

SCHOOL LUNCH ADVISORY COUNCIL

Meeting Notes – May 11, 2018

In Attendance:

NYS Office of General Services (OGS) Food Distribution:

Maureen Barbic
Diane Green
Barbara Marshall

New York School Nutrition Association (SNA):

Jennifer Martin

USDA:

Adrienne Vingiello, Food and Nutrition Services (FNS)
Matthew Chotkowski, Food and Nutrition Services (FNS)

SLAC Area Representatives:

Area A - Gregory Elliott, Food Service Supervisor, GST BOCES, Prattsburgh Central School
Area C - Anita Trautwein, Food Service Director, Alden Central School District for Tami Augugliaro
Area D - Kim Corcoran, Food Service Director, DCMO BOCES
Area E - Chris Whitmore, Food Service Director, Rome City School District
Area F - Dave Gravlin, Food Service Director, Potsdam Central School
Area G - Michael Robinson, Food Service Director, New Paltz Central School District
Area J - Lisa Ostrowski, Food Service Director, North Colonie Central School District
Area K - Regina Dunne, Food Service Director, Smithtown Central School District
Area L - Brian Wright, School Lunch Director, Baldwinsville Central School District
NYC - Anne O'Donnell, Director of Supply Chain Management – New York City Department of Education
NYC - Cristina Perez – New York City Department of Education, School Food Services

NYS Department of Education

Sandy Sheedy, Child Nutrition Program

NYS Education Department: A handout was provided that included information on: 2018-19 Child Nutrition State Initiatives; Prohibition against meal shaming; Breakfast after the Bell; the 30% New York Grown/Processed for additional State reimbursement for lunch meals served; Personally Identifiable Information (PII); Food Service Management Companies; Summer Food Service Program; mandatory reporting; and Farm-to-School Grants and Activities. (Attachment A)

- **Prohibition against meal shaming:** Discussion included comments from several members. SLAC members do not feel that this is the way to go and feel that it is an insult that this is a priority. There needs to be a Board of Education Policy because the money to pay for “charge” lunches will come from the general fund. Discussion also involved when and how notification of unpaid lunches will go out to parents. Some schools are using robocalls and emails to communicate with parents. Some schools are notifying parents with the first meal charged. Other schools are using a dollar figure/cap before reaching out to parents. One school sends an email every week with a hard copy going out to parents when the charge level reaches \$50.00. Some schools are using the number of meals charged vs. a dollar figure. Schools are not allowed to utilize a collection service for charged meals.
- **Breakfast after the Bell:** New York City Board of Education currently has 1,008 schools participating in “Breakfast After The Bell”. New York State’s numbers for participation are low overall and advocates want to see participation numbers go up in order to receive more funding. Sandy Sheedy let SLAC members know that all schools will need to report “Breakfast After the Bell”. Schools with mixed districts (some CEP/some not) will need to add required language (get this from State Education) in order to use one application.
- **30% New York Grown/Processed:** The processor may be in or out of state as long as 51% of the raw product is New York grown. Industry is responsible for proof of the 51%. (Example: New York grapes processed out of state to make grape juice) There is no cap currently and schools may use just milk to

reach the 30% figure. No other state is doing this. Schools' proof comes from the overall money spent for the year on New York agricultural products only (no paper goods) for reimbursable meals only – ala carte cannot be included. Reimbursement will be based on SY 2018-19 data. State Education and Ag & Markets have been meeting on this issue and will put together guidance for schools. A note here that New York State does not grow enough food to service all New York Schools.

- **Statewide Direct Certification with New York State Student Information System (NYSSIS):** Seamless, schools like the new reporting system. Schools feel that they are reaching eligible. Schools still need to send the printed letter. If parents opt out, schools can still use the numbers for CEP eligibility.
- **Personally Identifiable Information (PII):** Child Nutrition eligibility data is PII. Schools need to send eligibility letters to parents for signature for permission to disclose information. Schools can add language to the bottom of the Direct Certification (DC) notification letter that child is eligible for other programs. Parents need to sign so FSD can give list to i.e. Athletic Department – for a free varsity jacket. Schools can add a check box to the DC letter that the information may be used for other programs.

