



National School Lunch Program (NSLP) 101

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Professional Standard: 3000 - Administration
3 Training Hours

Agenda

Intro to School Nutrition Programs

School Food Authority (SFA) responsibilities:

- Overview of program responsibilities
 - Procurement
 - Student Eligibility
 - Professional Standards
 - NSLP application
 - Claims for reimbursement
- Calendar of deliverables

Next session:

- Breakfast
- Serving meals
 - Documentation
 - Meal pattern

Objectives

SFAs will:

- Be introduced to school nutrition programs and understand the benefits of participating
- Understand responsibilities for administering the Child Nutrition Programs (CNP) within their operating model.
- Know how to monitor their programs, ensuring they are meeting responsibilities.
- Understand how to navigate Office of the State Superintendent of Education (OSSE) tools

Introductions

OSSE staff: Introduce yourself including area of content expertise.

Local Education Agencies (LEAs): Introduce your LEA to OSSE and the group.

- Global Citizen PCS
- LEARN PCS
- Phalen Leadership Academy
- Digital Pioneers
- Kingsman PCS
- IDEA PCS

Division of Health and Wellness (HW) Mission

Healthy bodies and minds are the foundation of academic success.

OSSE HW leverages programming, partnerships, policy, and data to remove health barriers to learning so that people of all ages and backgrounds are prepared to succeed in school and in life.

School Meals are **Essential** for Student Health and Learning

- School Meals:
 - Alleviate food insecurity and poverty
 - Support good nutrition
 - Improve health outcomes
 - Boost learning
 - Students who participate in school breakfast programs have ***improved attendance, behavior, academic performance, and academic achievement as well as decreased tardiness, based on decades of research on the topic.***¹



School Nutrition Programs

The school nutrition programs are **federally assisted meal programs** operating in public, public charter, and nonprofit private schools as well as residential child care institutions. These programs **provide cash subsidies or grant awards to assist schools with meeting meal costs while providing students nutritious meals and snacks during and after the school day.**

- Programs include:
- [School Breakfast Program \(SBP\)](#)
- [National School Lunch Program \(NSLP\)](#)
- [Fresh Fruit & Vegetable Program \(FFVP\)](#)
- [Afterschool Snack Service](#)
- [At-Risk Supper Program](#)
- [Summer Food Service Program](#)





SFA Responsibilities in Child Nutrition Programs

Professional Standard: 3200 Program Management



Definitions

Child Nutrition (CN) Programs: Federally funded nutrition programs administered by the USDA. Includes:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Seamless Summer Option (SSO)
- Afterschool Snack Service
- Fresh Fruit and Vegetable Program (FFVP)
- Special Milk Program (SMP)
- Summer Food Service Program (SFSP)
- Child and Adult Care Food Program (CACFP)
- Food Distribution Program (FDP)

School Food Authority (SFA): the governing body which is responsible for the administration of one or more schools; and has legal authority to operate Child Nutrition Programs (CNP) or be approved to operate CNPs.

Food Service Director: professionals who oversee all aspects of the school nutrition program for the district independently or alongside additional school nutrition professionals. They are directly responsible for the management of the day-to-day operations of school foodservice in a district.

Determining the School Food Authority and Hiring a Food Service Director

School Food Authority (SFA): the governing body which is responsible for the administration of one or more schools; has the legal authority to operate school meal programs.

- Traditionally, each LEA in DC = SFA
- OSSE strongly encourages LEAs to consider SFA options:
 - Partnering to form one SFA including multiple sites
 - Become a site under an existing SFA

Food Service Directors are responsible for managing school nutrition programs for all schools under an SFA

- They plan, administer, implement, monitor, and evaluate all aspects of the school nutrition programs.
- Hiring standards minimums based on student enrollment (*see notes for detail*)
- Minimum prior training standards required:
 - At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date.
- Annual minimum required training hours: 12 hours

Discussion

- Have you determined if you will be your own SFA or join other LEAs in an SFA?
- Have you hired a food service director, or someone who will have that role within their portfolio?

