

## School Lunch Tray Table Talk Transcript: June 3, 2021

**Presenters/Attendees:** Speaker 1 – Shannon Yearwood, Speaker 2 – Fionnuala Brown, Speaker 3 – Teri Dandeneau, Speaker 4 – Allison Calhoun-White, Speaker 5 – Susan Alston, Speaker 6 – Sean Fogarty, Susan Fiore, Caroline Cooke, Andy Paul, Hostess – Michelle Rosado

0:04

Speaker 1 - Hi, and welcome to the Connecticut State Department of Education School Lunch Tray Table Talk, I'm Shannon Yearwood your hostess for today. I am the Education Manager and oversee the Child Nutrition Program.

0:16

Joining me is a portion of my amazing team here, who, you guys know really well.

0:22

We are on this every other week, scheduled, now with Table Talk, as we are mixing it up with the Summer Food service program training, which will be happening next week, during the same time, so, really happy here back to join us today, and we look forward to you joining us for future ones.

0:39

We, as just a little bit of housekeeping, we have about, we're going to need to leave this record, excuse me, I cannot speak about that. We need to end this webinar at 2:50pm today, and we do have two weeks of topics and Resource Roundups to go through. So we are going to go through pretty quickly.

0:57

Keep in mind, you can submit your questions in the question box, and you can certainly keep using that link. Thank you for all of you who did submit those questions ahead of time. That always is very helpful to us.

1:07

So, we'll go ahead and get started, and the little bit of a change up and format, as we do this, is we'll save those resource roundups for the ends, and we'll make sure to address questions as needed.

1:18

But, with the time crunch, if we are cutting it down to the wire, we may need to take your written questions and address those either, either individually or at a later school lunch tray Table Talk.

1:30

So, with that, I will kick it off and hand it over to my colleague Fionnuala.

1:40

Speaker 2 - Thanks Shannon. So, we are sending out a reminder again about the Triennial Assessment which is due June 30<sup>th</sup>, 2021 of your School Wellness Policies.

1:53

And really the reminder is that the run center is available to assist you in at any step of the way. So, we have listed out here, if you're just starting off and you need assistance with scoring, using the walls at three. They can help you with that. They can help you with the interview process, really evaluating your policies and practices, and also with putting together, together your summary, and posting that for the public. I'm getting a lot of questions about the training

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and assessment, and I know many sponsors have reached out to Marlene Schwartz and Sarah, McKee and their team there for assistance. So, I'm thrilled, and we just wanted to, again, include this, as we're getting down to the wire here, with getting this assessment done on that. You are still, know that they're available to help you there at the RUDD Center.

2:53

And, again, they are really the experts in that assessment of your policy and the assessment of your implementation. They created that tool for sponsors to use across the nation when evaluating their wellness policies.

3:07

I just want to, not only with the remind you that it's due June 30th or reminder is that we on you have to have the assessment done by June 30th, but we recognize that there may be changes that need to occur um with your wellness policies, and certainly maybe trainings for staff regarding implementation. And that can happen after June 30th. I've been getting a lot of calls where maybe districts are finishing off their assessment and realized they have to now bring some suggestions to the board or revisions to the policy and that can happen after the June 30th of the federal regulations really outline that the assessment itself needs to be done by the June 30th.

3:55

Um so, that is that I also just wanted to, we don't have a link here, but if we have anybody new on the line that wants to get some further information about um what I'm speaking about with the Triangle Assessment, we have that listed on our website.

4:16

If you go to program guidance, I'm assuming everyone can see my screen here, if you go to Program Guidance, and then go down to S for school wellness policies.

4:41

Then, once you go to school wellness policies, if you go to what's next here, over on the toolbar or scroll all the way down to the local school wellness policy triennial assessment, you're going to come to the webpage we created a few months ago that has all of the resources you need to get you through this process.

5:05

So it outlines the steps, the worksheets, and the videos, and this is not a new resource. We've kind of been pointing you in this direction since its inception in February. So I hope many of you have been able to avail of the resources that are available here. And because we didn't have a link, I just wanted to make sure I pointed that um out.

5:30

So, see if I can easily get back here. So, that is that's the reminder about the Triennial assessment due June 30th and really all you need to do is reach out to Sarah and you can set up an appointment. And she can help you any, any part of the process that you need a little assistance.

5:47

And I'm always available as well, but they are the experts, okay next we have someone else on the team that's going to update you, who do we have here?

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6:01

Teri, I think you're on mute Teri, how are you? Speaker 3 - Yep, that's me and, and that's why I stayed off camera.

