

I missed last Tuesday so this week is relatively filled with information. Important information...Community Eligibility Option, Farm to School Grants, HealthierUS School Challenge (HUSSC) recognition, and the list goes on. Here we go:

- 1) Community Eligibility Option (CEO) – We will be opening our new online application for the CEO within the next week or two. However, before we open the application we wanted to send you important information. For background, the CEO allows schools that have a direct certification percentage of over 40% to serve all students free breakfast and lunch. To determine the percentage of meals served that will be reimbursed at the free rate, take your direct cert rate and multiply by 1.6. A district at 50% direct cert rate (direct certified students divided by enrollment) will claim 80% (1.6 X 50%) of the meals served free and the remainder as paid. The first step in evaluating your interest in CEO is to look at the information from the following links. These links show all direct certification rates by building. The first list we are required to provide is the list of schools that have a direct cert rate CLOSE to the 40% requirement level which USDA defines as those schools over 30% direct cert rate but less than 40%. Here is a link to that list: [http://www.michigan.gov/documents/mde/2012-2013\\_CEO\\_Near-Eligible\\_Buildings\\_383194\\_7.pdf](http://www.michigan.gov/documents/mde/2012-2013_CEO_Near-Eligible_Buildings_383194_7.pdf). The second list includes the schools with a percentage of 40% or more. Here is that list: [http://www.michigan.gov/documents/mde/2012-2013\\_CEO\\_Eligible\\_Buildings\\_383192\\_7.pdf](http://www.michigan.gov/documents/mde/2012-2013_CEO_Eligible_Buildings_383192_7.pdf). While we will be providing much more information in the coming couple of weeks, you should know that you can combine schools that are under 40% with schools that are over 40% in order to group schools to meet the 40% threshold. You can apply for single schools, group of schools, or your entire district. For now, look at the lists we have provided to see if it appears your school(s) will be eligible. The numbers on this list is our best available data. The final number of directly certified students (also referred to as Identified Students) and enrollment will be determined at the local level as of April 1, 2012, so your numbers may be slightly different than ours. In any event, much more to come but we wanted you to be able to evaluate the schools in your district that may qualify and begin to consider if the CEO is a good option for your district.
- 2) Emergency and Disaster Plans – While the attached memo from the United States Department of Agriculture (USDA) may not have an immediate impact on your school, it does provide helpful and useful information in case some type of disaster occurs in your area. The memo definitely puts an emphasis on different ways to make sure people, especially children, are fed during emergencies.
- 3) Farm to School Grants – Attached is a very informative USDA memo which includes information on how to apply for new Farm to School Grants. These grants represent significant funding for districts interested in working with local farmers. It is even suggested districts work together to submit a grant proposal that will have an even greater impact. There are both Planning Grants and Implementation Grants available depending upon where your district is in developing Farm to School Programs. These grants are from

USDA directly so you will apply for these grants through USDA and not the Michigan Department of Education.

- 4) Grain Fruit Products – Attached is another USDA memo that covers the Grain/Fruit products that in the past were approved for breakfast to be credited toward a reimbursable meal. Read the attachment carefully. Fruit is no longer creditable from these products. Grains may be creditable if there is proper labeling. The memo carefully defines these changes.
- 5) Juice – There has been some confusion on the crediting of juice under the new meal pattern. To begin, whether you serve an 8 oz portion or 4 oz portion of 100% juice, the most you can claim toward the fruit requirement using juice is ½ cup. There has been language to the effect that juice can only constitute ½ of the fruit requirement which some interpreted that for elementary schools, ½ cup of juice would only count as a ¼ cup fruit, so you would have to offer an additional ¼ cup. This has been clarified by USDA and is NOT correct. If you serve elementary students ½ cup or more of juice, that meets the minimum daily requirement of fruit (½ cup) so the meal is reimbursable without additional fruit. The ½ cup of juice meets the ½ cup of fruit minimum daily amount offered. At the high school, you can only count the ½ cup of juice as a ½ cup of fruit so you must still OFFER an additional ½ cup of fruit to meet the daily minimum requirement of 1 cup. For all grades, no more than half of the fruit or vegetable OFFERINGS may be in the form of juice for the week.
- 6) New Meal Pattern Tray – One of the districts sent the following email message to me looking for input on how people will handle the additional quantities of food required to fit on trays that were not designed to hold the additional food in the new meal pattern. Here is the email – “We are planning a training session for our staff on the new meal reqs and would like to do a mock lunch line. To minimize food waste, our plan is to continue offering ½ cup of fruit and ½ cup of veggie (no challenge for us as we offer a variety everyday at all levels) and they can take 2 of each to equal 1 cup of each at the high school level. While picturing this, I realized the fit on the lunch tray will be a challenge. (ex: fish nuggets, whole grain roll, ½ cup grapes, ½ cup pineapple, ½ cup fresh broccoli, ½ cup sweet potatoes, milk). I'm sure others have thought of this and may have ideas/suggestions (ideally a 7 compartment tray). So does anyone have ideas?” Anybody have connection to industry that may have a solution? Let me know.
- 7) Summer Food Service Program (SFSP) – It is not too late. Sponsors can apply for the SFSP until May 1, 2012, at 11:59 p.m. The SFSP is a very important method of getting food and good nutrition to our children that are no longer receiving school meals over the summer. Here is the link to MEGS+ which is where you will start the application process (if you haven't already): <https://mdoe.state.mi.us/megsplus/>. We also have a lot of information posted at [www.michigan.gov/sfsp](http://www.michigan.gov/sfsp).
- 8) Retirement – The Director of the Grants Coordination and School Support unit, Mary Ann Chartrand (my boss's boss!!), here at the Michigan

