

## The School Lunch Tray: May 28, 2025

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: Federal Local Food for Schools Incentive Program (LFSIP) Reporting Requirements: Report of April and May 2025 Purchases Due May 30, 2025
- National School Lunch Program (NSLP) Required Sponsor Online Application Training: June 3, 2025
- Save the Date for the CSDE Training Session in Collaboration with the University of Connecticut Rudd Center: June 12, 2025
- Requests to Extend the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) into the Summer Months (July and August) Due June 13, 2025

### Need to Know

- CSDE school nutrition programs Table Talk, Thursday, May 29, 2025
- Produce Safety University: The Produce Lab, live Webinar, June 3, 2025
- Introduction to School Nutrition Leadership Upcoming Virtual Training: August 5, 12, and 19, 2025
- Resource Roundup: The Child Nutrition Recipe Box: *Healthy Recipes for Child Nutrition Professionals*

### Good to Know

- Chef Ann Foundation Bulk Milk Grants for Schools Due June 26, 2025



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: Federal Local Food for Schools Incentive Program (LFSIP) Reporting Requirements: Report of April and May 2025 Purchases Due May 30, 2025**

Districts that would like to receive reimbursement from their LFSIP funds allocation for purchases of locally grown or produced foods for the months of April and May 2025 must submit the [Federal Local Foods for Schools Incentive Program \(LFSIP\) Reimbursement Request Form \(Phase 1 & 2\)](#).

Purchases made in April and May 2025 must be reported on the form by Friday, May 30, 2025.

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#### **National School Lunch Program (NSLP) Required Sponsor Online Application Training: June 3, 2025**

This is a friendly reminder that the NSLP Sponsor Online Application Training will take place **June 3, 2025**, from 1:00 to 3:00 pm. This training is required for all sponsors of the NSLP. At least one staff member from each school food authority with responsibilities for completing the annual update of the child nutrition programs sponsor application is required to attend.

Registration is not required. Please use the link below to join the training.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 265 638 363 830

Passcode: qD9WE9op

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Dial in by phone

[+1 860-840-2075, 770505502#](#) United States, Hartford

[Find a local number](#)

Phone conference ID: 770 505 502#

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#### **Save the Date for the CSDE Training Session in Collaboration with the University of Connecticut Rudd Center: June 12, 2025**

Join the CSDE and the UConn Rudd Center for an informative training session designed to guide school staff through the process of completing the Local School Wellness Policy (LSWP) Triennial Assessment Summary. The topic of the webinar is: *How to Complete the Local School Wellness Policy (LSWP) Triennial Assessment Summary* and will take place Wednesday, June 12, 2025, from 2:00 – 3:00 pm.

As a reminder, the USDA's final rule, [Local School Wellness Policy \(LSWP\) Implementation Under the HHSFKA of 2010](#), requires that each local educational agency (LEA) must complete an assessment of their LSWP at least once every three years. **The second triennial assessment is due June 30, 2025**, and is conducted using Wellness School Assessment Tool (WellSAT). Visit the "[Triennial Assessments](#)" section of the CSDE's School Wellness Policies webpage for many resources to assist

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Connecticut sponsors with navigating the Local School Wellness Policy and Triennial Assessment requirements. For questions, please contact Fionnuala Brown at [fionnuala.brown@ct.gov](mailto:fionnuala.brown@ct.gov).

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### Requests to Extend the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) into the Summer Months (July and August) due June 13, 2025

Local educational agencies (LEAs) may serve reimbursable lunches and/or breakfasts through an extension of the NSLP and/or SBP during the summer months (beyond June 30, 2025) if one of the following two criteria apply: 1) the school year is extended; or 2) an official required academic summer school program is in place.

LEAs requesting an extension of the NSLP and/or SBP during summer 2025 must consider the following:

- only students enrolled in the extended school year or academic summer school program can receive meals;
- for sites not operating under the Community Eligibility Provision (CEP), a student's school year 2024-25 free and reduced-price eligibility by direct certification or free or reduced-price meal application will be used for the counting and claiming of meals;
- meals will be claimed as free, reduced-price, or paid based on student eligibility;
- meals must be charged at the correct price (reduced price \$.30 breakfast or \$.40 lunch, district established paid lunch price);
- multiple meal distribution and non-congregate meals are **not** allowed;
- proper point-of-service meal counts are required (based on student eligibility);
- sites approved to operate the CEP must utilize their approved claiming percentages to claim meals; and
- State Transition Assistance for Reduced-price (STAR) Funds expire on June 30, 2025.