SFA Responsibilities

SFAs are responsible for the
overall operation
of Child Nutrition Programs

School Food Authority Responsibilities – Self Prep

Nutrition

Menu Planning

Nutrition
Education

General Nutrition

Operations

Food Production

Serving Food

Cashier and Point
of Service (POS)

Purchasing/Procure
ment

Receiving and
Storage

Food Safety and
HACCP

Administration

Free and Reduced
Price Meal Benefits

Program
Management

Financial
Management

HR and Staff
Training

Facilities and
Equipment
Planning

Communications and Marketing

Communications
and Marketing

School Food Authority Responsibilities – Vended

Nutrition

Menu Planning

Nutrition Education

General Nutrition

Operations

Food Production

Serving Food

Cashier and Point of
Service (POS)

Purchasing/Procure
ment

Receiving and
Storage

Food Safety and
HACCP

Administration

Free and Reduced
Price Meal Benefits

Program
Management

Financial
Management

HR and Staff
Training

Facilities and
Equipment Planning

Communications and Marketing

Communications
and Marketing

School Food Authority Responsibilities – FSMC

Nutrition

Menu Planning

Nutrition Education

General Nutrition

Operations

Food Production

Serving Food

Cashier and Point
of Service (POS)

Purchasing/Procure
ment

Receiving and
Storage

Food Safety and
HACCP

Administration

Free and Reduced
Price Meal Benefits

Program
Management

Financial
Management

HR and Staff
Training

Facilities and
Equipment
Planning

Communications and Marketing

Communications
and Marketing

Discussion

- Have you determined which operating model you will be using? If so, which one?
- Are there any challenges you are facing making this decision?

Why are SFA responsibilities important?

Healthy bodies and minds
are the foundation of
academic success.

Tools

- All SFAs should have access/sign up for:
 - [Beyond the Tray Newsletter](#)
 - [Orchard](#)
 - [Google Drive](#)
 - [SFA Master Responsibilities](#)
 - [Calendar of Deliverables](#)



Welcome to the OSSE Health and Wellness Division's Child Nutrition Programs Newsletter "Beyond The Tray". Beyond The Tray is a monthly newsletter that will focus on providing you with the latest updates and news from the United States Department of Agriculture (USDA), the Healthy Schools Act (HSA) and Healthy Tots Act programs in the District.

[LEARN MORE](#)

Welcome to Orchard

The Child Nutrition Program (CNP) Portal System for the
District of Columbia

The Office of the State Superintendent of Education (OSSE), Division of Health & Wellness (H&W) serves as the State Agency (SA) for the District of Columbia. As the SA, OSSE is responsible for overseeing the administration of the federally regulated CNPs operated throughout the district. OSSE is proud to serve as the link between the United States Department of Agriculture (USDA), Food Nutrition Services (FNS) agency and local program operators, to ensure CNPs are managed according to the federal requirements. Orchard is the SA database that supports online applications and compliance monitoring for CNPs.

COVID-19 Resources:

[SA CNP COVID-19 Guidance](#)

[FNS COVID Response](#)

[District COVID Updates](#)


[DC Public Schools \(DCPS\) COVID Updates](#)

[Public Charter School Board \(PCSB\) COVID Updates](#)



Google Drive– NSLP Resources

- [Google Drive Link](#)
- Suite of resources
- Master responsibility spreadsheet and Calendar of Deliverables are located in the Google Drive

	Afterschool Snack Program
	At-Risk Supper Program
	Beyond the Tray Newsletters
	Calendar of Deliverables
	Civil Rights and Dietary Accommodations Resources
	Common Acronyms
	Community Eligibility Provision (CEP)
	COVID-19 Guidance & Support

The SFA Master Responsibility Spreadsheet

- This [spreadsheet](#) is a **tool** for SFAs
- Each item links to additional information/guidance
- Download the spreadsheet and edit for your SFA