Department of Education is retiring!! Her last day will be Monday, April 30. The impact she has had on the children of our state is immeasurable, first as an educator and then in her current position. Just part of her duties include being the Child Nutrition Director for the State of Michigan. In addition to all the work she has done in helping to feed our students, she also helps coordinate many grants that also help the students of our state. Mary Ann will be missed around here as she has been a great guiding light for all us that work for her and with her. The School Nutrition Programs wishes her only the best in her retirement. If you would like to send "Best Wishes" to her, the email address is [chartrandm@michigan.gov](mailto:chartrandm@michigan.gov). A little side note – she has been the "Editor in Chief" for my Tuesday News so in the future my News may not be nearly as grammatically correct as they have been. Mary Ann was once an English teacher!!! In any event, if you have a second, wish her well. Thanks.

- 9) HUSSC Award Winners – Ouch!! I (deservedly) took a lot of heat for only mentioning the recent HUSSC award winners. I thought about making the list an attachment but since the others were mentioned in the body of my email, here are the other recipients:

**Fulton School District (2/12 – 2/16)**

- **Fulton Elementary School (Silver)**

**Forest Hills Public Schools (1/12 – 1/16)**

- **Ada Vista Elementary School (Bronze)**

**Mason Consolidated Schools (1/12 – 1/16)**

- **Central Elementary School (Bronze)**

**Waterford School District (1/12 – 1/16)**

- **Adams Elementary School (Bronze)**
- **Beaumont Elementary School (Bronze)**
- **Cooley Elementary School (Bronze)**
- **Houghton Elementary School (Bronze)**
- **Knudsen Elementary School (Bronze)**
- **Schoolcraft Elementary School (Bronze)**

**Forest Hills Public Schools (12/11 – 12/15)**

- **Ada Elementary School (Bronze)**
- **Collins Elementary School (Bronze)**
- **Knapp Forest Elementary School (Bronze)**
- **Meadowbrook Elementary School (Bronze)**
- **Orchard View Elementary School (Bronze)**
- **Pine Ridge Elementary School (Bronze)**
- **Thornapple Elementary School (Bronze)**

**Plymouth Canton Community Schools (12/11 – 12/15)**

- **Allen Elementary School (Bronze)**
- **Bentley Elementary School (Bronze)**

- **Bird Elementary School (Bronze)**
- **Eriksson Elementary School (Bronze)**
- **Farrand Elementary School (Bronze)**
- **Fiegel Elementary School (Bronze)**
- **Field Elementary School (Bronze)**
- **Gallimore Elementary School (Bronze)**
- **Hoben Elementary School (Bronze)**
- **Hulsing Elementary School (Bronze)**
- **Isbister Elementary School (Bronze)**
- **Miller Elementary School (Bronze)**
- **Smith Elementary School (Bronze)**
- **Tonda Elementary School (Bronze)**
- **Workman Elementary School (Bronze)**

**Waterford School District (6/11 – 6/15)**

- **Donelson Hills Elementary School (Silver)**

**Waterford School District (5/11 – 5/15)**

- **Haviland Elementary School (Bronze)**
- **Riverside Elementary School (Bronze)**
- **Stepanski Early Childhood Center (Bronze)**
- **Waterford Village Elementary School (Bronze)**
- **William Austin Burt Elementary School (Bronze)**

