-", and the text "Help-". A red arrow points to the "Library-" text. A dropdown menu is open, displaying the title "National School Lunch Program (NSLP) Documents" and a list of documents with "Download" links.









National School Lunch Program (NSLP) Documents	
<a href="#">USDA Information &amp; Resources</a>	
<a href="#">OSSE Information &amp; Resources</a>	
2022-23 School Year Waiver Request Form	<a href="#">Download</a>
Application Document Checklist	<a href="#">Download</a>
Breakfast in the Classroom Waiver	<a href="#">Download</a>
Disclosure of Lobbying Activities	<a href="#">Download</a>
Drug-Free Workplace	<a href="#">Download</a>
Extension of Food Contract	<a href="#">Download</a>
FNS-742 Verification Collection Report	<a href="#">Download</a>
Public Notification	<a href="#">Download</a>
Severe Need Data Sheets	<a href="#">Download</a>
SFA Assignment of USDA Foods PAL	<a href="#">Download</a>



*LIBRARY > DOWNLOADS > DOCUMENTS & TEMPLATES> NSLP DOCUMENTS*




# Articulate

 <p><b>School Meal Programs Application Self-Guided...</b> Updated July 7, 2021</p> <p>st</p>	 <p><b>School Nutrition Programs Formal Solicitations</b> Updated July 7, 2021</p> <p>rs</p>	 <p><b>How Can USDA Foods Benefit Your School Meal Program?</b> Updated July 7, 2021</p> <p>rs</p>	 <p><b>Civil Rights in Child Nutrition Programs (2020)</b> Updated July 7, 2021</p> <p>sl</p>
 <p><b>Professional Standards: Hiring and Training Requirements for School Nutrition Programs</b> Updated July 7, 2021</p> <p>sl</p>	 <p><b>HSA Webinar</b> Updated July 7, 2021</p> <p>sl</p>	 <p><b>NSLP 101</b> Updated July 7, 2021</p> <p>sl</p>	 <p><b>Fresh Fruit and Vegetable Program (FFVP) Boot Camp</b> Updated July 7, 2021</p> <p>rs</p>



# Website



State Superintendent of Education

Office of Statewide Services

Public Notification 2022-23 CNP Waivers

Area Eligibility for Summer 2022 and School Year 2022-23

Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium

Question and Answer Guidance on the Final Rule Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium Effective July 1, 2022

DC Meal Times Response

DC Closed Enrolled Sites Response

Consolidated Appropriations Act, 2022: Effect on Child Nutrition Programs

2021 Claims Training

2021 NSLP/SSO Claims Training

policy updates.

of Agriculture  
ance program

Date	Memo Type	Memos
5/18/2022	OSSE	<a href="#">Public Notification 2022-23 CNP Waivers</a>
5/13/2022	USDA	<a href="#">Area Eligibility for Summer 2022 and School Year 2022-23</a>
2/7/2022	USDA	<a href="#">Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium</a>
3/2/2022	USDA	<a href="#">Question and Answer Guidance on the Final Rule Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium Effective July 1, 2022</a>
3/23/2022	USDA	<a href="#">DC Meal Times Response</a>
3/23/2022	USDA	<a href="#">DC Closed Enrolled Sites Response</a>
4/4/2022	USDA	<a href="#">Consolidated Appropriations Act, 2022: Effect on Child Nutrition Programs</a>

[coronavirus \(COVID-19\)](#)

[updated and re-circulated](#)

[related to school closures for LEAs and schools, child care providers and families.](#)

[Read more.](#)



# CNP Training Calendar

Child Nutrition Programs Calendar

Today

◀

▶

July 2022

▼

Print

Week

Month

Agenda

▼

Sun

Mon

26

3

10

17

24

31

25

Aug 1

2

3

4

5

6

SPT: School Meal Programs Annual Training

When

Tue, July 26, 9:30am – 12:30pm

Description

Register Now

What

This **mandatory** training provides LEAs with updates to federal and local regulations and guidance, and shares effective strategies and best practices for the operation of child nutrition programs to enhance opportunities for program growth, ensuring all students have access to and participate in school nutrition programs.