Jennifer Martin, New York School Nutrition Association (NYSNA)

- Jennifer reported that yearly memberships will be on an April to March schedule. Renewals will be processed in January. The NYS School Nutrition Association is currently interviewing for a new membership coordinator.
- Jennifer reported on upcoming events including the conference being held in Saratoga, New York October 26-28, 2018. This year's conference will feature an interactive workshop with a poverty simulation. There will also be a two-part Farm-to-School workshop. Registration for the conference begins on June 1, 2018.
- Regional Industry Seminars:
 - December 3, 2018 – Long Island - The Inn at New Hyde Park
 - December 4, 2018 – Stony Point - Patriot Hills Golf Course
 - December 18, 2018 – Rochester – Doubletree
 - December 19, 2018 – Syracuse – Holiday InnThe seminars will be starting earlier and all exhibits will end by 2:00 pm. The seminars will offer at least 90 minutes of Farm-to-School information. OGS and SED will also give their updates.
- The Legislative Action Committee – 2019 will be a push to get rid of reduced priced meals.

Adrienne Vingiello USDA Food and Nutrition Service (FNS)

- USDA New Product Preview Sheets are available at: <https://fns-prod.azureedge.net/sites/default/files/fdd/product-preview-sheets19.pdf>
- The egg patty was discussed and the national office informed us of the following: “The egg patty does not have grill marks. The first version of the New Product Preview Sheets showed a photo of an item that was slightly browned from cooking, so this is likely where the concern is coming from. USDA Food and Nutrition Service (FNS) utilized the same product and cooked it again, following cooking instructions exactly to get the photo that was in the New Product Preview Sheet.
- Product Information Sheets reflect the maximum sodium level within the bid spec range. Schools may contact vendors for specifics to a particular brand.
- Lean Fine Textured Beef – The Product Information Sheets are the same for both items because the spec sheet is on the grind of the meat.
- The DOD bid for New York closed on May 11th. USDA/DOD are hopeful that the bid will be awarded early in the 2018-19 school year.
- A requirement of the current DOD contract for areas G and K is a bi-weekly market report for produce available for schools.
- USDA's Office of Community Food Systems has an e-newsletter called “The Dirt”. The December issue has information regarding Farm-to-School. There will be a Farm-to-School census in 2019 to look at 2017-18 school year data. The e-newsletter also has information on the “Orange Thumb” grant that is due in February 2018 (<http://www2.fiskars.com/Community/Project-Orange-Thumb>), Link to the E-letter archive and to sign up to receive the newsletter: <https://www.fns.usda.gov/farmtoschool/e-letter-archive>
- Commodity Complaints: If RA's are not satisfied with a product, submit a complaint to OGS Food Distribution using a Commodity Complaint form. This includes quality and packaging issues. <https://ogs.ny.gov/BU/SS/GDF/Docs/2016/USDACommodityComplaintForm.pdf> . Changes to specifications happen when schools let USDA know that there is an issue.
- Taste test samples of the following were provided: Mixed Berries, Cup, Frozen (#110859); Peanut Butter, Individual Portion (#110854); Cranberries, Dried, Individual Portion (#110723); Tuna, Chunk Light, Canned (K) (#100195).

- Discussion regarding where taste tests could be provided. Where can USDA Foods be best showcased? SLAC members remarked that the annual NYS School Nutrition Association conference would be a good venue. A list of ten items will need to be provided to Adrienne by July along with a list of three potential venues. USDA may not be able to get all of the items/samples requested for taste testing. OGS will work with SLAC members to get the list to USDA.
- States can look at what products are working in bordering states. States may be able to split loads when ordering for the school year.
 - *Kim Corcoran asked about SunButter (Sunflower Butter). It is shelf-stable and is helpful for menuing to children with allergies.*
- Discussion on what OGS will be offering for the 2019-20 school year. SLAC members will meet in January to provide input to OGS regarding commodities offered.