**Lansing Charter School (5/11 - 5/15)**

- **Mid Michigan Leadership Academy (Bronze)**

**Troy Public School District (3/11 - 3/15)**

- **Barnard Elementary School (Bronze)**
- **Bemis Elementary School (Bronze)**
- **Costello Elementary School (Bronze)**
- **Hamilton Elementary School (Bronze)**
- **Hill Elementary School (Bronze)**
- **Leonard Elementary School (Bronze)**
- **Martell Elementary School (Bronze)**
- **Morse Elementary School (Bronze)**
- **Schroeder Elementary School (Bronze)**
- **Troy Union Elementary School (Bronze)**
- **Wass Elementary School (Bronze)**
- **Wattles Elementary School (Bronze)**

**Coloma Community Schools (3/11 - 3/15)**

- **Coloma Middle School (Silver)**

**Birmingham Public School District (2/11 - 2/15)**

- **Beverly Elementary School (Bronze)**
- **Bingham Farms Elementary School (Bronze)**
- **Greenfield Elementary School (Bronze)**

- **Harlan Elementary School (Bronze)**
- **Pembroke Elementary School (Bronze)**
- **Pierce Elementary School (Bronze)**
- **Quarton Elementary School (Bronze)**
- **West Maple Elementary School (Bronze)**

**Hillsdale Community Schools (2/11 - 2/15)**

- **Davis Middle School (Gold)**

**Roscommon Area Public Schools (2/11 - 2/15)**

- **Roscommon Middle School (Gold Award of Distinction)**

**Fowlerville Community Schools (2/11 - 2/15)**

- **Fowlerville Junior High School (Bronze)**

**Okemos Public Schools (10/10 - 10/14)**

- **Central Elementary School (Bronze)**

**Williamston Community Schools (10/10 - 10/14)**

- **Explorer Elementary School (Bronze)**

**Plymouth-Canton Community Schools (10/10 - 10/14)**

- **Dodson Elementary School (Bronze)**

**Waterford School District (9/10 - 9/14)**

- **Carl Sandburg Elementary School (Gold)**

Hope some of this information was useful for you. I know a lot was covered. More information for you next week.

*Howard Leikert, MBA, SNS*

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*Each April, Michigan celebrates the Month of the Young Child. Go to [www.miaeyc.org](http://www.miaeyc.org) to learn more.*



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

DATE: April 17, 2012

MEMO CODE: SP 27-2012

SUBJECT: USDA Farm to School Grants – Please spread the word

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Special Nutrition Programs  
All States

This memorandum announces the availability of Department of Agriculture (USDA) farm to school grants as part of the farm to school program established by the Healthy Hunger-Free Kids Act (HHFKA). I am writing to encourage you to pass this information on to school districts in your State and region. I've attached an information sheet that provides a quick reference about the farm to school grants. For more detailed information, please visit the USDA Farm to School website (<http://www.fns.usda.gov/cnd/f2s/>).

These grants support Secretary Vilsack's and Deputy Secretary Merrigan's focus on local and regional food systems and will add to the host of programs that USDA offers that support small farmers and local procurement. Beginning in fiscal year 2013, the farm to school program will provide grants to assist in the development of farm to school efforts across the country.

The term 'farm to school' is generally understood to include efforts that connect schools with local or regional producers in order to serve local or regionally produced foods in school cafeterias. USDA considers farm to school to be inclusive of many types of producers, such as farmers, ranchers, and fishermen, as well as many types of food businesses, including food processors, manufacturers, distributors and other value-added operations. In addition to procurement activities, food, agriculture and nutrition-based educational efforts that span a host of hands-on experiential activities, such as school gardens, field trips to local farms, and cooking classes, are also included in the concept of farm to school. Standards-based curriculum centered on food, agriculture, and/or nutrition is often integrated as well.

There will be two types of grants available; planning and implementation grants. **Planning grants** are intended primarily for K-12 school food authorities who participate in the National School Lunch or Breakfast Program that are in the beginning phases of their farm to school efforts.

**Implementation grants** are geared towards advancing existing farm to school initiatives. K-12 school food authorities who participate in the National School Lunch or Breakfast Program, along with State and local agencies, Indian tribal organizations, agricultural producers or groups of agricultural producers, and non-profit entities working in partnership with school districts, may apply for implementation grants.

