August
On the Menu:

Back to School

COLORADO
Department of Education

Learning Objectives

Identify the key elements to ensure a smooth start to the 2024-25 school year

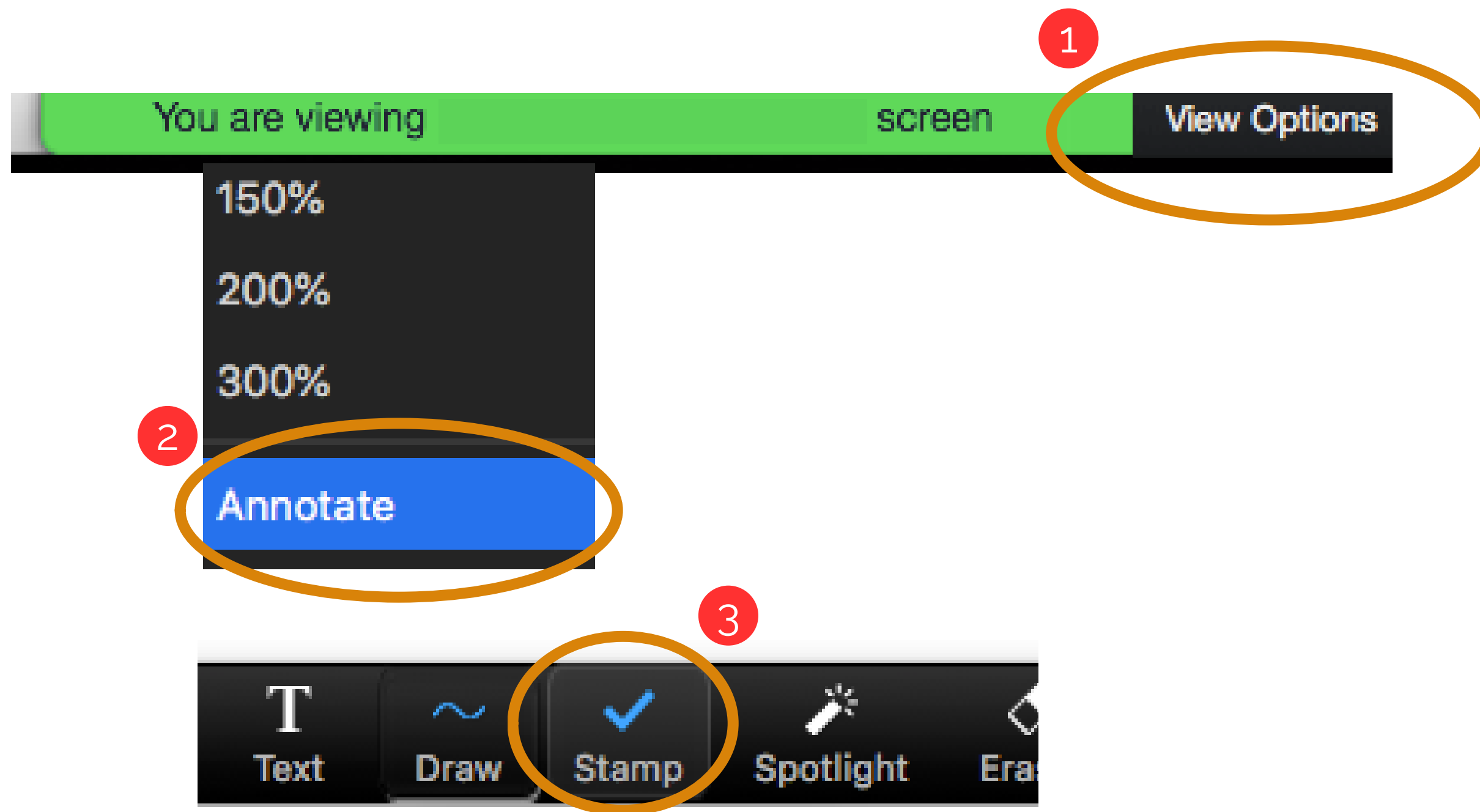Describe how to properly implement CDE's operating recommendations

Discern how to find resources to support child nutrition operations

Agenda

- Application Reminders
- Healthy School Meals for All
- Program Models
- Meal Counting & Claiming
- Questions

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For School Year 2024-25, I'm feeling...