Matt Chotkowski, USDA Food and Nutrition

- The 2018 Farm Bill house bill language is hitting SNAP.
- Very quiet on the Reauthorization – focus is on the Farm Bill.
- Still a huge interest in Farm-to-School .
- Food Waste – providing a sharing table improves the quality of the meal and students will consume the product.
- CEP may be taken away depending on SNAP numbers.

OGS Update:

Maureen Barbic:

- Scott Mosier received the Commissioners Performance Award for 2018.
- 2017-18 School Year:
 - Distributors were asked to deliver all USDA Foods to schools no later than Friday, June 8, 2018. Notification was sent to schools on May 10. If there is food they cannot use, contact our office.
 - Butternut Squash: Was not purchased by USDA.
- 2018-19 School Year Ordering is complete.
- Commodity Complaints:
 - We will be providing schools with status updates: when the complaint has been reported to USDA and when the final response from USDA/vendor.
 - Two schools sent in a Commodity Complaint for Turkey Taco produced by Don Lee Farms. Schools noted bone fragments and grizzle were visible in six cases of the product. Don Lee Farms followed up requesting a production date from the packaging to further pinpoint the exact time of processing. Two schools are being reimbursed.
- DoD:
 - Downstate (Area G and K – Long Island)
 - Upstate. (Rest of the state) Bid is out. Responses due to USDA May 11, 2018.

Barbara Marshall: DoD Fresh Fruit & Vegetable Update as of May 11, 2018

- Area G: 39 schools dedicated \$598,903 of entitlement to date.
- Area K: 56 schools dedicated \$671,364 of entitlement to date.
- OGS is the school's liaison to DoD. Schools can contact OGS for all entitlement inquiries such as increase or decrease entitlement dollars in Ffavors.
- Notify OGS by email of changes to contact information and to add school locations in Ffavors.
- Schools need to receipt for DoD in Ffavors within 7 days of receipt or be locked from placing future orders until all orders are receipted for in Ffavors.

Area A – Gregory Elliott:

- Requested to publish Food Preference Survey results earlier.
 - OGS will post the results on the website while diversion is open.
- Need more delivery periods for ordering.

Area C – Anita Trautwein for Tami Augugliaro:

- Buy American Provision – many items are not available domestically.
- Need earlier delivery periods for ordering.

- Need more center of the plate offerings.
- Chicken pieces getting smaller. Portioning is difficult. Could result in a finding if meals are insufficient.

Area D – Kim Corcoran

- Delivery problems with Broome in their first year as a distributor. Broome has eliminated their produce run so drivers can deliver commodities.
- Why can't schools get Tyson #2378 and #2379. Tyson will not offer these items on the USDA/commodity side – only commercial.
- CEP schools – how are they getting Title 1 application (Income Inquiry Form)? Have everyone fill it out? Put a box to check that states "I don't qualify". Sandy Sheedy will get back to us with an answer.

Area E - Chris Whitmore

- Put Food Preference Survey results on the website sooner.

Area F – Dave Gravlin

- When does Sysco Contract for Area F?
 - *Sysco contracts for Areas F & G end June 30, 2019.*
- Would like to see the Food Preference Survey Results published while diversion is going on. That way if schools don't like the brown box offerings, they have an opportunity to divert more.
- Dave's three-year term is up. Discussion regarding SLAC member terms (i.e. the potential of two three-year terms).
- USDA is saying ½ truckloads can be ordered.
 - *For diversion/processing there are certain items that can be ordered in ½ truckload quantities. For Brown Box, orders must be placed in full truckload quantities with no less than ¼ truckload per stop. Dave will provide clarification on the statement.*
- A district asked about getting samples of products that are new ie: mixed fruit cup.
 - *Requesting samples of USDA Foods is difficult because the vendor who wins each bid could be different. Even though the USDA specifications are the same, vendors vary. It would be very costly to vendors to provide samples to every school in the nation.*