6:09

Um, so, I'm going to talk to you about, actual, a great kit that USDA has developed, and it's the Summer for Summer Moves Resource Kit, and it's both in English and Spanish.

6:20

And you can go online and either look at the pages of the kit and copy them, or you can actually order the kit. And it takes 2 to 4 weeks to have USDA deliver it.

6:35

And it provides you with bunch of activities that you can do information on how to promote your summer sites, as well as games and activities.

6:48

It gives you backs to menus that you can use, um, all kinds of posters, and it has different themes for every single week.

6:57

And it's just a great resource. A lot of fun, lots of color.

7:02

I highly recommend that you check it out, because it's a great way to promote your summer, and hopefully increase your participation, and get people excited about your summer sites.

7:13

And so now, I'm going to turn it over to somebody, was going to be talking to you. Speaker 1 – It's me Shannon.

7:23

But, first and foremost, happy national dairy when everybody. So, you may, you may already know that National Dairy Month is in June, and our Friends at the New England Dairy Council.

7:36

Have lots and lots of great ideas and different promotional opportunities to be able to help you celebrate with your students, and increase your different types of recipes. For those of you who knew me and my previous life, when I would come visit you, knew, I was trying to come out on the smoothie days.

7:55

So if you're looking for somewhere smoothie ideas, you know, they're popular with their gifts are popular, with, actually are adults, as well. Certainly check out those recipes that are really great, and they're very straightforward. So my update is very easy, and very straight, and very short. Time. I lucked out on the Table Talks. With that, I'm going to go ahead and ask Fionnuala to come back.

8:23

Speaker 2 – Okay, I've got the reminders this week. So um next thing we have in the School Lunch Tray is the reminder about the reporting. This CEP Reporting due June 15, 2021 and um, about half of our sponsors have reported who kind of ran that ran the report, so everyone needs

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to report on this, except RCCI's. Let's open the memorandum. So, we have the memorandum here for you outlining this requirement. This is not just those sponsors interested in participating and CEP or those that have participated in CEP. This is um the annual reporting requirement for all. Sponsors just doesn't apply to RCCIs, or sponsors of the Special Milk Program. So, we have a handful of RCCIs and a handful of Special Milk program sponsors, but everybody else needs to enter this data by June 15<sup>th</sup>.

9:26

And USDA did not, I'm not gonna go into a lot of detail. We've been talking about this also as we initially sent it out. But you have an opportunity to identify the time period or one dates of your reporting. And everything needs to be in by close of business, June 15<sup>th</sup>.

9:51

Um, you're choosing one day between July first, 2020, and June seventh, 2021. So, the last run Direct Certification run on this week, are we're giving you that opportunity. So, a number of sponsors chose a date before the June 7<sup>th</sup>. Many might be using this week to make sure that they have all those included in those numbers.

10:16

We have a resource that I'm going to review during the Resource Roundup, which really goes into detail about how to access the system. It goes in depth about how to break down the data elements and what needs to be included where. But this memorandum, obviously, if you if you have not done the reporting, your first step is to read over this operational memorandum which went out June 30<sup>th</sup>, and then during the resource round up.

10:47

But I will go over some more information about the, the guidance for it, for the data itself.

11:04

And that's it for the reminder about the reporting um, and next, we're going to highlight some information that went out in the School Lunch Tray last week. And so um, the first item was just information about when we'll be hosting the School Lunch Tray Table Talks for the month of June, so today, and we have our second Table Talk on June 17<sup>th</sup>, same time between 2pm and 3pm, and then um the link there for this series.

11:36

So the off weeks Caroline and Terese are hosting the SFSP trainings.

11:46

Next we have um Allison coming on to talk about the USDA update, you on Allison?

11:53

Speaker 4 - I'm on, hey you are flawlessly working this webinar, best ever made. Way to go! Okay, anyway, so, I have a reminder as well. No surprise to everybody as we're entering June, I'm sure you're all aware, um everybody should be placing your last orders for the USDA remaining at the HPC warehouse.

12:15

So, at this point, all of the transfers have been completed.

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12:19

So, when you get your next allocation report, if you still have remaining items on there, that you requested to donate, what that means is that I couldn't find a home for them.

12:30

So, if anyone has a significant amount left that they don't think they're going to be able to take, please just shoot me an e-mail. So I have it on my radar, and I can kind of work on that and get that stuff moving.

12:42

Okay, as always, I'm here for questions on that.

12:44

And that's the only update I have. But while I have you guys here, I just wanted to give you a little DOD reminder, and I do have some new information about the Summer DOD programs.

12:56

So, as a reminder, HPC is going to continue to deliver until June 30th, um regardless of what program you're operating under right now. So, in terms of DOD, you guys get those orders and keep using it. I do have more funding.