Back to School Checklist

Back to School Checklist

This checklist outlines key activities and tools to help sponsors prepare for a successful school year.

Renewal Applications
- Submit your applications for the National School Lunch Program, School Breakfast Program and Afterschool Snack Program in the Child Nutrition Portal no later than September 16, 2024. Find detailed application instructions on the How to Apply webpage.
  - Afterschool Snack Program applications may be submitted anytime during the school year.

School Meal Eligibility and Household Income Forms
- Complete the first Direct Certification match in the Child Nutrition Portal prior to the first day of school.
- Distribute, collect, and process household income applications to determine student eligibility:
  - Sponsors not participating in HSMA: Use the standard free and reduced-price application.
  - HSMA Sponsors with no or some CEP sites: Use the combination form to streamline information collection between all sites.
  - HSMA Sponsors with all CEP sites: Use the combination form or FEDS form for household income collection. (optional)

Meal Counting & Claiming
- Ensure the Point Of Sale system is set up to claim meals by student eligibility (not required for sites operating CEP).
  - If participating in Healthy School Meals for All: ensure the POS is set up so no students will be charged for a meal. Sites not operating CEP must still count students by eligibility status.
- Establish internal controls with claim edit check processes to ensure daily meal counts do not exceed the number of students eligible or in attendance.
- Follow unpaid meal charges protocols utilizing the Unpaid Meal Charges Flyer and Debt and Donation Guidance resources.
- Review the meal claiming instructions to ensure you will be prepared to enter claims prior to the deadline.

Subscribe to the Dish Newsletter for the latest program updates, reminders and resources

Visit the Events and Program Deadlines webpage for additional due dates

Identify your point of contact for the upcoming school year. This person will answer program questions and assist with applications, reviews, and technical assistance needs.

Civil Rights
- Utilize the Civil Rights Requirements Self-Check to review and document compliance.

Professional Standards
- Track all completed trainings on a training tracker with key area and learning objective codes.
- New: Annual procurement training is required for staff who work with NSLP procurement. CDE offers two options, an On the Menu webinar and a Moodle course.
- All School Nutrition professionals must complete required training hours over the course of the school year.

Food Safety
- Contact your local public health agency to request two food safety inspections for the school year. Best practice is to submit the request prior to the new SY start date, or within the first 2 weeks of program operations.
- New: Ensure at least 1 person at each kitchen site with on-site meal preparation has completed the Certified Food Protection Manager certification by March 1st, 2025.

Resource Management
- Complete the Paid Lunch Equity Tool to ensure the paid meals price meets federal requirements.
- Waived for sponsors participating in Healthy School Meals for All and/or CEP
- Complete the Non-program Revenue Tool to ensure pricing for non-program foods meets federal requirements.

Healthy School Meals for All (HSMA)
- New: Sponsors are required to implement CDE's operating recommendations to remain eligible for this program. Operating recommendations are provided to districts on a 1:1 basis.
- New: Sponsors with non-CEP sites are required to implement activities listed in the Application Policy to increase free/reduced application collection.
- Sponsors participating in HSMA can use the outreach toolkit to share more information with your school community. This toolkit includes talking points on the importance of families providing household income information.
- Sponsors will opt in or out of the program via the renewal application. Applications must be submitted by September 16.
- For more information on HSMA, visit the webpage and frequently asked questions document.

Serving Preschool Students
- Confirm program eligibility for any preschool students you plan to serve.

Check the AR and TA cycle to see if you will receive a review or a TA visit this year

Training Resources
- On The Menu Calls are held the fourth Thursday of each month from 2-3 p.m. unless otherwise noted. Topics reflect current happenings and required annual training and provide opportunities for networking with peers.
- Review self-paced online trainings in CDE's Moodle platform.

COLORADO
Department of Education
School Nutrition

This institution is an equal opportunity provider.