<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>Relevant Due Dates</i>
Quarterly					
Farm-to-School	Locally Grown Tracking	All SFAs	Locally Grown Tracking Log	Email to osse.lg@dc.gov	November, February, May, August
Direct Certification	Run direct certification list	All SFAs who collect applications	FARM and Direct Certification Presentation	Run Direct Cert list in SLED	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
Monthly					
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	Meal Compliance Training Part I	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	Meal Compliance Training Part I	Beginning of a cycle menu



Procurement

Procurement

Responsibility - bucket	Responsibility - specific tasks	Who needs to do it?	Title of relevant document(s)	Where can I find more information?	<u>Relevant Due Dates</u>
Annually					
Procurement	Procure Goods and Services	All SFAs	Procurement Flowchart	Procurement Folder	As needed
	Annual Monitoring of FSMC Contract	SFAs contracting with FSMCs	Monitoring Checklist	SFA Responsibilities - Contracting with an FSMC Folder	Recommended November 30th annually (never due, suggested)
	Procurement Training	All SFAs issuing a bid	Procurement Self Guided Training	Procurement Training	
	Contact Extensions and Modifications	Extensions: All SFAs Modifications: as needed	Extensions and Modifications	Procurement Folder	

Discussion

- Where are you in the solicitation development and issuance process?
- What challenges are you facing?
- How can OSSE support you in this process?

Procurement next steps

- ☐ Determine food service contract needs for the upcoming school year: extend current contracts (if applicable) or go out for bid.
- ☐ Develop documents as applicable – Invitation for Bid (IFB), Request for Proposal (RFP), informal, extension, and/or modification.
- ☐ Submit proposed documents to OSSE for review, if desired.
- ☐ *FSMC solicitations only*: Submit solicitation documents to OSSE for review and approval.
- ☐ *IFBs and RFPs only*: Publicly post the notice of availability of solicitation documents according to federal procurement regulations.
- ☐ *IFBs only*: Host bid opening; review proposals; make an award.
- ☐ *RFPs only*: Evaluation panel reviews proposals; make an award.
- ☐ *FSMC only*: Submit selected proposal and evaluation tools to OSSE for approval prior to award.
- ☐ Maintain all documentation associated with the procurement according to federal record keeping regulations.



Q&A



Student Eligibility

Student Eligibility

2021-22 School Year: Free breakfast and lunch through Seamless Summer Option (SSO)

Students may qualify to receive meals at the free, reduced, or paid rates and may qualify in the following ways:

- **Direct Certification** allows local education agencies (LEAs) to certify children as eligible for free meal benefits using participant data from other means-tested programs, eliminating the need for a Free And Reduced-price Meal (FARM) applications.
 - Those who receive Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), or are identified as homeless or in foster care are automatically eligible.
- **Free And Reduced price Meal (FARM) applications** allow households to submit income or other categorically eligible information to qualify for free or reduced price meal benefits.

Community Eligibility Provision (CEP) allows schools to serve meals at no cost to students without collecting household applications.

- Sites with more than 40 percent of students directly certified are eligible to participate.
- State Agency Memos:
 - [CEP Guidance for New Schools](#)
 - [CEP Eligibility Data](#)

CEP

Responsibility - bucket	Responsibility - specific tasks	Who needs to do it?	Title of relevant document(s)	Where can I find more information?	<u>Relevant Due Dates</u>
Annually					
Community Eligibility Provision (CEP)	Elect CEP rates	SFAs electing to use CEP the following school year	Individual CEP tool sent to each eligible SFA	USDA CEP Resource Center	June 15

In order for new schools to participate in CEP, LEAs must:

- ☐ Ensure the student information system (SIS) is sending data to SLED
- ☐ Contact your program specialist. At this time, OSSE will determine CEP eligibility for each new school. Eligibility information will be emailed to the LEA with a deadline by which to elect if and how the new school will participate in CEP.
- ☐ Submit the LEA's new CEP elections by the deadline provided by OSSE.