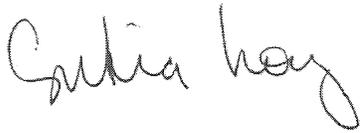
Regional Directors

State Directors

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These grants offer support for school districts to scale existing programs or design new endeavors. The grants will be offered annually and require at least a 25% funding match. Applications are due June 15, 2012, and awards are expected to be made in October 2012.

I urge you to consider these grants as farm to school initiatives provide opportunities to serve more fresh produce, while also connecting children to agriculture and nutrition.

A handwritten signature in cursive script that reads "Cynthia Long".

Cynthia Long

Director

Child Nutrition Division

Attachment

## USDA Farm to School Grants

April 2012

### Brief Summary for Use in Promoting the Availability of Grant Funding

For Specific Farm to School Grant Program Details, Please Refer to the Request for Applications

Prepared by Deborah Kane, National Director, USDA Farm to School Program

*([Deborah.Kane@fns.usda.gov](mailto:Deborah.Kane@fns.usda.gov) or 503.326.2010 with questions)*

#### Background

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) established a Farm to School program in order to assist eligible entities, through grants and technical assistance, in implementing farm to school programs that improve access to local foods in eligible schools. To fulfill the farm to school mandate in the HHFKA, effective October 1, 2012, \$5 million will be provided to the United States Department of Agriculture (USDA) on an annual basis to support grants, technical assistance, and the Federal administrative costs related to USDA's farm to school program.

#### Amount Available in the First Funding Round

The USDA Food & Nutrition Service (FNS) is charged with implementing the farm to school program. In this first funding cycle, FNS anticipates awarding up to \$3.5 million in grant funding to support efforts that improve access to local foods in eligible schools. It is anticipated that the remaining \$1.5 million will support a combination of training and technical assistance, administrative costs, and/or additional farm to school grants.

#### Two Types of Grants

Grant funds will be made available on a competitive basis, subject to availability of Federal funds. In this first funding round, USDA will solicit applications for two types of grants:

1. **Planning grants** are intended for school districts just getting started on farm to school activities and are intended to help school districts or schools organize and structure their farm to school efforts for maximum impact by embedding known best practices into early design considerations.

*Who can apply:*

- K-12 School Food Authorities, nonprofit private schools, charter schools, Indian tribal schools, and others that participate in the National School Lunch or Breakfast Programs.

2. **Implementation grants** are intended to scale or further develop existing farm to school initiatives. *Who can apply:*

- K-12 School Food Authorities, nonprofit private schools, charter schools, Indian tribal schools, and others that participate in the National School Lunch or Breakfast Programs,
- State and local agencies,
- Indian tribal organizations,
- Agricultural producers or groups of agricultural producers, and
- Non-profit entities.

#### Priority Consideration Given to High Free/Reduced Price Meal Enrollment

Given the HHFKA mandate that priority consideration be given to schools serving a high proportion of children who are eligible for free or reduced price meals, projects that serve school districts and schools that have high free and reduced price meal enrollment will receive extra points in evaluation scoring.

#### Funding Amounts and Expected Distribution of Awards

Planning grants are expected to range from \$20,000 - \$45,000 and represent approximately 25 percent of the total awards. Implementation grants are expected to range from \$65,000 - \$100,000 and represent approximately 75 percent of the total awards.

#### A Match is Required, Evaluation Too

For both types of grants, the applicant must provide at least 25 percent of the costs of the grant project as the Federal share of costs for this grant cannot exceed 75 percent of the total cost of the project, as required by the

HHFKA. Authorizing language also states that as a condition of receiving a farm to school grant, each grant recipient shall cooperate in an evaluation of the program carried out using grant funds.

#### **Pick One, Then Think about Partnering**

Applicants must choose between submitting a Planning grant or an Implementation grant. Only one application per eligible entity is permitted. As appropriate, USDA encourages school districts, and other eligible entities, to work together and submit "cluster" applications where a USDA investment in, for example, one school district working with several districts, might benefit a wider geographic area than funding to any one district, or eligible entity, alone.

#### **How To Access the Request for Applications (RFA)**

The RFA will be posted on USDA's [Farm to School website](#) and available at [www.grants.gov](http://www.grants.gov). Note that grants.gov will be unavailable for scheduled maintenance April 28-29, 2012. Read the [Grants.gov Blog](#) for more information.

