

The School Lunch Tray: November 8, 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: Verification Deadline is November 15, 2023
- Local Food for Schools Incentive Program (LFSIP) Reporting Requirements: Report of October 2023 Purchases Due November 21, 2023

Need to Know

- Operational Memorandum No. 04-2024: Community Eligibility Provision: Implementing the New Minimum Identified Student Percentage
- Next LFSIP Office Hours: November 21, 2023, with Department of Agriculture Representative
- Recordings Available for CSDE's Procurement 101 Webinar Training
- Reminder: Notify the CSDE Regarding Milk Supply Shortages
- Reminder: Link to Submit Questions to the CSDE
- Resource Roundup: CSDE's Grant Payment Report Application

Good to Know

- Institute of Child Nutrition (ICN) Sodium Reduction Virtual Workshop Series Pilot Participant Interest Form
- ICN Child Nutrition on Demand for School Nutrition Professionals Topic Survey

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

Reminder: Verification Deadline is November 15, 2023

Sponsors are reminded that the formal verification process must be completed by November 15, 2023. “Completed” means all verification reviews are completed, final determinations are made, and parent/guardian notification letters are issued by this date. Information regarding verification is available on the CSDE’s [Verification Procedures for School Nutrition Programs](#) webpage. The verification forms are available in the “[Documents/Forms](#)” section.

Information regarding the completion of the FNS 742 Verification Summary Report will be issued within the next two weeks.

Local Food for Schools Incentive Program (LFSIP) Reporting Requirements: Report of October 2023 Purchases Due November 21, 2023

Districts that would like to receive reimbursement from their LFSIP funds allocation for purchases of locally grown or produced foods for the month of **October 2023** must submit the [Monthly Local Foods for Schools Incentive Program \(LFSIP\) Reporting Form - Phase 1](#). Purchases made in October 2023 should be reported on the form by **Tuesday, November 21, 2023**. Districts will be reimbursed for any approved purchases through the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System).

Need to Know

Operational Memorandum No. 04-2024: Community Eligibility Provision: Implementing the New Minimum Identified Student Percentage

The CSDE Operational Memorandum [No. 04-2024: Community Eligibility Provision: Implementing the New Minimum Identified Student Percentage](#) provides important information regarding the U.S. Department of Agriculture (USDA) Food and Nutrition Service’s Final Rule, Child Nutrition Programs: Community Eligibility Provision – Increasing Options for Schools which lowers the minimum identified student percentage (ISP) for CEP school eligibility from 40 percent to 25 percent.

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Next LFSIP Office Hours: November 21, 2023, with Department of Agriculture Representative

LFSIP virtual office hours continue every other Tuesday from 2:00-3:00 p.m. The next office hours will be November 21, 2023. The CSDE's Farm to School partner at the Connecticut Department of Agriculture, Cyrena Thibodeau, will be joining to answer questions about farmers. There is no formal presentation. This is a chance to get updates on the LFSIP, ask questions, and request technical assistance. Registration is not required. Please use the link below to join Microsoft Teams.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 267 894 309 102

Passcode: PoScS7

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 860-840-2075..306075016#](#) United States, Hartford

Phone Conference ID: 306 075 016#

Recordings Available for CSDE's Procurement 101 Webinar Training

Part 1 (October 19, 2023) and part 2 (October 20, 2023) of the CSDE's Procurement 101 Webinar Training are now available in the [Training on Procurement](#) section of the CSDE's Procurement for School Nutrition Programs webpage.

Reminder: Notify the CSDE Regarding Milk Supply Shortages

As a reminder, if there is an emergency with providing milk during breakfast or lunch service, local educational agencies (LEAs) must notify and receive approval from the CSDE's Bureau of Child Nutrition Programs before providing a meal that does not offer milk as part of the reimbursable meal. LEAs that are experiencing issues with offering milk should contact their school nutrition team member and copy Shannon Yearwood, Bureau Chief, Child Nutrition Programs. The email should include the information below.

1. The reason milk cannot be served.
2. The schools impacted.
3. The meal service impacted (i.e., breakfast, lunch, or both).
4. The estimated timeframe that milk will not be served.

For questions, please contact your [school nutrition team member](#).

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Reminder: Link to Submit Questions to the CSDE

As a reminder, the CSDE has a dedicated link to submit any questions for the school nutrition team to address during future Table Talk webinars. To submit questions, visit

<https://forms.office.com/g/GWS7DCbbgo>.

Resource Roundup: CSDE's Grant Payment Report Application

The CSDE's [Grant Payment Report](#) application assists grant recipients in determining the status of education grant payments and identifying checks and wire transfers. Sponsors of the Child Nutrition Programs (CNP) – including public schools, private schools, and residential child care institutions – can use this application to search for CNP grant payments (such as the National School Lunch Program, School Breakfast Program, and Healthy Food Certification) or other grant funds associated with different CSDE programs. For additional guidance, refer to the links below.

- [Overview of the Grant Payment Report](#)
- [CSDE's Grant Payments/Procedures webpage](#): The link to this webpage can also be found under “G” on the CSDE's Program Guidance for School Nutrition Programs webpage.

Good to Know

Institute of Child Nutrition (ICN) Sodium Reduction Virtual Workshop Series Pilot Participant Interest Form

The ICN's Sodium Reduction Virtual Workshop Series includes four virtual instructor-led workshop sessions to reach school nutrition directors, dietitians, and menu planners throughout the country to aid in their sodium reduction efforts. The workshops focus on sodium reduction through menu planning and analysis, procurement, staff training, and maintaining student satisfaction. The intended audience includes directors, dietitians, and menu planners operating heat-and-serve or hybrid (heat-and-serve/speed-scratch/scratch) models focused on reducing sodium in their menus. For more information and to register, visit

<https://app.smartsheet.com/b/form/ce90479b31904ed8954e16f64677e48a>.

ICN Child Nutrition on Demand for School Nutrition Professionals Topic Survey

The Institute of Child Nutrition's (ICN) Child Nutrition on Demand video series brings together child nutrition professionals to share their experiences while providing an educational and actionable outcome. The ICN is looking for input on the general topics that are important for school nutrition professionals, to include in the next installment of the Child Nutrition on Demand video series. To provide input on future topics, complete the [Child Nutrition On Demand for School Nutrition Topic Survey](#).



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_11_08_2023.pdf.

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
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2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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