Things We Learned During Spring 2020

Emergency Planning...
Emergency Readiness Plan: A Guide for the School Foodservice Operation

• https://theicn.org/icn-resources-a-z/emergency-readiness

• https://www.fema.gov/media-library/assets/documents/33599
Biosecurity Checklist for School Foodservice Programs: Developing a Biosecurity Management Plan

• [https://eric.ed.gov/?id=ED497843](https://eric.ed.gov/?id=ED497843)
Isolation versus Quarantine ~ How This Might Impact Food Service Operation
NSLP vs. SSO

When and Where
USDA Policy Memo
SP 09-2017

2017 Edition of Questions and Answers for the National School Lunch Program’s Seamless Summer Option
29. What is an Unanticipated School Closure?

An unanticipated school closure is defined as:

• a natural disaster,
• unscheduled major building repair,
• court order relating to school safety or other issues,
• labor-management dispute, or
• other similar cause as approved by the State agency.

USDA Policy Memo SP 09-2017
2017 Edition of Questions and Answers for the National School Lunch Program’s Seamless Summer Option
29. cont.

• As mandated by the Richard B. Russell National School Lunch Act, meals provided during an unanticipated school closure must be served at non-school sites.

• Under these circumstances, schools cannot offer meals at school site affected by an unanticipated school closure under the SSO except as noted in Q30.
27. What are the months of operation for schools operating under a traditional school calendar?

The months of SSO operation for these (traditional) schools are:

• May through September when school is not in session.

• October through April for non-school sites only that are responding to an unanticipated school closure (see Q29).
30. [Revised] Can schools operating on a traditional school calendar operate the SSO during winter or spring breaks or at other times when school is closed?

- Schools following a traditional school calendar **may not** offer meals under the SSO during winter or spring breaks, unless the break is longer than 10 days.
- A school operating on a traditional school calendar may operate the SSO only during the approved summer months or during an unanticipated school closure.
28. When may the SSO be operated in year-round schools?

• The SFA may operate the SSO during any scheduled break of 10 or more school days.

• SSO service during shorter periods can be approved by the State agency.

• In addition, the SSO may operate any time during the year for non-school sites that are responding to an unanticipated school closure.
Eligibility by Carryover

Eligibility Manual, page 46
7CFR 245.6(c)(2) *Use of prior year's eligibility status.*

Prior to the processing of applications or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals or free milk, as appropriate.

The local educational agency **must extend** eligibility to newly enrolled children when other children in their household (as defined in §245.2) were approved for benefits the previous year.

However, applications and documentation of direct certification from the preceding year shall be used only to determine eligibility for the first **30 operating days** following the first operating day at the beginning of the school year, or until a new eligibility determination is made in the current school year, whichever comes first.

At the State agency's discretion, students who, in the preceding school year, attended a school operating a special assistance certification and reimbursement alternative (as permitted in §245.9)) may be offered free reimbursable meals for up to 30 operating days or until a new eligibility determination is made in the current school year, whichever comes first.
What does that mean for SY 2020-2021?

- June Direct Certification pull gives students only 30 Operating Days carryover into new school year.
- After 30 Operating Days, the district must have a new eligibility determination by D/C, application, or other categorically eligible list or the students is returned to “paid”.
- Meal counts will be kept by roster, either computerized or manually, by student by eligibility.
- Claims will be based on number of meals served by reimbursement category.
Four Day Week
Serving Meals in the SBP and NSLP
Meal Pattern for Non-Traditional Schedule

Short and Long Week Calculations (rounded to nearest 0.5 oz eq and 0.25 cup) (Applies to schools who regularly operate on a shorter or longer weekly cycle)

- Since the dietary specifications are based on an average daily amount, these are unaffected by varying week lengths (average over length of week, whether consisting of 3 to 7 days)
- Due to size of weekly vegetable subgroup requirements, the 20% adjustment is not practical. Therefore, adjustments are primarily made to the “Additional Vegetable” category only - which in turn allows increased or decreased offering amounts of any of the subgroups to meet this requirement.

How will schools with shorter or longer weeks implement the meal pattern requirements?

