

# The School Lunch Tray: August 16, 2023

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: State Transition Assistance for Breakfast and Lunch Expenses (STABLE) Attestation Statement Due August 18, 2023
- Updating the Child Nutrition Program Sponsor Agreement for School Year (SY) 2023-24, Due September 15, 2023

## Need to Know

- Reminder: Local Food for Schools Incentive Program (LFSIP) Information Session: August 22, 2023
- USDA Foods Update
- USDA School Meal Programs Menu Certification Worksheets for SY 2023-24
- Resource Roundup: Requirements for Production Records in School Nutrition Programs

## Good to Know

- CT Farm to School Collaborative and FoodCorps Webinar: Invite your Legislators to CRUNCH!, August 17 and 29, 2023
- New England Dairy's Adopt a Cow Program for Classrooms: Apply by September 15, 2023
- Team Nutrition Resources for a Healthy Summer and School Year 2023-24

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: State Transition Assistance for Breakfast and Lunch Expenses (STABLE) Attestation Statement Due August 18, 2023**

[CSDE Operational Memorandum 18-23](#) provides information and guidance on the State Transition Assistance for Breakfast and Lunch Expenses (STABLE) Attestation Statement, which is due **August 18, 2023**. Pursuant to Public Act No. 23-204 (Connecticut State Budget), \$16 million of federal American Rescue Plan Act (2021) funds has been allocated for “Free Meals for Students” to the CSDE for school year (SY) 2023-24. Through working with the Governor’s Office and legislative leadership, these funds will be used to support households by allowing the provision of 1) breakfast meals at no cost to all students in non-Community Eligibility Provision (CEP) schools participating in the School Breakfast Program (SBP) and 2) lunch meals at no cost for students eligible for reduced-price meals in non-CEP schools that are participating in the National School Lunch Program (NSLP). For SY 2023-24, under the NSLP and SBP, free and reduced-price meal eligibility will be determined for each individual student. Meals will be reimbursed based on a student’s approved eligibility (free, reduced-price, and paid).

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### **Updating the Child Nutrition Program Sponsor Agreement for School Year (SY) 2023-24, due September 15, 2023**

Instructions on updating the SY 2023-24 online agreement are available in the CSDE’s manual, [Updating the Sponsor Application for School Nutrition Programs School Year 2023-24](#). This manual also includes important instructions for completing the **Food Safety Inspection Report** and the annual **Financial Report**. *Please carefully review this information.*

To ensure timely approval, sponsor agreement renewals must be completed and submitted by **September 15, 2023**. As a reminder, **claims cannot be entered or submitted** without an approved agreement.

Please review the CSDE’s [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 one additional form that must be uploaded for sponsors that collect free and reduced-price meal applications, the **Sample Parent/Guardian Notification Letter for Direct Certification Version 3: Medicaid Benefits Reduced-price Meals**. **This form must be uploaded under “SNP Upload.”** Questions may be directed to your [school nutrition team member](#).

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## Need to Know

### **Reminder: Local Food for Schools Incentive Program (LFSIP) Information Session: August 22, 2023**

What's next for schools electing to participate in phase 1 of the LFSIP? The CSDE is providing a second information session on Tuesday, August 22, 2023, from 2:00 to 3:00 p.m., to provide guidance for LFSIP schools. This session will provide a brief review of the LFSIP, and discuss next steps, and resources. Representatives from the Connecticut State Department of Education (CSDE) and Department of Agriculture (DoAg) will be available to answer questions.

Registration is not required. Sign in using the link below.

- [Tuesday, August 22, 2023](#), 2:00-3:00 p.m.

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### **USDA Foods Update**

Entitlement dollars for the USDA Foods DoD Fresh Fruit and Vegetable Program for School Year (SY) 2023-24 have been loaded into FFAVORS. These entitlement dollars can be used for the remainder of the current Seamless Summer Option (SSO) as well as SY 2023-24. To change the point of contact or add any additional drop sites for this program, please contact the [Food Distribution Team](#).