To be eligible to serve and claim reimbursable meals during summer due to an extension of the school year or a required academic summer school, **interested LEAs must submit an email requesting an extension of their NSLP and/or SBP** to Jen Bove at [jennifer.bove@ct.gov](mailto:jennifer.bove@ct.gov) by **June 13, 2025**.

The email must include:

1. the schools requesting the extension;
2. the reason for the extension, e.g., academic summer school;
3. the meal or meals the site will be serving (breakfast only, lunch only, breakfast and lunch); and
4. the start and end date of the program.

**Note:** To submit July and/or August claims for reimbursement for the approved sites and dates, the LEA must first have an **approved** school year (SY) 2025-26 Sponsor Agreement. The CSDE will be providing a future e-mail with instructions on updating the SY 2025-26 Sponsor Agreement. **The LEA must submit the online agreement for CSDE approval by July 30, 2025, to submit the July claim for reimbursement.**

Questions may be directed to [jennifer.bove@ct.gov](mailto:jennifer.bove@ct.gov).

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### Need to Know

#### **CSDE School Nutrition Programs Table Talk, Thursday, May 29, 2025**

Join the CSDE's school nutrition programs staff for Table Talk tomorrow, Thursday, May 29, 2025, from 2:00-3:00 p.m. Registration is not required. Please use the link below to join Table Talk on Microsoft Teams.

**To submit questions in advance, visit**

[https://sdect.co1.qualtrics.com/jfe/form/SV\\_5px5YKVBdQNZD0](https://sdect.co1.qualtrics.com/jfe/form/SV_5px5YKVBdQNZD0).

Microsoft Teams meeting

Join on your computer, mobile app or room device

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Phone Conference ID: 920 756 855#

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#### **Produce Safety University: The Produce Lab, Live Webinar, June 3, 2025**

The ICN is offering a Produce Safety University webinar featuring a live produce lab. Members of the PSU Training Team, including Chef Cyndie Story and her K-12 Culinary Team, will be hosting this interactive session that will equip school nutrition professionals with essential food safety knowledge to serve fresh produce safely. The live lab session will cover topics such as produce quality and condition factors, along with safe handling and preparation techniques for school nutrition professionals. Attendees will experience a blend of virtual instruction and live produce labs, including culinary demos to simulate the hands-on learning of the in-person PSU course. Questions and additional information about Produce Safety University, may be addressed to

[ProduceSafetyUniversity@usda.gov](mailto:ProduceSafetyUniversity@usda.gov). For more information and to register, go to: [Produce Safety University: The Produce Lab \(June 3rd 2025 2:00-3:30pm CST\) - ICN iLearn](#)

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### **Introduction to School Nutrition Leadership Upcoming Virtual Training: August 5, 12, and 19, 2025**

The CSDE is excited to inform sponsors of a great opportunity that will be available in August 2025. The CSDE will be hosting the Institute of Child Nutrition's (ICN) [Introduction to School Nutrition Leadership](#) Lite, a 3-day **no cost** virtual training program planned specifically for new and aspiring directors of the National School Lunch and School Breakfast Programs. We are also pleased to announce that School Nutrition Program Consultant, Lonnie Burt, will be back again this year, to conduct the three-day webinar!

All school nutrition directors hired within the past year are required to take part in the virtual *Introduction to School Nutrition Leadership* training program. This will take place on the following dates: August 5, 12, and 19, 2025, from 8:00 am – 5:00 pm. This training will provide an overview of the many responsibilities of the school nutrition director. The goal is to build the new director's knowledge base, provide multiple tools and resources, allow opportunities to network, and improve confidence in operating the school nutrition programs.

Space is limited to 40 participants, so register today to reserve a seat. Note that priority will be given to new school nutrition directors. The registration deadline is **June 27, 2025**.

For more information and to register, please see the attached flier and course schedule.

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### **Resource Roundup: The ICN's Child Nutrition Recipe Box: Healthy Recipes for Child Nutrition Professionals**

The Child Nutrition Recipe Box: *Healthy Recipes for Child Nutrition Professionals* provides school sponsors with recipes to prepare healthy and delicious meals that meet meal pattern requirements; that are standardized to provide meal pattern crediting information; and are made with legumes, whole grains, and vegetables from the vegetable subgroups including dark green, red, and orange vegetables. The recipes also include detailed nutrition information, recipe ratings, and options to share content on social media. For more information go to [Child Nutrition Recipe Box – USDA Standardized Recipes](#).

