

Check in with CANS - Agenda
Monthly Conference Call with DOE-Child and Adult Nutrition Services
May 5, 2016 2:30PM CST/1:30PM MT

Website: <http://doe.sd.gov/cans>
Email: DOE.SchoolLunch@state.sd.us

PROCUREMENT IN THE 21ST CENTURY & WORKSHOP – FREE Training Opportunity!!!

Child and Adult Nutrition Services (CANS) is hosting the Institute for Child Nutrition (ICN) **Procurement in the 21st Century course** and a half day **Procurement workshop** that will explore the new state procurement templates and discuss procurement challenges.

The training will provide information on federal procurement requirements, and informal versus formal procurement methods. During the training participants will identify key factors for a fair, open and cost-effective purchasing method that will support compliance with federal, state and local policies. The workshop will include a look at newly released state procurement templates and round table discussions that will cover school procurement experiences from small to large. Exercises will cover what type of procurement process is needed, which state template should be used, and what bid specs will be necessary, and more!

Who should attend:

This training is specially designed for School Food Service Directors, School Business Managers, and anyone else directly involved with purchasing for their schools food service program. **Attendance is strongly recommended.**

How is this course different from the one offered as a preconference at the SNA SD State Conference:

This training includes hands on workshop that is not offered during state conference. The two day ICN training will be the same. Lots of time for discussions about concerns and how does procurement really look in the School Nutrition Program is planned.

Training Locations and Dates: Class will start promptly at 8:00 am to 5:00 pm local time. Day 3 is 8:00 am to noon local time. Participants should plan to attend all three days of training.

Rapid City on July 18th-20th
Sioux Falls on August 1st-3rd
Pierre on August 8th-10th

Please register for this training by May 20.

Complete the survey monkey registration form at: <https://www.surveymonkey.com/r/HY9KTP7> and for more information check out the full flyer at <http://doe.sd.gov/cans/documents/PITTFcwkp.pdf>

New Procurement Rule – Micro-purchases

According to the new 2 CFR 200.67, micro-purchases can be utilized to minimize the administrative burden and cost of completing an informal or formal procurement process for very small purchases. Micro-purchases make it possible to make purchases in emergency situations to continue uninterrupted service. No informal quotes are required in micro-purchasing. Please keep in mind that with all procurement, the use of federal taxpayer dollars requires you to use funds to maximize free and open competition. Micro-purchases are not exempt from this requirement.

Micro-Purchases may be used when the following conditions are met:

- One aggregate transaction does not exceed \$3,500
- Purchases are equitably distributed among qualified suppliers, your SFA should not use one single supplier for all micro-purchases
- Prices are reasonable

Micro-purchasing MAY NOT be used instead of required procurement methods.

Understanding the correct usage of Micro-purchases is **critical** to ensure that an SFA is not circumventing the proper procurement process.

Things to remember when using micro-purchasing are:

- The SFA must distribute micro-purchases between multiple suppliers to “share the wealth” as long as the price is considered reasonable.
- The items being purchased should be examined to see if purchasing them in a different manner could result in a better price. (Micro-purchasing may not be used when another procurement method may achieve a more economical approach).
- *For example, you **cannot** purchase your weekly food supplies from one vendor all year long, as long as each of the weekly invoices do not exceed the micro-purchase threshold of \$3,500. Using this example, the SFA must use an informal or formal procurement method to evaluate the best vendor.* Micro-purchasing is meant to be used for smaller purchases that cannot otherwise be estimated for long term use over the school year. Examples could be:
 - The cooler went out overnight and some of your product is not safe to serve. An emergency trip to the local market is needed to purchase enough supplies to complete a menu until your vendor can restock your supply.
 - Your vendor was unable to fulfill the quantity of a product you needed for the week, you are short but can obtain this product at a local business to fulfill what you need for the day/week.
 - Spices and other low cost items used often but not purchased frequently in great quantity are items that work well using the micro-purchase method.
 - Small farm to school or Fresh Fruit and Vegetable purchases can be appropriate for micro-purchases.

