

The School Lunch Tray: January 27, 2021

Dear School Sponsors of Child Nutrition Programs:

The School Lunch Tray contains the Connecticut State Department of Education's (CSDE) weekly e-mail notifications for the U.S. Department of Agriculture's (USDA) school nutrition programs. This week's topics are listed below.

- CSDE Child Nutrition Unit's School Lunch Tray Table Talk Webinars: February 2021
- New CSDE Webpage: School Lunch Tray and Table Talk
- USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program: Procedures for School Year (SY) 2021-2022
- USDA DoD Fresh Fruit and Vegetable Cancellation Reminder
- Food Safety Guidelines for Distributing Meals for Consumption At Home

Please review and share with appropriate staff members. Thank you.



CSDE Child Nutrition Unit's School Lunch Tray Table Talk Webinars: February 2021

Join the CSDE Child Nutrition Unit for the School Lunch Tray **Table Talk webinars** on Thursday mornings through the month of February. Starting on February 4, 2021, Table Talk will have a new one-hour format. The first half hour will continue to review the topics and information contained in that week's School Lunch Tray. The second half hour will focus on a new weekly feature, the **Resource Roundup**. Starting on February 3, 2021, each School Lunch Tray will highlight a specific CSDE resource to help sponsors meet the federal and state requirements for school nutrition programs. The CSDE Child Nutrition Unit will show

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participants how to find the resource on the CSDE's webpages; provide an overview of the resource and how to use it; and highlight important requirements and related information.

Registration for the February 2021 Table Talk series is available at <https://attendee.gotowebinar.com/register/1181137584459494413>. **This is the same link to register for the entire series.**

- Thursday, February 4, 2021 from 9:00 - 10:00 a.m. EST
- Thursday, February 11, 2021 from 9:00 - 10:00 a.m. EST
- Thursday, February 18, 2021 from 9:00 - 10:00 a.m. EST
- Thursday, February 25, 2021 from 9:00 - 10:00 a.m. EST

After registering, you will receive a confirmation e-mail with information about joining the webinar.

Note: Table Talk is a great opportunity to submit your questions to the CSDE. To submit questions in advance of each session, visit https://sdept.co1.qualtrics.com/jfe/form/SV_ezIN3YJJqjkPGND.

New CSDE Webpage: School Lunch Tray and Table Talk

Starting with the January 2021 editions of the CSDE's School Lunch Tray, the CSDE's new [School Lunch Tray and Table Talk](#) webpage includes PDF versions of the CSDE's weekly e School Lunch Tray-newsletter, and the corresponding Table Talk webinar and transcript. The webpage includes a list of each week's topics to help sponsors easily find specific information and resources.

USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program: Procedures for School Year (SY) 2021-2022

For school year (SY) 2022, all allocations will remain the same as SY 2021 unless the Recipient Agency (RA) contacts the Food Distribution Program to make changes. As a reminder, some RAs have already requested additional DoD funds this year. As a result, the RA's starting allocation may be different from the current allocation. Please check your Entitlement Bonus/Summary Report for School Year 2021 in WBSCM if you are not sure of your current allocation for this school year.

The Entitlement Bonus/Summary Report is located in WBSCM:
Reports > Order Processing > Entitlement Management > Entitlement Bonus Summary Report

1. Log in to WBSCM.
2. Go To "Reports."
3. Click on "Entitlement Management."

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4. Click on “Entitlement/Bonus Summary Report.”
5. Enter “Program” (NSLP).
6. Enter “Program Year” (2021).
7. Your RA Number should automatically populate.
8. Click on “execute.”

