

**Advisory Council for School Nutrition
Meeting Minutes – Thursday, December 7, 2012
Thompson School District, Boardroom Loveland, CO**

ACSN Members: Shelly Allen, Joni Bilderbeck, Paula Buser, Amanda Cobb, Kim Cotta, Brent Craig, Monica Deines-Henderson, Sandy Guyette, Michelle Hammond, Jill Kidd, Steffiney Quick, Craig Schneider, Naomi Steenson, Beth Wallace, Kay Wernsman

Absent: Kathy DeTonto, Adam Gose, Meta Riseling, Ella Walker

CDE Office of School Nutrition (OSN) Staff: Jeanne Aiello, Jan Bodnar, Jane Brand, Connie Harlow, Katie Jackson, Stacey Macklin, Ashley Moen, Jennifer Otey, Bre Riley, Sara Silvernail

Welcome and Introductions

- The ACSN meeting was called to order at 10:00 a.m. by Jane Brand, Director, Office of School Nutrition. Jane welcomed ACSN members, and OSN staff members – including the introduction of Ashley Moen, Senior Consultant. Jane also informed the Council that Senior Consultant Lindsay Hucknall had resigned from the OSN and a search is underway for her replacement. The position of Fiscal and Review Manager has been filled, and the new employee will be announced shortly. Additionally, Linda Stoll from Jefferson County School District has resigned from the ACSN and a replacement for her region is being considered.
- Meeting ice-breaker asked members to “share with the group something that you have done that no one else has done, and if anyone else in the group has also done this, you must come up with something else!”*
- Jane discussed the option of rescheduling the May ACSN meeting to correspond with the CSNA Summer Conference and Exhibit in June. It was unanimously agreed upon by ACSN members to move the May meeting to Wednesday, June 19, 2013, 12:00 p.m. – 3:00 p.m., with a working lunch. Because the May meeting was scheduled to take place in Eagle, CO, it was also agreed upon to schedule the September meeting in Eagle, CO.
- Jane suggested that the lunch today be a “working lunch” so that those attending could adjourn by 2:00 p.m., instead of 3:00 p.m., in an attempt to avoid the bad weather that was anticipated later in the day. Members unanimously agree to amend the agenda to include the working lunch and 2:00 p.m. adjournment.

6 Cent Certification Presentation

Senior Consultant Katie Jackson presented a 6 Cent Certification update to the ACSN members:

- 80 flash drives have been received
- 27 SFAs have been approved; 10 SFAs are pending approval; and 30 SFAs are in the review process
- Two SFAs have completed validation reviews

Katie detailed the Certification process, including a hand-out showing where/when details about Certification can be found in the claim system on the website

- The SFA is notified by OSN when flash drive is received at the OSN (OSN has 60 days to process the flash drive)
- The SFA is assigned to initial reviewer, and the SFA is contacted with any follow-up questions and revisions
- Following initial reviews, the SFA will be given to second reviewer for final approval
 - Approval documents will be uploaded into the claim system
 - The SFA will be notified by Katie Jackson, when approved
 - 6-cent Certification funding will be “turned on” for reimbursement to the SFAs

Validation reviews will resume in January 2013, and validation review processes have been developed.

- Prototype checklists will be posted on the OSN website
- A random selection of 25% of the certified SFAs must be completed by June 30, 2013.
 - SFAs will be notified three weeks prior to their validation review
 - Validation reviews will be conducted on all SFAs with over 40,000 student
- Documents and production records will be reviewed for week of menus submitted for certification
- A percentage of meals served for each type of menu will be reviewed
- Meal service must be an accurate representation of certified menus
- Recommendations for corrective action can be made
 - 6-cent reimbursement can be shut off if meals do not meet the New Meal Pattern, until such time as the SFA resubmits documents for compliance

Katie informed the ACSN members that the technical assistance classes have been scheduled state-wide, and that the Fort Morgan class has been completed. ACSN members were asked to encourage SFAs in their regions to attend the technical assistance classes, if they have not been certified. Although these classes are not required, they do provide technical assistance to the participants who will be certified at the class, or have the necessary information to complete Certification at their district.

At the completion of her presentation, Katie asked ACSN members what they had been hearing from the SFAs in their regions. Comments included:

- Afraid to even open the flash drive and get started
- Calling those SFA directors who have been certified for advice
- No time to complete
 - Attending the technical assistance allows them to set-aside time dedicated to the completion of the Certification processes, with consultant support and without interruption
- Concerns were voiced regarding foods that had been contracted prior to the New Meal Pattern, that are not in compliance and what could be done with these large quantities
 - Inventory control and budgets were used for food that doesn't meet compliance

- Would there be flexibility in the validation review in reference to these food items that were purchased prior to the New Meal Pattern?
 - According to information received at the State Agency Meeting in December, the USDA is expected to send out new guidance, but guidance has not been issued at this time

Special Dietary Needs

The newest member of the OSN team, Senior Consultant Ashley Moen, presented updated information regarding Special Dietary Needs. Ashley detailed updates to forms and resources that have been made on the OSN website, including an Allergy/Anaphylaxis Action Plan (school nurse and food service requirements), a fact sheet for food service personnel, and a parent brochure. Ashley asked ACSN members for input on these brochures, including opinions on content and design.