Renewal Applications

- Due September 16
  - HSMA opt-in
  - Match HSMA operating recommendations

- <u>Renewal Application Instructions</u>

2024 - 2025 Application Packet

Packet Submitted Date:	08/07/2024
Packet Approved Date:	08/07/2024
Packet Original Approval Date:	08/07/2024
Packet Status:	Approved

0170   Status: Active
✅ NOT ON NDL

Type of Agency: Educational Institution
Type of SNP Organization: Public

Packet Assigned To: Beverly Leveque

Action	Attention	Form Name	Latest Version	Status
View | Revise	✔	Sponsor Application	Original	Approved
View | Admin | Revise	✔	Community Eligibility Provision (CEP) Schedule	Original	Approved
Details	✔	Meal Pattern Compliance Dashboard		Approved
Details	✔	Checklist Summary (1)		
Details		NDL Application Packet Dashboard (9)		Complete

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	2	0	0	0	0	0	2
Seamless Summer Option	0	0	0	0	0	0	0

Sponsor Application

Eligibility Information

46. Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program? ❓ 🔘 Yes ⚪ No

47. How will the sponsor collect household income information from sites that participate in CEP? [Alternate Form ▾] ❓

48. If Other, please describe: [_____]

49. Does your organization use the USDA/State prototypes for the following? 🔘 Yes ⚪ No

    Non USDA/state prototypes require approval. Examples Include: Free and Reduced-price school meal household application, information letter to households, Notification of eligibility letters, Notification of selection for verification, results of verification letter, Letter of Adverse action, or Notification of Direct certification eligibility letter.

50. Were changes, other than the program year, made to any of the documents listed in Q49 from the last approval? 🔘 Yes ⚪ No
    If yes, upload any changes to the checklist summary item for approval.

51. Does your organization use a benefit issuance software system to process free and reduced-price meal applications (this includes scanning applications)? If yes, list the benefit issuance software vendor. 🔘 Yes ⚪ No

    Name of benefit issuance software (please include vendor name and product name): [Infinite Campus ▾]

    If Other; Provide name of POS System: [_____]

52. Does your organization offer online free and reduced price school meal applications? If yes, list the website of online application. ⚪ Yes 🔘 No

    Website of online application:

Site Application

Pricing Information

Meal Type	Pricing Information	Reduced Price	Price 1	Price 2	Price 3	Price 4	Adult Price
National School Lunch Program (NSLP)	Non-Pricing - CEP	0.00	0.00				4.85
Grading Category			Elementary				
School Breakfast Program (SBP)	Non-Pricing - CEP		0.00				2.50

Site Application (cont.)

Section A - National School Lunch Program (NSLP)

A1. Months of Operation: (Check all that apply)

All: ☐   Jul: ☐   Aug: ☑   Sep: ☑   Oct: ☑   Nov: ☑   Dec: ☑

Jan: ☑   Feb: ☑   Mar: ☑   Apr: ☑   May: ☑   Jun: ☐

Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐   Mon: ☑   Tue: ☑   Wed: ☑   Thu: ☑   Fri: ☑   Sat: ☐   Sun: ☐

A2. Meal Service Times   Begin Time: 10:55 AM   End Time: 12:55 PM

A3. Provisional Option request: CEP

CEP Schedule

Summary   Hide indicators

Group Name	Show Detail	Nbr of Sites	Cycle Year		Nbr of Identified Students	Enroll-ment	ISP	Claim % Free	Claim % Paid
				Mode: Auto ▼					
				Auto					
				Manual					
				Data					
Unassigned	☑	0			0	0			
Individual	☑	0			0	0			
1	☑	↑	↑ 2024-2025	↑ 2023-2024 ↑	693	↑ 1,158	↑ 59.84	95.74	4.26
2	☑	↑	↑ 2024-2025	↑ 2023-2024 ↑	1,615	↑ 2,592	↑ 62.31	99.70	0.30
3	☑	↓	↑ 2024-2025	↑ 2023-2024 ↓	118	↓ 208	↑ 56.73	90.77	9.23
4	☑	↓	↑ 2024-2025	↑ 2023-2024 ↑	908	↑ 1,564	↑ 58.06	92.90	7.10

Group Count: 4 ▼

CEP Schedule (cont.)