13:12

Please reach out to me if you need more funding and just let me know in the e-mail which district you're looking for, especially if you have multiple districts, and how much money you're going to need to get you to the end of the year, and that way it'll eliminate a lot of back and forth.

13:27

Okay, so hopefully, I hear from some more people, and we can use some of the funds we have from this year, okay.

13:33

So, new, and I'm going to talk about right now, I'm gonna give you guys some quick timeline, but, nobody, you know, don't worry, you don't need to jot this down because everyone affected by this.

13:44

I will be e-mailing directly in either tomorrow or early next week and give you all of the details, because unfortunately, we're about 90% details, but I don't have them all now, but I'm going to share with you what I can, okay.

13:57

So, in terms of summer feeding with the DOD, HPC is going to close operations for every everyone, all programs from July first through July night, and that's going to give them some time to ramp up and get ready and hopefully, work on the new delivery schedule.

14:18

So those folks that are already in the SFSP pilots, okay, you're going to be able to place orders that week of July 5<sup>th</sup>, for deliveries starting the following week on Monday, July 12<sup>th</sup>.

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14:35

So there is going to be a little downtime, but again, I recommend if you want some DOD to kind of carry you over, just, you know asked me for more money will load it in for this school year and then you could just make a big order at the end of June. So hopefully that'll work.

14:53

So okay, now as far as anybody who is doing the SSO program or the NSLP program that is already communicated to me, you are interested, and you don't let HPC know where what site you'd like delivery or delivery to.

15:10

The good news is we are about 90% there, it's not 100% yet, but I'm very optimistic that that is going to work out.

15:20

And it will be along the same timeline that I just talked to you about, and again, I'm going when it does go through one way or another.

15:28

I'm going to e-mail all of you folks directly and let you know exactly what's going on. So, fingers crossed with that, but it looks like it'll be moving forward.

15:36

And, again, you guys will be able to put it in the order of the week of the fifth of July, ready for delivery, July 12<sup>th</sup>.

15:45

I do not have any scheduling information yet in terms of delivery dates from HPC, because they are still, again, trying to work out a change of delivery schedule.

15:57

So, again, there are still some things up in the air, and that's all I know now. So if, I mean that, there's probably not many questions I can answer because I've told you all the information that I have as of now.

16:09

So, but that's it for me, and I think I am ready to turn it back over to whoever's going to talk about the next one.

16:17

Speaker 3 - And it's me, thanks, Allison.

16:23

Um, so the Institute of Child Nutrition has an E learning portal that is absolutely awesome. And if you haven't checked it out, please take the time to do so.

16:36

They offer online courses that you can take all at once or divide them up based on the opportunities that you have for time.

16:47

And you can watch these on your phone, on your laptop, on all different types of venues, and it's offered in both English and in Spanish.

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17:00

And you do have to login, create a login ID and a password when you do access it.

17:07

And if you haven't taken a look at the Institute of Child Nutrition website lately, I encourage you to do that because I looked at it last week, and I was amazed at how they have upgraded a lot of information.

17:23

I even found out that they have a podcast, and it's part of I Bite, and they have Chefs that do this podcast, and it's all based on child nutrition.

17:35

And they offer all kinds of, you know, interesting tidbits of information that you may find interesting.

17:42

And the I learning um has classes that range from baking, knife skills, math skills, so, I encourage you to take a look at it.

17:55

And what I really like is that the courses that they offer or the class that they offer, tells you the different areas that you can count it as.

18:04

One of course, the course has worthy, ah, key areas for professional standards is what I was trying to say.

18:12

And so, you don't have to figure it out, and it tells you the hours of instruction and who are the target audiences.

18:19

So, please remember that you do have to track your professional standards, and that has that requirement has not gone away, and this gives you an opportunity to, um, conduct training or provide training opportunities for your staff, as well as for yourselves. So definitely check it out.

18:40

And I'm going to turn it over to Susan.

18:45

Speaker 5 - Sorry, I panicked too many things to click.

18:50

Alright, so I'm gonna talk a little bit about the My Plate. It's the 10th birthday, so and Shannon has a nice graphic there behind her, we can't change our virtual background platform. But if you go on and click on some of the links for the 10th birthday, they do have virtual backgrounds that you could use for anytime you're in a Zoom meeting or whatever meeting. But if any of you remember, the changes to My Plate 10 years ago actually started to change our meal pattern, and the fixed and certification and the meal can you man, you know, pattern compliance that came out from that, so let's just, if you click on some of these things, there's great ways to celebrate a

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month and month long graphic that you can add to your menu or activities that you can pin out to your parents. Post for social media, and like I said, different backgrounds.