Home | Operations | Admin | **Reports** | Help

Order Processing

Reports > Order Processing > Entitlement Management > Entitlement/Bonus Summary Report

Entitlement Management

- Entitlement/Bonus Summary
 - RA Entitlement/Bonus De...
 - SDA Entitlement/Bonus D...
 - Domestic Price Support Report
 - Domestic Ship-To Contacts...
 - Material Outlay Report
 - Multi-Food Received Shipme...
 - Multi-Food Requisition Report

Reports : Input Criteria

Execute | Print PDF Output

Entitlement/Bonus Summary Report

Reset Values

Show Variants

* Program:

* Program Year: To

SDA Region Code:

RA / SDA Number:

The amount you have allocated to the DoD Program for this year can be found under DoD Fresh Amount:

Entitlement/Bonus Summary Report

Go Back | Print PDF Output

View: ENTITLEMENT_SU... | Export

Sold-To City	Sold-To State	Program Year	Beginning Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ent. Balance
[REDACTED]	CT	2021	958,053.08	150,000.00	540,972.74	304,042	267,080.34

If you want the same amount allocated next year as this school year, or do not use DoD, you do not have to contact the FDP staff.

1. If you want to change your DoD allocation from this school year, contact Sybil Walton at walton@ctserc.org with the following information:
 - a. District name
 - b. Amount you wish allocated to DoD for school year 2022
2. If you want to add or change existing delivery sites, contact Sybil Walton at walton@ctserc.org with the following information:
 - a. District name
 - b. Name and address of new school/delivery site, or changes to existing site (please specify new site or change of address for existing site)
 - c. Contact information for new site (name, e-mail and phone number)

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3. **If you want to participate in the DoD Program for the first time**, you must contact Sybil Walton at walton@ctserc.org, and indicate in the subject line of your e-mail **“Request to participate in DoD for the first time.”** There are additional steps that need to occur if you are new to the DoD Program. Please provide the following information in your e-mail:
 - a. District name
 - b. Amount allocated to DoD for school year 2022
 - c. Name and address of school/delivery site
 - d. Contact information for district (Name, e-mail and phone number)

When contacting Sybil to either change allocation amount from last year, change or add delivery sites from last year, or participate for the first time, please be specific in your request.

All responses must be sent to Sybil by **Friday, February 5, 2021**. For questions, contact the [CT Food Distribution Program staff](#).

More information on the DoD Program: The CSDE manages the USDA Foods Program for schools in Connecticut. The CSDE’s role is to help school food authorities (SFAs) obtain USDA Foods. Each year, schools receive entitlement dollars, which are typically based on the number of reimbursable lunches served in the previous school year multiplied by the federal meal rate. This year due to COVID19, entitlement dollars will be based on meal counts from SY 2018-19.

The CT USDA Foods Program has three options for using entitlement. Each SFA decides how to use their funds. For more information, review the CSDE’s document, [Overview of USDA Foods Program in Connecticut](#).

DoD Fresh Fruit and Vegetable Program: The USDA DoD Fresh Program is an optional way to use entitlement for fresh produce. In late winter, SFAs can elect to allocate up to 100 percent of their entitlement dollars towards the purchase of these items for the following school year. During the school year, SFAs can order produce as often as once per week through the Fresh Fruits and Vegetables Order Receipt System (FFAVORS). Allocated entitlement dollars cover the cost of the produce in addition to the delivery fees.

For additional information on the current DoD contract, review the CSDE’s document, [U.S. Department of Agriculture \(USDA\) Department of Defense \(DoD\) Fresh Program Connecticut Contract SPE3000-17-R-0031](#).

USDA DoD Fresh Fruit and Vegetable Cancellation Reminder

Per contract, any DoD order that must be cancelled due to COVID19 school closings or weather related school closings must be cancelled **no less than 24 hours prior to delivery**. If you do not cancel your order, you will be charged for the order, and you must receipt it in WBSCM as if you received it. Please keep contact information for all of your vendors at home in case of unexpected closures. You can cancel a DoD order by contacting the DoD staff at HPC:

Sherry Brzostowski, Supervisor of Inside Sales
860-760-3982
sbrzostowski@hpcfcs.com

Matt Ramos, Inside Sales Specialist
860-760-3978
mramos@hpcfcs.com

Food Safety Guidelines for Distributing Meals for Consumption At Home

All sponsors implementing the USDA non-congregate feeding waiver and distributing meals for consumption at home must provide instructions to help students and parents/guardians identify which foods require refrigeration, cooking, or heating for food safety. Sponsors are encourage to contact their [local health department](#) for assistance.