As a reminder, the new warehousing and delivery contract for Direct Delivery USDA Foods is now in effect. Hartford Provision Company (HPC) remains the vendor. The contract will be in effect from July 1, 2023, through June 30, 2026. The [School Year 2023-24 Schedule of Direct Delivery USDA Foods](#) was distributed by HPC on Monday, August 14, 2023, and is also available in the [Documents and Forms](#) section of the CSDE's the Food Distribution webpage. The new fees for the contract are indicated below.

- Delivery fee for 12 or more cases: \$5.29 per case
- Cost to pick-up USDA Foods at HPC: \$3.29 per case
- Flat delivery fee for Recipient Agencies ordering less than 12 cases: \$76.25

The HPC contacts for the USDA Foods contract continue to be Roger Siering, Education Segment Manager, 860-760-3935, and Steve Cop, Education Support Specialist, 860-760-3985. To add any new delivery sites, or change the point of contact (for new food service directors), please contact Steve Cop at HPC, [scop@HPCFS.com](mailto:scop@HPCFS.com).

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### USDA School Meal Programs Menu Certification Worksheets for SY 2023-24

Link to the updated USDA menu certification worksheets for school year 2023-24 are now available in the “[Documents/Forms](#)” section of the CSDE’s Certification of Meal Pattern Compliance for School Nutrition Programs webpage. The USDA made technical updates to all breakfast and lunch worksheets. An additional update was also made to the Simplified Nutrient Assessment tab of the lunch worksheets to align with Target 1A sodium limits that became effective on July 1, 2023.

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### Resource Roundup: Requirements for Production Records in School Nutrition Programs

As a reminder, the USDA regulations for the National School Lunch Program (NSLP) (7 CFR 210.10(a)(3)) (including the Seamless Summer Option) and School Breakfast Program (SBP) (7 CFR 220.8(a)(3)) require that school food authorities (SFAs) must maintain daily production records for all school meals. The CSDE’s resource, [Requirements for Production Records in School Nutrition Programs](#), provide guidance on this requirement.

The CSDE offers a variety of sample production records for different grade configurations (including preschool and grades K-12) based on food items or food components. These forms help SFAs provide the information required to comply with the USDA’s regulations for production records and are available in the “[Documents/Forms](#)” section of the CSDE’s [Production Records for School Nutrition Programs](#).

## Good to Know

### CT Farm to School Collaborative and FoodCorps Webinar: Invite your Legislators to CRUNCH!, August 17 and 29, 2023

The CT Farm to School Collaborative and FoodCorps are hosting a special webinar, Invite your Legislators to CRUNCH! Do you have exciting farm to school or school nutrition activities planned? Want to showcase them to community leaders? Learn how to engage elected officials in your initiatives and cultivate them as champions for youth, food, and farms.

Dates and webinar links (choose either option):

- August 17, 2023, 2:00-3:00 p.m.  
Zoom Link for August 17: [Zoom Link 1](#)
- August 29, 2023, 2:00-3:00 p.m.  
Zoom Link for August 29: [Zoom Link 2](#)

Registration is not required. The sessions will be recorded and shared later. For questions, contact [Dawn.crayco@foodcorps.org](mailto:Dawn.crayco@foodcorps.org).

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### **New England Dairy's Adopt a Cow Program for Classrooms: Apply by September 15, 2023**

Bring agriculture to life for students with the Adopt a Cow program. This program offers an exciting look inside the world of dairy farming by virtually adopting a calf from a dairy farm in Connecticut as the classroom mascot. Classroom teachers and students will receive progress about the calf's growth and other activities throughout the year, including photos, video updates, activity sheets, suggested lessons that follow Common CORE standards, and opportunities to write letters to the calf. Encourage educators in your school or district to enroll by September 15, 2023. Visit [www.discoverdairy.com/adopt](http://www.discoverdairy.com/adopt) to register and learn more. For a limited time while supplies last, CT Dairy is offering free [Story of Milk coloring books](#).

This project was funded by the Connecticut Milk Promotion Board and New England Dairy.

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### **Team Nutrition Resources for a Healthy Summer and School Year 2023-24**

Enjoy healthy summer activities and kick off school year 2023-24 with these [Team Nutrition resources](#).

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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, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SLT/2023/SLT\\_08\\_16\\_2023.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SLT/2023/SLT_08_16_2023.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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