

Howard's News From MDE

April 5, 2018

2018 MDE-SNAM June Conference

Our annual conference is coming up soon. Here are the details:

- When: Preconference is Monday, June 18. The two-day conference is Tuesday, June 19 – Wednesday, June 20.
- Registration: Online registration goes live the week of April 23. Stay tuned for our announcement!
- Schedule: The draft schedule is attached. Cost will be \$75/day and \$40 for half-day preconference sessions.
- Hotels: Please use the registration information below to book your hotel rooms.
The rate is \$144/night.
 - [Online Registration](#)
 - Phone Registration (mention "Nourishing Michigan's Future"):
Reservations Toll Free: 800-253-3590
- Questions? For conference content questions, please contact Adrienne Davenport at DavenportA1@michigan.gov and for venue questions, please contact Whitney Haughey at WHaughey@msbo.org.

Procurement Practices

Do you use the market basket analysis procurement method to purchase goods? What do you do when you need to purchase additional items not included in your existing contract? Have you ever wondered how this method of procurement works? Check out the [United States Department of Agriculture \(USDA\) Food and Nutrition Service \(FNS\) Policy Memoⁱⁱ](#) for detailed information and frequently asked questions to ensure compliance with procurement regulations.

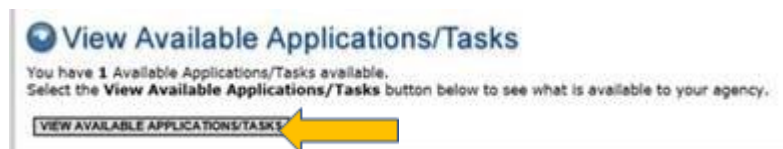
Paid Lunch Equity

Paid Lunch Equity – It had been FNS' goal to release the updated School Year 2018-2019 Paid Lunch Equity (PLE) Tool by March 30. However, they have hit a snag. You may have heard by now that language was included in the Fiscal Year 2018 Consolidated Appropriations Act (Public Law 115-141) that limits for one year the need for many school districts to calculate a paid lunch price in accordance with the Healthy Hunger-Free Kids Act. Here's the language from the law: "SEC. 776. For School Year 2018–2019, only a school food authority that had a negative balance in the nonprofit school food service account as of January 31, 2018, shall be required to establish a price for paid lunches in accordance with Section 12(p) of the Richard B. Russell National School Lunch

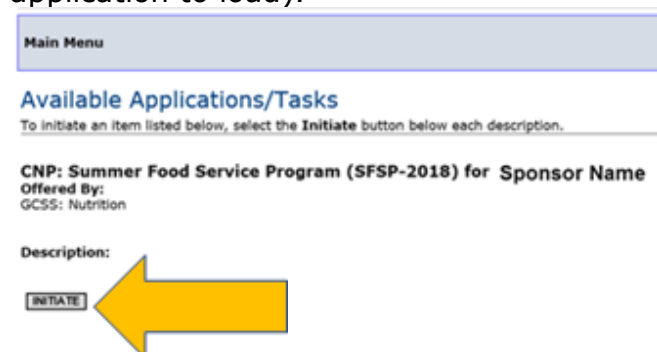
Act, 42 U.S.C. 1760(p). "FNS is in the process of developing policy guidance for State agencies in light of this change for School Year 2018-2019. It is our understanding that the updated PLE Tool is ready for release and we are just now waiting for the revised policy memo to be finalized. If we learn anything more, we'll be sure to share the information with you.

Summer Food Service Program (SFSP)

The Meet Up and Eat Up Summer Food Service Program team is excited to announce the 2018 SFSP MEGS+ application is available for sponsors. Applications are due to MDE by **May 15, 2018**. Refer to the attached memo for SFSP application information and amendments. Access to the MEGS+ application is on the [MEIS website](#).ⁱⁱⁱ Scroll down to Child Nutrition Programs (CNP) Program Applications and click on the [MEGS+^{iv}](#) link. After login, go to the Main Menu page and click "View Available Application/Tasks."



Find **CNP: Summer Food Service Program (SFSP-2018)** application, click on the initiate button and accept (this may take a few minutes for the application to load).



Navigate to the *View/Edit Page*. Review Application Agreement Materials, update all Sponsor/Site Information and Program Forms, and upload required Attachments in the application. Once completed, be sure to *Change Status* and submit the application for MDE to review. For application questions, refer to the *Show Help* button on application pages. Please contact our office if you have any questions at 517-373-3347.

