



NUTS & BOLTS

OF SCHOOL NUTRITION PROGRAMS



National School Lunch Program Application Renewal

July 30, 2019
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MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION

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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.






This institution is an equal opportunity provider.

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National School Lunch Program Application Renewal

-  Background
-  Successfully Submitting Components
-  **New and Updated Components**
-  Common Errors (*deferred* Components)
-  *Application Packet Disposition* - Help Instructions

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By the end of this hour you will be able to:




- Prepare a complete and accurate renewal application
- Recognize new and updated components to the renewal application
- Identify solutions to common renewal application errors



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7CFR §210.9 Agreement with State agency


(b) *Agreement* Each school food authority approved to participate in the program shall enter into a written agreement with the State agency that may be amended as necessary

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Child Nutrition Programs Permanent Agreement



AGREEMENT NUMBER: _____

Commonwealth of Massachusetts Department of Elementary and Secondary Education
Food and Nutrition Programs
75 Pleasant Street
Malden, MA 02148-4906

CHILD NUTRITION PROGRAMS PERMANENT AGREEMENT

In order to carry out the purpose of: (Check all programs that apply under this agreement)

- The National School Lunch Program
- The School Breakfast Program
- The Special Milk Program
- ~~The~~ Commodity Distribution Program
- ~~The~~ Summer Food Service Program
- ~~The~~ Child and Adult Care Food Program

In accordance with the terms and conditions of agreements made between the United States Department of Agriculture and the Commonwealth of Massachusetts, Department of Elementary and Secondary Education governing the operation of these programs, this Agreement is made by and between the Commonwealth of Massachusetts Department of Elementary and Secondary Education, Office for Food and Nutrition Programs, hereinafter referred to as the Sponsoring Agency and _____, hereinafter referred to as the Sponsoring Agency.

This Agreement shall be effective for the period commencing _____. The State Agency will renew the Agreement for each fiscal year thereafter, by requesting that the Sponsoring Agency complete the annual renewal process online by the State Agency mandated deadline. The State Agency will then approve the renewal agreement as soon as practicable, after funds have been appropriated by Congress for carrying out the purposes of the National School Lunch Program, School Breakfast Program, Special Milk Program, After School Snack Program, Commodity School Program, Commodity Distribution Program, Summer Food Service Program, Child and Adult Care Program during EACH such fiscal year. In any event, however, this Agreement may be terminated upon 10 days written notice on the part of either party thereto, and the State Agency may terminate this Agreement immediately after receipt of evidence that the terms and conditions of this Agreement have not fully complied with by the Sponsoring Agency.

Massachusetts Department of



Successfully Submitting Components

Locating the Application Packet



Mass.gov
 Massachusetts Department of
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username:

[Home](#) > [School Lunch and Breakfast](#) > Applications

[District App](#) | [App Packet](#) | [App Packet Status Hist](#) | [Spsr Ind Chg Query](#) | [Export Site App Info](#) | [Sponsor/Site Directory](#) | [FFV Applications](#)
[District Update](#) | [USUA Foods Program Info](#) | [View Invoices](#)

[Bottom of Page](#)



03-293 Taunton Public Schools

*Application 2020 Amend 1 (IN PROCESS)

Application Packet Disposition

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Disposition must be Submitted for All components. Contact DESE consultant with any questions.

Rollover data must be carefully reviewed and updated where applicable

09-165 Malden Public Schools

*Application 2020 Amend 1 (IN PROCESS)