#### **Important Dates**

- April 17, 2012: Request for Applications Released
- May 18, 2012: (Suggested) Letter of Intent Deadline
- June 15, 2012: Proposals Due
- Shortly after October 1, 2012: Awards Announced and Funds (Expected to Be) Available

#### **Webinars to Learn More:**

Two webinars will be offered so that grant applicants can learn more about this grant opportunity. To receive additional information about webinars, please be sure to register for the [Farm to School Listserve](#) by selecting "Farm to School" as a topic of interest from the options once an email address has been entered.

- Tuesday, May 15<sup>th</sup>, 1:00 EST Implementation grants
- Thursday, May 17<sup>th</sup>, 1:00 EST Planning grants

#### **Don't Wait for a Webinar to Get Your Question Answered**

You can get your question answered at any point in the process by contacting:

Deborah Kane, National Director, Farm to School Program, Food & Nutrition Services (FNS)  
[Deborah.Kane@fns.usda.gov](mailto:Deborah.Kane@fns.usda.gov) or 503.326.2010

Gregory Walton, Grants Management Specialist, FNS  
[farm2school2013@fns.usda.gov](mailto:farm2school2013@fns.usda.gov) or 703.305.1575

#### **More Info Coming, Send Us Feedback**

To receive updates on USDA's plans for farm to school training and technical assistance, or any aspect of the USDA farm to school program, please see the USDA [Farm to School website](#) or subscribe to the [Farm to School Listserve](#) by selecting "Farm to School" as a topic of interest from the options once an email address has been entered.

Given the newness of this program, and the great benefits associated with stakeholder engagement, feedback regarding the preliminary grant program design, as well as ideas and comments regarding the allocation of the remaining \$1.5 million in available resources, are encouraged and expected. Please submit feedback by July 15, 2012 to [f2sfeedback@fns.usda.gov](mailto:f2sfeedback@fns.usda.gov) with the subject header: F2S Feedback.



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

DATE: April 17, 2012

MEMO CODE: SP 26-2012

SUBJECT: Formulated Grain Fruit Products

TO: Regional Directors  
Child Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

The Department of Agriculture (USDA) published, "Nutrition Standards for the National School Lunch and School Breakfast Programs" on January 26, 2012. This final rule removes *Section I. Formulated Grain-Fruit Products* from *Appendix A to Part 220 – Alternate Foods for Meals* (attached).

Beginning July 1, 2012 (SY 2012-2013), formulated grain-fruit products will no longer be allowed to satisfy both the grain and fruit component for the School Breakfast Program (SBP). These products were formulated to satisfy the bread and fruit component of the meal pattern through fortification without the addition of any actual fruit ingredients, at a time when the adequacy of cooking and serving facilities were of concern for students participating in the SBP.

Formulated grain-fruit products are specific products that are manufactured to meet the requirements addressed in *Appendix A to Part 220* and should not be confused with products that are currently on the market that contain grain and fruit. This change does not affect the crediting of traditional grain-fruit bars listed in Exhibit A of the Grains/Breads instruction, which may still be served accordingly.

Formulated grain-fruit products are specific products that have been accepted by the Food and Nutrition Service (FNS) for use in the USDA Child Nutrition Programs to meet one bread/bread alternate and the fruit/vegetable requirement in the breakfast pattern.

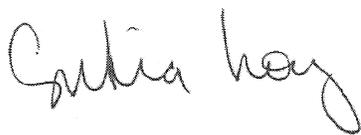
According to *Appendix A to Part 220*, formulated grain-fruit products must be individually wrapped and bear a label conforming to the following legend: "*This product conforms to U.S.D.A. Child Nutrition Programs specifications. For breakfast, it meets the requirements for fruit/vegetable/juice and one bread/bread alternate.*" If the product does not bear this legend, it is not a formulated grain-fruit product.

Regional Directors  
State Directors  
Page 2

Products that were formally authorized to bear the formulated grain-fruit statement that meet FNS requirements for grains may be used accordingly. However, these formulated grain-fruit products will no longer be allowed to count toward the fruit requirement.

Please direct program operators to contact the State agency with any questions or concerns; State agencies should in turn contact the FNS regional office for assistance.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia Long". The signature is written in black ink and is positioned above the typed name.

Cynthia Long  
Director  
Child Nutrition Division

Attachment

7 CFR section where requirements are described	Current OMB control number
220.15 .....	0584-0012

[Amdt. 56, 54 FR 2990, Jan. 23, 1989. Redesignated at 72 FR 61495, Oct. 31, 2007]

#### APPENDIX A TO PART 220—ALTERNATE FOODS FOR MEALS

##### I. FORMULATED GRAIN-FRUIT PRODUCTS

1. Schools may utilize the formulated grain-fruit products defined in paragraph 3 as a food component in meeting the meal requirements of this part under the following terms and conditions:

(a) Formulated grain-fruit products may be used to meet *one* bread/bread alternate and the fruit/vegetable requirement in the breakfast pattern specified in §220.8.