When

more details»

copy to my calendar»

Fri

Sat

Jul 1

2

8

9

15


16

22

23

29

30

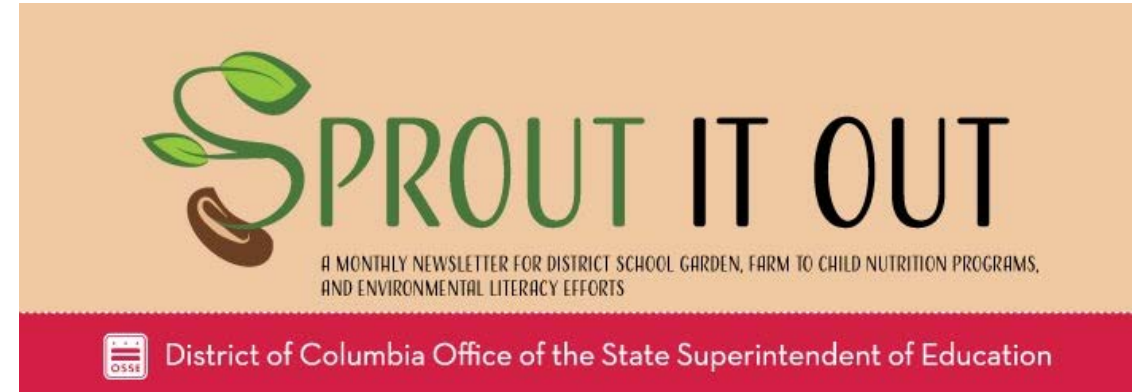




# Newsletters



School Programs Newsletter



School Gardens Newsletter



# External Resources



Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE







# Final Q&A

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Closing

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# Reflection Moment

Sharing results:

How will you make meals accessible in school, and in cases of virtual learning or unanticipated school closures?





Deliver food to students to their homes

Families and students of the school will be able to pick up school meals if we have to transition to virtual learning

Could deliver meals in weekly boxes to families in need

We figured out a way to safely freeze leftovers each day so that we had a stock of meals-to-go when families needed them.

Meals on wheels

Currently DCPS summer schools sites are open to members of community 18 and under.

Accessible - started NSLP outreach as we have had to transition back to the paid, free and reduced model; COVID exclusion - options for school pickup

Planning to use vending machines for HS students, continue grab and go carts, home delivery and we have created a Community Health Manual for families.

We will provide meal pick up location at the school site for families to pick up breakfast and lunch for their young ones as well as the community!

We will set up set times in the day for parents to come to pick up the children meals.

In school- Main Cafe area in a time schedule just for meals  
Virtual- Deliver meals or give the option to parents to come and pick up meals for the week.

Working with vendors to plan ahead, so when something happens we are ready to go; frequent communication with families so they know what to expect

Sharing recipes

Grab and go meals using the new waivers for covid-19!

We are preparing to serve in cafe', pre-pandemic style.

Using the most convenient way of communication, ask the community to indicate their needs and try to address them/direct them to the right contact

Support SFAs through challenges.

We can make meals accessible by going to prepare the food and plate it in microwavable containers and either deliver them or set up a train system outside the school to let them pull up and receive their meals.

parents will have the option to sign up for meals through our online school store. If a student needs to eat they know they can always go to our kitchen to get a healthy meal. We are still working on contingency plans when it comes to school closure

Finding safe and accessible places to eat and serve outside.

Pick-up meals, info sent about where students can pick up meals

Meals will be ordered based on the number of enrollment. Distribution and home delivery system put in place on virtual learning days.



FOR THERE IS  
ALWAYS  
*light*  
IF ONLY WE'RE  
BRAVE ENOUGH  
TO SEE IT. IF  
ONLY WE'RE  
BRAVE ENOUGH  
TO *be it.*

- Amanda Gorman





# Announcements, Upcoming & Opportunities

- **July 30<sup>th</sup>:** School Meal Applications Due (including waiver request form)
- **Before the start of school:**
  - Download and customize a 2022-23 school meal program responsibilities workbook
- **Summer Series Sessions:**
  - **Aug. 8 - Food Safety**
  - **Aug. 17 – Best Practices for Local Procurement**
- **Pandemic EBT (P-EBT):** Announcement forthcoming with details
  - Expect implications from FARM applications early in the school year



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