Application Packet Disposition

Component	Upload	Disposition	Disposition Date	Comments
<input type="checkbox"/> District Application		IN PROCESS	06/14/2019	
<input type="checkbox"/> Authorized Signatures			06/14/2019	
<input type="checkbox"/> SPARC Used (Y/N)			06/14/2019	
<input type="checkbox"/> Food Service/Vendors (School Level)			06/14/2019	
<input type="checkbox"/> Central Kitchen Information			06/14/2019	
<input type="checkbox"/> School Application		IN PROCESS	06/14/2019	
<input type="checkbox"/> School Lunch and Breakfast Pricing			06/14/2019	
<input type="checkbox"/> Free/Reduced Price Policy Statement	Upload		06/14/2019	
<input type="checkbox"/> Household Application	Upload		06/14/2019	
<input type="checkbox"/> Local Wellness Policy Addendum	Upload		06/14/2019	
<input type="checkbox"/> Performance Based Funding Annual Attestation	Upload		06/14/2019	
<input type="checkbox"/> Food Storage Facility Information Document	Upload		06/14/2019	
<input type="checkbox"/> Civil Rights Training Certificate of Completion	Upload		06/14/2019	
<input type="checkbox"/> After School Snack Program Addendum	Upload		06/14/2019	

[Add Items](#) | [Remove Checked Items](#) | [Save](#) | [Cancel](#) | [Missing Pieces](#) | [Report](#) | [Approval Letter](#)

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Locating the Document and Reference Library



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[Summer Food Service](#) | [Warehouse Operations](#) | [USDA Food Dist Only Pgm](#) | [USDA Foods Program](#) | [Reports](#) | [Document and Reference Library](#) | [Utilities](#)
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Document and Reference Library

Sort By:

NSLP ANNUAL RENEWAL DOCUMENTS

	SY 2020 Free and Reduced Price Policy Statement	Application Packet	06/20/2019
	SY 2020 Local Wellness Addendum	Application Packet	06/17/2019
	SY 2020 Performance Based Funding Annual Attestation	Application Packet	06/17/2019
	SY 2020 Food Storage Information Form	Application Packet	06/21/2019
	SY 2020 After School Snack Addendum	Application Packet	06/18/2019

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Successfully Submitting Components



- Make sure all Components are submitted by September 27, 2019
- Components that do not apply must still be submitted. Food Storage Information Form and Afterschool Snack Addendum forms include yes/no boxes as applicable
- When temporarily removing a site (in the School Applications Component) enter identical effective, start and close dates
- When permanently removing a site enter a terminate date

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Successfully Submitting Components



- When adding a site, email the assigned DESE consultant (found at the bottom of the District Application Component) or the general mailbox, nutrition@doe.mass.edu
- Submit amendments anytime during the school year by selecting the appropriate component (i.e., Authorized Signatures) and clicking the *amend* button. Note that changes must be saved and submitted. Also note that the first Component, District Application, must be submitted



New and Updated Components

New – Household Application



Q: What is uploaded?

A: If there are changes to *2019-2020 MA Application for Free and Reduced Price School Meals*, the district must upload the entire paper application that will be used for SY2019-2020

Note: If there are NO changes to MA Application, please either upload the MA Application (2 pages) or make a note in the comment box indicating 'No changes' and submit

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New – Civil Rights Training Certificate of Completion



<https://johnstalkerinstitute.org/nb/ondemand/home.htm>

Q: What is uploaded?

A: The Certificate of Completion for the "Civil Rights for Child Nutrition Programs" module for the Food Service Director or other
*Authorized Representative

*NSLP Application Packet

The John C. Stalker Institute
of Food and Nutrition
AT FRAMINGHAM STATE UNIVERSITY

NUTS & BOLTS
OF SCHOOL NUTRITION PROGRAMS
ON DEMAND

Nuts & Bolts of School Nutrition Programs On Demand is an interactive online training series on fundamental topics in School Meal Programs. The modules are available 24/7 to conveniently allow school nutrition professionals, such as directors, managers and staff, to be trained on demand. Simply use your JSI login to access the On Demand trainings.

Topics	Suggested Learning Code (s)	Contact Hours
1. Introduction to School Nutrition Programs	2310, 4120	1.25 hours
2. USDA Foods 101 and Inventory Management	1170, 2310	0.75 hours
3. The Administrative Review Process	3260, 3310, 3320	1 hour
4. Resource Management	3300, 3360	1 hour
5. Civil Rights for Child Nutrition Programs	3420, 4150	0.75 hours
6. Food Allergies – Recognized by DESE and MDPH as an acceptable training required in the Allergen Awareness Act, M.G.L.C. 140, § 68.	1160	1 hour

Please note: Log in is required to access the On Demand training series. Use the [Click Here to Begin](#) link below. If you do not already have a login, select [Not registered yet? Sign Up Here](#) to create your login. Please allow up to two business days for new user approval. If earlier access is required, please call us at 508-628-4756 to expedite approval.