Tuesday at 2 Teleconference

One Tuesday each month, we will host a teleconference at 2:00 p.m. that will last approximately 30 to 45 minutes. Each teleconference is designed to provide quick updates on the "latest and greatest" information on a designated topic for that month with the opportunity for participants to ask questions. Our next Tuesday at 2 Teleconference topic will be Community Eligibility Provision (CEP) on April 17, 2018. To join the call, [pre-registration is required](#).^v With

your registration, you will be sent the conference call-in number and access code. Please take advantage of this opportunity and join us in getting your CEP questions answered!

April Monthly Training Topic

The attached monthly training topic for April is School Breakfast Program and Summer Food Service Program outreach. We hope you find this information useful.

Local School Wellness Policy

For information and guidance on the Local School Wellness Policy, see the attached document. Local School Wellness Policies are required for participation in the National School Lunch Program.

Howard Leikert, MBA, SMS

Supervisor, School Nutrition Programs
517-373-3892

Our collective efforts can help make Michigan a Top 10 education state in 10 years! Here are the goals and strategies: <http://mi.gov/top10in10/>



ⁱ <https://book.passkey.com/event/49262312/owner/2529966/home>

ⁱⁱ <https://www.fns.usda.gov/market-basket-analysis-when-procuring-program-goods-and-modifying-contracted-product-lists>

ⁱⁱⁱ https://www.michigan.gov/mde/0,1607,7-140-5236_29341---,00.html

^{iv} https://mde.state.mi.us/megsplus/Login2.aspx?APPTHEME=MIMDE_MEGSPLUS

^v <https://www.eventbrite.com/e/tuesday-at-2-community-eligibility-provision-cep-registration-41078855964>

2018 MDE-SNAM June Nutrition Conference*

Nourishing the Whole Person the Whole Year

June 18-20, 2018

Amway Grand, Grand Rapids, Michigan

DRAFT - Schedule At A Glance

Monday, June 18, 2018 - Preconference

- All Day Sessions
 - 9-3: Meal Pattern 1-Day Overview [CACFP, SNP, SFSP]
- Half Day Sessions
 - 9-12: Highlight Reel: Key Points to Remember for School Nutrition [SNP]
 - 9-12: Resource Management Hot Topics [SNP]
 - 1-4: Maximizing Commodities and Using Your Entitlement [FD, SNP]
 - 1-4: Workshop: Plan Your Back-to-School Training [SNP]
- Office Hours
 - 4-5: Drop-In Office Hours with MDE Staff [All]

Tuesday, June 19, 2018 - Conference Day 1

- 8-8:45: Registration
- 8:45-10:15: General Welcome and Opening Session [All]
- 10:30-11:30: Breakouts
 - Food Safety Updates [SNP]
 - Louretta Cunningham-Powell: Why Food Programs Matter [CACFP, FD, SNP]
 - Technology Innovation Grant Workgroup [All]
 - Workshop: Plan Your Preschool Meal Pattern [CACFP, SNP]
- 11:30-1: Lunch and Break [All]
- 1-2:30: Breakouts
 - Food Distribution Program Finances and MDE Reviews [FD]
 - Why Milk Matters [All]
 - Workshop: Beyond the Graham Cracker: Explore Healthy Snack Options [CACFP, SNP]
 - Workshop: Plan Your Preschool Meal Pattern (repeat) [CACFP, SNP]
 - Workshop: Prep Your Back-to-School Training [SNP]
- 2:45-3:45: Breakouts
 - Food Distribution Policy Overview and Delivery Process [FD]
 - Overview of State Supplemental Payments (31d/31f) [SNP]
 - Team Nutrition: What it Is, How to Apply, and Success Stories [SNP]
 - Workshop: CACFP Site Monitoring: Successful Strategies for Sponsors [CACFP]
 - Workshop: Capacity Building – How to Maximize Your Programs and Participation [All]
- 4-6: Networking Reception [All]