Grouping   Total Sites: 10

Site ID	Site Name	Group	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
00020	MIDDLE SCHOOL	4 ▼	2024-2025	2023-2024	223	560	39.82	63.71	36.29
00022	SCHOOL	1 ▼	2024-2025	2023-2024	81	152	53.29	85.26	14.74
00024	HIGH SCHOOL	3 ▼	2024-2025	2023-2024	589	1,311	44.93	71.89	28.11
00186	ELEMENTARY SCHOOL	2 ▼	2024-2025	2023-2024	218	476	45.80	73.28	26.72
01426	ELEMENTARY SCHOOL	2 ▼	2024-2025	2023-2024	203	382	53.14	85.02	14.98

Healthy School Meals for All

Healthy School Meals for All

- No change to meal reimbursements

- Grant and TA programs delayed

- Continuation of Local Food Program pilot

- Advisory Group - provide options to legislators to balance program revenues & expenses

- Creation of policy to increase collection of Free/Reduced applications
  - Does not apply to sites operating CEP

- HSMA eligibility contingent on implementing CDE's recommended operating model
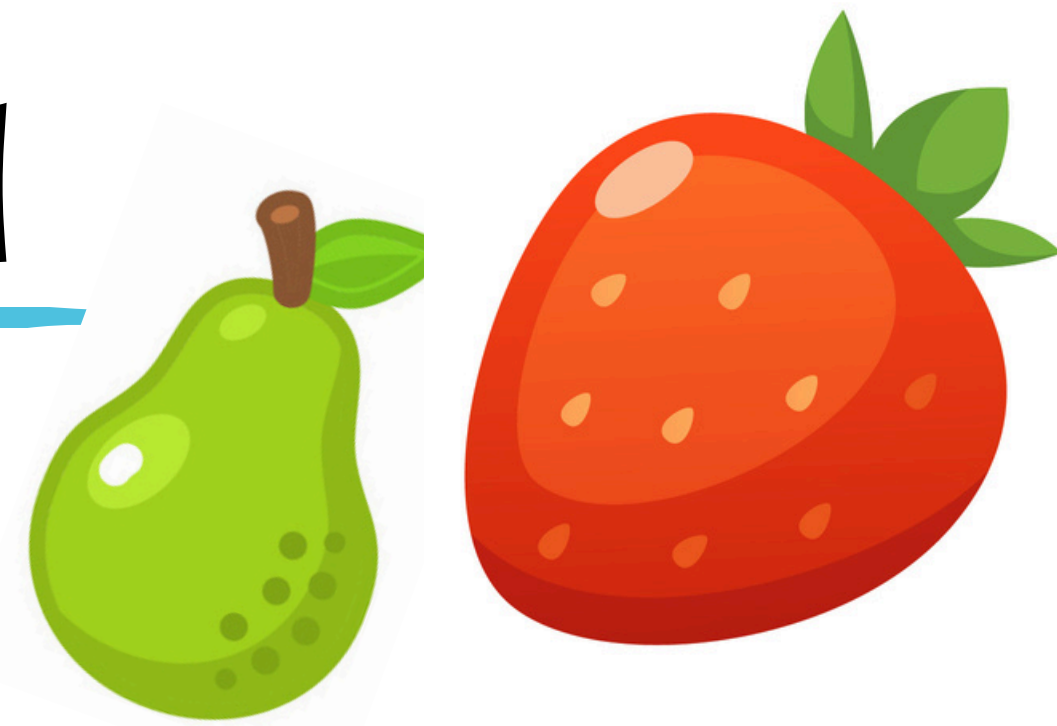
Advisory Group Updates

Healthy School Meals for All

- Outreach toolkit

- Other program resources
  - FAQ
  - Comparison Chart

HSMA: Operating Model Recommendations

- Maximizing federal reimbursements

- Changes to CEP & Medicaid

- Data validation process

- CDE operating recommendations

Operating Models and Program Requirements

Operating Recommendations

Determined by analysis of validated ISP and enrollment totals, October count data, and SY 2023-24 claim data. Results maximize federal reimbursements, and may include:

- Community Eligibility Provision
- Provision 2
- No provisional programs ("normal" operations)