- When schools regularly operate less than 5 days per week, they must decrease the weekly quantity by approximately 20% (1/5) for each day less than five
  - Must use correct age/grade groups

- Dietary specifications and calories are the same since these are based on average daily amounts and are unaffected by the # of days in the week
  - Vegetable sub-group amounts must be met.
Menu Certification Sheets

Meal certification sheets for the 4 day week have been developed by USDA and are available on the Child Nutrition website under the Meal Pattern tab.
Breakfast Meal Pattern – 4 Day Week

<table>
<thead>
<tr>
<th>Four Day School Week Meal Component Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-day School Week- Breakfast</td>
</tr>
<tr>
<td>Grades K-5 Weekly (daily)</td>
</tr>
<tr>
<td>Grades 6-8 Weekly (daily)</td>
</tr>
<tr>
<td>Grades 9-12 Weekly (daily)</td>
</tr>
<tr>
<td>Fruits (cups)</td>
</tr>
<tr>
<td>4 (1)</td>
</tr>
<tr>
<td>4 (1)</td>
</tr>
<tr>
<td>4 (1)</td>
</tr>
<tr>
<td>Grains (oz eq)</td>
</tr>
<tr>
<td>5.5-8 (1)</td>
</tr>
<tr>
<td>6.5-8 (1)</td>
</tr>
<tr>
<td>7-8 (1)</td>
</tr>
<tr>
<td>Fluid Milk (cups)</td>
</tr>
<tr>
<td>4 (1)</td>
</tr>
<tr>
<td>4 (1)</td>
</tr>
<tr>
<td>4 (1)</td>
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</tbody>
</table>

Note the weekly and daily amounts.
Note the minimum grain oz. eq. for the week
Lunch Meal Pattern – 4 Day Week

<table>
<thead>
<tr>
<th>4-day School Week - Lunch</th>
<th>Grades K-5 Weekly (daily)</th>
<th>Grades 6-8 Weekly (daily)</th>
<th>Grades 9-12 Weekly (daily)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruits (cups)</td>
<td>2 (0.5)</td>
<td>2 (0.5)</td>
<td>4 (1)</td>
</tr>
<tr>
<td>Vegetables (cups)</td>
<td>3 (0.75)</td>
<td>3 (0.75)</td>
<td>4 (1)</td>
</tr>
<tr>
<td>Dark Green</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Red/Orange</td>
<td>0.75</td>
<td>0.75</td>
<td>1.25</td>
</tr>
<tr>
<td>Beans/Peas (Legumes)</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Starchy</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Other</td>
<td>0.5</td>
<td>0.5</td>
<td>0.75</td>
</tr>
<tr>
<td>Additional Veg to Reach Total</td>
<td>0.25</td>
<td>0.25</td>
<td>0.5</td>
</tr>
<tr>
<td>Grains (oz eq)</td>
<td>6.5-7 (1)</td>
<td>6.5-8 (1)</td>
<td>8-9.5 (2)</td>
</tr>
<tr>
<td>Meats/Meat Alts (oz eq)</td>
<td>6.5-8 (1)</td>
<td>7-8 (1)</td>
<td>8-9.5 (2)</td>
</tr>
<tr>
<td>Fluid Milk (cups)</td>
<td>4 (1)</td>
<td>4 (1)</td>
<td>4 (1)</td>
</tr>
</tbody>
</table>
Afterschool Snack - 4 Day Week

• Snack meal pattern does not change for the 4 day week

Differences

• Snacks can be served before the end of the school day IF the school day is extended for at least 1 hour.

According to USDA Policy Memo SP-04-2011

• A school operating longer than the traditional school day may be eligible for afterschool snack reimbursement through the NSLP provided that it operates a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located
  • USDA

• These snacks may be served during the school day rather than at the end of the day and claimed for meal reimbursement

• Example: School day ends at 4:15 – After school snack may be served at 3:00
Year Round Schools

• The Seamless Summer Option (SSO) allows school food authorities (SFAs) to provide free summer meals in low income areas during the traditional summer vacation periods and, for year-round schools, during school vacation periods longer than 10 school days. *

• As long as the school is on a year-round/continuous schedule and the off-track breaks are officially part of the school schedule. Typically, the off-track breaks are at least 10 school days; however, SSO service during shorter periods may be approved by the State agency.

  • The SFA may operate the SSO during any scheduled break of 10 or more school days.

*SP 09-2017
* CNU 20-031
Year Round Schools

• Meals served during the scheduled breaks will be claimed under Seamless Summer
  • Some months may have a regular claim and an SSO claim.

• Area eligible year round schools will serve meals to students at no charge and claim them at the free rate. These schools will claim total number of meals.