It is the responsibility of the Food Service Director and Business Manager to be educated on the procurement methods and institute proper business practices accordingly.

The new Administrative Review includes a procurement module in which your procurement methods will be reviewed. Documentation needs to be maintained and available upon request by the SA.

2016 Team Nutrition Summer Courses for School Lunch

- SDSU Extension and Team Nutrition is offering eight Healthy School Meals workshops at the SDSU Extension Regional Centers in June.
- This educational opportunity is designed for food service professionals and other professionals, such as Registered Dietitians who want to work with school lunchroom staff. Participants will gain an enhanced understanding of the child nutrition regulations. Interactive lessons will include menu planning, identifying ways to lower salt by using spices and herbs, following guidance materials developed by USDA and other approved resources, and creating smarter lunchrooms with quick and easy ways to increase participation and reduce food waste.
- This training is appropriate for new and experienced food service staff.
- **Day 1** Workshop will be held from 9:30am to 4:30pm
- **Day 2** Workshop will be held from 8:30am to 3:30pm
- **You can find more information and the registration form at:** <http://igrow.org/events/2016-team-nutrition-summer-course/#sthash.GdSimRGH.dpuf>

May 31-June 1 (Aberdeen)
June 2-3 (Watertown)
June 6-7 (Rapid City)
June 8-9 (Lemmon)
June 13-14 (Winner)

June 15-16 (Pierre)
June 20-21 (Sioux Falls)
June 22-23 (Mitchell)

Team Up for School Nutrition Success (Workshop Opportunity)

- Team Up for School Nutrition Success training is scheduled for Wednesday and Thursday, July 19 & 20, 2016 in Pierre
- Team Up for School Nutrition Success is a unique learning experience that serves to enhance schools' food operations by providing tailored technical assistance to school nutrition programs that want to maintain a healthy environment and student meal program participation
 - Pairs participants with a mentor so that effective peer-to-peer mentoring is provided in a variety of areas
 - Includes panel discussions of creative solutions for implementing the regulations and possibly some specific training
 - Includes representatives from allied organizations offering resources to districts at no cost
- This training is appropriate for experienced food service staff.
- Invite was sent to FSD on 4/21/16
- Please contact Beth Henrichsen (beth.henrichsen@state.sd.us or 605-773-3610) if you have questions or are interested in participating as a participant or a mentor

FFVP Application Status

- Application period is closed. All applications have been reviewed. Thank you for submitting your applications on time!
- Selection will occur before the end of May, dependent on the federal dollar allocation SD receives this year

Midwest Dairy Council Equipment Grants

- USDA is partnering with Midwest Dairy Council's Fuel Up to Play 60 program to provide **nutrition-equipment grants of up to \$5,000 in total value for school year 2016-2017**. The purpose of these grants is to assist School Nutrition Directors in the purchase of new equipment and/or the renovation/ replacement of existing equipment that will enhance the long term implementation of their school breakfast and lunch programs.
- The on-line application opened in early March 2016 and the **deadline to apply is June 30, 2016**; schools may apply individually, or districts may apply for multiple schools within their district
 - To qualify for funding, schools must be a part of the National School Lunch Program
- More information on the grant and application can be found at <https://www.fueluptoplay60.com/funding/nutrition-equipment-grant> or contact Whitney Jerman, Health and Wellness Program Manager at wjerman@midwestdairy.com or 605.338.3776

Child and Adult Care Food Program (CACFP) Meal Pattern

- For Child Care Centers and Day Care Homes which participate in the CACFP and may be on the line.
 - A new meal pattern was recently released, which is effective as of October 1, 2017. The updated CACFP meal pattern is not as detailed as the school lunch meal pattern, such as no vegetable subgroup requirement.
- If anyone is interested in viewing training information, it will be posted on the CANS CACFP site in the near future
- This does not have an impact on school meal patterns with NSLP or SBP
- Schools that run a preschool or early childhood education programs will be impacted by these new meal patterns.

Professional Standards Training Credit

This conference call was **30** minutes in length

This conference call will count for **30** minutes of training credit

Training Codes: 3000 Administration