



January 2020

CANS NUTRITION BULLETIN

Child and Adult Nutrition Services
SD Department of Education



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

In This Issue

All Child Nutrition Programs

The Grapevine—A Note From Cheriee

South Dakota Sponsor Spotlight

Foodservice Director Wins Cook of the Month

Procurement Updated Guidance

Child Nutrition Recipe Box

Child Nutrition Sharing Site

Check in With CANS Monthly Conference Call

Pick It! Try It! Like It!

Updates to the Visual Portion Size Guides

School Nutrition Programs

SY19-20 Equipment Grant Awardees

Buy American Regulation

SNP Training of the Month

Serving Up USDA Food Photo Contest

Program Policy Memos

Contact CANS

We are modifying the way that we organize our table of contents! Items highlighted in bold and underlined are section headers to help you find the sections of the bulletin that apply to you. Any articles that fall under that heading the ones applicable to that heading. If there is only a heading, then there is only one article associated with that topic. Please feel free to give us your feedback on any aspects of the Nutrition Bulletin!

The Grapevine—A Note From Cheriee

A new year brings us the opportunity for a new beginning. A time to look forward with a sense of renewed purpose and hope.

January brings the School Nutrition Programs close to the mid-point of the school year. SFAs should start thinking about the requirements that still need to be completed before the end of the school year. Has your staff met the [Professional Standards annual training requirements?](#) Have you completed your [on-site monitoring](#) if you have multiple feeding sites? For those operating the afterschool snack program have you completed your two [on-site monitoring visits?](#) Schools operating with a contract management company should be looking at their upcoming contract renewals or going out to bid for a new Food Service Management Company contract.

Child and Adult Care Food Program operators may still be getting into the groove of the new program year. CACFP program reviews will be getting started for selected agencies. The Department of Public Safety Inspectors will conduct some of the on-site review as they have for years and CN Resource consultants will work alongside our CACFP staff to complete some reviews this year. CN Resource has a long history of consulting with State agencies and has worked in 24 different states. They are knowledgeable about CACFP requirements and the review process. Our office will let you know if your review has been assigned to CN Resource or DPS. We are also working on getting training topics and plans made for the spring training. Look for that information in the upcoming months.

Summer Food Service Program is starting to get going for the new year. Behind the scenes the CANS office is working on a strategic outreach and management plan and in the next month or two you will start seeing reminders for new and returning sponsors to get working on plans for summer 2020! We intend to apply for the same USDA summer feeding waivers as last summer to allow those much-needed flexibilities in the SFSP.

The work seems to never end, but it is worth it to see all those happy faces receiving healthy food thanks to you. Happy New Year! May it be rich with the blessings of happiness, love, good health, success, and laughter. Make it a great January!

-Cheriee Watterson

South Dakota Sponsor Spotlight!

Is your school or agency doing anything unique and interesting in your programs that you would like to share!? Do you want to be featured in our South Dakota Sponsor Spotlight segment!? Submit any pictures along with a summary of the exciting events that you're doing to DOE.SchoolLunch@state.sd.us.



Foodservice Director Wins Cook of the Month

Congratulations to Stacie Lee, the foodservice director at Cheyenne River BIE Schools, for being the November "Cook of the Month" in the West River Eagle. There was an article written about Stacie and her years as a food service director. You can read the full article in the West River Eagle about Stacie [here!](#)

Procurement Updated Guidance

Micro-purchasing: Federal regulation 200.67 defines a micro-purchase as "a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost."

In this definition the key word is "purchase" and the question became how purchase defined? After discussing this with the Department of Education Division of Finance and Management, our updated guidance for a micro-purchase is each **payment** made. How often do you make a payment to each vendor? It may be that each charge at a vendor is less than the \$10,000 per transaction, however when payment is made, it could be over the \$10,000 threshold. In that situation an informal or small purchase procurement action needs to be taken.

As an example:

January 10, 2020	-	Vendor ABC/Grocery Store	-	\$2560.31
January 12, 2020	-	Vendor ABC/Grocery Store	-	\$3346.58
January 18, 2020	-	Vendor ABC/Grocery Store	-	\$2190.87
January 21, 2020	-	Vendor ABC/Grocery Store	-	\$1634.22
January 26, 2020	-	Vendor ABC/Grocery Store	-	\$2608.90
January 28, 2020	-	Vendor ABC/Grocery Store	-	\$3097.82
TOTAL				<u>\$15,438.70</u>

In this example every transaction, or purchase, is under the \$10,000.00 micro-purchase threshold. However, if the agency pays these transaction as one payment for the month of January, it is above the threshold and an informal or small purchase would need to be done.