• Schools that are not Area Eligible will serve and claim students based on their established meal eligibility for the school year. Meal counts must be maintained based on eligibility.

If this pertains to your district/programs, be sure that you have a completed C-21 on file as part of the 2020-2021 Policy Statement and Agreement
Administrative Reviews

• If you had an Administrative Review scheduled for 2019-2020 and it was cancelled due to COVID 19, you will be reviewed in SY 2020-2021

• If your procurement review was conducted in 2019-2020 and your AR was not conducted, you will not have another procurement review

• If you were scheduled for an AR during the 2019-2020 School year, and operated the Seamless Summer Program during 2020, the SSO will be reviewed (this includes all districts...those who had planned SSO and those who served as a result of because of COVID 19)
Administrative Review Schedule 2020-2021

http://dese.ade.arkansas.gov/divisions/child-nutrition-unit/administrative-review
Waivers – What are they?

USDA is granting states program flexibilities and contingencies to best serve program participants.
Waivers expiring on August 31, 2020 or the 1\textsuperscript{st} day of school

Effective March & April 2020

<table>
<thead>
<tr>
<th>Code:</th>
<th>Waiver:</th>
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</thead>
<tbody>
<tr>
<td>Covid-19 CN Response #22</td>
<td>Nationwide Waiver to Allow Non-congregate feeding in the Child Nutrition Programs – EXTENSION</td>
</tr>
<tr>
<td>Covid-19 CN Response #23</td>
<td>Nationwide Waiver to Allow Meal Service Time Flexibility in the NSLP, SBP, and Child and Adult care Food Program – EXTENSION</td>
</tr>
<tr>
<td>Covid-19 CN Response #24</td>
<td>Nationwide Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Programs – EXTENSION</td>
</tr>
<tr>
<td>Covid-19 CN Response #25</td>
<td>Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children – EXTENSION</td>
</tr>
</tbody>
</table>

These waivers are allowed to be administered through the Seamless Summer Option (SSO).
Written Plan

• Each district should have a written feeding plan to ensure all enrolled students are offered meals through NSLP and SBP.
• This plan will be a moving piece of the day to day work carried out by the CNP
• It will likely change daily, weekly, and/or monthly as the district plans change.

Area Specialist – We are here for support you.
Enrolled Students

- Students enrolled in the district MUST be offered meals under NSLP & SBP
  - Virtual Students
  - Blended Students
  - On Campus Students

- As districts, you must reach to establish eligibility for all enrolled students.
  - Virtual Students
  - Blended Students
  - On Campus Students
Waivers expiring on June 30, 2021

<table>
<thead>
<tr>
<th>Code:</th>
<th>Waiver:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covid-19 CN Response #33</td>
<td>Nationwide Waiver to Allow Non-congregate feeding in the Child Nutrition Programs – EXTENSION #2</td>
</tr>
<tr>
<td>Covid-19 CN Response #34</td>
<td>Nationwide Waiver to Allow Meal Service Time Flexibility in the NSLP, SBP, and Child and Adult care Food Program – EXTENSION #2</td>
</tr>
<tr>
<td>Covid-19 CN Response #35</td>
<td>Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children – EXTENSION #2</td>
</tr>
<tr>
<td>Covid-19 CN Response #36</td>
<td>Nationwide Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Programs – EXTENSION #4</td>
</tr>
<tr>
<td>Covid-19 CN Response #37</td>
<td>Nationwide Waiver to Allow Offer versus Serve Flexibility for Senior High Schools in the National School Lunch Program for SY 2020-2021</td>
</tr>
</tbody>
</table>

These waivers are allowed through the National School Lunch Program (NSLP) and School Breakfast Program (SBP) while administering a traditional calendar.
#33: Waiver to Allow Non-congregate feeding in the CNPs, EXTENESION #2

This waiver allows schools to feed SFA enrolled students in a non-congregate setting.

Examples of non-congregate feeding:
- Grab and Go Meal Pick Up
- Meal Delivery

Effective July 1, 2020 – June 30, 2021
This waiver allows meal time flexibility.

Distribution Rules:

• Up to 5 days of meals (breakfast & lunch) may be distributed at one time.

• One breakfast and one lunch may be claimed for an enrolled student based on days in the traditional school calendar.

• Meals are not allowed to be claimed if distributed on holidays, weekends, and on days school is not scheduled to be in session.