School Meal Eligibility: Household Applications

No HSMA

↓

Household Income Application

HSMA: No or Some CEP Sites

↓

Combo form for ALL sites

HSMA: All CEP sites

↓

Combo form or FEDS Form

HSMA: Provision 2

↓

Combo form for ALL sites

School Meal Eligibility: other requirements

	No HSMA	HSMA: No/Some CEP Sites	HSMA: All CEP Sites	HSMA: Provision 2
Collect/process income applications	Required	Required ONLY for non-CEP sites	Not required	Required
30-day Carryover Eligibility	May carryover status from prior SY	May carryover status from prior SY ONLY for non-CEP sites	N/A	May carryover status from prior SY
Verification	Required	Required ONLY for non-CEP sites	Not required	Required
Direct Certification	Must complete direct certification			

HSMA Application Policy

Required for HSMA sites with normal operations or Base Year Provision 2

- Provide letter to households and applicable form to <u>all</u> households prior to first day of school
- Send reminder of availability of applications <u>by Oct 1 using two or more methods</u>
- Send additional reminder <u>after Jan 1</u>
- Provide appropriate translations and accessible resources
- Include language assuring families of confidentiality of data

[Review the full policy here](#)
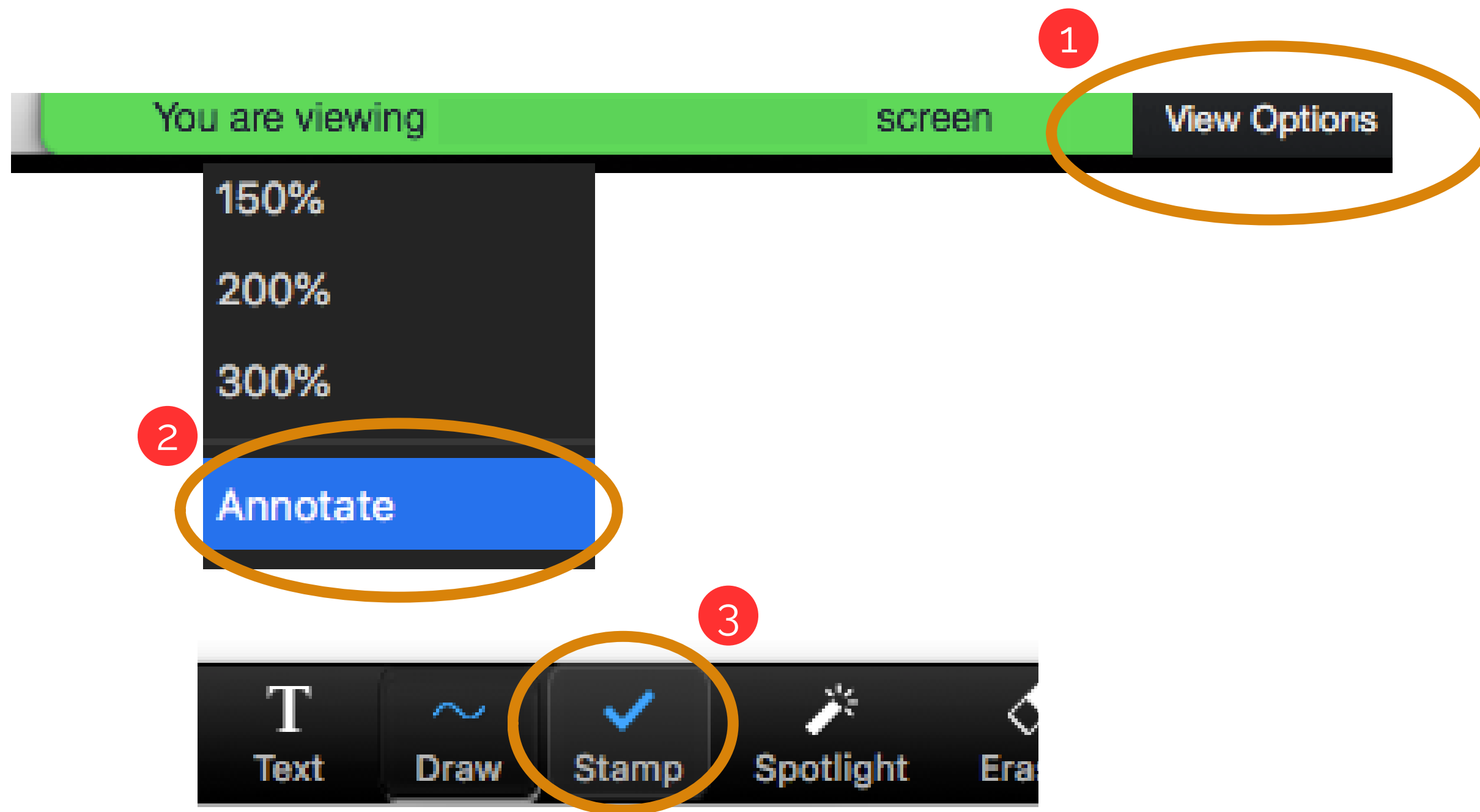
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Recap: Program Eligibility Activities

