To: Local Educational Agencies Date:  January 8, 2019

From: Elizabeth Seitz, NSLP Program Coordinator Bulletin: 2019-5

***LEAs are required by regulation to keep Bulletins, Instructions, and USDA Policy Memorandums for reference and to apply immediately the appropriate instruction to agency programs. Call Child Nutrition Programs if you need further clarification.***

###### USDA Policy, Information, & Implementation Memos

* [Final Rule](https://www.fns.usda.gov/pressrelease/2018/026318)- Flexibility on Milk, Whole Grains, and Sodium
* [SP08-2019](https://www.fns.usda.gov/update-food-crediting-child-nutrition-programs)- Update of Food Crediting in the Child Nutrition Programs
* [SP03-2019](https://www.fns.usda.gov/national-school-lunch-program-and-school-breakfast-program-questions-and-answers-charter-schools)- National School Lunch Program and School Breakfast Program: Questions and Answers for Charter Schools
* [SP01-2019](https://www.fns.usda.gov/guidance-fy19-updated-cacfp-meal-patterns-and-updated-nslp-and-sbp-infant-and-preschool-meal)- Guidance for FY 2019 - Updated Child and Adult Care Food Program Meal Patterns and Updated National School Lunch Program and School Breakfast Program Infant and Preschool Meal Patterns

###### Additional Topics

* Government Shutdown-update
* Transferring Students from one school to another or one district to another due to “Earthquake” events
* CNP-Web and Primero Edge User Authorizations
* Training Materials and Resources
* Smart Snack Waiver

###### Resources

* A Guide to Smart Snacks in Schools
* National School Lunch Program Order Form
* ***Updated*** Food Buying Guide
* Listserv
* Help Desk information for Primero Edge
* Nutrition Facts Sheets for Fruits, Vegetables, and Seafood

###### Grant Opportunities

* School Grants for Healthy Kids

###### USDA Policy, Information & Implementation Memos

* [Final Rule](https://www.fns.usda.gov/pressrelease/2018/026318)- **Flexibility on Milk, Whole Grains, and Sodium** The Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements final rule offers schools new options as they serve meals under the National School Lunch Program (NSLP), School Breakfast Program (SBP) and other federal child nutrition programs.  The rule:
  + Provides the option to offer flavored, low-fat milk to children participating in school meal programs, and to participants ages six and older in the Special Milk Program for Children (SMP) and the Child and Adult Care Food Program (CACFP);
  + Requires half of the weekly grains in the school lunch and breakfast menu be whole grain-rich; and
  + Provides more time to reduce sodium levels in school meals.
* [SP08-2019](https://www.fns.usda.gov/update-food-crediting-child-nutrition-programs)- **Update of Food Crediting in the Child Nutrition Programs** This USDA memorandum was released in the December bulletin.
* [SP03-2019](https://www.fns.usda.gov/national-school-lunch-program-and-school-breakfast-program-questions-and-answers-charter-schools)- **National School Lunch Program and School Breakfast Program: Questions and Answers for Charter Schools** This USDA memorandum was released in the December bulletin.
* [SP01-2019](https://www.fns.usda.gov/guidance-fy19-updated-cacfp-meal-patterns-and-updated-nslp-and-sbp-infant-and-preschool-meal)**- Guidance for FY 2019** **- Updated Child and Adult Care Food Program Meal Patterns and Updated National School Lunch Program and School Breakfast Program Infant and Preschool Meal Patterns** This USDA memorandum was released in the December bulletin.

###### Additional Topics

* **Government Shutdown**- USDA Secretary Sonny Perdue has issued the following details in the event that a lapse in federal funding occurs.  I want to highlight the following:
  + The Child Nutrition (CN) Programs, including School Lunch, School Breakfast, Child and Adult Care Feeding, Summer Food Service and Special Milk will continue operations into February.

So our team will be here to support your programs through this period.  Please feel free to contact our staff if you have any questions.

* **Transferring Students from one school to another or one district to another due to “Earthquake” events** The following information can be found in the current Eligibility Manual for School Meals on pages 48-49.

**Transfer of Eligibility**

Unlike carryover, which occurs at the start of a new school year, transfer of eligibility occurs when a child moves to another school during the school year.

When a child transfers to another school, the date of the transfer must be noted on the application, and the point of service must be updated to include the new student’s information. If the LEA has an application on file and any change is made after the initial approval for the current school year, the determining officials must:

• Note the change;

• Write the date of the change on the application; and

• Implement the change by updating rosters or other methods used at point of sale, as necessary.

**Transferring Within an Local Education Agency (LEA)**

Once a child is determined eligible for free or reduced price meals, eligibility remains in effect for the remainder of the school year, and for up to 30 operating days into the next school year [7 CFR 245.6(c)(1)]. According to 7 CFR 245.3(c), when a child transfers to a new school within the same LEA, the new school must accept the eligibility determination from the child’s former school, if the child has an individual eligibility determination. Transferring Within an LEA, describes how schools should handle transfer eligibility for children transferring from schools using standard counting and claiming, and schools operating a special Provision.