Effective July 1, 2020 – June 30, 2021
This waiver allows SFAs to distribute non-congregate meals to a parent or guardian to take home to their enrolled children.

**Written Plan:**
- Ensure only SFA enrolled students get a meal.
- Counting students based on eligibility status
- Charging based on student eligibility status
- 1 meal, per student, per program, per day.
- The plan should be kept on file in the district.

Effective July 1, 2020 – June 30, 2021
**Grab & Go Meal Information**

The Happy Days School District is pleased to provide Grab & Go Meals for those enrolled students who are not on campus everyday.

**Things You Need to Know about Grab & Go:**

- Meals are available for Grab & Go only by pre-order.
- Grab & Go Meal Order Form is on-line at [www.happyhollowmealorder.org](http://www.happyhollowmealorder.org)
- Deadline for pre-order is Friday 2:00pm, before Monday pick up.
- Grab & Go Pick Up is at Happy Hollow Elementary Gym Front Gate between 10:00 and 12:00 on Monday.
- Parents will be allowed (or will not be allowed) to pick up meals for the student.
- Student must (or need not) be present during pick up.
- Grab & Go meals are available only for enrolled students.
- Arrangements must be made in advance of pick up for payment for meals of reduced or paid students. No payments will be accepted in the meal pick up line.
- Payments can be made on line at [www.happyhollowschoolmeals.org](http://www.happyhollowschoolmeals.org)
- All meals served under Grab & Go must be accounted for by school staff, by marking the student’s name on a student roster.
- Families may purchase meals for siblings at $4.00 per meal. Indicate on the order form how many sibling meals are requested. All sibling meals will be cold packed to be reheated or served cold.

**Grab & Go Meal Order Form**

Enter your student’s name, grade and school below. Put an X under the days that meals are requested. If an X in under each day then during meals pick up on Monday, you will receive a hot lunch for Monday; 4 cold packed lunches to be re-heated or eaten cold for Tuesday – Friday; and 5 cold breakfasts for Tuesday-Friday and Monday.

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>School</th>
<th>M</th>
<th>TU</th>
<th>WED</th>
<th>TH</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Jones</td>
<td>2</td>
<td>Happy Hollow Elem.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Number of Sibling Meals Ordered at $4.00 each (pre-pay only): ______**

**Family Contact Information:**

Last Name: ________________

Email: ________________

Phone: ________________

Signature: ________________
This waiver allows SFAs to serve a modified meal that does not meet meal pattern requirements.

**Justification Required:**
- Specific meal pattern requirement to be waived
- Back up documentation
- CNU approval before claiming
- Contact Area Specialist for further details

Effective July 1, 2020 – June 30, 2021
#37: Waiver to Allow Offer versus Serve Flexibility for Senior High Schools in the National School Lunch Program for SY 2020-2021

This waiver allows program operators of senior high schools to waive the offer versus serve requirement.

**Distribution Rules:**

- Complete meals may be offered for pick up and delivery.
- All components must be served for the meal to be claimed for reimbursement.

Effective July 1, 2020 – June 30, 2021
Opt in for the entire district.
May be administered now or in the future.

Effective July 1, 2020 – June 30, 2021
Before Signing, note items that must be in place at each SFA:

I understand:
* the SFA must have a written plan outlining how all enrolled students will be offered SBP and NSLP options;
* the district must have an accurate point of sale meal count based on individual eligibility or claiming percentages as applicable;
* meals may be provided for actively enrolled students only;
* these waivers apply when school is in session under the traditional school calendar; and
* in the event that the SFA goes into an Unanticipated School Closure, CNU must be contacted immediately for further instruction.
## Serving Site Change Request

Complete for schools or locations where sites are changed or dropped. Add additional pages as needed.

### ADD SITE:

<table>
<thead>
<tr>
<th>SERVING SITE 1</th>
<th>SERVING SITE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Serving Site Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year Round School? Yes or No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>School LEA Number</strong></td>
<td></td>
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<tr>
<td><strong>Designated Site Manager</strong></td>
<td></td>
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<tr>
<td><strong>Start Date</strong></td>
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<tr>
<td><strong>End Date</strong></td>
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</tbody>
</table>

