

## The School Lunch Tray: June 16, 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.

- Operational Memorandum No. 05-21: Payment of Fiscal Year 2020-21 State Funds for the National School Lunch Program
- Reminder: School Year 2021-22 Healthy Food Certification (HFC) Statement due July 1, 2021
- Reminder: Full-service Interschool Agreements for School Year 2021-22 due July 1, 2021
- COVID-19: Child Nutrition Response #98: *Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast*
- USDA Foods Reminder: Receipt Final Deliveries of for School Year 2021 in FFAVORS
- Reconciliation of USDA Foods by School Food Authorities (SFAs)
- Updating Existing Seamless Summer Option (SSO) Site Applications in the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System): Summer 2021: Due June 25, 2021
- Request to Extend the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) into the Summer Months (July and August): Due June 25, 2021
- Resource Roundup: Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

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



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### Operational Memorandum No. 05-21: Payment of Fiscal Year 2020-21 State Funds for the National School Lunch Program

[Operational Memorandum No. 05-21](#) outlines the process used for the payment of fiscal year 2020-21 state funds (“state match”) paid as reimbursement to school food authorities (SFAs) that participate in the National School Lunch Program (NSLP). Please review and share with appropriate staff members. This memo is available on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.

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### Reminder: School Year 2021-22 Healthy Food Certification (HFC) Statement due July 1, 2021

As indicated in [Operational Memorandum No. 03-21: Requirements for Submitting the Healthy Food Certification \(HFC\) Statement for School Year 2020-21](#), all public school sponsors of the NSLP must complete the annual HFC Statement and upload the board of education’s meeting minutes by **July 1, 2021**, using the CSDE’s [Online Application and Claiming System for Child Nutrition Programs](#) (CNP System). The CSDE’s instructions, [Submitting Connecticut’s Healthy Food Certification Statement for School Year 2021-22](#), provide important information and specific steps for completing the HFC Statement in the CSDE’s Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). For questions about the HFC application process, please contact Susan Fiore at [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov).

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### Reminder: Full-service Interschool Agreements for School Year 2021-22 due July 1, 2021

Sponsors that sell USDA meals or snacks to another district or school during school year 2021-22 must complete and submit an interschool agreement to the CSDE.

- The **Full-service Interschool Agreement form** must be submitted to the CSDE by **July 1, 2021**. A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for HFC through this interschool agreement (section 3). In order for the sponsoring district to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2021**. If the CSDE receives the interschool agreement after this date, the recipient site’s lunch counts will not be included in the total number of reimbursable lunches that are used by the CSDE to determine HFC payments for school year 2021-22.
- The **Recipient Site Vended Interschool Agreements** must be submitted to the CSDE at least two weeks before the start of the school year, but no later than **August 30, 2021**.

The interschool agreement forms are available under “I” on the CSDE’s [Forms for School Nutrition Programs](#) webpage. For more information, review [Operational Memorandum No. 02-21: Interschool Agreements for School Year 2021-22](#).

### **COVID-19: Child Nutrition Response #98: Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast**

On June 11, 2021, the USDA Food and Nutrition Service (FNS) issued [COVID-19: Child Nutrition Response #98: Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast](#) to provide LEAs with additional time to focus on wellness activities. The new deadline to complete a triennial assessment is **June 30, 2022**. The second triennial assessment will be due by June 30, 2025. The CSDE has opted in to this nationwide waiver. For more information on the triennial assessment requirements, visit the "[What's Next](#)" section of the CSDE's School Wellness Policies webpage.

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### **USDA Foods Reminder: Receipt Final Deliveries of for School Year 2021 in FFAVORS**

As a reminder, it is critically important to receipt your last DoD orders in FFAVORS prior to leaving for summer break. The vendor cannot be paid unless receipts are entered into FFAVORS. Please receipt all deliveries within five days. Report any issues with produce to HPC within 24 hours of receipt of product.

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### **Reconciliation of USDA Foods by School Food Authorities (SFAs) Contracting with Food Service Management Companies**

Due to the large number of transfers of USDA Foods for this year, SFAs that contract with food service management companies (FSMCs) must reconcile the inventory transferred in or out of their program. To complete this process, you will need to **run your Requisition Status Report for this school year**. This will show all cases ordered for the school year with the actual prices listed for each case.

