

The School Lunch Tray: November 17, 2021

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.

- Operational Memorandum No. 03-22: Updated Requirements for Lunch Periods in the National School Lunch Program (NSLP)
- Important Reminder: Reviewing the Monthly Claim for Reimbursements
- List of Acceptable Foods and Beverages: Updated November 12, 2021
- Reminder: Applications Available for the CT Grown for CT Kids Grant and the USDA Farm to School Grant Program
- Resource Roundup: Requirements for Production Records in School Nutrition Programs

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



Operational Memorandum No. 03-22: Updated Requirements for Lunch Periods in the National School Lunch Program (NSLP)

[Operational Memorandum No. 03-22](#) outlines the federal and state requirements for lunch periods in public schools, private schools, and residential child care institutions (RCCIs) that participate in the NSLP and the Seamless Summer Option (SSO) of the NSLP during school year (SY) 2021-22. This memorandum supersedes the CSDE's Operational Memorandum No. 10-19, *Requirements for Lunch Periods in the National School Lunch Program*, issued on June 12, 2019.

Please review and share with all staff members as appropriate. This memo is available on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

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Important Reminder: Reviewing the Monthly Claim for Reimbursements

It is especially important that sponsors double-check the October 2021 Claim for Reimbursements to ensure that **all** data is accurate. This includes checking that:

- all operating sites are reflected in the “2021-2022 SSO claim site list;”
- the enrollment information for each site is up to date;
- the number of operating days are accurate; and
- the claim status reads “Accepted” and is therefore submitted by the authorized signer (refer to example 1 below).

Sponsors should also verify that all monthly claims for reimbursement entered for **October 1, 2020, through September 30, 2021**, *have been both entered and certified.*

To be processed for payment, monthly claims must have the “**Claim Status**” of “**Accepted**” and also show a “**Date Received.**” Claim preparers should check the status of monthly claims entered to ensure that all claims have been certified and accepted for payment *before* entering a new monthly claim. A claim that has been processed by the CSDE for payment will show a “**Claim Status**” of “**Processed**” and will also show a “**Date Processed.**”

- **Example 1 –Claim that is certified and processed:** This claim has been certified and will be processed for payment.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2020					\$0.00
Aug 2020					\$0.00
Sep 2020	0	Accepted	10/15/2020		\$4,073.76
Oct 2020					\$0.00
Nov 2020					\$0.00
Dec 2020					\$0.00
Jan 2021					\$0.00
Feb 2021					\$0.00

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- **Example 2 –Claim that is NOT certified and processed:** This claim has **not** been certified and **will not** be processed for payment.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2020					\$0.00
Nov 2020					\$0.00
Dec 2020					\$0.00
Jan 2021					\$0.00
Feb 2021					\$0.00
Mar 2021					\$0.00
Apr 2021					\$0.00
May 2021					\$0.00
Jun 2021					\$0.00
Jul 2021					\$0.00
Aug 2021	0	Pending			\$2,518.47

For more information, refer to the CSDE's [Claim Submission Schedule for Child Nutrition Programs](#) website.

If you have trouble with your user access to the CNP online system to enter or certifying your monthly claims for reimbursement, please contact your [CSDE county consultant](#).

List of Acceptable Foods and Beverages: Updated November 12, 2021

Updated lists of foods and beverages are now available on the CSDE's [List of Acceptable Foods and Beverages](#) webpage. New products on the lists are indicated by pink highlighting on the manufacturer and product name. Items that have been **added or deleted** since the last update are listed on the CSDE's document, [Summary of Updates to Approved Food and Beverages](#).

These lists identify foods that comply with Connecticut Nutrition Standards (CNS) and beverages that comply with the state beverage statute (Section 10-221q of the Connecticut General Statutes) and the USDA Smart Snacks beverage standards. Foods on this list also comply with Smart Snacks because the CNS requirements are stricter than the Smart Snacks food standards.

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Reminder: Applications Available for the CT Grown for CT Kids Grant and the USDA Farm to School Grant Program

The Connecticut Department of Agriculture (DoAg) is accepting applications through **December 20, 2021**, for its first-ever round of the CT Grown for CT Kids Grant! Apply for funding to help grow your Farm to School program!

Eligible entities include Connecticut schools, early childhood centers (ECE), groups partnering with schools and ECE centers, and more. (Refer to page 5 of the [2021 CT Grown for CT Kids Grant Guidance](#) for a complete list of eligible applicants.) A recording of the grant webinar and Q & A session is available at <https://portal.ct.gov/DOAG/ADaRC/ADaRC/CT-Grown-for-CT-Kids-Grant-Program>. For more information, visit the DoAg's [CT Grown for CT Kids](#) website.

The [USDA Farm to School Program](#) is now accepting applications through **January 10, 2022**.

For additional questions on either funding opportunity, please contact Cyrena.thibodeau@ct.gov or 860-895-3094.

UConn Extension is offering 45-minute [Coaching Workshops](#) to provide a sounding board from an experienced grant writer for your proposals. This opportunity is available for both grants (CT Grown for CT Kids Grant and the USDA Farm to School Grant).

Resource Roundup: Requirements for Production Records in School Nutrition Programs

As a reminder, the USDA regulations for the National School Lunch Program (NSLP) (7 CFR 210.10(a)(3)) (including the Seamless Summer Option) and School Breakfast Program (SBP) (7 CFR 220.8(a)(3)) require that school food authorities (SFAs) must maintain daily production records for all school meals. For more information, review the CSDE's resource, [Requirements for Production Records in School Nutrition Programs](#).

The CSDE has updated the sample production records for school nutrition programs for school year 2021-22. The CSDE's sample production records include a variety of forms for different grade configurations (including preschool and grades K-12) based on food items or food components. These forms help SFAs provide the information required to comply with the USDA's regulations for production records. They are available in the "[Documents/Forms](#)" section of the CSDE's [Production Records for School Nutrition Programs](#). Please discard any versions downloaded prior to today, and replace with the revised versions dated November 2021.



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_11_17_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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