**Method of Notification of Public**

<table>
<thead>
<tr>
<th>Alternative Service</th>
<th>SERVING SITE 1</th>
<th>SERVING SITE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Grab/Go Cafeteria</td>
<td></td>
<td></td>
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<tr>
<td>□ Grab/Go Not Cafeteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ In Classroom</td>
<td></td>
<td></td>
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<tr>
<td>□ 2nd Breakfast Period</td>
<td></td>
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</tr>
<tr>
<td>□ Other, Attach</td>
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</tr>
</tbody>
</table>

**Check Age/Grade Grouping – for Open & Restricted Open Site ONLY – Check Most Common User (can be more than one) – SEE #14 OF THE INSTRUCTIONS**

<table>
<thead>
<tr>
<th>Breakfast:</th>
<th>SERVING SITE 1</th>
<th>SERVING SITE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ PK</td>
<td>K-5</td>
<td>6-8</td>
</tr>
<tr>
<td>LUNCH:</td>
<td>PK</td>
<td>K-5</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

**Days**

<table>
<thead>
<tr>
<th>Days</th>
<th>Times</th>
<th>Days</th>
<th>Times</th>
</tr>
</thead>
</table>

**Breakfast**

**Lunch**

**Snack**

**The medium of exchange at the point of service (Please refer to Page 2, item 2)**

| □ □ □ □ □ □ | □ □ □ □ □ □ |

**The collection of payment (Please refer to Page 2, item 2)**

| □ □ □ □ □ □ | □ □ □ □ □ □ | □ □ □ □ | □ □ □ □ | □ □ □ □ | □ □ □ □ | □ □ □ □ | □ □ □ □ |

**Meal count by category (Please refer to Page 2, item 4)**

| □ □ □ □ | □ □ □ □ | □ □ □ □ | □ □ □ □ |

### DROP SITE:

<table>
<thead>
<tr>
<th>SCHOOL/LEA</th>
<th>SCHOOL NAME</th>
<th>PHYSICAL ADDRESS</th>
<th>DATE EFFECTIVE</th>
<th>MEALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Breakfast □ Lunch □ Both</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL/LEA</th>
<th>SCHOOL NAME</th>
<th>PHYSICAL ADDRESS</th>
<th>DATE EFFECTIVE</th>
<th>MEALS</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Breakfast □ Lunch □ Both</td>
</tr>
</tbody>
</table>
TRAINING AND RESOURCES
DIGITAL EDUCATION

Home Page / Divisions / Child Nutrition Unit / Training / Digital Education

School Year 2019-2020 Digital Learning

URGENT: Digital Learning Videos with COVID-19 Updates

Identified Student Percentage (ISP) Reporting

Community Eligibility Provision

Please review for the latest instructions, deadlines, and updates – no quiz required.

April 2020 Digital Learning Videos

Wellness

Smart Snacks

Quiz: April Digital Learning

View Topics A-Z

Training

Summer Training Resources

Fresh Fruit and Vegetable Program

Team Up

Digital Education
Enhanced Online Training
Anytime,
Anywhere!
Click here to see *Explore our Courses!!*

“Free, self-paced online courses that provide an excellent method of meeting professional standards requirements”
Announcing The Training Zone: SNA’s New One-Stop Shop for E-Learning

2019-07-12

SNA is excited to officially launch the new Training Zone, an eLearning hub within the Learning Center where school nutrition professionals can regularly access new learning resources and opportunities to both grow their careers and earn CEUs towards SNA’s Certificate Program, SNS credential renewal and USDA Professional Standards.

The Training Zone offers 59 online courses which includes two self-paced eLearning modules, one train-the-trainer module and 35 on-demand webinars. New webinar Wednesdays and eLearning modules are in development and will be released throughout the coming year.

Click Here to Enter the TRAINING ZONE
## Child Nutrition Important Dates and Timelines

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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- **Announcements**:
  - Equipment Grant information and application process
  - Fresh Fruits and Vegetable Program Grant Recipient training via Zoom
d- **PowerPoint Presentations**
  - Administrative Review announcements and notifications
  - August Digital Learning available on CNU website

*Claims due on the 10th of each month or next business day.*
CHILD NUTRITION UNIT

Public Notice – CNU Request for Waiver to Perform an SSO Review Only on SFA’s that Received an Administrative Review in SY 2019-20 (PDF)

Public Notice - CNU Request for Waiver for Establishing Base Year Claiming Percentages for Provision 2 (PDF)

Public Notice - CNU Request for Waiver for Determining District / School Eligibility for NSLP Safety Net (Section 4) Funding and SBP Severe Need Funding (PDF)