Wednesday, June 20, 2018 - Conference Day 2

- 8-8:30: Registration
- 8:30-9:30: Keynote Speaker, Rodney Page
- 9:45-11:15: Breakouts
 - CACFP Hot Topics: What's New [CACFP]
 - Resource Management: General Process Overview [SNP]
 - Workshop: CACFP Site Monitoring: Successful Strategies for Sponsors (repeat) [CACFP]
 - Workshop: Plan Your Preschool Meal Pattern (repeat) [CACFP, SNP]
 - Workshop: Walk Through the Interactive USDA Food Buying and Recipe Guides [SNP]
- 11:15-1: Lunch on Your Own
- 1-1:45: Breakouts
 - ABC's of At-Risk Afterschool [CACFP]
 - Listening Session: Why is School Meals Participation Falling? [SNP]
 - Making the Most of Your Local Wellness Policy [SNP]
 - Workshop: Fine-Tune Your Breakfast and Lunch Meal Patterns [SNP]
 - Workshop: Verification and the SFA-VCR Report [SNP]
- 2-2:45: Breakouts
 - Building Healthy Communities with BCBS [All]
 - Family Style Meals Done Right [CACFP, SNP]
 - Workshop: Cultural Compassion [All]
 - Workshop: Direct Certification [SNP]
 - Workshop: Fine-Tune Your Breakfast and Lunch Meal Patterns (repeat) [SNP]
- 3-4: Open Drop-In Office Hours [All]

***Multiple audiences will be attending. This key lets you know which sessions might be relevant to you.**

- [All] means the message applies to all audiences.
- [CACFP] means the session targets people working in the Child and Adult Care Food Program.
- [FD] means the session targets people working in Food Distribution Programs.
- [SFSP] means the session addresses the Summer Food Service Program.
- [SNP] means the session targets people working in School Nutrition Programs.



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

**SUMMER FOOD SERVICE PROGRAM
OPERATIONAL MEMORANDUM #2
FISCAL YEAR 2018**

SUBJECT: Sponsor Application Deadline and Application Amendment Procedures

DATE: March 30, 2018

In accordance with Federal Regulation 7 CFR 225.6(b), the Michigan Department of Education (MDE) has established a Summer Food Service Program (SFSP) application deadline of **May 15, 2018**. The 2018 SFSP application opened on March 30, 2018, through the Michigan Electronic Grants System Plus (MEGS+).

- 1) The SFSP application in MEGS+ and all required documentation must be complete, correct, and received by MDE on or before May 15, 2018.
- 2) Sponsors must allow sufficient time to complete the application process and make any potential corrections or additions to meet the May 15, 2018, deadline. Applications will only be returned to the sponsor for modifications after the initial application has been reviewed by MDE.
- 3) Initial application sites must be approved before starting SFSP operations at that site. Meals served at a site prior to MDE approval cannot be claimed for reimbursement. If a sponsor is considering operating a SFSP site, the site should be included on the initial application to ensure timely approval and eligibility for reimbursement.
- 4) Any changes, such as the addition of sites or meal types, maximum capacity increases, changes to beginning or ending dates, etc., on an approved application must be made through the application amendment process in MEGS+. Application amendments must be submitted to MDE at least 72 hours prior to the implementation of the changes for MDE to review, approve, and certify. Failure to submit amendments in a timely manner could result in the loss of reimbursement to the sponsor as changes must be first approved by MDE.
- 5) All sponsors may be approved to operate a maximum of 200 sites and serve a maximum total average daily attendance of 50,000 children as permitted by 7 CFR 225.6(b)(6)(i).

Questions regarding this operational memo may be directed to Sara Harmon or Stephanie Willingham at 517-373-3347.

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Department of Education
Office of Health and Nutrition Services
School Nutrition Programs

The Monthly Training Topic for April is School Breakfast Program (SBP) and Summer Food Service Program (SFSP) outreach. We hope you find this information helpful.

School Breakfast Program Outreach

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 11-296 establishes requirements for conducting outreach to households on the availability of the School Breakfast Program.

SBP Outreach requirements for SFA

The SFA must inform families and students of the availability of breakfast 3 times per year with one being at the beginning of the school year when free and reduced application information is provided to households. Outreach messages or materials must include breakfast service time, location and price, if applicable.

The method of outreach must be documented. Monthly printed menus or posted menus on the SFA website does not qualify as SBP outreach.

Outreach can be provided through various means:

- Texts and emails blasts or robocalls
- School open house event
- Newsletters sent to households
- Daily announcements
- Posting on SFA website

Residential Child Institutions (RCCI) must also provide SBP outreach.