Child Nutrition Recipe Box

The [Child Nutrition Recipe Box](#) (CNRB) provides Child Nutrition program operators with recipes to prepare healthy and delicious meals that meet meal pattern requirements. These recipes are standardized to provide meal pattern crediting information for all meal pattern components and include recipes made with legumes, whole grains, and vegetables from the vegetable subgroups including dark green, red, and/or orange vegetables. Browse recipes for the Child and Adult Care Food Programs (CACFP) and for school nutrition programs.

New Website Features and Tools Coming in Spring 2020!

- Search tools to find recipes using a variety of search filters, such as USDA Program, Cooking Equipment, Recipe Categories, and Cuisine, to help users identify recipes of interest to them;
- “Build My Cookbook” where users can save their favorite recipes to make a customized cookbook;
- Shopping list feature where users can create a list of groceries from the selected recipes’ ingredients; and
- Consumer-friendly features such as star ratings, recipe reviews, and options to share content on social media.

Child Nutrition Sharing Site

The [Child Nutrition Sharing Site](#) (CNSS) is an online information center providing Child Nutrition Programs (CNPs) with a means for sharing effective resources related to program operation. CNSS aids in the collection and sharing of state and local resources by providing a centralized place to store, organize, manage, and share knowledge and tools with your peers.

Check in With CANS Monthly Conference Call

Mark your calendar!! Check in with CANS is a monthly conference call scheduled for the first Thursday each month. This call is open to all agencies on the Child Nutrition Programs. Each call will start with a report from CANS with hot topics, new guidance or program clarifications, and reminders of upcoming dates. There will also be time scheduled during each call for participants to ask questions.

Check in with CANS is scheduled on the first Thursday of each month starting at **2:30 pm CT / 1:30 pm MT**. Calls are scheduled for:

- February 6th
- March 5th
- April 2nd
- May 7th
- June 4th (*tentative*)

To join the conference call, **dial 1-866-410-8397 and enter code: 6507733610**. If you have trouble joining the conference call, or have additional questions, call the CANS office at 605-773-3413. Feel free to send in questions ahead of the call to DOE.SchoolLunch@state.sd.us please reference "Conference Call Question" in the subject line.

Shortly before the call, an agenda will be posted to the CANS website main page, <http://doe.sd.gov/cans/index.aspx>, under *Check in With CANS*. Shortly after the call is complete, the call minutes will replace the agenda with additional information. Please mark your calendar for these dates and join us!

Pick It! Try It! Like It!



Spinach is January's *Pick it! Try it! Like it!* One of the best things about spinach is that it is available all year round! You want to select green, crisp leaves with a fresh fragrance and avoid limp, damaged, or spotted leaves. It can be served in many different ways; salads and sandwiches, steamed, stir fried, or microwaved to be used in a warm dish. For a fact sheet, recipes, and more information on spinach visit: <https://extension.sdstate.edu/spinach-pick-it-try-it-it-preserve-it>

Updates to the Visual Portion Size Guides

Our office has recently updated the visual portion size guide that we posted last year. The updates include all the produce in the first guide as well as additional fruits and vegetables that may be served at your facility. Each guide still comes with three portion sizes for reference: $\frac{1}{4}$ cup, $\frac{1}{2}$ cup, and $\frac{3}{4}$ cup. The guides can be found on the [CANS SNP website](#) through the School Meals Programs Resources tab and under the subheading for National School Lunch / Breakfast Programs (NSLP / SBP). An easy way to incorporate these guides at your facility is by placing them in the serving line or at the point of service!

Blueberries

 $\frac{1}{4}$ cup $\frac{1}{2}$ cup $\frac{3}{4}$ cup

SY19-20 Equipment Grant Awardees

Congratulations to those who were awarded SY19-20 Equipment Grants! If you applied, you should have received notification of whether or not you were awarded on December 26, 2019. Our office received over \$110,548 in grant application requests—almost two times the available amount of \$65,134.85. Schools that met the 50% or higher Free/Reduced lunch percentage must be given priority of funding. The awardees are posted on the [CANS/SNP](#) webpage under the Equipment Grants heading. Please contact Beth Henrichsen at beth.henrichsen@state.sd.us if you have any questions.