	No HSMA	HSMA: No/Some CEP Sites	HSMA: All CEP Sites	HSMA: Provision 2
Must collect and process applications as part of normal operations				
Must complete direct certification				
Must complete verification				
May collect a combo form at all sites				
May use a student's eligibility status from prior year for 1st 30 days of new school year (carryover)				

Recap: Program Eligibility Activities

	No HSMA	HSMA: No/Some CEP Sites	HSMA: All CEP Sites	HSMA: Provision 2
Must collect and process applications as part of normal operations	X	X (only at non-CEP sites)		X
Must complete direct certification	X	X	X	X
Must complete verification	X	X (only at non-CEP sites)		X
May collect a combo form at all sites		X	X	X
May use a student's eligibility status from prior year for 1st 30 days of new school year (carryover)	X	X (only at non-CEP sites)		X

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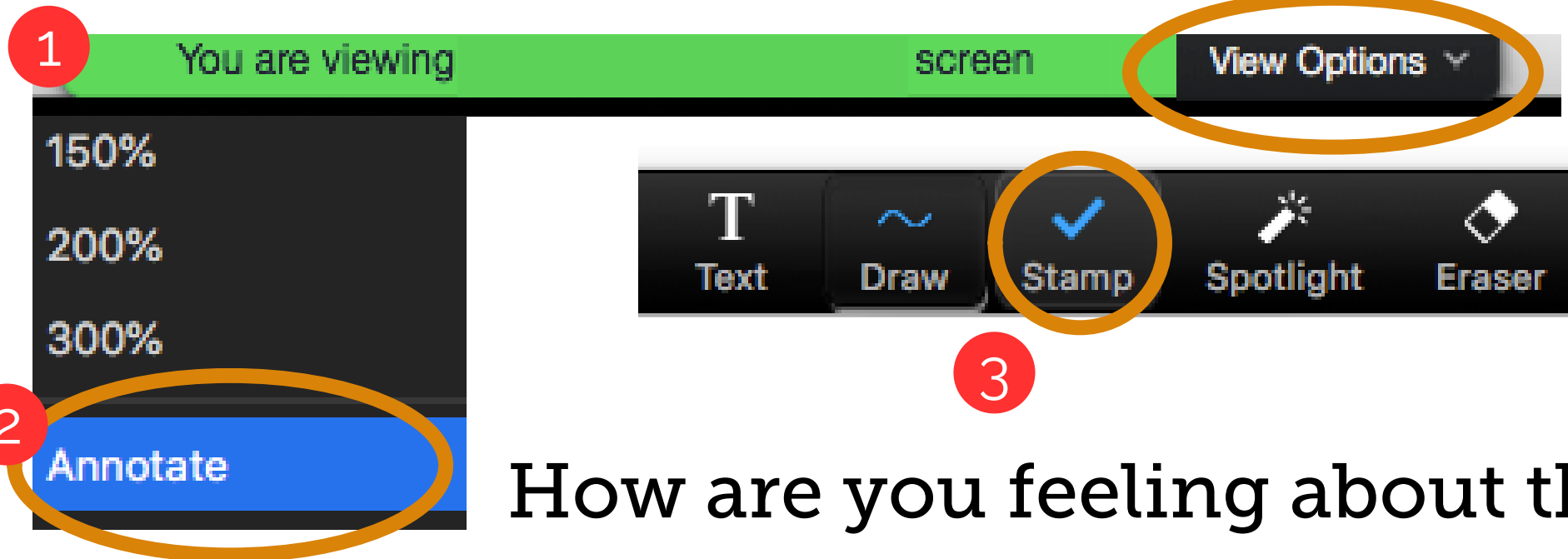
How are you feeling about the household income form to use and the related program eligibility activities?