USDA’s Team Nutrition Resources

- Seamless Summer Option: Providing Multiple Meals at a Time During the Coronavirus (COVID-19) Pandemic (PDF)
- Feeding Kids When Schools Are Closed

COVID19 Thought Starters on Reopening Schools for SY 2020-2021, School Nutrition Association, 2020 (PDF)

Considerations for Schools, Centers for Disease Control and Prevention

The Arkansas Department of Education Child Nutrition Unit administers the National School Lunch Program, the School Breakfast Program, the Special Milk Program, the Afterschool Snack Program, the Seamless Summer Program and the Fresh Fruits and Vegetables Grants in the public schools in Arkansas.
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Thank you to the following SNA members for contributing their ideas and inspiration.
### Considerations for Schools: Daily/Weekly Readiness Assessment

Use the following tool to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

#### Policies and Procedures

**Point Person(s):**

- Maintain regular contact with local health authorities and review relevant local/state regulatory agency policies and orders for updates.
- Ensure a staff person is assigned to respond to COVID-19 concerns.
- Monitor absenteeism of students and staff.
- Ensure roster of trained back-up staff is updated.
- Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students, as possible, and in accordance with any applicable privacy laws and regulations.
- Ensure options for flexible workspaces (e.g., telework) and flexible work hours (e.g., staggered shifts) are available and used when needed.
- Ensure students are kept together in small groups with dedicated staff and remain with the same group throughout the day, every day, if possible.
- Monitor and ensure appropriate accommodations, modifications, and assistance for students with special healthcare needs or disabilities.
- Ensure education remains accessible for students in special education who have a 504 plan or individualized education plan.
- Ensure safety for children and youth who need assistance with activities of daily living, as well as their service providers.
- Adhere to and review protocols to limit contact between small groups and with other students’ guardians.

#### Facilities and Supplies

**Point Person(s):**

- Monitor and restock supplies including:
  - soap
  - hand sanitizer (at least 60% alcohol)
  - paper towels
  - tissues

- Sanitation and disinfection supplies
  - cloth face coverings (as feasible)
  - no-touch (preferably covered) trash cans
  - no-touch soap/hand sanitizer dispensers
  - disposable food service items
  - other:

- Monitor adherence to the schedule for increased, routine cleaning and disinfection of:
  - buses or other transport vehicles
  - frequently touched surfaces (e.g., desks, door handles, railings)
  - communal spaces (e.g., restrooms)
  - shared objects (e.g., gym equipment, art supplies, games)
  - other:

- Monitor availability and use of gloves when food is prepared and served, and when handling and disposing of trash.

#### Education and Training

**Point Person(s):**

- Inform staff, students, and their families about when they should stay home if they have COVID-19 symptoms, have been diagnosed with COVID-19, are awaiting test results, or have been exposed to someone with symptoms or a confirmed or suspected case, and when they can return to school.
- Inform staff on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences.
- Reinforce and monitor handwashing with soap and water for at least 20 seconds.
- Reinforce the importance of social distancing and staying with small groups, if applicable.
- Encourage covering coughs and sneezes with a tissue, and then washing hands with soap and water for at least 20 seconds.
- Reinforce the use of cloth face coverings. Cloth face coverings should not be placed on:
  - Children younger than 2 years old
  - Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the cover without help.

- Provide information on proper use, removal, and washing of cloth face coverings.
- Train staff on all safety protocols.
- Conduct training virtually or maintain social distancing during training.
For those managers and directors who completed training in 2019 and one year of on-the-job training...

Reminders:
- High School Diploma or GED
- Two ICN eLearning Modules

Will receive certification in October 2020 with a recommendation to certify

Reminders:
- USDA Professional Standards
- Three Digital Learning Sessions
Area Zoom Sessions

West Central: July 16\textsuperscript{th} 1:00pm
Northwest: July 21\textsuperscript{st} 9:00am
Northwest/Northeast Central: July 22\textsuperscript{nd} 9:00am
Southwest: July 23\textsuperscript{rd} 9:00am
Northeast/Northeast Central: July 28\textsuperscript{th} 9:00am
Charter Schools: July 28\textsuperscript{th} 9:00am
Southeast: July 29\textsuperscript{th} 9:00am
Central: July 30\textsuperscript{th} 9:00am

The Area Specialist sent an email with zoom links. If you did not get an email, please call CNU and we will send you a link.