19:43

If you're, you know, in different meetings, you want to promote that as well.

19:46

So definitely take a look, you can make your gym minute menu a little bit more interesting, and give the kids some fun.

20:00

That's it.

20:06

Speaker 6 - Hi, everyone Sean here. Glad to be with you all. Just want to bring you down to our next section here, and I just wanna give you heads up on some Resource Roundup information. You know, I think it's really helpful for me, especially being a bit new to CSDE and onboarding. We've got this great acronym, and abbreviations for School Nutrition Program resource for you. If you follow this link in your handouts here, as fuel is doing for us. You can get like a three pager. It's extremely helpful to get all the different definitions. Acronyms, it's a great quick reference for yourselves, or if you are planning to bring on new staff.

20:40

It's certainly something maybe you want to include, just as like a welcome to school nutrition. And here are some things that you can use as a handy reference.

20:48

I encourage you all to look at that and perhaps like some new people I know it's certainly been helpful for me, and, uh, I think with that, I will probably pass it back over to Fionnuala.

21:04

Speaker 2 - Thanks so much, Sean.

21:06

Alright, we're just zipping thru here, didn't know if we wanted to stop for some questions now, or did you say we're going to take those at the end?

21:16

Shannon?

21:18

Speaker 1 Yeah, probably.

21:20

I'm having a clicking challenges as well. So we don't have any questions entered, but I just want to remind folks that this serves as our office hours for you during this very strange time. We're all in together, so certainly ask your questions in the question box.

21:37

We will probably have time today to take, and so definitely if we doubt, we'll get back to you. But you don't need to limit yourself to the topics that we have that we have in the school lunch tray table.



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21:49

Talk whatever's on your mind about these child nutrition Programs and when you have on the horizon, let us know and we will do our best to address that.

21:57

We do also know that USDA has indicated a very um good sequence series of Q and A's that they have or they've been developing and are working on and have been in clearance, clearance process for a little while.

22:11

So we're really hopeful that in the next couple of weeks, we will be able to give you some additional guidance for the upcoming school year and some of the different flexibilities that that have been issued in that, Connecticut.

22:26

So certainly, stay tuned for that. We'll probably review those on a Table Talk.

22:29

It will take us a little while to be able to look at how something that needs to fit every state and territory in the nation will also apply here, Connecticut with our state and local rules and regulations.

22:41

So certainly, when you see that information come out from USDA, it may not all apply specifically to Connecticut.

22:49

So we do need to often develop materials, resources, and some guidance that is Connecticut specific.

22:57

So, um, just give us a chance to do that, and we'll certainly do it. So, we did have a couple of questions submitted ahead of time, which I think kind of go along this line.

23:07

And so, a lot of them, and I'm having a hard time here at breaking my, figuring out where my cursor is on my screen.

23:15

But, so, one of the questions on here, and I think we can, we can just go through this right now, is, when will you be updating the free and reduced price application for 2021 school year 21-22?

23:26

And I can, I can, I can add something about that, but if you go for it. I'm trying not to scare my team. They have to help me out because they know what I'm gonna say next probably not, right. Speaker 3 - Now, what we're hoping to have them updated next week, um please do not use the 21 or 2021 school year forms that are posted for next year..

23:50

And I'm in the process of doing that right now, so there'll be updated and they've got to be put on a website, hopefully next week, we'll be able to do that.

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23:58

I'm working with the um Department, PBH and DSS on getting Addendum B, which is the Husky Addendum updated, so that may not be done um as early as the other forms. But they are going to be updated and we do have some schools that are currently participating in the National School Lunch Program. So I know that they're eager to get that information as well. So when they get updated, we'll send an e-mail out.

24:29

Speaker 1 - Thank you and I, if it delay it, that will be probably be my fault, but I will do my best to make sure that it fits very quickly.

24:38

Then we have another question around is there further guidance for SSO Summer Meals, waivers, et cetera? Either any changes to assets after June 30th?

24:48

Susan, you look like you want to be able to answer this. Looks like you're on mute though.

24:55

Speaker 5 - So yes, so we are in the process of like today, and hopefully tomorrow we'll be sending that out about what schools can do for the summer to update their application just for the summer. So, just remember, like we're trying to get the school's going for the summer before, we'll kind of change gears and then get started for what's going to happen next year. So, our goal is tomorrow afternoon, um to send out the guidance, because you will have to do some updating for updating the online system, as far as your site applications for sites that are participating this summer. Yes, just we know, you're very eager to get it, so we get it out to you.