Buy American Regulation

During a few recent Administrative Reviews, we have seen some schools struggling with documentation for nondomestic products. A domestic commodity or product is defined as one that is produced and processed in the United States substantially using agricultural products that are produced in the United States. Over 51% of the final, processed product, must consist of domestically grown product. CANS has posted a memo ([SNP 251-1](#)) that contains the regulation and a form you can use to document nondomestic products. Please keep in mind that the US Dept. of Agriculture/Food Nutrition Services (USDA/FNS) does allow for limited exceptions to the Buy American provisions when 1 of 2 events occur:

1. A specific product is not produced or manufactured in the US “in sufficient and reasonable available quantities of a satisfactory quality” or
2. When competitive bids show that the costs of the U.S. products are significantly higher than nondomestic products.

SFAs that use one of these exceptions are not required to request a waiver in order to purchase a nondomestic product, **but they must maintain documentation justifying why they are using that nondomestic item.** Please contact the CANS office at doe.schoollunch@state.sd.us if you have any questions.

SNP Training of The Month



Did you know that the School Nutrition Team records webinars and power point slides to post on our website for you to review at your convenience!? This section will highlight the different trainings offered on our website. We are also very hopeful that our office will be able to create interactive online trainings in the near future, so stay tuned for that exciting update!

Are you a new Food Service Director? Are you not sure where to start with the NSLP Program? Well, we have created special resources just for you on our website! Hop on over to the Food Service Director Handbook. Here you will find a full annual calendar of events and required deadlines for you will need to keep in mind. A list of topics covered includes, but is not limited to: Meal Pattern Requirements, Food Safety Plan information, Offer Vs Serve, Wellness Policy information, Smart Snacks, Administrative Reviews, Procurement Reviews, etc.

You can find this handbook here: <https://doe.sd.gov/cans/snp.aspx> under School Meal Programs Resources → National School Lunch/Breakfast Programs → Food Service Director Handbook (FSDH) *or* FSDH – Links to Resources.

Serving Up USDA Food Photo Contest

Do you have a signature dish using USDA Foods? Are you willing to share a photo of it? If so, the **Serving UP USDA Food Photo Contest** is for you!

USDA is requesting photos that showcase how schools use only USDA Foods in their school meals. Visit <https://fns-prod.azureedge.net/sites/default/files/resource-files/2020%20Photo%20Contest%20Info%20Sheet.pdf> for more information. The contest begins November 1st, 2019 and ends January 15th, 2020. All entries should be emailed to USDA Foods mailbox at USDAFoods@usda.gov.

The Child and Adult Nutrition Services office would like to see your creations as well! Please send a copy of your submissions to DOE.SchoolLunch@state.sd.us.



Program Policy Memos

Some policies have multiple numbers. That means those apply to multiple programs.

Child & Adult Care Food Program

Current policies can be found at <http://www.fns.usda.gov/cacfp/policy>.

School Nutrition Programs (SP Memos)

Policies that apply to school operation and administration can be found at <http://www.fns.usda.gov/school-meals/policy>.

Summer Food Service Program

Policies can be found at <http://www.fns.usda.gov/sfsp/policy>.

Food Distribution

Food Distribution policies can be found at <http://www.fns.usda.gov/fdd/policy>.

Contact CANS

For any questions, comments, or concerns

Email: DOE.SchoolLunch@state.sd.us

Phone: (605) 773-3413

Fax: (605) 773-6846

This institution is an equal opportunity provider.

Professional Standards Reminder: Any learning or training you receive about any aspect of the School Nutrition Programs can be counted as training time towards the professional standards annual training requirement. Reading the bulletin each month does count towards training hours.

Please retain documentation to show what topics were trained. For example, agenda, topics, handbook, certificate, etc. And record training on a Tracking Tool – we suggest using the [SD Tracker Tool](#) posted on the CANS NSLP website.

To credit training hours for time spent reading the Nutrition Bulletin, you will need to keep track of the time you spent reading and determine the applicable training codes. Appropriate documentation for this would be a copy of the bulletin signed and dated with the amount of time written on it.