(b) Only individually wrapped formulated grain-fruit products which bear a label conforming to the following legend shall be utilized. "This product conforms to U.S.D.A. Child Nutrition Program specifications. For breakfast, it meets the requirements for fruit/vegetable/juice and one bread/bread alternate."

2. Only formulated grain-fruit products that have been accepted by the Food and Nutrition Service (FNS) for use in the USDA child nutrition programs may be labeled as provided in paragraph 1.(b) of this appendix. Manufacturers seeking acceptance of their product shall furnish FNS a chemical analysis, protein efficiency ratio analysis, and such other pertinent data as may be requested by FNS. This information shall be forwarded to: Director, Nutrition and Technical Services Staff, Food and Nutrition Service, U.S. Department of Agriculture, Alexandria, Virginia 22302. All laboratory analyses are to be performed by independent or other laboratories acceptable to FNS. (FNS prefers an independent laboratory.) All laboratories shall retain the "raw" laboratory data for a period of one year. Such information shall be made available to FNS upon request.

3. To be accepted by FNS, products must have the following characteristics and meet the following nutritional specifications:

(a) Types. There are two types of products: one is a grain-type product and the other a grain-fruit type product.

(b) Ingredients. A grain-type product shall have grain as its primary ingredient. A grain-fruit type product shall have fruit as its primary ingredient. Both types of products must have at least 25 percent of their weight derived from grain. All ingredients and/or components shall comply with pertinent requirements or standards of the USDA and the Food, Drug, and Cosmetic Act, as

amended, and any regulations issued thereunder.

(c) Nutritional specifications. Each serving of the product shall meet the minimum compositional requirements in the following table. The requirements as specified for those nutrients not limited by maximum values will be deemed to have been met if reasonable overages of the vitamins and minerals, within the limits of good manufacturing practice, are present to insure that the required levels are maintained throughout the expected shelf life under customary conditions of distribution and storage. An exception will be made for vitamins or minerals which occur naturally in an ingredient at such concentration that the level specified will be substantially exceeded in the final product. Such excess will be permitted but no label claim of nutritional advantage can be made for overages for any nutrients. Analytical methods employed should be according to the standard procedures defined in the Association of Official Analytical Chemists, 1970, "Official Methods of Analysis," 11th edition, Washington, DC or by appropriate analytical procedures FNS considers reliable.

##### NUTRITIONAL LEVELS OF GRAIN-FRUIT PRODUCTS<sup>1</sup>

Nutrient	Unit	Minimum	Maximum
Weight .....	Ounce .....	2	4.0
PER .....	Casein=2.5 .....	2.0	
Moisture .....	Percent weight ...		40.0
Fat <sup>2</sup> .....	.....do .....		22.0
Fiber .....	.....do .....		0.8
Protein (N×6.25) .....	Gram .....	5.0	
Energy .....	Kilocalorie .....	250	
Vitamin A <sup>3</sup> .....	International unit	1,115	1,675.0
Vitamin E .....	.....do .....	5	
Vitamin B <sub>12</sub> .....	Microgram .....	1.25	
Thiamin .....	Milligram .....	.26	
Riboflavin .....	.....do .....	.13	
Vitamin B <sub>6</sub> .....	.....do .....	.26	
Vitamin C .....	.....do .....	20	
Niacin .....	.....do .....	2.65	
Folic acid .....	.....do .....	.04	
Iron <sup>4</sup> .....	.....do .....	4.4	
Calcium .....	.....do .....	120	
Phosphorus .....	.....do .....	120	
Magnesium .....	.....do .....	30	

<sup>1</sup>These specifications are based on a nutrient level for acceptable products plus ½ pint of fluid milk (as defined in §220.2 of the regulations (7 CFR part 220)) to provide at least 25 percent of the Recommended Dietary Allowances (RDA), 1969, for 10- to 12-year-old boys and girls for specified nutrients except magnesium and kilocalories. Magnesium and kilocalories—at least 13 percent of this RDA.

<sup>2</sup>Although the maximum fat in these specifications is 22 percent, consideration should be given to the development of formulated items containing less fat. Most medical authorities recommend keeping the dietary intake of fats at about ½ of the day's calories. At least 5 percent of the total calories shall be from linoleic acid.