Examples of outreach for RCCI sponsors could include:

- Posting breakfast signage on a bulletin board in a common serving area
- Providing SBP information during the intake process
- Nutrition education lessons

Resources

[Energize Your Day with School Breakfast¹](#) - provides SBP expansion activity resources

[Team Nutrition Breakfast Materials²](#) - provides free materials for your School Breakfast Program activities

Guidance on SBP Outreach

[Outreach to Households on the Availability of the School Breakfast Program - USDA memo SO20-2011³](#)

¹ <https://www.fns.usda.gov/sbp/toolkit>

² <https://www.fns.usda.gov/tn/sbp-materials>

³ http://www.michigan.gov/documents/mde/SP_40-2011_sbbreakfast_355769_7.pdf

Monitoring

During an Administrative Review (AR), the following will be reviewed:

- How did the SFA inform households of the availability of the School Breakfast Program prior to the beginning of the school year and provide reminders about the availability of the School Breakfast Program throughout the school year?

Summer Food Service Program Outreach

SFSP Outreach requirements for SFA

Per 7 CFR 210.12(d), School Food Authorities (SFAs) are required to inform eligible families of the availability and location of free meals for students when the regular school year ends. SFAs may distribute information through means normally used to communicate with households prior to the end of the school year. Acceptable expansion activities may include:

- Distributing printed or electronic flyers
- Posting on school's website
- Posting on social media
- Robocalls

Resources

[Meet Up and Eat Up SFSP Site Locator Map](#)⁴ –shows all SFSP sites in Michigan and includes site name, dates, hours of operation, and what meals are available

2-1-1 – call 211

8-7-7-8-7-7 – text *food* to 877-877 and follow prompts

[USDA Summer Meals Toolkit](#)⁵ - includes sample letters that can be used to encourage SFSP involvement

[No Kid Hungry Promote Summer Meals](#)⁶ - provides outreach materials, advice for working with partners to promote the SFSP, and guidance on using media to amplify your message

[FRAC Summer Nutrition Programs Toolkit](#)⁷- resource library for outreach best practices, implementation calendar, and guides

Guidance on SFSP Outreach

[Expanding Awareness and Access to the Summer Food Service Program – USDA memo SFSP 7-2014](#)⁸

Monitoring

During an Administrative Review (AR), the following will be reviewed:

- How did the SFA inform eligible households about the availability and location of free meals for students via the Summer Food Service Program?

⁴ www.michigan.gov/meetupeatup

⁵ <https://www.fns.usda.gov/sfsp/summer-meals-toolkit>

⁶ <http://bestpractices.nokidhungry.org/programs/summer-meals/promote-summer-meals>

⁷ http://frac.org/research/resource-library?type=resource&filter_resource_category=13&filter_topics=18&search=

⁸ https://fns-prod.azureedge.net/sites/default/files/cn/SP07_SFSP07-2014os.pdf

Local School Wellness Policy

What is a local school wellness policy?

A local school wellness policy is a written document that guides a local educational agency's¹ (LEA) efforts to establish a school building environment that promotes students' health, well-being, and ability to learn.

The wellness policy requirement was established by the Child Nutrition and WIC Reauthorization Act of 2004, and further strengthened by the Healthy, Hunger-Free Kids Act of 2010. It is specific to LEAs (local school districts, public school academies, and intermediate school districts), as opposed to School Food Authorities,² that participate in the National School Lunch Program and/or School Breakfast Program. The responsibility for developing, implementing, and evaluating a wellness policy is placed at the local level so the unique needs of each school under the LEA's jurisdiction can be addressed.³

Committee Role and Membership

The LEA must convene a representative district wellness committee to establish goals for and oversee school health policies and programs, including development, implementation, and periodic review and update of the district-level wellness policy.

The committee will represent all school building levels (elementary and secondary schools) and include to the extent possible, but not be limited to: parents and caregivers, students, representatives of the school nutrition program, physical education teachers, health education teachers, school health professionals (e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services), mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists), school administrators, school board members, health professionals (e.g., dietitians, doctors, nurses, dentists), and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education (SNAP-Ed) coordinators. To the extent possible, the committee should include representatives from each school building and reflect the diversity of the community.⁴

Wellness Policy Leadership

LEAs must establish wellness policy leadership of one or more district and/or school building official(s) (e.g., superintendent, building principal) who have the authority and responsibility to ensure each school building complies with the policy.

Content of the Wellness Policy

At a minimum, policies are required to include:

¹ A commonly used synonym for a school district, an entity which operates local public primary and secondary schools in the United States.

² The governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a nonprofit school food service program therein or otherwise approved by the Food and Nutrition Service of the United States Department of Agriculture to operate the National School Lunch Program.

