

# The School Lunch Tray: May 11, 2022

Dear School Sponsors of Child Nutrition Programs:

The School Lunch Tray contains the Connecticut State Department of Education's (CSDE) weekly email notifications for the U.S. Department of Agriculture's (USDA) school nutrition programs. This week's topics are listed below.

## Action Items

- Ordering Excess USDA Foods for May: **Deadline May 13, 2022**
- All Public Schools Must Complete 2022-23 Healthy Food Certification (HFC) Statement in the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System): **Due July 1, 2022**

## Need to Know

- Update: Supply Chain Assistance (SCA) Funds
- Summary of USDA DoD Fresh Fruit and Vegetable Program Contract
- Reminder: Local School Wellness Policy (LSWP) Triennial Assessment Workshop: Tuesday, May 17, 2022
- Reminder: Table Talk Tomorrow, Thursday, May 12, 2022
- Resource Roundup: Vegetable Subgroups in the National School Lunch Program (NSLP)

## Good to Know

- None

Please review and share with appropriate staff members. For previous versions of the School Lunch Tray, visit the CSDE's [School Lunch Tray and Table Talk](#) webpage.



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## Action Items

### Ordering Excess USDA Foods for May: Deadline May 13, 2022

All USDA Foods on the [Request to Order Excess USDA Foods Form](#) will be available for ordering in limited quantities in May. Ordering opens today, **Wednesday, May 11, 2022, and closes Friday, May 13, 2022.**

All Recipient Agencies (RAs) must submit orders for excess USDA Foods using the [Request to Order USDA Foods Form](#).

- There is a 12-case minimum for each request. Cases can include different material codes. For example, RAs could order four cases of cheese and eight cases of applesauce (12 cases total).
- The Connecticut Food Distribution Program (FDP) will not process orders of less than 12 cases or orders received after May 13, 2022.
- If orders exceed the available product, the FDP will randomize the orders. RAs might receive all, some, or none of their order based on availability and order randomization. The FDP will notify RAs by e-mail if any requests cannot be filled.
- A receipt will be provided for products received. The receipt will indicate the total number of cases being transferred into the RA's account, and the average value per case of received items. These items will be entitlement free but the HPC delivery fee of \$4.50 per case still applies. Please keep these receipts for your records as the FDP will not maintain them on file. These transfers should become available on the RA's HPC allocation reports within two weeks.
- **All excess USDA foods must be ordered from HPC and scheduled for delivery by the end of June 2022.** Any transferred USDA Foods cannot be stored at the HPC warehouse over the summer.

**Note:** To submit a request, RAs must have a current Direct Delivery account with HPC. If you do not have a Direct Delivery account with HPC but would like to order the available USDA Foods, please contact the [FDP staff](#) for assistance.

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### All Public Schools Must Complete 2022-23 Healthy Food Certification (HFC) Statement in the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System): Due July 1, 2022

All public school sponsors of the National School Lunch Program (NSLP) must complete the annual HFC Statement and upload the board of education's meeting minutes by **July 1, 2022**, using the CSDE's CNP System.

The HFC application module of the CNP System is **now open** for NSLP sponsors to complete their 2022-23 HFC Statement and upload their board minutes. **Please read the important information below before beginning this process.**

#### Completing the HFC Statement for School Year 2022-23

- **Before accessing the CNP System, please read** the CSDE's [Instructions for Submitting Connecticut's Healthy Food Certification Statement for School Year 2022-23](#). This document provides important information and specific steps for completing the 2022-23 HFC Statement in the CNP System.
- The HFC application requirements are summarized in the "[Apply](#)" section of the HFC webpage and [Operational Memorandum No. 05-22: Requirements for Submitting the Healthy Food Certification \(HFC\) Statement for School Year 2022-23](#). For additional guidance, review the CSDE's presentation, [Application Procedures for HFC](#).
- **Complete the HFC module only:** Do **not** begin the application process to participate in the **USDA school nutrition programs for school year 2022-23**. The CSDE will notify sponsors when it is time to start the online application process for school nutrition programs.
- The chart below summarizes the different responsibilities of the district's **claims preparer** and **authorized signer 1 or 2** in completing and submitting the annual HFC Statement in the CNP Online System.

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District staff responsibilities for completing the online HFC Statement		
Staff and responsibility	HFC districts	Non-HFC districts
<p><b>Claims Preparer</b> must <b>enroll</b> the district in the 2022-23 application process for school nutrition programs.</p> <ul style="list-style-type: none"> <li>This completes the claims preparer's role in the online HFC Statement process.</li> <li>The claims preparer <b>cannot</b> complete, certify, or submit the HFC Statement.</li> </ul>	<p>Refer to <b>steps 1-7</b> in section 2 of <a href="#">Instructions for Submitting Connecticut's Healthy Food Certification Statement for School Year 2022-23</a>.</p>	<p>Refer to <b>steps 1-7</b> in section 3 of <a href="#">Instructions for Submitting Connecticut's Healthy Food Certification Statement for School Year 2022-23</a>.</p>
<p><b>Authorized Signer 1 or 2</b> must <b>complete, certify, and submit</b> the HFC Statement.</p> <ul style="list-style-type: none"> <li>Authorized Signer 1 or 2 <b>cannot</b> access the online HFC module until the claims preparer first enrolls the district in the 2022-23 application process for school nutrition programs.</li> </ul>	<p>Refer to <b>steps 8-17</b> in section 2 of <a href="#">Instructions for Submitting Connecticut's Healthy Food Certification Statement for School Year 2022-23</a>.</p>	<p>Refer to <b>steps 8-13</b> in section 3 of <a href="#">Instructions for Submitting Connecticut's Healthy Food Certification Statement for School Year 2022-23</a>.</p>

For questions about the HFC application process, please contact Susan Fiore at [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov).