Examples of strategies include:

- labeling foods that require refrigeration or freezing;
- providing a list of foods that require refrigeration, freezing, and heating;
- sorting foods into two different bags prior to distribution (one for refrigerated and frozen foods and another for shelf-stable foods); and
- planning menus that use the more perishable foods earlier in the week and frozen or shelf stable foods later in the week.

In addition, the CSDE encourages sponsors to remind parents/guardians to.

- refrigerate or freeze meals and milk immediately after pick-up or delivery;
- eat perishable food (e.g., prepared chicken, cooked pasta, etc.) earlier in the week. eat shelf-stable or frozen meals (e.g., nut butter, canned foods, and frozen foods) later in the week;
- reheat prepared foods, like cooked chicken and cooked hamburger patties, to an internal temperature of at least 165 °f for at least 15 seconds;
- heat frozen foods according to provided instructions; and
- discard leftovers and open containers/packages of refrigerated food within 3-4 days.

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Example 1: General food safety procedures

Meals are provided for children 18 years of age and younger. The USDA regulations allow for one breakfast and one lunch per child, per day.

Keep hot and cold foods safe

- ✓ Consume hot foods within 2 hours.
- ✓ Consume or refrigerate cold foods within 2 hours.
- ✓ Foods for other days should be stored in the refrigerator until eaten or reheated.
- ✓ If re-heating foods, ensure they are cooked to an internal temperature of 165°F.
- ✓ Discard all refrigerated foods after 7 days of receiving it.

Example 2: General food safety procedures and preparation instructions

Meals are provided for children 18 years of age and younger. The USDA regulations allow for one breakfast and one lunch per child, per day.

Keep hot and cold foods safe

- ✓ Potentially Hazardous Foods (those that require time/temperature controls) are provided at 41°F or below for cold foods and 135°F or above for hot foods.
- ✓ Refrigerate, freeze or consume foods within 2 hours.
- ✓ Keep cold foods at 41°F or below
- ✓ Keep frozen foods at 0°F or below.
- ✓ If reheating foods, ensure they are cooked to an internal temperature of 165°F.

Preparation instructions

1. Round/French bread pizza - Conventional oven: Cook from frozen at 400°F for 20-24 minutes.
2. Corn dog - Conventional oven: Cook from frozen at 350°F for 34-36 minutes.
3. Chicken nuggets/patty - Conventional oven: Cook from frozen at 400°F for 12-15 minutes.
4. Breakfast Pizza- Conventional oven: Cook from frozen at 375°F for 18-22 minutes.

Note: Oven temperatures and times may vary. Oven use requires adult supervision.

Example 3: General food safety procedures and preparation instructions

Meals are provided for children 18 years of age and younger. The USDA regulations allow for one breakfast and one lunch per child, per day.

Keep cold foods safe

- ✓ Refrigerate or consume within 2 hours of pickup.
- ✓ Keep cold foods refrigerated at 41°F or below.
- ✓ Keep milk refrigerated.
- ✓ If reheating foods, ensure they are cooked to an internal temperature of 165°F.

Preparation instructions

- Macaroni and cheese can be reheated in a microwave.
- Cheese pizza can be microwaved or heated in an oven.
- Chicken patty and nuggets are fully cooked and can be microwaved, eaten cold, or heated in an oven.
- Deli sandwiches and breakfast items are ready to eat.

Note: Oven use requires adult supervision.

Additional information and resources are available on the CSDE's [Food Safety for Child Nutrition Programs](#) webpage.



For more information, visit the Connecticut State Department of Education's (CSDE) [School Lunch Tray Table Talk](#) webpage, or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/Training/TableTalk/SLT_01_27_2021.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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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