Area G – Michael Robinson

- The brown box list of items is way too small and seems to be getting smaller. This list needs to be available earlier, so that if it is considered very limited they can order more processed foods before the cut off.
- The delivery schedule for many of the brown box items is very limited with very little offered in September and American Cheese only four times for the year. For some districts this will also cause a problem with the 60-day storage at the warehouse and storage period.
 - *Will add this to the October SLAC meeting agenda to involve SLAC in the ordering for the 2019-20 School Year.*
- Is it true that we will be able to roll mozzarella cheese into next year due to the Rich's problem?
 - *Yes. Will email schools.*

Area J – Lisa Ostrowski

- Need more guidance on the Buy American Provision. Schools are used to having everything in writing.
- Can Tuna be opened up for ordering?
 - *Tuna was opened in the WBSCM catalog for schools with remaining entitlement for January 2019 delivery.*
- Would like to have input on offerings. Schools need some offerings that will hit the center of the plate. Schools have limited storage for frozen vegetables.
 - *OGS will involve SLAC with selections for the 2019-20 School Year.*

Area K – Regina Dunne

- Issues with T.A. Morris as a distributor.
 - *OGS will send an email to affected schools in Area K to request interest in carryover. Caution with carryover, end products must be rebid. If schools don't use it, pounds will be swept.*
- W352 order limitations.
 - *Barb let the group know that the system only allows ordering by ADP and guide rates. The work-around will be a manual work order going forward.*

Area L – Brian Wright

- Big Apple is working out well.

New York City Department of Education – Anne O'Donnell/Cristina Perez

- DOD quality issues. Getting produce at the end of the season.
 - *Report to vendor and DoD representative. If not resolved, then contact complaint line.*

Dates for the 2018-19 SY

- Friday, October 19, 2018
- Friday, January 11, 2019 – (Snow Date of Friday, February 1, 2019)
- Friday, May 17, 2019

2018-19 Child Nutrition State Initiatives

- Prohibition Against Meal Shaming
- Breakfast After The Bell
- Breakfast After The Bell Equipment Grants
- 30% NYS Additional School Food Funding

NEW State Initiatives Training and Guidance

- Webinar for SFAs – May 1st
 - *Available on cn.nysed.gov afterward*
- Webinar for Business Officials – May 23
- Memos, guidance will be on website –
cn.nysed.gov

Prohibition Against Meal Shaming

Who	<ul style="list-style-type: none">➤ SFA that participate in NSLP or SBP➤ Except schools serving meals at no charge (CEP, Provision 2, Zero Pricing)
What	<ul style="list-style-type: none">➤ SFAs must develop a plan to ensure that students with unpaid school meal fees are not shamed or treated differently➤ Plan must meet criteria provided<ul style="list-style-type: none">➤ <i>Prototype/checklist</i>➤ <i>Note: Schools will no longer be able to refuse a meal or limit students to an alternate meal</i>
When	<ul style="list-style-type: none">➤ Plan must be submitted to SED by July 1, 2018➤ New SFAs will submit with application for participation
How <i>CNP</i>	<ul style="list-style-type: none">➤ Review plans against required criteria➤ Email SFA of adequacy or describe inadequacies➤ No further action/resubmission is required
Next Steps <i>SFA</i>	<ul style="list-style-type: none">➤ SFAs make any revisions to plan as necessary➤ The school/school district must then adopt and post the plan on its website➤ Unpaid Meals Policy must include provisions to restore student charges to the School Food Service Account Annually (i.e., general fund subsidy, donation, etc.)<ul style="list-style-type: none">➤ Student debt is an unallowable cost to the school foodservice account