**Transferring Within an LEA for Non-Provision to Provision Schools**

Eligibility for free and reduced price meal benefits for children from non-Provision and non-CEP schools must transfer to schools within the same LEA [7 CFR 245.3(c)].

**Provision 3 or CEP Schools to Non-Provision Schools**

A child transferring within the same LEA from a Provision 3 or CEP school to a non-Provision school must be given free reimbursable meals for up to 30 operating days or until a new eligibility determination is made, whichever comes first [7 CFR 245.9(l)].

**Transferring Between LEAs**

When a student transfers to a new LEA, the new LEA is permitted to accept the eligibility determination from the student’s former LEA [7 CFR 245.6(a)(4)]. LEAs and schools are strongly encouraged to accept the former LEA’s eligibility determination to ease the new student’s transition and ensure there is no break in the student’s meal access. The new LEA should retain written documentation of the eligibility determination made by the former LEA. An email from the former LEA stating the eligibility status is sufficient.

While the new LEA is not liable for the accuracy of the former LEA’s determination, the accepting LEA should review the application for arithmetic errors and compare the income and household size to the applicable Income Eligibility Guidelines (IEG) to ensure that the correct level of benefits had been assigned. If the accepting or new LEA determines that an arithmetic error occurred, the accepting LEA must notify the household that they must submit a new application in order to determine benefits. Additionally, if the child’s eligibility status is determined to be incorrect during an Administrative Review or as part of verification, the child’s eligibility status would change. Transferring Between LEAs, describes how schools should handle these cases.

**Non-Provision School to Non-Provision Schools**

Eligibility for free and reduced price meal benefits for children from non-Provision schools may transfer from the former LEA to the new LEA. The new school will not incur liability for the accuracy of the former determination [7 CFR 245.6(a)(4)]. While accepting an eligibility determination from another LEA is not required, it is a best practice and may ease the student’s transition to the new school by ensuring there is no break in meal service.

**Provision 3 or CEP Schools to Non-Provision Schools**

LEAs may provide free reimbursable meals for 30 operating days or until a new eligibility determination is made, for a child who transfers to a different LEA from a Provision 3, or CEP school to a non-Provision school. Effective July 1, 2019, LEAs must provide free reimbursable meals for 30 operating days for a child who transfers from a Provision 3 or CEP school to a non-Provision school in another LEA. LEAs are encouraged to implement this provision early [7 CFR 245.9(l)].

For more information, please see SP 51-2016: Ensuring Year-long Eligibility in the School Lunch and School Breakfast Programs, [SP51-2016 Year-long Eligibility in the School Lunch and School Breakfast Programs](http://www.fns.usda.gov/ensuring-year-long-eligibility-school-lunch-and-school-breakfast-programs).

**Title X-C: Homeless Educational Support (McKinney-Vento)**

**Homeless Definition and Examples**

* **Definition**

Under the McKinney Vento Act, a child is homeless if he/she does not have a fixed, regular, and adequate nighttime residence

**Examples of Homeless Situations** (as defined in the McKinney Vento Act)

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason. Commonly called **doubling-up**.
2. Children and youth living in **motels, hotels, or camping grounds** due to the lack of alternative adequate accommodations.
3. Children and youth living **in emergency or transitional shelters, abandoned in hospitals; or are awaiting foster care placement**.
4. Children and youths who are living **in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings**.
5. **Unaccompanied youths or runaways**. Children in this situation can be described as **couch surfers**, chronically spending a few nights at one friend’s home then moving on to another.

If you have any questions regarding student transfers you can contact us or your local homeless liaison. If you are not sure or unaware of who that may be you can find your local homeless liaison at: [**District Homeless Liaisons Contacts list**](https://education.alaska.gov/ESEA/TitleX-C/DistrictHomelessLiaisonsContacts.cfm)**.**

* **CNP-Web and Primero Edge User Authorizations** Child Nutrition Programs (CNP) assign a user name and password to nutrition and education staff when a User Authorization form is completed and submitted to CNP when access is needed for the claiming system (CNP-Web and Primero Edge), as part of the staff’s job duties. These forms state:

*“I will not share my user name and password in order to maintain the integrity of the data. If another user uses the CNP Web or Primero Edge under my user name and password and provides false information, I understand that I will be responsible for the information supplied to CNP.*

*I will notify the CNP immediately if my user name and password have been compromised. CNP will give me a new user name and password.*

*If I no longer need access to the CNP Web, I understand that it is my responsibility to submit a form to end access.”*

CNP staff have been noticing quite a number of user names and education staff that are sharing there user names and passwords which is **NOT ALLOWED**. When this occurs CNP staff will immediately turn off that user name’s access and that staff will be required to obtain a new user name and password. If this behavior continues we may be forced to deny access to the CNP-Web and Primero Edge for those staff members. Please be sure you are not sharing your user names to other staff, if a new member needs access they must submit a User Authorization form located on our web page:

[CNP-Web Access](https://education.alaska.gov/cnp/nslp3)

[Primero Edge Access](https://education.alaska.gov/cnp/primero)

If you have any questions regarding this requirement you may contact me at [Elizabeth Seitz](mailto:Elizabeth.seitz@alaska.gov) (Elizabeth.Seitz@alaska.gov) or 907.465.8709 or [Debbie Soto](mailto:Debbie.soto@alaska.gov) (Debbie.soto@alaska.gov) or 907.465-8712.