Meal Counting & Claiming

Meal Counts Explained

✳ When do I count by student eligibility:

- Normal operations (no provisional programs)
- Base year Provision 2 schools

✳ When am I NOT required to count by student eligibility:

- CEP schools
- Non-base year Provision 2 schools

Resource: HSMA Comparison Chart

Counting at a CEP + Non-Base Year Provision 2 Sites

These same requirements apply:

- Accurate meal counts at the point of service
- One meal per student
- Meals must be reimbursable
- Account for adult meals and a la carte sales

Many districts have chosen to implement POS systems which use personal identification numbers or other student identifiers.

Meal Claims: Counting by Student Eligibility

School Nutrition Program General Information ⓘ

G1.   Number of Children Approved for Free Meals: 53

G2.   Number of Children Approved for Reduced Price Meals: 10

G3.   Number of Enrolled Children: 111

National School Lunch Program ⓘ

L1.   Number Operating Days: 8

L2.   Reimbursable Lunches Served

   a. Free Lunches Served: 256

   b. Reduced Price Lunches Served: 44

   c. Paid Lunches Served: 230

   d. Total Lunches Served (a + b + c):   530

Meal Claims: CEP Example

School Nutrition Program General Information ℹ️

G1. Number of Children Approved for Free Meals:	426	75.660000 %
G2. Number of Children Approved for Reduced Price Meals:	0	0.000000 %
G3. Number of Enrolled Children:	563	

National School Lunch Program ℹ️

		CEP %
L1. Number Operating Days:	8	
L2. Reimbursable Lunches Served		
a. Free Lunches Served:	2,643	75.660000 %
b. Reduced Price Lunches Served:	0	0.000000 %
c. Paid Lunches Served:	850	24.340000 %
d. Total Lunches Served (a + b + c):	3,493	100.000000 %

Meal Claims: Non-Base Year Provision 2 Example

School Nutrition Program General Information ⓘ

G1.	Number of Children Approved for Free Meals:	46	28.600000 %
G2.	Number of Children Approved for Reduced Price Meals:	6	3.700000 %
G3.	Number of Enrolled Children:	563	

National School Lunch Program ⓘ

			Provision 2%
L1.	Number Operating Days:	8	
L2.	Reimbursable Lunches Served		
	a. Free Lunches Served:	496	28.600000 %
	b. Reduced Price Lunches Served:	64	3.700000 %
	c. Paid Lunches Served:	1,176	67.700000 %
	d. Total Lunches Served (a + b + c):	3,493	100.000000 %

Accurate Claim Submission

- Paperwork/Reports
  - Point of Sale Meal Counts
  - Tally Sheets (Provisional Programs only)

- Rosters (if applicable)

- Pupil Count

- Best practice to compare current claims with previous ones to look for repetition or variations

- More than one person to enter and double check

<u>Claim Import File Layout Requirements</u>

Remember:

- Adult Meals Cannot be Claimed in the Portal
- Application Accuracy is Important (i.e. Programs, Days and Months of Operation, etc.)
- Having One Person Enter Claim and Another to Review can Prevent Common Errors

Deadlines

Reimbursement Claim Due Dates

Claim submission deadlines for School Year 2024-25

The Child Nutrition reimbursement claim is subject to submission deadlines established by federal regulations. Specifically, a final claim for reimbursement, including revisions, shall be submitted to the state agency no later than 60 calendar days following the last day of the full month covered by the claim. Claims not submitted within 60 calendar days shall not be paid. {7 CFR Part 210.8(b)(1)}.