25:35

Speaker 2 - So, yeah, for, for sponsors that have already participated in ESSA, so it's going to be a very similar to what you've done in the past. You will be required, as Susan said, to update the, your online application and those sites, you're looking for, approval. And then, it's going to be your county consultant will be working with you to make sure all of the necessary data is in there and approve it. The one extra element that we were able to get up and running and, you know, Susan put together these instructions is the USDA waiver. So you may need to be modifying or requesting potentially new waivers, depending on which sites will be operating, or you're looking for approval to operate over the summer, and how you are looking to provide meal service. So that is that new element of those USDA waivers, which, you all know are extended, and you will have the availability to collect that for July and August.

26:28

Also, the end of June, if that's included, um will be there. So detailed instructions as usual. So if you just follow the instructions, you should be you should be good. But then each of your consultants, Teri, Susan, and myself will be there to assist you, summer is right around the corner.

26:43

Speaker 1 - Although it doesn't feel like it today. But just so you all know to a lot of these flexibilities, our system was built to prevent.

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26:59

And so we have been working with the system providers to be able to make sure that we can accommodate being able to track that information within our system and not have to make you do all these manual processes.

27:13

So we know it takes a little bit of time, and this is moving really fast, but we want to make sure that when it gets to you, it's done right, that when you have a lot of applications, when you have to submit information to us, you don't have to come back out and ask for additional information.

27:27

We do also have very stringent reporting requirements from um the state agency to USDA so that we really do need to collect a high level of detail on your operations, so certainly know, we are not collecting that just for our own enjoyment. We are doing that as a regulatory responsibility. And I just want to re-iterate, you probably saw us all smile and wave panelists that we send out very detailed instructions. Make sure to read those first.

27:56

The team you see here is the team for the entire State. And so they are working with each and every one of you. Their team asked them, which is absolutely what I am rebranding our team- awesome, but keep in mind, for every time that we send out instructions, we do that to help you prepare. So that we do, we can re responsive to you for those trickier situation.

28:19

Creativity, um, solutions that you guys have, so please just take care of the foundational basics by using that information that we send out to you by visiting program guidance.

28:29

If you can't find it, we have probably posted it, but, but don't reach out to us before you do that where you, they get a little bit of a delay and response, or you just make get the same information back that we expect you to follow.

28:42

So, please, please know that this team, even though we are just amazing, we have an awesome team, They are human beings who are three people serving the entire state of Connecticut um for Seamless Summer Option, we have a small team for SFSP for our summer food service program so we know that this has been really complex and challenging times. But that's why we're trying so hard to make sure that you have the resources, guidance, information and instructions you need. So we, we smile because we really, really, really hope you'll pay attention to that and really use those instructions before you contact for any of those trickier situations.

29:20

Um, so with that, I expect, yes, so, and I found a new question popped up into the question box, so, we have two questions, I'll throw those out, I know the team, if you guys can, stay on, you guys are the ones who can answer this.

29:36

If the number of our serving phase change in June, should we update our application for each school?

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29:47

Speaker 2 - I think you're referring to, if you're referring to the normal school year, um, I'm sorry did Susan Alston, started talking? Speaker 5 - I was on mute, but its okay, you can go ahead, yeah.

30:02

Speaker 2 - You're gonna need to update the number of serving dates to allow you to claim, so that might be necessary. Yeah.

30:08

So, so if you have a change in your serving days, that is generally um linked to your allowance to the number of days to claim, so that would need to be accurate.

30:20

I'm assuming you're referring, if you're to the school year, um and you're not asking about summer, I'm not looking um directly at the question.

30:29

Speaker 1 - Um sure, and I read the question verbatim, so um, if there's any, if there's any additional information or, or support that you need for this certainly reach out to your Consultant, they're certainly good at that. So the next question we have is the new paid lunch equity tool dot dot question mark.

30:48

So, we're all wondering that, but we have not received that information or guidance from the, from the USDA, so as soon as we do get that, we'll turn it around and get that back out.

30:59

Um, then I do want to address, this wasn't a question, but I know a lot of you have been asking for a few weeks around the emergency operating cost reimbursement program.

31:08

And, so, we have, as a state, we did submit our implementation plan. We are in the process of going back and forth with USDA to really refine that and make sure it's something that is within the regulations and acceptable.

31:22

Um so, once we have additional details on that to share, we will certainly do that. We do plan to host a webinar to help walk you through how those regulations are made and really um hopefully be able to answer some of your questions on that. But just wanted to give you a little progress update.

