

The School Lunch Tray: August 31, 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

- Important Reminder: Updating the School Year (SY) 2022-23 Sponsor Agreement for School Nutrition Programs
- Online Application and Claiming System for Child Nutrition Programs (CNP System): Claiming Module Open for Claiming

Need to Know

- Updates for USDA Foods for School Year 2022-23
- Reminder: Keeping Track of USDA Foods Orders: Running Web Based Supply Chain Management (WBSCM) Reports
- Important Reminder: Disaster Preparedness for School Food Service Professionals
- Resource Roundup: Addendum A: Sharing Information with Other Programs

Good to Know

- Culinary Institute of Child Nutrition (CICN) Webinar: Procurement Strategies for the 2022-2023 School Year: September 1, 2022

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.



Action Items

Important Reminder: Updating the School Year (SY) 2022-23 Sponsor Agreement for School Nutrition Programs

It is time to update the SY 2022-2023 online agreement for the Child Nutrition Programs. Instructions are available in [Updating the School Year 2022-23 Sponsor Agreement for School Nutrition Programs Manual](#). This manual also includes important instructions for completing the **Food Safety Inspection Report** and the annual **Financial Report**.

To ensure timely approval, Sponsor Agreements must be completed and submitted by **September 16, 2022**. As a reminder, **claims cannot be entered or submitted** without an approved agreement.

Please review the [Checklist Summary](#) for a brief overview of materials that need to be uploaded to the Agreement before it can be reviewed and approved by the CSDE. Note that there is an additional form that must be uploaded for sponsors that collect free and reduced-price meal applications: **Sample Parent/Guardian Notification Letter for Direct Certification Version 3: Medicaid Benefits Reduced-price Meals**. This form must be uploaded under “SNP Upload.”

For more information, please refer to the CSDE’s email issued on August 30, 2022.

Online Application and Claiming System for Child Nutrition Programs (CNP System): Claiming Module Open for Claiming

The CSDE’s CNP System’s claiming module is now open for claiming. Please refer to the email that was sent out today, August 31, 2022, at 9:38 a.m.

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Need to Know

Updates for USDA Foods for School Year 2022-23

As a new school year starts, districts participating in the USDA DoD Fresh Program are reminded to review the [contract provisions](#) available on the Food Distribution Program (FDP) website for the new vendor, Gargiulo Produce. Districts may start ordering in FFAVORS at any time. Take note of your delivery day and plan accordingly to allow the four business days lead time for placing orders. Review your contact information (email and phone number) for each delivery site and update as needed. Changes should be sent to the FFAVORS Help Desk.

New directors or directors who have changed districts must reach out to the FDP staff to be set up in WBSCM and FFAVORS. This allows you to monitor your USDA Foods, order weekly produce through the USDA DoD Fresh Program, and prepare for ordering for next school year. Contact Monica Pacheco at monica.pacheco@ct.gov or Allison Calhoun-White at allison.calhoun-white@ct.gov.

Reminder: Keeping Track of USDA Foods Orders: Running Web Based Supply Chain Management (WBSCM) Reports

With the addition of COVID-related funding, tracking USDA Foods is becoming more complicated. There are regular NSLP orders, bonus NSLP orders, and CCC bonus orders in WBSCM. All orders for USDA Foods should be considered **requests**. The Connecticut FDP must often adjust RA requests to complete a full truck for each material code.

RAs should continue to monitor WBSCM after placing requests, as most orders will change. For example, the number of cases or pounds ordered could be adjusted up or down, the delivery date could change, or the entire order could be canceled. The FDP team communicates changes in the School Lunch Tray. However, RAs should be running the Requisition Status Report **monthly** until the product is either in the “Purchased” or “Canceled” status (refer to example below).

Material	Material Desc.	Prod. Hierarchy	Requested Del. Date	Program	Entitlement/Bonus Ind	Requested Qty.	Sales Unit	Net Dollar Value	Sales Order #	Sales Order Itm #	Sales Order Status
100373	BEANS GREAT NORTHERN CAN-6/10	VEGETABLES/BEANS/CANNED	4/15/2022	NSLP	BONUS-SY22	40.000	CS	956.61	5000749409	100	Purchased
100125	TURKEY ROASTS FRZ CTN-32-48 LB	POULTRY/EGGS/TURKEY/FROZEN	9/15/2021	NSLP	ENTITLE-SY22	-2.000	CS	-254.72		0	

For this school year, NSLP items and bonus items will be shown on this report. NSLP items will decrease your entitlement, but bonus items are entitlement free. The example below shows bonus and entitlement purchases.