Direct Certification

Responsibility - bucket	Responsibility - specific tasks	Who needs to do it?	Title of relevant document(s)	Where can I find more information?	Relevant Due Dates
Quarterly					
Direct Certification	Run direct certification list	All SFAs who collect applications	FARM and Direct Certification Presentation	Run Direct Cert list in SLED	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 per year

- ☐ Ensure the student information system (SIS) is sending data to SLED
- ☐ Run direct certification list prior to the start of school and update student eligibility

FARM Application

Responsibility - bucket	Responsibility - specific tasks	Who needs to do it?	Title of relevant document(s)	Where can I find more information?	Relevant Due Dates
Annually					
Free And Reduced-price Meal (FARM) Eligibility	Send application to all families with students who are not directly certified	SFAs not offering free meals to all students	FARM application	FARM and Direct Certification Folder	Prior to start of school year
	Send direct certification notification letter to all directly certified students	SFAs not offering free meals to all students	Household letters	FARM and Direct Certification Folder	After first direct certification pull
	Determine benefit status for all students applying for benefits	SFAs not offering free meals to all students	Income Eligibility Guidelines	Direct Certification and FARM application training	Within 10 days of receipt of FARM application
	Send letters to families with benefit determination	SFAs not offering free meals to all students	Household letters	FARM and Direct Certification Folder	After FARM application is reviewed
	FNS-742a - LEA Second Review of Applications	SFAs with error rate greater than 10% on FARM applications as identified in prior year's Administrative Review or error rate higher than 5% on previous FNS-742a	FNS-742a FNS-742a Instructions	FARM and Direct Certification Folder	December 31



Q&A



5 Minute Break



NSLP/SSO Application

Group Activity

1. You are brand new to the Food Service Director role. Your Principal or LEA leader tasks you with ensuring you submit the NSLP application on time. You don't know even know what the NSLP application is.
 - a) What is needed to complete the NSLP application?
 - b) When is the application due?

NSLP/SSO Application

Responsibility - bucket	Responsibility - specific tasks	Who needs to do it?	Title of relevant document(s)	Where can I find more information?	Relevant Due Dates
Annually					
National School Lunch Program (NSLP)	Submit Application	All SFAs	NSLP Application	Orchard	July 31
			NSLP Application Required Documents Checklist	NSLP Application Required Documents Checklist	
			NSLP Application Self Guided Resource	NSLP Application Self Guided Resource	
	Public Notification	All SFAs	Public Notification	Orchard	Prior to the Start of School
	Meal Charge Policy	SFAs not offering free meals to all students	Meal Policy Checklist	Orchard	July 31

Tips for Completing the NSLP/SSO Application

- Start working on the application early
- [NSLP Application Required Documents Checklist](#)
 - Print it out
 - Start collecting documents now
 - Cross off what you do not need
- [Self-Guided Resource](#)
 - Watch the resource
 - Reference it for any questions
- Ask your Program Specialist

NSLP/SSO Application Required Documents Checklist

National School Lunch Program (NSLP) Application Required Documents Checklist

The Office of the State Superintendent of Education (OSSE), [Division of Health & Wellness \(H&W\)](#) serves as the State Agency (SA) for the District of Columbia. As the SA, OSSE is responsible for overseeing the administration of the federally regulated Child Nutrition Programs (CNP) operated throughout the District. [Orchard](#) is the SA database that supports online applications and compliance monitoring for CNPs.

This checklist has been developed to assist School Food Authorities (SFA's) with preparing and collecting forms and documentation for their application submissions. SFA's should ensure all documentation that is outdated, contains information and / or signatures that are no longer valid are updated during the annual application process. Forms requiring signatures should be signed by current SFA representatives as applicable. The [Orchard Library](#) contains templates and guidance documents for all CNP applications.

Timeline

The annual NSLP applications are available in Orchard effective June 1st. All SFAs must submit their initial or renewal application by August 31st annually. Applications submitted after August 31st will impact the effective date for reimbursement. Once an application is submitted, it will be reviewed by OSSE staff and approved or returned for modification within 3 business days. Modifications are due from the SFA within 3 business days. OSSE will provide all SFA's with a notice of determination (NOD) once the application has been reviewed and processed.