<sup>3</sup>Vitamin A levels above the maximum of 1,675 I.U. will be allowed in products containing this nutrient as a natural food, and if the vitamin has not been added to the ingredients or foods.



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
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Alexandria, VA  
22302-1500

DATE: April 10, 2012

MEMO CODE: SP 25-2012, CACFP 12-2012, SFSP 10-2012

SUBJECT: Disaster Response

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

This memorandum provides an overview of ways State agencies, school food authorities (SFA) participating in the National School Lunch and School Breakfast Programs (NSLP and SBP), institutions participating in the Child and Adult Care Food Program (CACFP), and sponsors participating in the Summer Food Service Program (SFSP) can respond to situations resulting from damage or disruptions due to natural disasters such as hurricanes, tornadoes, and floods. State agencies should review the avenues available to prepare and plan before a disaster strikes so responses can be as swift as possible.

## **ELIGIBILITY FOR FREE MEALS AND DISASTER BENEFITS**

### *Children Experiencing Homelessness*

Children residing in or evacuated from disaster areas may be determined homeless under the McKinney-Vento Homeless Assistance Act. These children are categorically (automatically) eligible for free meals in the Child Nutrition Programs. A school district's homeless coordinator makes a determination of homelessness and provides a list of all children determined homeless due to a disaster situation. The SFA, institution, or sponsor must certify these children for free meals.

In cases where a household from a designated disaster area moves in with another household, the homeless liaison may determine the displaced individuals homeless under the McKinney-Vento Homeless Assistance Act. Displaced children and adult participants in CACFP are automatically eligible for free meals in centers and tier I meals in family day care homes, even if they are temporarily residing with another family. The host family may include the displaced family members and any income provided to them when applying for free or reduced price meals.

Institutions and sponsors that require eligibility information can receive certification of the participant's homeless status from the agency that assisted with the evacuation or that is providing shelter. If the child is not residing in an emergency shelter, the institution

should have an adult living with the child complete an income eligibility form indicating that the child is homeless. No further information is required to certify the child's eligibility.

#### *Disaster Benefits from the Supplemental Nutrition Assistance Program*

Children in households receiving Disaster Supplemental Nutrition Assistance Program (D-SNAP) benefits are categorically eligible for free meals in the Child Nutrition Programs. Certification of these children may be accomplished through direct contact with the SNAP agency or by an application submitted by a household with a case number.

#### *Emergency Shelters in the Child and Adult Care Food Program*

Emergency shelters that provide temporary housing to displaced families are eligible to participate in CACFP. Where significant numbers of persons are being temporarily housed, State agencies may designate any appropriate facility as an emergency shelter, and may waive institution application requirements in these situations. When State agencies have designated a facility as an emergency shelter, all children through age 18 may receive up to three free meals (breakfast, lunch, and supper) each day.

An "appropriate facility" may include a school or an institution which, although it is not providing actual shelter, is nevertheless providing meals to displaced families who are being temporarily housed elsewhere, in locations that may not have the means to provide meal services to these temporary residents.

#### *Certification by School Officials*

School officials may submit applications on behalf of children they know to be homeless and therefore categorically eligible for free meals. See Part 3 of the Eligibility Manual for School Meals for additional information on this option.

#### *Duration of Eligibility*

Children certified for free or reduced price meal benefits because of a disaster situation are no longer *temporarily* approved because households are no longer required to report changes in income or household size. Their eligibility, including eligibility based on homeless status or receipt of D-SNAP benefits, remains in effect for the entire school year and up to 30 days in the next school year. CACFP participants remain eligible for free meal benefits for 12 months.

#### *Carry-Over of Previous Year's Eligibility by SFAs*

The 30-day carry-over of the previous year's eligibility for school meals is based on operating days. If schools already in session were temporarily closed, or schools delayed opening at the

beginning of the school year, the SFA determines the 30-day carry-over period using the number of days schools were actually operating. A child's prior year free or reduced price eligibility continues until eligibility status for the current school year is established or upon the completion of 30 operating days, whichever is less.

For example, school began on Monday, August 29, 2011, and the food service was operating for the five days school was in session. Over the weekend, the school was damaged by hurricane-force winds and rain and was closed until September 19. If the school food service did not operate on any days during that time period because school was closed, the remaining 25 days of the carry-over period would start on September 19 and would end on October 21.

