

# The School Lunch Tray: November 9, 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

- Reminder: Financial Report for School Nutrition Programs was Due October 31, 2022
- Reminder: Verification and the Food and Nutrition Service (FNS) 742 Verification Summary Report

## Need to Know

- Administrative Review Training for School Year 2022-23: Getting Ready for Success: Preparing for the Child Nutrition Program Administrative Review: November 15-17, 2022
- Resource Roundup: On-site Monitoring Forms for the School Nutrition Programs

## Good to Know

- Webinar Recording Available: Back to School Success with Team Nutrition's Menu Planning Tools and Resources
- November is Native American Heritage Month
- Free Printed Materials for USDA Child Nutrition Programs

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

#### **Reminder: Financial Report for School Nutrition Programs was Due October 31, 2022**

As a reminder, all SFAs were required to submit the Financial Report in the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) by October 31, 2022. SFAS that have not submitted this report should do so immediately. The CSDE's [Instructions for Submitting the Financial Report for School Nutrition Programs](#) provides guidance on how to submit the annual Financial Report.

Section 210.14 of the Code of Federal Regulations (CFR) for the NSLP requires that all school food authorities (SFAs) must maintain a nonprofit status for the school food service operations, and any revenues must be used only for the operation or improvement of the food service program. As indicated under "Net Cash Resources" (7CFR 210.14(b)), the SFA shall limit its net cash resources to an amount that does not exceed three months average expenditures for its nonprofit school food service. The annual financial report monitors adherence to this regulation.

#### **Plan to Reduce Excess Operating Balance (only for SFAs that exceed three months' average expenditures)**

As part of the annual Financial Report, SFAs that exceed three months' average expenditures must submit a [Plan for Reducing Excess Operating Balance](#) to the CSDE to indicate how the excess balance will be spent to maintain the SFA's nonprofit status. Expenditures must make improvements to the USDA school nutrition programs such as improving food quality and replacing or purchasing necessary equipment.

The completed form/plan must be uploaded under "Corrective Action Plan Attachments" in the annual Financial Report section of the [Connecticut Online Application and Claiming System for Child Nutrition Programs](#) (CNP System).

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## Reminder: Verification and the Food and Nutrition Service (FNS) 742 Verification Summary Report

SFAs are reminded that the formal verification process must be completed no later than November 15, 2022. The FNS 742 Verification Summary Report is due December 15, 2022. For guidance on completing this report, refer to the CSDE's [Completing the Verification Collection Report \(FNS 742\)](#).

- If the SFA had no applications on file as of October 1, the SFA was not required to complete the formal verification process and should check the box in section 5-1 to indicate the SFA is exempt. **Email Teri Dandeneau** at [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov) with confirmation that no applications were on file.

<b>Section 5</b>
ALL SFAs must report Section 5 or check box 5-1 if applicable
<b>5-1 Check the box if ALL schools and/or RCCIs are exempt from verification.</b> (See instructions for list of exemptions.) <input type="checkbox"/>
<a href="#">Instructions</a>

- If there is a warning or error, investigate the reason. If it cannot be resolved, please contact Teri Dandeneau at [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).
- It is critical that all SFAs correctly report accurate SNAP data in 3-2b. This data element is coded as “FS” in the direct certification system and must be from the last operating day in October. All other data in Section 3 must be separated according to the appropriate category. For example, 3-3a is Temporary Family Assistance (coded as “AF” on the direct certification list), 3-3b is Free Medicaid (coded as “FM” on the direct certification list), and 3-5 is Reduced Medicaid (coded as “RM” on the direct certification list). Remember to include students who were extended benefits through another child in the household who is directly certified.

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the <b>last operating day in October</b> .	
<b>3-1</b> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification <b>with SNAP</b> (i.e. NON BASE year Provision 2/3 or CEP for all schools). <input checked="" type="checkbox"/>	
<b>3-2</b> <b>Students directly certified through Supplemental Nutrition Assistance Program (SNAP):</b> Do <b>not</b> include students certified with SNAP through the letter method.	<b>B. Number of FREE Students and in 3-5, the Reduced Medicaid students</b> 0
<b>3-3</b> <b>Students directly certified through the following programs:</b> <b>a. Temporary Family Assistance (TFA)</b> (AF on the direct certification (DC) list) <b>b. Free Medicaid</b> (FM on the DC list) <i>Do not include Reduced Medicaid here.</i> <b>c. Other</b> (Homeless, Foster, Head Start)(OT on the DC list <i>and also directly certified by the SFA.</i> )	0 0 0
<b>3-4</b> <b>Students certified categorically FREE eligible through SNAP letter method.</b> Include students certified for free meals through the family providing a letter from the <b>SNAP</b> agency.	0
<b>3-5</b> <b>Approved as REDUCED-PRICE MEDICAID eligible:</b> Based on Medicaid (RM on the direct certification list.)	0

Questions may be directed to Teri Dandeneau, [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

# The School Lunch Tray: November 9, 2022

## Need to Know

### **Administrative Review Training for School Year 2022-23: Getting Ready for Success: Preparing for the Child Nutrition Program Administrative Review: November 15-17, 2022**

All school food authorities (SFAs) have been notified by the CSDE if they are having an Administrative Review (AR) for school year (SY) 2022-23. The three training sessions below are mandatory if an SFA is selected for an AR for SY 2022-23. The training sessions are open to all, including SFAs who are not selected for an AR. These trainings are also highly encouraged for new directors.