31:38

The other update that I'm gonna give you very quickly, even though I'm not seeing questions on it, but I know we are hearing from you is on the Pandemic Electronic Benefits Transfer program, so P-EBT.

31:49

There was a delay from our anticipated timeline of issuing benefits. So originally, the phase one was supposed to be completed by April or May. We ran into a few technology challenges with all of the new rules that um accompany this version of P-EBT, which we fondly call P-EBT 2.0, and so, I just know that, we know you're hearing from households and asking, hey, we thought

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this is coming in May, the timeline is now looking like, is it possible in mid June through the end of July?

32:24

So, there is going to be a little bit of delay in this next round of benefits being issued, because they actually have the cards have to be cut process right into the student's name, and then actually mailed out through the post office. So, as certainly we know, a lot of districts have been working to correct the student attendance data, which the benefit levels are, are determined off of.

32:47

So, there, I think, June 8<sup>th</sup> is the last date for schools and districts to be able to update that student attendance.

32:55

Data that is, um, potentially could have needs and corrections or some revisiting from the beginning of the school year forward, and that will be used to set those benefit levels. So, and you also have until June 21<sup>st</sup> to update the school, the student addresses in the PSIS system.

33:16

I'm not seeing any other questions come in.

33:18

I probably scared them all off with talking about P-EBT, but we know, we know this has been a really heavy lift on the districts, and it has been, as agencies, it's a little bit trickier this time around. So, certainly, we're working, we're working on this together. So it's a great program. It benefits households really, really well. But just so that you know that the timeline is readjusted a little bit, and so some of those benefits are delayed. So folks asking where their benefits are, that that's what's happening.

33:48

Um with that, I think we can the rest of us can jump up and we'll leave it to Fionnuala to bring us home with the second part of the Resource Roundup.

33:59

Speaker 2 - Terrific. Um, I know we have a little time and I'm gonna get into this document that we included for this week's Resource Roundup, the CEP data collection guidance for the school level eligibility. Terry and Susan Austin have been obviously fielding a lot of calls around this CP data reporting. That's due June 15<sup>th</sup>, so after I go through the document, if there was anything else you wanted to share, you know, as far as frequently asked questions desert or clarification them, I may not have mentioned, because certainly, I was briefly going over that memo, just as a reminder, and then I'm going to go through the guidance, please Teri and Susan Alston feel free to jump back on and provide any clarification or additional information about the CEP reporting that may help our sponsors.

34:53

Okay, so, we thought it would be timely for the data collection and then for those sponsors looking to potentially apply for the first time or those sponsors looking to arm or recalculate to go over the data elements, and the requirement for your validation if you would move forward. And it is just taking a minute to open here. I apologize.

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35:31

Alright. So, this guidance goes over in detail, all of the steps, necessary for the June 15<sup>th</sup> reporting. Someone who has access to the online system will need to be part of the process for this reporting. It's all collected in the Connecticut Child Nutrition Programs Online System.

35:57

You would just um follow these steps, clicking into School Nutrition programs, clicking into applications, and then clicking into Community Eligibility, um for this June 15<sup>th</sup> requirement for all sponsors except RCCIs and Special Sponsors, you would click Add.

36:19

And then you can you identify a date between July 1<sup>st</sup>, 2020, and June seventh, 2021, that you are going to be reflecting all of your data as of that date and, um, it goes through the information here as far as drawing down your direct certification information from the DSS website.

36:46

And I really just wanted to point out the table here, which outlines the three different data elements, SNAP, other end enrollment.

36:57

So that is on page seven, and I have used this a lot over the past two weeks ago, some in providing support to districts, because it's a little different than what you would normally fit into these data elements.

37:15

So, it's listed out as SNAP, and so for SNAP, you're going to include on all directly certified students that have a coding of FS, FM, and AF, these students are directly certified.

37:31

You're also going to include, with this data element, this field, those um extended eligibility, so those other household members, or siblings, that you'll be extending eligibility of FS, FM, or AF. Okay, so, that is under SNAP.

37:53

And then other, um you would include directly certified students that the information is OT.

38:04

And you may have worked with your homeless liaison to get a list of students that are homeless, runaway, this also includes federally funded head start programs, foster children certified through other means other than a household application.

38:20

And the last bullet, which we see few and far between, identified potentially by a principal. So these are, these are kind of where all of those Directly Certified students would fit into, either under the column with SNAP or other. And then, certainly, enrollment. You need to have the enrollment number for the students who are enrolled and attend that school, and that has access to at least one meal. And, again, all of the data, these three data elements need to be for one particular date, the same date for all three.

38:58

So, again, I find this a very useful um table. If you're not the person responsible, you'll want to make sure you have shared this with other.