#### **USING THE SUMMER FOOD SERVICE PROGRAM (SFSP) OR SEAMLESS SUMMER OPTION (SSO) IN DISASTER SITUATIONS**

State agencies, SFAs, and sponsors may determine that operating SFSP or SSO sites would be useful when schools or day care facilities must remain closed due to disaster situations. SFSP regulations allow expedited approval of feeding sites during an emergency. Organizations with current agreements to operate the SFSP may be approved to open emergency feeding sites (7 CFR 225.6(c)).

State agencies should encourage sponsors to plan for emergency situations in advance to ensure a rapid response. State agencies should pre-approve sponsors to operate emergency feeding sites during unanticipated school closures during their initial application process. For more information on participation in SSO, please refer to the SSO questions and answers at: [http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2009/SP\\_27-2009\\_os.pdf](http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2009/SP_27-2009_os.pdf)

#### **USING USDA FOODS IN DISASTERS**

Please refer to the Food Distribution Program's website for information about using and accounting for USDA Foods in disaster situations: <http://www.fns.usda.gov/fdd/programs/fd-disasters/default.htm>

#### **FLEXIBILITIES THAT REQUIRE STATE AGENCY OR FOOD AND NUTRITION SERVICE (FNS) APPROVAL**

Child Nutrition Program policies are designed to allow flexibility and support continuation of meal benefits to participants in disaster areas. There are existing flexibilities in meal service requirements and administrative procedures that make it easier for States, SFAs, institutions, and sponsors to operate and respond to disaster situations.

*Meal Component and Meal Service*

Flexibility is allowed with regard to time of meal service and use of offer versus serve. These modifications may be made with State agency approval.

If emergency conditions exist that prevent schools, institutions, or sponsors from obtaining fluid milk, the State agency may allow service of meals without milk or with an alternate form of milk, such as canned or dry milk (7 CFR 210.10(m)(2)(i); 7 CFR 225.16(f)(6); 7 CFR 226.20(e)).

If changes to other meal component requirements are needed, SFAs, institutions, and sponsors should consult with their State agencies. For the school meals programs, 7 CFR 210.10 (g)(4) allows SFAs, with approval from FNS, to serve meals that do not meet the menu planning or meal pattern requirements in disaster situations. In CACFP, 7 CFR 226.20 (i) allows special variations in the food components of meals, with FNS approval.

*Accountability and Verification Procedures*

In disaster situations, the FNS Regional Offices are authorized to allow State agencies, SFAs, institutions, and sponsors to submit claims beyond the 60/90-day requirement. Claims submitted outside of the 60/90-day requirement, as a result of a disaster, are not subject to the one-time exception for late submissions.

If SFAs, institutions, or sponsors need to reconstruct unsubmitted claims due to loss of current records, they must consult with their State agencies. State agencies may approve such requests in consultation with their FNS Regional Offices.

When records required for review purposes, such as paid claims, approved applications and production records, are destroyed, SFAs, institutions, or sponsors should inform their State agencies of the circumstances and dates of the losses, and the types and approximate age of the records that were lost. State agencies should note the losses in their records for the purpose of any future administrative reviews and audits.

SFAs, institutions, and sponsors that are operational, but unable to maintain normal accountability systems, including counting, claiming, and monitoring, must contact their State agencies regarding how to proceed. In these situations, waiver requests must be submitted to FNS for approval.

With regard to verification under NSLP, the State agency may approve deadline extensions from November 15 through December 15 (7 CFR 245.6a(b)(2)). Extensions beyond that date must be approved by FNS. In addition, FNS may approve alternatives for sample size and selection when the SFA has had a disaster (7 CFR 245.6a(c)(6)).

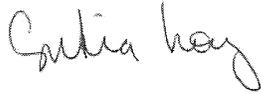
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*CACFP, SFSP, and SSO Site Eligibility*

Based on the significant needs of each community, FNS Regional Offices may waive the requirements under CACFP, SFSP, and SSO that sponsors document that each site is serving an area in which poor economic conditions exist (7 CFR 225.6(c)(2); 7 CFR 226.2 (tier I day care home)). These requirements may be waived for existing eligible sites located in the area damaged by a natural disaster that must relocate to areas that are not eligible based on school or census data.

Additionally, State agencies may waive the requirement that, during an unanticipated school closure, SFSP sites may not be located at school sites (7 CFR 225.6(d)(1)(iv)). Although schools may be closed, some school buildings may be unaffected by the disaster and may be approved as a location for emergency feeding.

State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office. Regional Offices with questions should contact the Child Nutrition Division.



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