³ [Local School Wellness Policy Implementation Under the HRFKA: Summary of Final Rule](#)

⁴ [Alliance for a Healthier Generation Model Local Wellness Policy 2016](#)

Specific goals for nutrition education, nutrition promotion, physical activity, and other school-based activities that promote student wellness; LEAs are required to review and consider evidence-based strategies in determining these goals

Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with the United States Department of Agriculture (USDA) Nutrition Standards for School Meals and Smart Snacks in School nutrition standards

Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., classroom parties, classroom snacks provided by parents, or other foods used as incentives)

Policies for food and beverage marketing that allow marketing and advertising of only those foods and vegetables that meet the USDA Smart Snacks in School nutrition standards

Description of public involvement, public updates, policy leadership, and evaluation plan

Triennial Assessments

The LEA will conduct an assessment of the wellness policy every three years, at a minimum. The assessment will determine:

Building level compliance with the wellness policy

How the wellness policy compares to model wellness policies

Progress made in attaining the goals of the wellness policy

Documentation

The LEA will retain records to document compliance with the wellness policy requirements during the Administrative Review. Documentation maintained will include:

A copy or web address of the current wellness policy

Documentation on how the policy and assessments are made available to the public

The most recent assessment of implementation of the policy

Documentation of efforts to review and update the policy, including who was involved in the process, their relationship to the LEA, and how stakeholders were made aware of their ability to participate⁵

⁵ [Local School Wellness Policy Implementation Under the HHFKA: Summary of Final Rule](#)

Updates to the Wellness Policy

The LEA will update or modify the wellness policy as appropriate based on: the results of the Triennial Assessments; as district priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new federal or state guidance or standards are issued. The wellness policy will be updated at least every three years, following the Triennial Assessment.⁶

Public Updates

LEAs must make available to the public:

The wellness policy, including its content and any updates to and about the policy, on an annual basis, at a minimum

The Triennial Assessment, including progress toward meeting the goals of the policy⁷

Resources

[Alliance for a Healthier Generation Model Local Wellness Policy](https://healthiergeneration.org/_asset/wtqdwu/14-6372_modelwellnesspolicy.doc?web=1)

https://healthiergeneration.org/_asset/wtqdwu/14-6372_modelwellnesspolicy.doc?web=1

[Centers for Disease Control and Prevention Local Wellness Policy Website](https://www.cdc.gov/healthyschools/npao/wellness.htm)

<https://www.cdc.gov/healthyschools/npao/wellness.htm>

[Michigan Department of Education Local Wellness Policy Checklist](http://www.michigan.gov/documents/mde/Local_Wellness_Policy_Checklist_609841_7.pdf)

http://www.michigan.gov/documents/mde/Local_Wellness_Policy_Checklist_609841_7.pdf

[Michigan Department of Education Local Wellness Policy Triennial Assessment Plan](http://www.michigan.gov/documents/mde/MDE_Local_Wellness_Policy_Assessment_Plan_609842_7.pdf)

http://www.michigan.gov/documents/mde/MDE_Local_Wellness_Policy_Assessment_Plan_609842_7.pdf

[Michigan Department of Education Local Wellness Policy Update and Planning Outline](http://www.michigan.gov/documents/mde/LWP_Update_and_Planning_Worksheet_609844_7.pdf)

http://www.michigan.gov/documents/mde/LWP_Update_and_Planning_Worksheet_609844_7.pdf

[Michigan Department of Education Local Wellness Policy Website](http://www.michigan.gov/mde/0,4615,7-140-66254_50144-194546--,00.html)

http://www.michigan.gov/mde/0,4615,7-140-66254_50144-194546--,00.html

[Michigan State Board of Education Model Local Wellness Policy](http://www.michigan.gov/documents/mde/SBE_Model_LWP+_ADA_-_Final_SBE_Version_560023_7.pdf)

http://www.michigan.gov/documents/mde/SBE_Model_LWP+_ADA_-_Final_SBE_Version_560023_7.pdf

[Rudd Center WellSAT 2.0](http://www.wellsat.org/)

<http://www.wellsat.org/>

[United States Department of Agriculture Local Wellness Policy Website](https://www.fns.usda.gov/tn/local-school-wellness-policy)

<https://www.fns.usda.gov/tn/local-school-wellness-policy>

⁶ [Alliance for a Healthier Generation Model Local Wellness Policy 2016](#)

⁷ [Local School Wellness Policy Implementation Under the HHPKA: Summary of Final Rule](#)