

SCHOOL NUTRITION PROGRAMS
PROVISION 2 Non-Base Year
ADMINISTRATIVE UPDATE

2011-2012



opi.mt.gov

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

**Office of Public Instruction
School Nutrition Programs
Staff Directory**

Telephone Numbers

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Kenadine Johnson	Cooperative Bid Coordinator	(406) 444-4412
Brenda Peppers	Program Specialist	(406) 444-4413
Emily Dunklee	Program Specialist	(406) 444-2501
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Fax Numbers

School Nutrition Programs	(406) 444-2955
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Mailing Addresses

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2011-2012 REQUIREMENTS CHECK SHEET PROVISION 2 *Non-Base Year*

		<u>Date Completed</u>
Update Sponsor and Site Information Sheet(s)	Complete by September 30, 2011 <i>Submit to School Nutrition Programs</i> _____	
Public Release	Date Release Sent to Newspaper _____	
Two Sanitation Inspections	First Inspection Completed _____ Second Inspection Completed _____	
1st Afterschool Snack Program Review	Complete by October 31, 2011 <i>Retain form in your files</i> _____	
Annual Civil Rights Training <i>Training at: http://www.opi.mt.gov/pdf/schoolfood/Forms/CR/CRTraining.pdf</i>	Date Training Completed <i>Retain documentation in your files</i> _____	
On-Site Review of Meal Counting and Claiming Procedures	Complete by February 1, 2012 <i>Retain form in your files</i> _____	
2nd Afterschool Snack Program Review (Complete on same form as 1 st review)	Complete by February 1, 2012 <i>Retain form in your files</i> _____	

Reminder: Claims for Reimbursement are due on the 10th of each month except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).

For more information about any of these requirements, go to <http://www.opi.mt.gov/schoolfood/index.html> and look under Forms and Guidelines.

**REQUEST FOR INSPECTION
NOTICE TO COUNTY SANITARIANS**

[Date]

To the **[Your County]** Health Department,

[Name of School Food Authority] would like to notify your office that its sites **[Names of all sites that need to be inspected]** are participating in the U.S. Department of Agriculture's School Nutrition Programs. As a participant in the School Nutrition Programs, these sites are required to have two sanitation inspections each school year, per the Child Nutrition Reauthorization Act of 2004.

[Name of School Food Authority] would like to request the required sanitation inspections at your convenience. Please contact me if you have questions. Thank you for your time and attention to this matter.

[Contact Person]

[Address]

[Telephone]

AFTERSCHOOL SNACK PROGRAM REVIEW

Complete and retain in district files

School Food Authority: _____ Site: _____

Date completed: _____ Check One: ____First review ____Second review

Program Requirements	Yes	No
1. Does the after school program provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities?		
2. Are snacks served only after the end of the students' regular school day?		
3. Does the district administer or sponsor the after school program?		
4. Is documentation of individual student attendance maintained on a daily basis? (total counts for area eligible sites; counts by type - free, reduced-price, and full price for non-area eligible sites)		
5. Is a maximum of one snack per student per day claimed for reimbursement?		
6. Do the snacks that are served meet the minimum meal pattern requirements?		
7. Are daily production records maintained and show that a reimbursable snack is served each day?		
8. Is the snack priced as a unit?		
9. Are snacks served free or at a reduced-price for all students who are determined to be eligible for free or reduced-price snacks at a non-area eligible site?		
10. If charging for snacks, the charge for a reduced-price snack does not exceed 15 cents?		
11. Are snacks provided free to all eligible students at an area-eligible site?		
12. Are snacks served at the correct temperature according to food safety practices?		

Results of Review	Yes	No
1. Is a corrective action plan required?		
2. Is a follow-up review required?		

Suggested Corrective Action (follow-up in 45 days)
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Signature: _____ Date: _____

Civil Rights Training Requirement for School Nutrition Programs Staff

The SFAs administering the School Nutrition Programs are required to provide civil rights training for all frontline staff and supervisors who deal directly with School Nutrition Program applicants and participants. Examples include cooks, servers, lunchroom supervisors, clerks and administrators. Districts must train frontline staff at least one time per year and keep documentation (training topics, date of training, name of attendees) on file at the local level.

At a minimum, the training must include: collection and use of data (racial/ethnic data), an effective public notification system, provision for equal access to the programs, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

School Nutrition Programs has created a presentation that SFAs may use to meet these requirements. The training can be found at www.opi.mt.gov/schoolfood/index.html (click on Forms and Guidelines and look under Civil Rights and Special Needs). There is also a form in this same location that may be used to document training and a certificate that may be given to attendees.

If you have questions, please contact School Nutrition Programs at (406) 444-2501.

**National School Lunch and Breakfast Programs
On-Site Review of Meal Counting and Claiming Procedures
Schools with No Free and Reduced-Price Eligibility Determination**

School Food Authority (District Name)

School Name (One Per Building)

I. Meal Counting

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| 1. Is application/direct certification and meal counting documentation maintained for the duration of the provision period plus three years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. Does the meal count system produce an accurate point-of-service count of reimbursable meals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3. Are only meals that meet meal pattern requirements counted and claimed for reimbursement? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4. Is there a back-up staff person trained to count and record reimbursable meals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 5. Does the school use proper procedures for counting and recording meals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

II. Results of Review

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| 1. Is a corrective action plan required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. Is a follow-up review required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

III. Comments, Notes and Observations During the Review

IV. Suggested Corrective Action (Follow-up in 45 days)

Signature

Date of Review (by February 1)

Maintain at District Office – Do Not Mail to State Agency

**National School Lunch and Breakfast Programs
On-Site Review of Meal Counting and Claiming Procedures
Instructions**

National School Lunch Program regulations 7 CFR 210.8(a)(1) require that all School Food Authorities (SFAs) conduct an on-site review in each serving site annually before February 1.

The monthly claim for reimbursement must be supported by an approved counting system that provides an accurate count at the point-of-service for all meals served in each building. Schools must apply the percentages determined during the base year to these point-of-service counts.

A point-of-service meal count is defined as a system of counting meals at that point in the food service operation where it can be accurately determined that a reimbursable meal has been served to an eligible student.

Adult meals, a la carte items and second student meals are not reimbursable and should be accounted for separately.

Schools approved by the State Agency to use Special Provisions 2 simplified counting procedures must complete this review form specifically for schools using special provisions during non-base years. During the non-base years, Provision 2 schools only count the total number of reimbursable meals at the point of service. Meal counts by eligibility category are not required.

If any of the questions are answered “No”, a corrective action plan is required. Follow-up of corrective action must take place within 45 days of the review.