[Click Here to Begin](#)

For districts using the On Demand training series for group trainings, please email your sign-in sheet to JohnStalker@framingham.edu to receive certificate of completion. Kindly include the following details on the sign-in sheet:

- Date of training
- Name of training
- Location (name of school and district)
- Participant names printed clearly or typed and signature as confirmation of attendance

These training materials have been created by The John C. Stalker Institute of Food and Nutrition in collaboration with the Massachusetts Department of Elementary and Secondary Education through a USDA Professional Standards grant.

Must be this State-approved training module

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New – Civil Rights Training Certificate of Completion



Q: How is the module accessed?

A: Log onto JSI's website, register if not already *registered

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of Food and Nutrition
AT FRAMINGHAM STATE UNIVERSITY

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Help! I can't remember my password

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Tel 508-626-4756 | Fax 508-626-4018

**Note that registration requests may take up to two business days*

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New – Civil Rights Training Certificate of Completion



Module 5: Civil Rights for Child Nutrition Programs

1. Pre-test for Module 5 complete.
2. All lessons have been viewed. You may return to them at any time.
 - a. Civil Rights for Child Nutrition Programs
3. Post-test for Module 5 complete. Review your results
4. Download your certificate



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CERTIFICATE OF TRAINING

The John C. Stalker Institute of Food and Nutrition
at Framingham State University certifies that on

_____ (Month/day/year)

_____ (First/Last name)

from _____ (District name)

participated in the


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OF SCHOOL NUTRITION PROGRAMS
ON DEMAND

Civil Rights for Child Nutrition Programs

Earning 0.75 contact hours for the
USDA Professional Standards
Suggested Learning Codes:
3420, 4150

Training sponsored by: Massachusetts Department of Elementary and Secondary Education

 The John C. Stalker Institute
of Food and Nutrition
AT FRAMINGHAM STATE UNIVERSITY


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Updated – Free/Reduced Price Policy Statement

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OF SCHOOL NUTRITION PROGRAMS

- Delineates LEA's Responsibilities with respect to Operation and Administration of the School Food Service Program and Eligibility Process
- Operation of FS Program – All SFA's must sign p. 2, even if participating in CEP or Alternate Provision
- Administration of Eligibility Process – All SFA's distributing/processing Meal Benefit Applications must sign p. 6

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Common Errors (*deferred* components)

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Common Errors (*deferred* Components)



- Inaccurate contact information in Authorized Signatures
- Wrong/outdated/partially completed form is uploaded
- Form is not completed correctly (i.e., Free and Reduced Policy Statement lists same person as Determining/Confirming Official and Hearing Official)



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Common Errors (*deferred* Components)



- Food Service Management Company representative is listed as authorized signature on Free and Reduced Policy Statement
- Licensing information is missing/outdated for Residential Child Care Institutions (RCCIs)
- School Applications Component missing information
- Vendor listed under FSMC component

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Common Errors (Vendor or FSMC?)



Vendor means a merchandiser of complete meals, meal components, or raw materials

Food Service Management Company (FSMC) means a commercial enterprise or a nonprofit organization that is or may be contracted with by the SFA to **manage** any aspect of the school food service [7 CFR §210.2]. Under the Summer Food Service Program an FSMC means any commercial enterprise or nonprofit organization with which a sponsor may contract for preparing unitized meals, with or without milk, for use in the Program, or for managing a sponsor's food service operation in accordance with the limitations set forth in §225.15.

USDA's "Contracting with Food Service Management Companies: Guidance for SFAs"

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A "Thank You" slide. The top half has a dark blue background with the words "THANK YOU" in large, white, sans-serif capital letters. Below this is an orange horizontal band containing contact information. At the bottom of the slide is a light gray geometric background with the Massachusetts Department of Elementary and Secondary Education logo, which features a blue figure holding a yellow star above its head.

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