Breakfast After The Bell

Who	<ul style="list-style-type: none">➤ Public schools with at least 70% or more F&R in prior year BEDS Reporting➤ <i>Does not apply to</i> charter schools & nonpublic schools
What	<ul style="list-style-type: none">➤ Offer all students school breakfast after the instructional day has begun<ul style="list-style-type: none">➤ Breakfast in Classroom can count toward instructional time➤ Consult with teachers, parents, students, community to determine best model<ul style="list-style-type: none">➤ Classroom, Grab and Go, Cafeteria, Vending, etc.➤ Can apply annually for a waiver due to lack of need or economic hardship
When	<ul style="list-style-type: none">➤ 2018-19 SY➤ Continues every year
How <i>CNP</i>	<ul style="list-style-type: none">➤ On or before May 1st each year:<ul style="list-style-type: none">▪ post on website all schools that meet the requirement▪ provide notification to each required school➤ Develop and distribute implementation guidelines, provide T/A➤ Develop and manage waiver process➤ Each December, starting in 2019, post on CN website participation info for schools required and all others implementing Breakfast After the Bell
Next Steps <i>SFA</i>	<ul style="list-style-type: none">➤ All Schools will identify on their annual renewal if they are participating in Breakfast After the Bell and what delivery model(s) will be used in each school

Breakfast After the Bell Models

Breakfast in the Classroom	Grab and Go	Second Chance
<p>Breakfast is delivered directly to the classroom and students eat at their desks during the first 20-25 minutes of the school day</p>	<p>Students typically pick up a bagged breakfast from kiosks located in high-traffic areas of the school building and bring it to the classroom</p>	<p>Students can get breakfast from the cafeteria or a designated location during an extended break after first period</p>
<ul style="list-style-type: none">➤ Most often used in elementary schools➤ Tends to yield the highest student participation	<ul style="list-style-type: none">➤ Well-suited for secondary schools➤ Provides students with more flexibility in the morning➤ Does not disrupt the flow of schedule blocks	<ul style="list-style-type: none">➤ Works well in secondary schools➤ Older students are often not hungry early in the morning

Breakfast After The Bell Equipment Grants

Who	<ul style="list-style-type: none">➤ ONLY Public schools that are required to implement a Breakfast After The Bell program
What	<ul style="list-style-type: none">➤ Noncompetitive grant for the purchase of equipment to be used for the storage, preservation, or distribution of food➤ Limit of \$5,000 per school
When	<ul style="list-style-type: none">➤ 2018-2019 SY
How <i>CNP</i>	<ul style="list-style-type: none">➤ Develop application➤ Work with Grants Finance to implement grant process
Next Steps <i>SFA</i>	<ul style="list-style-type: none">➤ Schools will apply to SED

30% NYS

Who	<ul style="list-style-type: none">➤ All SFAs that directly purchase individual food items or contract with a Food Service Management Company to purchase individual food items on the SFA's behalf➤ Not available for SFAs that procure vended meals
What	<ul style="list-style-type: none">➤ Additional State reimbursement for lunch meals served<ul style="list-style-type: none">➤ Total State reimbursement cannot exceed \$.25/lunch meal➤ 30% of total lunch food costs in previous school year from NYS farmers, growers, producers, or processors
When	<ul style="list-style-type: none">➤ July 1, 2019➤ Continues annually each July 1st
How <i>CNP</i>	<ul style="list-style-type: none">➤ Work with Department of Agriculture and Markets<ul style="list-style-type: none">➤ Establish definitions, criteria, application➤ Announce by September 1 annually approved SFAs
Next Steps <i>SFA</i>	<ul style="list-style-type: none">➤ Schools will apply annually for subsidy➤ Payment will be administered through Child Nutrition claims for reimbursement

The additional subsidy, added to existing lunch meal subsidies being provided, will equal twenty-five cents.