* **Training Materials and Resources** We have a resources web page where you can find a lot of program related information. Just go to [Child Nutrition Resources](https://education.alaska.gov/cnp/resources).

Our State Child Nutrition Programs webpage is also a great resource for all kinds of useful information. That link is: [Child Nutrition Programs](https://education.alaska.gov/tls/cnp/)

* **Smart Snack Waiver** This notice serves as a reminder that the waiver request process is an **annual** requirement; a new request form and all supporting documentation—including an Implementation Assessment of your Wellness Policy—must be submitted for approval each year.

To find out more information on Smart Snacks including the waiver form and Competitive Foods you can check out our web page at: [Competitive Foods (Smart Snacks)](https://education.alaska.gov/tls/cnp/competfoods.html)

###### Resources

* **A Guide to Smart Snacks in Schools** This Guide to Smart Snacks in Schools, was updated for School Year 2018–2019. It is a helpful resource for anyone managing school vending machines, fundraisers, or snack bars to better understand the Smart Snacks standards. If you are interested in getting printed copies of this guide you may go to the following link:

[A Guide to Smart Snacks in Schools](https://www.fns.usda.gov/tn/guide-smart-snacks-schools) and submit a request with USDA.

* **National School Lunch Program (NSLP) Order Form** The Alaska Child Nutrition Programs has developed many great program resources that are free for any local education agency (LEA) on the NSLP programs. We have created an order form to make it easier for you to obtain the materials we offer. To access the order form you can find it at: [NSLP Bulletins and Memos](https://education.alaska.gov/cnp/nslp9) under the April Bulletin.
* ***Updated* Food Buying Guide** USDA has finally released the updated Food Buying Guide to help nutrition staff with understanding when purchasing foods about how much is in a #10 can of peaches or the number of portions you get from 20 pounds of ground beef. You can download the [Food Buying Guide](https://foodbuyingguide.fns.usda.gov/Appendix/DownLoadFBG).
* **Listserv**- Did You Know? Alaska Child Nutrition Programs has a listserv. The purpose of the listserv is to provide information and updates on the USDA Child Nutrition Programs, including the National School Lunch Program, the Child and Adult Care Food Program, and the Summer Food Service Program.

To receive all of the hottest news and updates from Alaska Child Nutrition Programs, Subscribe to ak\_child\_nutrition\_programs by filling out the form found here: [Alaska Child Nutrition Programs ListServ](http://list.state.ak.us/mailman/listinfo/ak_child_nutrition_programs).

You will receive a confirmation link via email which you should click to complete your subscription.

* **Help Desk information for Primero Edge** Terri Brown with Primero Edge is a great person to contact when you are having issues with the system during the weekdays. Her contact information is Terri Brown [Terri Brown](mailto:Terri.Brown@primeroedge.com) (Terri.brown@primeroedge.com) or you can call the customer care line at **866-442-6030** or email: [Primeroedge Customer Care](mailto:customercare@primeroedge.com). You can also contact Debbie Soto in our office for DC SNAP or Eligibility issues at 907-465-8712 or [Debbie Soto](mailto:Debbie.soto@alaska.gov) (Debbie.soto@alaska.gov).
* **Nutrition Facts Sheet for Fruits, Vegetables, and Seafood** Here are some helpful [Nutrition Information Sheets](https://www.fda.gov/Food/ucm063367.htm) for commonly purchased foods. You can print them out and hang them up or use them as resources for menu planning.

###### Grant Opportunities

* **School Grants for Healthy Kids** $2500 grants for NSLP schools to purchase fresh (preferably local) fruits and vegetables. See website for more information and application: [Chef Ann Foundation Project Produce](http://www.chefannfoundation.org/programs-and-grants/project-produce/).

**Calendar of Upcoming Events**

**DATE: EVENT:**

**December 30th Free and Reduced Price Meals Eligibility Report-** Based off of October claim data validation

**February 1st Verification Summery Report-** FNS-742 due to State Agency. This summary can be submitted sooner once completed with verification.

**February 15th On-Site Review Summary Reports-** All SFAs with more than one site must have completed their self-monitoring reviews for counting and claiming of the lunch programs and 50% of their breakfast programs.

**Non-Discrimination 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.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: [How to File a Complaint](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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