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39:07

There are other individuals, a number of people didn't realize that this guidance was available, embedded in that memo as further guidance. So, we wanted to certainly point this out, and then you just save it and finish it.

39:20

So, this all needs to be done before by June 15<sup>th</sup>.

39:25

Then, it goes into some detail about this data, this primary source data, and record retention, because, if you are going to be using this information to, as I said, apply for the first term for CEP, or if you're going to recalculate your identified students percentage, maybe it's higher. You're looking to receive the maximum reimbursement. So you may not be at that 62.5% um with your ISP to trying to get there. So if you're looking to recalculate or um apply, really need to pay attention to the record retention.

40:04

Um and this kinda goes over what you need to have when you actually have enrollment, you need to have something that, not from your POS system, from the central office, that has something to support. If you put 251 students are enrolled in a school, that you actually have a spreadsheet from the date that you utilize maybe it was June second, or June 5<sup>th</sup> and that it's dated with the same date that you're reporting on.

40:33

And it has all of the required elements for, for enrollment. Again, this is not necessary.

40:41

If you are not on, you should have the backup documentation, but it becomes more um prevalent is if you are looking to recalculate or apply for the first time. And then it goes through for the other elements, what you would need to have.

41:00

So that's just a very quick overview of the guidance for this data reporting, and then again, what you would need if you are going to apply or recalculate.

41:14

That's it for the Resource Roundup. I don't know if Teri or Susan have anything else for CEP that I may have missed. Speaker 3 – Hey Fionnuala?

41:24

Speaker 2 – Yes?

41:25

Speaker 3 - You didn't miss this, but I got a question, and I just think it bears repeating, and this was last week, and it was about Hierarchy of Direct Certification.

41:34

I just want to remind everyone that if there's a chance that you see a duplicate student on your direct certification list, you want to make sure that that student only gets counted once and that you want to follow the Hierarchy.



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41:47

And so just remember that FS, which is uh SNAP benefits, it rules, and that's the one that, if you see that benefit, if you see it also as OT, which uh means that that child with the OT category is also a foster child.

42:06

Not as a foster child FS would that rule, and that would be the designation that you would give them, and it's very important that you know that, especially for CEP, because once they're determined to be FS, which is SNAP benefits, then that eligibility extends to the children in their household that are enrolled in your schools. And that will impact your CEP numbers.

42:32

So, just remember that we are working with two different state agencies. An OT is with the Department of Children and Family Services, and that's why sometimes you might see a child with duplicate names on the list.

42:46

And one time it is, because um there are foster children and those benefits do not extend to children in the household, those free benefits.

42:55

So just keep that in mind, refer to the Hierarchy. If you go to the Direct Certification website, there's lots of forms that are listed on there you can always contact me if you have any questions about that.

43:09

Speaker 2 – Awesome, two other things you made me just think of, I've gotten questions like, well, what about RM and Reduce Medicaid, they're not included in this. They are not part of this data reporting and they don't factor in when we're calculating CEP, so it's a great question. You know, they're, they're directly certified RM but there are RM is not part of this. So you would just not include those students. I also get one about our free income applications, those are also not part of this. So, USDA has very clear guidance and regulations around um CEP, and what is eligible to calculate your identified student percentage. And um that is all listed out that, and those are the students that are in the manual that you can include that um factor in. So, for income applications, you would not be including them, and for Reduce Medicaid, you would not be including them for this data reporting.

44:08

You're refreshing my memory here for any other, great, great.

44:11

Speaker 1 - Some questions that we get around it, frequently asked questions, I guess what, and if you are looking for that very clear guidance on community eligibility provision. Certainly bookmark our program resources and program guidance, and make sure to check out our Community Eligibility page.

44:28

You will, you'll definitely find those links to those resources living there. So we'll make it easy for you. Don't have to link that to Google, you can just go straight to that bookmark that you have.



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44:40

Susan, did you want to just say? Speaker 5 – Yup, I mean, after, you know, after what Fionnuala just went over, and just kind of the discussion that we're having, if you've already entered in your information and you're, I'm like oh, darn I entered in my Reduce Medicaid. You can go in and revise it. It's not something that's submitted, and then you can't touch that again, so please go in and revise your numbers, even if you made a made an error in what you entered in there. Speaker 1 – Thank you and so, we do have a question um that came in that is, that is very pertinent to this topic here. So, for those households that, that submit the letter um certifying that they are receiving SNAP, but they may not be yet under direct certification yet, that the letter method. The question is, with the letter method, are they eligible to go under SNAP?

45:33

Speaker 3 – Um, I'd be happy to answer that.

