

The School Lunch Tray: July 2, 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.

Happy Fourth of July!



Action Items

- Federal Local Food for Schools Incentive Program (LFSIP) Reporting Requirements: Report of April, May, and June 2025 Purchases Deadline Extended to July 2, 2025
- Final Reminder: Introduction to School Nutrition Leadership Virtual Training on August 5, 12, and 19, 2025
- USDA National School Lunch Program (NSLP) Equipment Assistance Grants Request for Proposals (RFP) Due July 25, 2025

Need to Know

- Updated Five-day Preschool Lunch Menu Form for Ages 1-2 in the National School Lunch Program (NSLP)
- Updated CSDE Production Records for Grades K-12 and Preschool in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) for School Year 2025-26
- Resource Roundup: USDA's Summer Food, Summer Moves Resource Kit

Good to Know

- None



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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

Federal Local Food for Schools Incentive Program (LFSIP) Reporting Requirements: Report of April, May, and June 2025 Purchases Deadline Extended to July 3, 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, May, and June 2025** must submit the [Federal Local Foods for Schools Incentive Program \(LFSIP\) Reimbursement Request Form \(Phase 1&2\)](#). Purchases made in **April, May, and June 2025** must be reported on the form by **Thursday, July 3, 2025**. As a reminder, the following items are not allowed for reimbursement: fluid milk; baked goods including bread and rolls; or items that cannot be attributed to a specific farm or producer.

For more information, visit the "[Local Foods for Schools](#)" section of the CSDE's Farm to School webpage.

Final Reminder: Introduction to School Nutrition Leadership Virtual Training on August 5, 12, and 19, 2025

This is the final reminder regarding registration for upcoming virtual training, **Introduction to School Nutrition Leadership**, on August 5, 12, and 19, 2025, from 8:00 am – 5:00 pm. The deadline for registering has been extended to **July 7, 2025**. Only a few spaces remain so register today to reserve a seat. Note that priority will be given to new school nutrition directors.

The CSDE is hosting the Institute of Child Nutrition's (ICN) [Introduction to School Nutrition Leadership Lite](#), a three-day no cost virtual training program planned specifically for new and aspiring directors of the National School Lunch and School Breakfast Programs. This webinar will be conducted by school nutrition program consultant, Lonnie Burt.

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 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.

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

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USDA National School Lunch Program (NSLP) Equipment Assistance Grants Request for Proposals (RFP) Due July 25, 2025

The CSDE is now accepting proposals for the USDA NSLP Equipment Assistance Grants RFP. All SFAs participating in the NSLP are eligible to apply. Priority is given to schools that did not receive previous equipment grant funding under earlier USDA NSLP Equipment Assistance Grants. Total funds available are \$108,255. The CSDE will award grants of at least \$1,000 and up to \$15,000 per SFA. The RFP document is available on the Connecticut State Department of Education (CSDE) [2025 Request for Proposals](#) webpage. The deadline is July 25, 2025.

Need to Know

Updated Five-day Preschool Lunch Menu Form for Ages 1-2 in the NSLP

The CSDE posted an updated version of the [Five-day Preschool Lunch Menu Form for Ages 1-2 in the NSLP](#) to correct a typo. The serving size for vegetables and fruit was incorrectly listed as $\frac{1}{4}$ cup instead of $\frac{1}{8}$ cup. Please discard any previous versions and replace them with the updated version.

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Updated CSDE Production Records for Grades K-12 and Preschool in the NSLP and SBP for School Year 2025-26

As a reminder, the USDA regulations for the NSLP (7 CFR 210.10(a)(3)) (including the Seamless Summer Option) and SBP (7 CFR 220.8(a)(3)) require that all 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](#), provided guidance on this requirement.

Updated versions (dated July 2025) of the CSDE's production records for grades K-12 in the NSLP and SBP are available in the "[Production Record Forms](#)" section of the CSDE's Production Records for School Nutrition Programs.

Forms for Grades K-12

- NSLP Production Record for Grades K-5, 6-8, or 9-12
- NSLP Production Record for Grades K-8 Option
- SBP Production Record for Grades K-5, 6-8, or 9-12
- SBP Production Record for Optional Grade Groups (K-8, K-12, or 6-12)

Forms for Preschool

- NSLP Production Record for Preschool
- SBP Production Record for Preschool

Instructions

The instructions for completing the production records have been removed from the individual forms and are now available as a separate document, [Instructions for the Production Record Templates for the National School Lunch Program and School Breakfast Program](#).

Resource Roundup: USDA's Summer Food, Summer Moves Resource Kit

The USDA's [Summer Food, Summer Moves Resource Kit](#) is a fun, hands-on resource kit designed to get kids and families excited about healthy eating and physical activity during the summer months. The kit is designed for use by summer meal site operators and focuses on using music, games, art, and movement to motivate kids and families to choose more fruits and vegetables, choose water instead of sugary drinks, get enough physical activity every day, and to limit screen time.

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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_07_02_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

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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



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Connecticut State Department of Education • May 2025

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