**November 15, 16, and 17, 2022, from 1:30 to 3:30 p.m., *Getting Ready for Success: Preparing for the Child Nutrition Program Administrative Review.*** The CSDE will hold three mandatory webinars for SFAs scheduled for an AR in SY 2022-23. Each webinar will cover a different area of the AR. **SFAs that have been notified that they will have an AR in SY 2022-23, must have at least one representative from your district in attendance for all three sessions.** More than one person from each district may attend.

Microsoft Teams meeting

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[+1 860-840-2075,,325589275#](#) United States, Hartford

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### Resource Roundup: On-site Monitoring Forms for the School Nutrition Programs

The monitoring forms for the school nutrition programs are available in the “[Monitoring Forms](#)” section of the CSDE’s Forms for School Nutrition Programs webpage. SFAs are reminded that there are different on-site monitoring requirements and forms for the NSLP, SBP, Afterschool Snack Program (ASP), and local educational agencies (LEAs) with a food service management company (FSMC).

- **NSLP:** By February 1 each year for each school operating the NSLP.
- **SBP:** By February 1 each year for 50 percent of schools operating the SBP.
- **ASP:** During the first four weeks of operation and again later in the school year.

LEAs with a FSMC also have their own FMSC monitoring requirements in addition to the on-site monitoring mentioned above. Schools with interschool agreements must include these sites as part of the monitoring process.

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## Good to Know

### **Webinar Recording Available: Back to School Success with Team Nutrition’s Menu Planning Tools and Resources**

A recording of the August 31, 2022, Team Nutrition webinar, *Back to School Success with Team Nutrition’s Menu Planning Tools and Resources*, is now available for all school nutrition professionals. Two versions of this webinar recording are available:

- English captioned: <https://www.youtube.com/watch?v=2HCHSorXFMo>
- Spanish captioned: [https://www.youtube.com/watch?v=3SLFOvi\\_D-g](https://www.youtube.com/watch?v=3SLFOvi_D-g)

This webinar highlights Team Nutrition’s many tools and resources to enhance participants’ knowledge of school menu planning and school nutrition operations. It provides hands-on activities to showcase the Food Buying Guide for Child Nutrition Programs (FBG) digital resources, Child Nutrition (CN) labels, product formulation statement (PFS), USDA standardized recipes, USDA-approved software, and more. Viewers will gain knowledge of resources available to assist with school menu planning and school nutrition operations.

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### **November is Native American Heritage Month**

November is Native American Heritage Month. In honor of this observance, the USDA encourages taking time to reflect on how Indigenous food, culture, and traditions brighten and contribute to the overall culture of America.

[MyPlate Kitchen](#) features over 1,000 “MyPlate-inspired” recipes and resources to support building healthy and budget-friendly meals. This month highlights three recipes in honor of Native American Heritage Month:

- [Cranberry Wojapi](#)
- [Savory and Spicy Ground Beef & Succotash](#)
- [Three Sisters Stew](#)

### Free Printed Materials for USDA Child Nutrition Programs

State agencies, program operators, and sponsoring organizations that participate in the USDA's Child Nutrition Programs can request free print copies of USDA's materials. The following items are now available:

For Taste-Testing Events:

- [Be a Food Critic! Poster](#) (stickers coming soon)
- [Taste-Test Poster](#) (stickers coming soon)
- [Make Today a Try-Day! Stickers](#)

For School Lunch Events with Families (e.g., Thanksgiving Meals):

- [Team Nutrition Popular Event Ideas Booklet](#)
- [Stronger With School Meals Activity Booklet](#)
- [Stronger With School Meals Buttons for School Nutrition Professionals](#)
- [MyPlate Guide to School Lunch for Families](#)
- [How School Lunch is Made and How You Can Help](#)
- [Welcome to School Lunch!](#)

For Spinach and Sweet Potato Month

- [Grow It, Try It, Like It! for Family Child Care](#)
  - [Team Nutrition Cooks!](#)
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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\\_11\\_09\\_2022.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SLT/2022/SLT_11_09_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](mailto:program.intake@usda.gov)

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