45:37

If you receive a, once you get the letter, okay, if you receive an application, and they list, they hand write in a case number, your responsibility is to validate that case number.

45:51

And so you would notify the household and the household would have to submit some type of documentation from the state agency, in this case DSS to demonstrate that that child is receiving um free benefits based on SNAP, in this case SNAP or TFA, or somebody in the household is receiving SNAP benefits, okay, so you would get that information.

46:14

And once it's on letterhead, you would also make sure that there's some type of income that that person is receiving, it can't be zero, it's got to be some type of dollar amount listed on that letter.

46:27

Once you get that, then that is considered to be Direct Certification, okay.

46:33

And so that letter makes them directly certified, and yes, you would include that letter, because now they are directly certified for snap benefits, because you have proof from a state agency that somebody in the household or that child is receiving, either SNAP or TFA benefit.

46:51

Speaker 2 - That's great. Do we list them under SNAP or other? I'm going to pull up the guidance because I don't remember off the top of my head if those or, I think that was the question, do then do we list them under SNAP or Other? And I will be honest that I don't have the answer there.

47:11

Speaker 1 - But I think that SNAP is the top of the Hierarchy.

47:15

I don't think I really, whether they're, they're already in the system or whether they have submitted that letter that Teri just described, they would still be considered SNAP, not OT.

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47:27

The OT category is sorry, correct me if I'm wrong but it should be children who are certified as foster or homeless runaway. Speaker 3 - And some Head Start programs like, yeah, it's really in Connecticut. It's really foster kids originally.

47:43

When the Direct Certification System was set up, It was set up to, hopefully, include homeless kids and, um, Head Start, federally funded Head Start program students, um, and foster kids.

48:01

But we were not able to do that. We were only able, because that is all self reported by the district except for foster students.

48:09

And that's why when you're looking at an OT category, it's a foster child.

48:16

Speaker 1 - That's great. Thank you.

48:21

And our changes, it changes, no matter the changes that you're in a different in a different set of circumstances. So, this is a really great question that just came in um that I wanted to make sure we try and address in this last minute that we have today.

48:34

Says, if my district with fully CEP, this school year and a new school is built, can I just apply with this school information if I do not want to re-apply with the other schools?

48:50

Even though I'd love to answer this, I am going to give it to you. Speaker 5 - I'm going to answer, and I hope by, correct. And I believe that, I am but, yes, so you can apply for just the School. They would be an individual school, so you can't just all of a sudden lump them into your other percentages that you've already had figured out.

49:09

So, you would have your others see the CEP, you know, ISP, figure it out already for the other one, your district, or your bunch of schools. This one would be an individual.

49:20

So, if you didn't want to recalculate everybody and make them one group, and, yes, you pick, you just have an individual ISP for that. Speaker 1 - And then you would, you would submit two separate claims, right? Speaker 5 - So, you would have the at least two separate claims, so you'd have for the group that was already approved and nope, nope, nope. So, they were just kidding submit the claim as normal and then their site as they enter the site, right. It would have a different claiming percentages here, right. So, if they would have two different claiming percentages, but still just one claim, would go in and that would have to be eligible so you know, it would have to be over the 40% then it wouldn't qualify. I want to make sure that I say that if it's not, you know, over 40%, and as long as the numbers are good and they qualify then, yes, they could do their own individual.

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50:17

Speaker 1 – Can you imagine grouping that school or looking at it across the school, so you do have approved or see if that improves your claiming. Fionnuala I think we gotta, we gotta wrap up so go ahead, you have a few minutes. Speaker 2 – Yeah, we had a few districts this last year who brought on new schools and everything that Susan Alston had said and stand with 100% correct. But it would kinda behoove them to recalculate the group that one school that maybe didn't have a high ISP up with the other schools. So you have to look at all that. Right? It can be an isolated group and its own group, but sometimes it is more cost effective, beneficial looking at your claiming percentages to get them in there. So, uh you want, you want all your options. So you want to be able to retain all your data, and have choices as you're adding that new school, as quick as you can.

51:09

Speaker 1 - So we do need to, we do need to exit today. So this is, just, we have our colleagues have this platform reserves at three o'clock.

51:17

So they want to give them a chance to get out and get, get configured here.

51:21

So certainly, keep using that link that we've added, School Lunch Tray and submit those questions to us and read those instructions we sent out. And with that, I hope that you have a wonderful, wonderful day and a wonderful Friday, and even better the weekend. So uh thank you so much for all you do. We will see you at our next School Lunch Tray Table Talk.

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For more information, visit the Connecticut State Department of Education's Training for School Nutrition Programs 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.

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