Material	Material Desc.	Prod. Hierarchy	Requested Del. Date	Program	Entitlement/Bonus Ind	Requested Qty.	Sales Unit	Net Dollar Value	Sales Order #	Sales Order Itm #	Sales Order Status
100373	BEANS GREAT NORTHERN CAN-6/10	VEGETABLES/BEANS/CANNED	4/15/2022	NSLP	BONUS-SY22	40.000	CS	956.61	5000749409	100	Purchased
100125	TURKEY ROASTS FRZ CTN-32-48 LB	POULTRY/EGGS/TURKEY/FROZEN	9/15/2021	NSLP	ENTITLE-SY22	-2.000	CS	-254.72		0	

When running the Requisition Status Report for next year, leave the “Program” field blank to capture all orders (regular NSLP, bonus NSLP, and CCC bonus orders).

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Home | Operations | Admin | **Reports** | Help

Order Processing

Reports > Order Processing > Requisition Status Report

Entitlement Management

- Domestic Price Support Rep...
- Domestic Ship-To Contacts ...
- Material Outlay Report
- Multi-Food Received Shipm...
- Multi-Food Requisition Report
- NW Delivery Calendar Report
- Order Status Report
- Processing Status Report
- Received Shipment Report
- Redistribution/Redonation D...
- Requisition Status Report**
- Stocks at Subcontractor

Reports : Input Criteria

Execute | Print PDF Output

Requisition Status Report

Reset Values

Program:

Req. Delivery Date: To

Material: To

Sold-To Party:

Ship-To Party:

Region: To

Req/Redist. Number: To

Req/Redist. Doc.Type:

You can also run both years together by listing the Required Delivery date as 07/01/2021 to 06/30/2023.

When running your **Entitlement Bonus Summary Report**, the value of ordered bonus items will be reflected under the “Bonus Order Total” (refer to example below).

Entitlement/Bonus Summary Report

Program	Year	Beg. Ent. Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ending Balance	Bonus Order Total	Bonus Pounds
NSLP	2022	\$69,267	\$23,000	\$56,053	38,742	\$9,787-	\$1,559	705

For detailed instructions on running reports, refer to the FDP’s [WBSCM Training Guide](#) or contact WBSCM directly with any additional questions at WBSCM.servicedesk@CACI.com or 1-877-WBSCM-4U or 877-927-2648. The [FDP](#) staff are also available to answer questions.

Important Reminder: Disaster Preparedness for School Food Service Professionals

The [USDA Foods Program Disaster Manual](#) and the Connecticut State Department of Education Food Distribution Program (CSDE FDP) document, [Disaster Feeding Guidance for School Food Authorities Using USDA Foods](#), address a school food authority's (SFA) response to disasters. Please review and share with appropriate staff. If there is a Presidential declaration, HPC Foodservice will have first priority to assist the State of Connecticut.

USDA has released a new tool, [The Food Safety Emergency Response Pocket Guide](#), to support school food service professionals in their response to food safety emergencies caused by disasters and weather-related events.

You may be called upon by either town officials or the Red Cross to serve food to the public through congregate feeding. If you use USDA Foods, keep records of the USDA Foods used and any transportation costs. If there is a Presidential declaration, the CSDE FDP will work with you on the application process to the USDA for replacement and reimbursement. The USDA provides replacement in situations of distress only to the extent that Food and Nutrition Service funds are available. Please keep the CSDE FDP informed if your district opens shelters that involve congregate feeding. E-mail Monica Pacheco at monica.pacheco@ct.gov or Allison Calhoun-White at allison.calhoun-white@ct.gov.

Resource Roundup: Addendum A: Sharing Information with Other Programs

Due to the confidentiality of the information and determination of the free and reduced-price meals or free milk application, many schools and districts use [Addendum A](#) to provide parents and guardians with the opportunity to have their child receive additional benefits based on their free or reduced-price status. Some examples of student benefits include free physicals, free athletic uniforms, free field trips, and holiday baskets.

This form must outline the specifics of the applicable programs or services that are offered and the title of the person who will have access to the student's name and free or reduced-price eligibility status. Note that some determining officials choose not to issue addendum A until after the application approval process when the parent notification letter is sent to households. In this case, addendum A is issued only to those households approved for free or reduced-price meals. This helps to decrease the paperwork that's included with the application.

Good to Know

Culinary Institute of Child Nutrition (CICN) Webinar: Procurement Strategies for the 2022-2023 School Year: September 1, 2022

School nutrition programs continue to face supply chain-related challenges around procurement, leaving program operators wondering how to adapt and remain flexible. This webinar will include a review of current USDA assistance and waivers and a panel discussion on tips and strategies for procurement and menu planning.

- *Date and time:* Thursday, September 1, 2022, 3:00-4:00 p.m.
 - *SNA Key Areas:* 1 – Nutrition, 2 – Operations, 3 – Administration
 - *USDA Professional Standards Codes:* 1100 – Menu Planning, 2100 – Food Production, 2400 – Purchasing/Procurement, 3200 – Program Management
 - *Learning Objective:* Identify strategies for procurement and menu flexibility that may alleviate supply chain-related challenges.
 - *Registration:* https://theicn.zoom.us/webinar/register/WN_TbvwxH8QRe55myUhPO41Q
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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](#) at the Connecticut State Department of Education, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SLT/2022/SLT_08_31_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; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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