

The School Lunch Tray: January 24, 2024

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: Onsite Monitoring Must be Completed by February 1, 2024

Need to Know

- Table Talk Tomorrow: Thursday, January 25, 2024
- Resource Roundup: CSDE's Laws and Regulations for Child Nutrition Programs Webpage

Good to Know

- Chill Out with Cold Milk Cooler Giveaway: Deadline February 28, 2024

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: Onsite Monitoring Must be Completed by February 1, 2024

The onsite monitoring requirements for school year 2023-24 for the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), and Food Service Management Company (FSMC) Operations must be completed by **February 1, 2024**.

Onsite Monitoring of the NSLP and SBP

According to 7 CFR 210.8(a)(1), each school food authority (SFA) with more than one school must perform no less than one on-site review of the NSLP's and SBP's counting and claiming system, including the general areas of review for each school under its jurisdiction. While all schools participating in the NSLP must be reviewed annually, a minimum of 50 percent of schools operating the SBP must be monitored annually, with every SBP school monitored at least once every two years.

All sites being claimed for federal reimbursement must be included in the onsite review process (i.e., schools that participate via an interschool agreement with another SFA). The annual on-site reviews must take place **prior to February 1** of each school year. If the review discloses problems with a school's meal counting and claiming procedures or general review areas, the SFA must ensure that the school implements corrective action, which includes conducting a follow-up on-site review within 45 days of the original review, to determine that the corrective action resolved the problems.

Onsite monitoring forms for the NSLP ([On-site School Review Checklist for the NSLP](#)) and SBP ([On-site School Review Checklist for the SBP](#)) are available on the CSDE's [Meal Counting and Claiming for School Nutrition Programs](#) website. These forms are also available under "[Monitoring Forms](#)" on the CSDE's Forms for School Nutrition Programs webpage.

Onsite Monitoring of the ASP

Sponsors that participate in the ASP must review each ASP a minimum of two times each year. The reviews must assess each site's compliance with the appropriate USDA meal pattern (grades K-12 and preschoolers) and counting and claiming procedures.

- **First review:** The SFA must complete the first review within the first four weeks of ASP program operation each school year.
- **Second review:** The SFA must complete a second review sometime during the remainder of the time that the ASP is in operation.

The SFA must keep signed and dated copies of the completed on-site monitoring forms on file, including detailed findings and corrective action. If problems are found during the reviews, the SFA must assign corrective action and conduct at least one follow-up review to ensure that corrective action has been implemented. The CSDE's [ASP Onsite Monitoring Form](#) is available on the CSDE's [ASP](#) webpage. This form is also available under "Afterschool Snack Program (ASP)" on the CSDE's [Forms for School Nutrition Programs](#) webpage.

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Onsite Monitoring of FSMC Operations

Sponsors that contract with a FSMC are required, per USDA regulations (7 CFR § 210.16(a)(3)), to monitor the food service operation through periodic on-site visits. SFAs shall monitor each site a minimum of twice per school year. The monitoring process shall include the completion of the sample CSDE monitoring form or one approved by CSDE. This is in addition to the SBP/NSLP on-site monitoring requirement (mentioned above) which needs to be completed prior to February 1. A SFA may choose to complete one FSMC monitoring visit at the same time as the NSLP visit. Both FSMC on-site monitoring visits must be completed *prior to the end of the school year*. Completion of the monitoring visits and forms are a responsibility of the SFA.

For audit purposes, the SFA must keep signed and dated copies of the completed on-site monitoring forms on file, including detailed findings and corrective action. These will be requested during a FSMC Monitoring Review or full Procurement Review. The CSDE's [Sample FSMC Monitoring Form](#) is available in the "Documents/Forms" section of the [FSMC](#) webpage. This form is also available under "[Food Service Management Company](#)" on the CSDE's Forms for School Nutrition Programs webpage.

Need to Know

Talk Tomorrow: Thursday, January 25, 2024

Join the CSDE's school nutrition programs staff tomorrow, Thursday, January 25, 2024, from 2:00-3:00 p.m. for this week's Table Talk. To submit questions in advance, visit <https://forms.office.com/g/GWS7DCbbgo>.

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

Microsoft Teams meeting

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Resource Roundup: CSDE's Laws and Regulations for Child Nutrition Programs Webpage

The CSDE's Laws and Regulations for Child Nutrition Programs webpage is the go-to resource for finding links to state and federal laws and regulations that govern the U.S. Department of Agriculture's (USDA) Child Nutrition Programs, competitive foods in schools, and nutrition-related requirements. Topics include Connecticut General Statutes and regulations, USDA legislation for school meals, USDA regulations and final rules for the Child Nutrition Programs, and how to find state and federal legislation.

Good to Know

Chill Out with Cold Milk Cooler Giveaway: Deadline February 28, 2024

Ensure students have the best tasting milk possible by submitting a Chill Out with Cold Milk [Milk Temperature Survey](#) for a chance to win a free milk cooler. Surveys can be [submitted online](#) or emailed to info@newenglanddairy.com by 11:59 p.m. on February 28, 2024. Full details and official contest rules are available at <https://www.newenglanddairy.com/>. Funding for this program provided by Connecticut Milk Promotion Board and New England Dairy.



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/2024/SLT_01_24_2024.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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