- Any USDA Foods that the district did not take delivery of this year should be noted with a detailed explanation. Use the actual value of the food from your Requisition Status Report to assess the value of unused or donated food.
- All additional excess USDA Foods that were transferred into your account this year came with a corresponding receipt which listed the value of each product. Use the value from the receipt to calculate the value of commodities received outside of your regular orders.
- Remember to list any additional DoD dollars given to you over the year by the state.
- For districts that contract with a food service management company, it is the SFA's regulatory requirement to complete the reconciliation. This responsibility cannot be delegated to any FSMC staff.

For questions, please contact Monica Pacheco at [Monica.pacheco@ct.gov](mailto:Monica.pacheco@ct.gov) or Andy Paul at [Andrew.Paul@ct.gov](mailto:Andrew.Paul@ct.gov).

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## The School Lunch Tray: June 16, 2021

### **Updating Existing Seamless Summer Option (SSO) Site Applications in the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System): Summer 2021: Due June 25, 2021**

If your district/school is currently participating in the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP) for school year (SY) 2020-21, and is planning to continue operation of the SSO from any point in time *during the summer months* (after the last day of school through the first day of the new school year), refer to the CSDE's [Steps for Updating Existing Seamless Summer Option \(SSO\) Site Applications in the CNP Online System: Summer 2021](#). This document provides important steps for updating existing SSO site applications in the CSDE's CNP System for summer 2021.

To complete the summer 2021 SSO site applications, SSO sponsors must carefully review the CSDE's [Steps for Updating Existing Seamless Summer Option \(SSO\) Site Applications in the CNP Online System: Summer 2021](#), including the USDA's waiver section for each SSO site operating in summer 2021. Sponsors that plan to operate the SSO during the summer months must make sure that the information entered is updated and accurately reflects summer operations **only**.

**Note:** Data for SY 2021-22 **cannot** be submitted at this time. More information regarding the online application process for next school year will be forthcoming.

Failure to submit a complete and accurate SSO site application by **June 25, 2021**, for summer 2021 SSO operations, may delay authorization to serve meals under the SSO.

Please contact your [CSDE county consultant](#) if you are considering operating a new SSO site.

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### **Request to Extend the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) into the Summer Months (July and August): Due June 25, 2021**

Local educational agencies (LEAs) currently participating in the NSLP and SBP may serve reimbursable lunches and/or breakfasts during the summer months (beyond June 30, 2021) if one of the following two criteria applies:

- the school year is extended; or
- there is an official required academic summer school program in place

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 Susan Alston at [susan.alston@ct.gov](mailto:susan.alston@ct.gov) by **June 25, 2021**. The e-mail must include:

- the schools that are requesting the extension;
  - the reason for the extension (e.g., academic summer school); and
  - the start and end date of the program.
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### **Resource Roundup: Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021**

This week's Resource Roundup highlights how to use the CSDE's resource, [Steps for Updating Existing Seamless Summer Option \(SSO\) Site Applications in the CNP Online System: Summer 2021](#). Join us for tomorrow's Table Talk (June 17, 2021, from 2:00-3:00 p.m.) as we review the steps for updating existing SSO site applications in the CSDE's CNP System for summer 2021. Tomorrow's Table Talk will also highlight some relevant items from last week's School Lunch Tray (June 10, 2021).

If you registered for the May Table Talk webinars you will automatically be registered for the June Table Talk webinars. Registration for the June Table Talk series is available at <https://attendee.gotowebinar.com/register/7940814127249762576>. To submit questions in advance, visit [https://sdect.co1.qualtrics.com/jfe/form/SV\\_ezIN3YJJqjkPGND](https://sdect.co1.qualtrics.com/jfe/form/SV_ezIN3YJJqjkPGND).

**Note:** School Lunch Tray will continue during the summer, but this will be the last Table Talk for school year 2020-21. Stay tuned for updates on future Table Talks.

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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\\_06\\_16\\_2021.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/Training/TableTalk/SLT_06_16_2021.pdf).

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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](mailto:program.intake@usda.gov).

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