Discussion followed regarding the increased importance of providing information, regarding students with disabilities, 504 plans, allergies, intolerances, and preferences and efforts to provide foods that allow inclusion of students with Special Dietary Needs in the food service program. Implementing menus that accommodate preferences by parents and students were also discussed, including menus for gluten-free, lactose-free, and vegetarian diets. It was suggested, and agreed upon by ACSN members, to include a more comprehensive and detailed look at Special Dietary Needs at the February 2013 ACSN meeting.

Required Federal Fiscal Reports

Senior Consultant Jan Bodnar reviewed the mandatory Paid Lunch Equity and Non-program Revenue federal reports. These reports are expected to be required annually. Jan explained that SFAs cannot subsidize paid meals with free and/or reduced price meals. Non federal funds must be used to subsidize the school food service account if the SFA chooses not to raise the price to the USDA required price. She explained that any revenue, including ala carte and vending, that is entered into the non-profit school food service fund does NOT qualify as non-federal funds. Several districts are subsidized annually with non-federal funds since districts choose not to raise the school meal prices.

Many ACSN members commented that determining the expenses from non-program food is difficult due to the same food items being used for program and non-program foods. Some SFAs calculate average food cost per tray to determine expenses for determining non-program adult meals.

Jan requested that ACSN members send her any procedures or forms that they use to simplify the annual reporting. She will share these tools with other SFAs that are struggling.

Claim System

For this meeting, questions regarding the claim system were given to ACSN members for discussions with the SFAs in their regions. Senior Consultant Jennifer Otey presented a summary of these responses:

- What do you like most about the system?
 - Pre K-2 included in the system
 - Incorporates all NSLP programs (or will include in the future)
 - Approval forms and claims for all programs in on system
 - Consolidated, clean screens
 - Error checks
- What is the top aspect/feature of the system you would change?
 - District servers blocking access (needs to be corrected internally by district)
 - No access to scanners
 - Passwords
 - Additional reports, including Excel report, year-to-date reports, quarterly comparison reports, and auditor's report are needed

Jennifer detailed some of the updates and additions that have been made to the claims system including:

- Ability for the point-of-sale (POS) software to “bridge” directly with the claim system
- Rollover of documentation from this year to next year
- Turning on the 6 cent Certification reimbursement, and pro rating to claim month
- Processing Fresh Fruit and Vegetable Program claims in claim system

Pending updates:

- Electronic fund transfers (direct deposit)
- Summer Food Service Program applications and claims

Roundtable

Senior Consultants Connie Harlow and Jeanne Aiello led ACSN members in a roundtable discussion at the close of the meeting.

Paula Buser: raised the question regarding the evaluation of food costs to implement the New Meal Pattern; costs in her district have increased.

Amanda Cobb, Beth Wallace and Brent Craig all agreed that costs have increased. Additionally, revenue has decreased for some districts because participation has fallen with increased meal prices.

- It was suggested that increased training for staff would decrease costs. Staff seems to be over producing and over compensating because they are concerned they won't have enough fruits and vegetables to meet requirements. (Jill Kidd)
- Month-end inventories have been higher because of increased purchases anticipating greater need to meet requirements. (Brent Craig)
- Canned fruits and vegetables (less expensive) can be used in place of fresh fruits and vegetables (more expensive) (Jill Kidd)

Brent Craig: high schools have been most negative, with schools dropping the NSLP. Districts then have to subsidize free and reduced price meal students at a greater cost for purchases outside of the district.

Naomi Steenson: some schools are dropping the NSLP.

Beth Wallace: \$50,000 loss in the NSLP at one school, due to competition of DECA program; looking forward to the competitive foods regulations from USDA, because competitive foods are not meeting NMP regulations and have unfair advantage. Questioned what is consequence when competitive foods violated regulations?

Bre Riley and Sara Silvernail reported that USDA made no mention of competitive foods guidelines at the State Agency meeting in December.

Jill Kidd/Monica Deines-Henderson/Brent Craig: not able to get responses from the SFAs they are representing. Not receiving responses from phone calls or emails.

Steffiney Quick: 100% response at meeting of SFAs in her region.

Amanda Cobb: Different questions require different contacts. Certification questions were answered by more food service staff, but claim system questions were answered by business office staff. It is hard to know who or how to reach the right contacts.

Jane Brand: Expectation is that the ACSN member will send out the request for information, but members cannot be expected to force responses from the SFA

Next steps:

- It was suggested, and agreed upon by ACSN members, to include a more comprehensive and detailed look at Special Dietary Needs at the February 2013 ACSN meeting. Members are requesting multiple scenarios that will have a “decision tree” type layout with a “if this, then this” and “if not this, then this” process. Also, clarification on differences between disability, allergy, intolerance, and preference and required response by SFA.
- Survey questions for ACSN members to present to SFAs in region should be limited to a maximum of four; consideration of “Survey Monkey” questionnaire to increase participation from SFAs.

Hot topics for the February 22, 2013 meeting:

- Special Dietary Needs
- Charging for seconds and ala carte items; how to charge and what to charge
- Offer vs. Serve power point presentation (UC-Davis- breakfast and lunch)
- Implementation of zero trans fat legislation (spring, 2012) following directive from CDE that OSN will not develop rules
- Direct Certification
- Training Needs
- Administrator’s Reference Manual
- Communications

Closing Comments and Adjournment:

Jane Brand, Director, Office of School Nutrition, thanked everyone for their attendance and participation and closed the meeting by commending the Council for accomplishing the desired meeting outcomes. Jane reminded ACSN members to complete their CDE – 56 travel reimbursement forms and meeting evaluation forms. Meeting was adjourned at 2:00 p.m.