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## Need to Know

### Update: Supply Chain Assistance (SCA) Funds

SCA Funds were issued on Friday, May 6, 2022. Payments will appear in the [Grants Payment Report](#) and on issued invoices as follows:

Grant Name	Invoice #	Entered On
Supply Chain Assistance Public	SCA_PUB_01-May2022-2022126	5/6/2022

Please review the important reminders below.

- SCA funds must be used exclusively for the purchase of domestic food products that are unprocessed or minimally processed.
- SCA funds can only be used in support of the National School Lunch Program, School Breakfast Program, Seamless Summer Option of the NSLP, and Afterschool Snack Program.
- SCA funds must be deposited into the nonprofit school food service account. Once deposited, SCA funds do not need to be tracked separately from other funds in nonprofit school food service account, i.e., funds in these accounts are fungible.
- SCA funds cannot be used for retroactive expenditures (prior to the date the funds have been received/deposited).
- School Food Authorities are required to maintain documentation supporting food purchases that are allowable for SCA purposes and equal to the amount received, consistent with the regular program recordkeeping requirements.

Additional resources are available in the “[Supply Chain Assistance Funds for School Year 2021-22](#)” section of the CSDE’s [Operating Child Nutrition Programs during COVID-19 Outbreaks](#) webpage.

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### Summary of USDA DoD Fresh Fruit and Vegetable Program Contract

A [summary of the contract provisions for the USDA DoD Fresh Fruit and Vegetable Program](#) is now available in the “[USDA DoD Fresh Fruit and Vegetable Program](#)” section of the CSDE’s Food Distribution Program webpage. USDA DoD Fresh users should review this summary to familiarize themselves with the contract for Connecticut’s new vendor, Gargiulo Produce. Please note the important information below.

- You must notify Gargiulo Produce if school is not in session on your scheduled delivery day and you would like to request delivery on a different day that week. Gargiulo Produce will not switch delivery days without notification.
- Email your school calendar for school year 2022-23 to Gargiulo Produce before the end of this school year.
- Gargiulo Produce assigned delivery days based on dividing Connecticut into zones to expedite delivery. Any requests for a different delivery day (which may or may not be granted) should go directly to Gargiulo Produce.
- Use the dedicated USDA DoD Fresh email address to communicate with Gargiulo Produce: [dodcustomersupport@gargiuloproduce.com](mailto:dodcustomersupport@gargiuloproduce.com).

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### Reminder: Local School Wellness Policy (LSWP) Triennial Assessment Workshop: Tuesday, May 17, 2022

A Virtual LSWP workshop covering **Steps 3 and 4** will be held on Tuesday, May 17, 2022, from 1:00 pm – 3:00 p.m. This 1-hour workshop explains how to complete the final steps to assess your LSWP, which include comparing your scores and creating summaries. If you have not already done so, you will need to complete the [WellSAT 3.0 and WellSAT-I](#) before the workshop. These steps are necessary before you can begin Step 3.

To register, please [complete this form](#) by 5:00 p.m. on Friday, May 13, 2022, at 5:00 p.m.

For more information about completing Steps 1 and 2, refer to the chart, [How to Complete the LSWP Triennial Assessment](#), on the CSDE’s School Wellness Policies webpage.

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## The School Lunch Tray: May 11, 2022

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### **Reminder: Table Talk Tomorrow, Thursday, May 11, 2022**

Join the CSDE's school nutrition programs staff for an **abbreviated** Table Talk on May 11, 2022, from **2:00-2:30 p.m.** Table Talk will review pertinent information from the School Lunch Tray newsletters for May 4 and 11. To submit questions in advance, visit [https://sdect.co1.qualtrics.com/jfe/form/SV\\_5px5YKVBdQNOZDo](https://sdect.co1.qualtrics.com/jfe/form/SV_5px5YKVBdQNOZDo).

Registration is not required. Please use the link below to join Table Talk on Microsoft Teams.

#### **Microsoft Teams meeting**

#### **Join on your computer or mobile app**

[Click here to join the meeting](#)

#### **Or call in (audio only)**

[+1 860-840-2075](tel:+18608402075).,339267402# United States, Hartford

Phone Conference ID: 339 267 402#

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### **Resource Roundup: Vegetable Subgroups in the National School Lunch Program (NSLP)**

The NSLP meal patterns for grades K-12 require weekly servings of five vegetable subgroups. The vegetable subgroups include dark green, red/orange, beans and peas (legumes), starchy, and other. The CSDE's resource, [Vegetable Subgroups in the NSLP](#), provides guidance on meeting the vegetable subgroups and a chart of common vegetables in each subgroup.

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For more information, visit the Connecticut State Department of Education's (CSDE) [School Lunch Tray and Table Talk](#) webpage, or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SLT/2022/SLT\\_05\\_11\\_2022.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SLT/2022/SLT_05_11_2022.pdf).

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- (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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