To: Local Educational Agencies Date:  March 1, 2019

From: Elizabeth Seitz, NSLP Program Coordinator Bulletin: 2019-7

***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

* [SP12-2019](https://fns-prod.azureedge.net/sites/default/files/cn/SP12_CACFP05_SFSP05-2019os.pdf)- Flexibility for the Administrative Review Cycle Requirement
* [SP11-2019](https://fns-prod.azureedge.net/sites/default/files/cn/SP11-2019os.pdf)- Administrative Review – SY 2018-2019 Fiscal Action Workbook Update

###### Additional Topics

* 2019 Summer Food Service Program (SFSP) Annual Training
* 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

* No Kid Hungry Grants for Breakfast Program

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

* [SP12-2019](https://fns-prod.azureedge.net/sites/default/files/cn/SP12_CACFP05_SFSP05-2019os.pdf)- **Flexibility for the Administrative Review Cycle Requirement-** The purpose of this memorandum is to provide guidance to State agencies who have determined that the 3-year review cycle hinders effective allocation of the State agency’s resources, and effective and efficient Program management. To improve customer service, FNS is allowing State agencies to request waivers of the 3-year review requirement and extend the review cycle.
* [SP11-2019](https://fns-prod.azureedge.net/sites/default/files/cn/SP11-2019os.pdf)- **Administrative Review – SY 2018-2019 Fiscal Action Workbook Update-**

This memorandum provided information regarding the delay of the fiscal action process due to State agency reported errors associated with the SY 2018-2019 Fiscal Action Workbook. Currently, regulations at 7 CFR 210.18(l) requires State agencies to take fiscal action for Performance Standard 1 violations and specific Performance Standard 2 violations identified during an Administrative Review.

In an effort to ensure accuracy of the fiscal action process, Food and Nutrition Services (FNS) has corrected the State agency reported errors associated with the SY 2018-2019 Fiscal Action Workbook and conducted several rounds of testing.

###### Additional Topics

* **2019 Summer Food Service Program (SFSP) Annual Training**

Interested in sponsoring a summer feeding program? Annual Training is required for all new and returning sponsors of the USDA Summer Food Service Program. The following training dates will be offered this spring:

* + - Face-to-face trainingfor all new and returning sponsorswill be heldin Anchorage at the **ACS Business Center at 600 E 36th Ave on Tuesday, April 16, 2018**. Those traveling from outside of Anchorage will need to find their own hotel accommodations.
		- Distance training via WebEx for allnon-school sponsors, new and returning, will be held on **Wednesday, April 23, 2018.**
		- Distance training via WebEx for allschool district sponsors, new and returning, will be held on **Wednesday, April 25, 2018.**

Please contact Dan Hysell to register.

* **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 with 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 (Elizabeth.Seitz@alaska.gov) or 907.465.8709 or Debbie Soto (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, such as 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 (Terri.brown@primeroedge.com) or you can call the customer care line at **866-442-6030** or email: Primeroedge Customer Care. You can also contact Debbie Soto in our office for DC SNAP or Eligibility issues at 907-465-8712 or Debbie Soto (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

* **NO KID HUNGRY BREAKFAST GRANTS**

Interested in starting a breakfast program or expanding your current breakfast program? **NO KID HUNGRY may be able to help!** These grants will support schools with the purchase of approved equipment, materials, and initiatives facilitating the school breakfast program in an effort to increase student participation in school breakfast.

Approved Alternative Breakfast Delivery Models:

* Breakfast in the Classroom
	+ Grab and Go
	+ Second Chance Breakfast

**Individual schools may apply for up to $5000**

**Grant deadline is March 29, 2019**

How to APPLY:

1. Login to the [No Kid Hungry Grants Portal](https://nokidhungrygrants.force.com/FGM_Portal__CommunitySignupRejected?id=a0l4100000FMbKFAA1&ln=en_US)
2. If you have an account but have trouble logging in, please reset your password or email the help desk.
3. To begin you application after you have created an account or logged in.
4. Complete the application and click “save and next” before hitting “submit”.
5. If you are submitting multiple applications, you will to log in again for each application.

**Calendar of Upcoming Events**

 **DATE: EVENT:**

**April 1st SRM’ s** must be completed for all school districts.

**June 1st Food Safety Inspection Report** is due

**June 1st Afterschool Snack** self-monitoring summary is due

**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.

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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 (program.intake@usda.gov).

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