Lunch Type	Current per lunch State reimbursement	Additional per lunch State reimbursement for 30% NYS	Maximum Total per lunch State Subsidy
Free	.0599	.1901	.25
Reduced	.1981	.0519	
Paid	.0599	.1901	

Statewide Direct Certification with New York State Student Information System (NYSSIS)

- Direct Certification (DC) matching with SNAP and certain Medicaid data using NYSSIS
 - *Monthly Matching*
 - *Roster Upload available for new students*
- Community Eligibility Provision (CEP) participation – 4 year provision
 - *≥40% DC matched students to total enrollment*
 - *Funding - 1.6 x Identified Student Percentage of DC matched students*
 - *Administrative burden lessening*
 - Eligibility certification, verification, counting and claiming
 - *SFAs required to do Breakfast After the Bell should consider participation in CEP*

Personally Identifiable Information (PII)

- Child Nutrition eligibility data is PII
 - *Student level disclosure is limited* –
 - <https://www.fns.usda.gov/disclosure-requirements-child-nutrition-programs-0>
 - *Aggregate disclosure is unrestricted but at the SFAs discretion*
- Data must be secured and retained appropriately
- Penalties for improper disclosure
- Eligibility Manual for School Meals – Chapter 5
 - <https://fns-prod.azureedge.net/sites/default/files/cn/eligibilitynohighlight2017.pdf>

Food Service Management Companies

- Mandatory NYSED prototype contracts **MUST** be used
 - *NYSED approval required for changes to prototype prior to publication/posting*
- One year NYSED approvals with four yearly extensions
 - *Extensions require annual NYSED approval*
- Substantive changes to existing contracts (i.e., addition of SFSP) require rebid of contract
- FSMC representatives may **NOT** assist School in preparing the bid specifications
 - *If FSMC representative helps, FSMC may not bid on contract*
- School retains ultimate responsibility for all Child Nutrition Program requirements
- Guidance, webinars and prototypes are available at www.cn.nysed.gov

Summer Food Service Program (SFSP)

- SFAs should annually assess participation in SFSP
 - *New SFA Sponsors must apply by May 1*
 - *Experienced Sponsors must renew by June 1*
- SFAs are required to conduct and document SFSP outreach activities annually
 - *Must publish/communicate SFSP locations in school community (i.e., School, CBOs, libraries, parks, pools, etc.) to parents/community members*
- SFSP Training, Guidance and Resources are available at www.cn.nysed.gov

Mandatory Reporting and Participation in USDA Evaluations

- Annual Child Nutrition Reporting/Activities
 - *Annual Renewal Process (school level collection and confirmation of operating data)*
 - *ST3*
 - *SNAP/Medicaid DC (tied to September claim for reimbursement)*
 - *Verification Summary*
 - *Health Inspection*
 - *Second Review of Applications (if applicable)*
- School Districts chosen for participation in USDA Evaluations MUST cooperate with evaluation contractors (as specified in Single Permanent Agreement). Participation is not discretionary.
- USDA Civil Rights Management Evaluation – Summer 2018
 - *School visits during August 2018*

Farm to School Grants and Activities

- USDA collection of data through Farm to School Census
- USDA Farm to School Grants – Fall 2018
- Department of Agriculture and Markets Grants – Fall 2018
 - *Increased funding - \$1.5 million available*
- Additional funding up to \$.25/lunch meal for $\geq 30\%$ NY food product for lunch
- Webinars, posters, tool kits available from NYSED, USDA, NYS Ag and Markets

Child Nutrition Training, Technical Assistance, Guidance and Resources

- Annual (bi-annual option) training requirements for all staff associated with CN
 - *Required number of training hours by job title/responsibility*
 - Tracking of hours by staff member required
 - *Reviewed during Child Nutrition Administrative Review*
- Professional hiring standards apply to food service directors
 - *Public districts must follow county civil service procedures*
- Webinars available from Child Nutrition, USDA, Institute of Child Nutrition
- Professional Cooking/Professional Management – Enrolling now for Summer 2018
- Training, technical assistance and guidance documents available www.cn.nysed.gov
- Free resources available www.cn.nysed.gov/form/resource-order-form