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### Good to Know

#### **Chef Ann Foundation Bulk Milk Grants for Schools Due June 26, 2025**

The USDA requires schools to offer students milk with every lunch or breakfast the schools serve. Most schools today serve milk in disposable cartons or plastic bottles. With over 31 million lunches and over 13 million breakfasts served every single school day, year after year, milk packaging and liquid waste is one of the biggest sources of waste generated by school food programs.

The Chef Ann Foundation's Bulk Milk grants provide eligible schools across the country nearly everything they need to transition from serving milk in single-use cartons or bottles to serving milk in bulk. This includes bulk milk dispensers, staff training, marketing materials, and technical assistance. For more information, visit the [Bulk Milk](#) webpage. Applications are due June 26, 2025.

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For more information, visit the Connecticut State Department of Education's [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/2025/slt\\_05\\_28\\_2025.pdf](https://portal.ct.gov/-/media/sde/nutrition/slt/2025/slt_05_28_2025.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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# INTRODUCTION TO SCHOOL NUTRITION LEADERSHIP Lite



## Virtual Training Program: August 5, 12, and 19, 2025 8:00 a.m. to 5:00 p.m. daily

The Connecticut State Department of Education (CSDE) is hosting the Institute of Child Nutrition's (ICN) [Introduction to School Nutrition Leadership Lite](#). This three-day virtual training program is intended for new and aspiring school nutrition program directors. Lessons provide an overview of school nutrition programs, define the role and responsibilities of a director, and review the relationship between local policies and state/federal regulations. **This training is required for new school nutrition directors hired within the past year.**

### Registration

Register by **June 27, 2025**, at [Registration for Introduction to School Nutrition Leadership](#). There is no cost to attend but preregistration is required.

### Additional Training Hours

The ICN strongly recommends that participants take an additional 17.5 hours of ICN iLearn online courses prior to the first training day. More information will be provided after participants register.

## Professional Standards

Key Areas: 1: Nutrition; 2: Operations, 3: Administration, and 4: Communications and Marketing

## Lesson Topics

- Program accountability, integrity, and the role of the director
- Reimbursable school meals
- Meal accommodations
- Food production and operation management
- Procurement and inventory management
- Customer experience, merchandising, and food presentation
- Human resource management
- Workplace safety
- Federal regulations
- Farm to School
- Effective goal setting using Smart Goals
- Marketing your school nutrition programs
- Essential Key Performance Indicators series
- Food Safety
- Designing an emergency preparedness plan

## More Details

- **Training link:** Attendees will receive the training link and applicable materials after registering.
- **CEUs:** 24.0 CEU hours
- **Questions?** Contact Annie Haynes, ICN Training Coordinator, at [aeHaynes@theicn.org](mailto:aeHaynes@theicn.org)



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# INTRODUCTION TO SCHOOL NUTRITION LEADERSHIP LITE DAILY SCHEDULE

Institute of Child Nutrition

*Schedule is Subject to Change*

## **DAY 1 (8 hours)**

**8:00-9:00**

Registration  
Welcome/Overview/Ice  
Breaker

**9:00-10:00**

Program Accountability,  
Integrity, and Role of the  
Director

**10:00-10:15**

Break

**10:15-11:00**

Program Accountability,  
Integrity, and Role of the  
Director (continued)

**11:00-12:00**

Meal Accommodations

**12:00-1:00**

Lunch

**1:00- 2:00**

Meal Accommodations  
(continued)

**2:00-2:45**

Farm to School

**2:15-2:30**

Break

**2:45-5:00**

USDA Regulations

## **DAY 2 (8 hours)**

**8:00-9:30**

Reimbursable School  
Meals

**9:30-9:45**

Break

**9:45-12:00**

Reimbursable School  
Meals (continued)

**12:00-1:00**

Lunch

**1:00-2:30**

Customer Experience,  
Merchandising & Food  
Presentation

**2:30-2:45**

Break

**2:45-5:00**

Food Production and  
Operations Management

## **DAY 3 (8 hours)**

**8:00-10:00**

Procurement and  
Inventory  
Management

**10:00-10:15**

Break

**10:15-12:00**

Procurement and  
Inventory Management  
(continued)

**12:00-1:00**

Lunch

**1:00-2:30**

Human Resources

**2:30-2:45**

Break

**2:45-3:45**

Human Resources  
(continued)

**3:45-4:30**

Work Place Safety

**4:30-5:00**

Celebrate Success!  
Overall Seminar  
Evaluation  
Presentation of  
Certificates