Claims must be filed on a timely basis to avoid the possibility that a claim would not be payable. It is the sponsor's responsibility to demonstrate timely submission of claims.

Reminder, **a claim must show as an "Accepted" status** in the CO Child Nutrition Portal (Online Claim System) to ensure timely submission. Claims left in a "Pending", "Incomplete", or "Error" status are not considered complete and will not be paid.

Visit the How to Claim Webpage for more information and training resources.

Claim Month	Claim Submission Due Date
July 2024	Friday, September 27, 2024
August 2024	Wednesday, October 30, 2024

Questions?

Back to School Checklist (cont.)

- Professional Standards
  - Track completed trainings
  - New: <u>Annual procurement training</u> requirement
- Food Safety
  - Request food safety inspections
  - New: <u>Certified Food Protection Manager</u> certification by March 1, 2025
- Serving Pre-school students
  - <u>Confirm program eligibility</u>
- Civil Rights
  - Utilize <u>Self-Check</u>

Resource Management

- Paid Lunch Equity Tool
  - Waived for sponsors participating in HSMA

- Non-program Revenue Tool

- Update: Excess net cash plan submission

Checklist (cont.)

- Administrative Reviews and Technical Assistance Visits

- CDE School Nutrition Point of Contact

Summer EBT

- The Summer EBT corrections period will close on Friday, August 30

- Attend a data town hall August 22 or August 29

- Sign up for office hours for assistance with corrections

- Application for Additional Summer-EBT Local Administrative Funding

- For more information or questions, visit Summer EBT webpage or contact Madeleine Breza at s-ebt@cde.state.co.us or 720-471-7049

- Direct families to the CDHS S-EBT webpage and the CDHS Support Center

Procurement Training

USDA's program integrity final rule mandates that staff involved in procurement activities complete annual procurement training.
- Training should align with staff member's involvement in procurement.

Training options:
- Register to join the CDE Procurement Training Webinar at 2 pm on Thursday, Aug. 29. This session will cover procurement basics, procurement methods, and new procurement regulations.
- Search for "procurement" in the USDA Professional Standards Training Database.
- Access the Source Food, Supplies, & Services Moodle training video.

Other Reminders

- Events & Program Deadlines webpage

- The Dish

- Future training opportunities

Fall Events

Questions?

Breakout Session

Small group discussions
Choose one person to share back with the group!

- Do you have any tips or learnings from the first year of HSMA to share with your group?

- Are there any program areas you are feeling confused on or need more information?

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Now, how are you feeling about the school year?

Evaluation & Professional Standards

Training Evaluation: Please tell us how we did!

Professional Standards:
3100, 3200, 3400 (1 hour)

Use the CDE Professional Standards Training Tracker to document Annual Training Requirements.

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:
(833) 256-1655 or (202) 690-7442; or

3. email:
program.intake@usda.gov.

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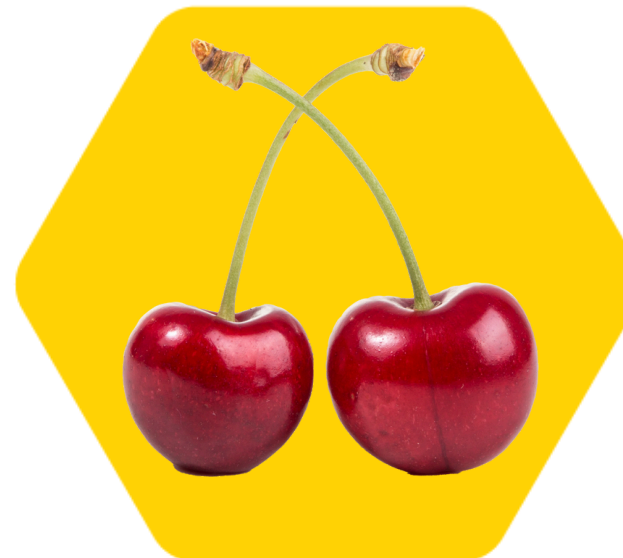**Thank you!**

Jenny Herman
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Erin Opgenorth
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720-822-1883

Visit School Nutrition Website