SFA Documents

Organization Documents

- Effective with the 2020-21 school year application the payment processing forms (ACH, Master Supplier & W9) will no longer be collected through Orchard. These forms are distributed and processed through the Procurement Center of Excellence (PCOE). SFA's who are already receiving payments do not need to contact PCOE unless they are updating their mailing address for payments sent via check or changing direct deposit information. SFA's that need to update or provide direct deposit information and or payment mailing addresses should email PCOE at DCvendorsupport@dc.gov or call (202) 724-4477, (press option 1 then option 2) to reach a vendor maintenance specialist.

Public Notification

Civil rights

USDA Non-Discrimination Statement

The following is the non-discrimination statement that must be used in the above communications. In addition, this non-discrimination statement should be used on all other materials developed for the school meal programs. The text may not be altered when posting to your website or in written communications. Font and font size must remain the same. To access the non-discrimination statement in other languages, please visit the [USDA website](#).

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.



Professional Standards

Professional Standards

<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>Relevant Due Dates</i>
Annually					
Professional Standards	Hiring	All SFAs	USDA Professional Standards Flyer	Professional Standards Folder	Prior to hire
	Annual training requirements	All SFAs	USDA Professional Standards Flyer	Professional Standards Folder	End of school year
	Training tracker	All SFA employees involved in Child Nutrition Programs	Professional Standards Training Tracker Tool	Professional Standards Folder	End of school year
	Civil Rights Training	All SFA employees involved in Child Nutrition Programs	Civil Rights Training (OSSE)	NSLP Civil Rights and Dietary Accommodations Folder	Beginning of school year
			Civil Rights Training (Institute of Child Nutrition)		

Calendar of Deliverables

2021-22 Calendar of Deliverables		
NSLP Application		
Due Date		
July 30, 2021		
Claims (NSLP, SSO, HSA, and FFVP)		
Claim Month	Due Date	Final submission due date (60 day deadline)
July	August 10, 2021	September 30, 2021
August	September 10, 2021	October 30, 2021
September	October 10, 2021	November 29, 2021
October	November 10, 2021	December 30, 2021
November	December 10, 2021	January 29, 2022
December	January 10, 2022	March 2, 2022
January	February 10, 2022	March 31, 2022
February	March 10, 2022	April 29, 2022
March	April 10, 2022	June 1, 2022
April	May 10, 2022	June 29, 2022
May	June 10, 2022	July 30, 2022
June	July 10, 2022	August 31, 2022
All Other Items		
Due Date	Item	
Prior to serving meals using a waiver	NSLP Waiver Request Forms	
July 30, 2021	Notification of intent to use Alternate Verification Sample Size Due in Orchard	

Review

- Food Service Directors are responsible for the overall operation of the Child Nutrition Programs.
- Start with a plan.
 - Monitor and update it often.
- Utilize tools and templates
 - Beyond the Tray Newsletter
 - Calendar of Deliverables
 - SFA Master Responsibilities
- Contact your School Nutrition Program Specialist

Next Steps

- ❑ Determine/hire Food Service Director role (*slides 11-12*)
 - ❑ Ensure professional standards for food service directors are met (*slide 42*)
- ❑ Identify the type of service model that will be used (*slides 14-17*)
- ❑ Download the Master Responsibility Spreadsheet tool and customize to meet your program (*slide 22*)
 - ❑ Utilize the calendar of deliverables (*slides 48-49*)
- ❑ Procure food/food service(s) (*slides 23-26*)
- ❑ Determine student eligibility (*slides 28-32*)
- ❑ Prepare the NSLP/SSO application (*slides 35-40*)
 - Application approval is contingent on OSSE site visit



Q&A

Next Session

- The next training will focus on meals
 - The meal pattern
 - Serving meals
 - Serving meals in the classroom
 - Health and safety during COVID-19
- Are there any other topics that you would like covered next time?



Stay in Touch

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| Thank you!