



August 18, 2022

Welcome to school year 2022-23!

The OPI School Nutrition Programs is pleased to start the year off by announcing that Erin Turner has moved into a new role as the Summer Food Service Program Manager. We are also happy to announce that Katie Felde is our new Administrative Assistant; and Amber Lyman, Lauren Donithan, and Stephanie Moodry are our new Program Specialists. The team's contact information is on the Staff Directory page of this packet.

You have probably already noticed a new OPI Secure Portal to login to the Montana Agreement and Payment System (MAPS) and Direct Certification Application (DCA). This single login for the OPI systems will hopefully streamline your work with our programs. We hope to complete the annual School Nutrition application renewal process by the end of August. Thank you to everyone who worked to submit your application updates for the school year.

Please remember to check the OPI School Nutrition Programs website [School Nutrition Programs \(mt.gov\)](https://www.opi.mt.gov/school-nutrition) regularly for program guidance, professional development opportunities, grants, and events.

This is another year of transition. After several years of using waivers of the USDA program rules, we are anticipating a year using normal policy and procedures. Except for schools participating in Community Eligibility Provision, this includes completing direct certification matching of eligible students, determining income eligibility for eligible students who are not directly certified, conducting verification for meal applications received, charging for school meals for families that are not income eligible for free meals, and claiming meals according to income eligibility categories. Forms and guidance needed for these requirements are included on the OPI School Nutrition Programs website [Meal Eligibility \(mt.gov\)](https://www.opi.mt.gov/meal-eligibility).

We look forward to seeing you at our fall workshops, and during our Administrative Review visits. Please call us at 1-406-444-2501 anytime you have questions.

Warm regards, the School Nutrition Programs team



**If you are new to working in School Nutrition Programs**, we recommend that you contact your [Regional School Nutrition Program Specialist](#) to ensure you are set up for success in meeting School Nutrition Program requirements. If you need to request access to MAPS, complete the [MAPS User Access Form](#) and contact Katie Felde at (406) 444-2501.

**Food Service Director Update – Contents of Packet** This update includes helpful program documents and information for successful implementation of School Nutrition Programs.

**What's New in School Nutrition** Includes most recent School Nutrition Program updates.

**OPI School Nutrition Programs Staff Directory** Find contact information for all OPI School Nutrition Programs and Montana Team Nutrition staff.

**School Nutrition Programs Checklist** Use this checklist as a tool to meet all requirements for School Nutrition Programs. Please look for these forms on the [OPI School Nutrition Programs](#) website or in [MAPS](#) under *Applications > Document Library*.

**Procurement Checklist** Consult this checklist for help in planning and for all major SNP procurement requirements.

**Civil Rights Training Documentation** Civil rights training must be completed annually with all staff involved with School Nutrition Programs. *Civil Rights Training* can be found on the [OPI School Nutrition Programs](#) website on the [Civil Rights](#) page.

**Professional Standards Requirements** Use this guide to understand minimum hiring standards for new School Nutrition Programs Directors and annual continuing education requirements for all School Nutrition Program staff.

**Professional Standards Calendar and Continuing Education Opportunities** Save the Date! OPI School Nutrition Programs will have live fall workshops in September along with two virtual workshops, one in August and one in September, and continue to offer one-hour Webinar Wednesdays throughout the year from 2-3 PM. See the schedule for this year's scheduled education opportunities and join us for fun and learning.

**Montana Team Nutrition/Farm to School Update** Montana Team Nutrition (MTN) is housed at Montana State University and works in cooperation with OPI to deliver quality education, training, and outreach opportunities to schools. Learn about the great opportunities MTN has planned this school year, as well as important information and resources on school wellness, Farm to School, and more.

# What's New in School Nutrition

School Year 2022 – 2023



## Returning to Normal National School Lunch Program (NSLP) Operations

The United States Department of Agriculture (USDA) released numerous program flexibilities to support access to nutritious meals during the COVID-19 public health emergency for SY 2020-21 and 2021-22. Unlike the last two school years, there is no choice of which program to operate for SY2022-23. Participating sponsors will operate the National School Lunch Program (NSLP) and School Breakfast Program (SBP). **Operations will return to "normal" program requirements, with limited flexibilities.**

- **New online Free and Reduced-Price School Meal Applications**
  - We now offer an online version of the free/reduced applications for families to fill out. Once your school signs up, you simply provide the link to your families to fill out the applications and it is then electronically sent to the Direct Certification Application (DCA). You can find all the information on our website under [Meal Eligibility](#).
- **30 Day Carryover**
  - To determine the carryover for SY2022-23: use the most recent eligibility data (since SY 2019-20) to establish student eligibility for the first 30 operating days of SY 2022-23, or until a new eligibility determination is made, whichever comes first.
    - If applications were collected during SFSP and/or SSO operations, you must use this most recent information for those students, including students on DCA.
  - Reminder: the carryover is 30 *operating* days (school days), not calendar days.
  - Reminder: the carryover status is valid only until a new determination is made (ex: new application processed.)

## Other Program Updates

- **Public Release Requirement**
  - OPI will once again be completing the public release on behalf of all our sponsors again this year. You can find it posted on our website under [Meal Eligibility](#).
- **New Nondiscrimination Statement**
  - Update all program materials, including home page of program website, with [2022 Nondiscrimination Statement](#)
  - Ensure you have the And Justice for All poster posted in your cafeteria. [Request](#) the poster if needed.
- **Transitional Meal Pattern**
  - **Milk:** Schools and childcare providers may offer flavored, low-fat milk (1%) in addition to unflavored, low-fat milk and flavored or unflavored nonfat milk.

- **Whole Grains:** At least 80% of the grains served in school lunch and breakfast per week must be whole grain rich (containing at least 50% whole grains).
- **Sodium:** The weekly sodium limit for school lunch and breakfast will remain at the current level, known as Target 1, for school year 2022- 2023. For school lunch only, the limit will decrease marginally (10%) in school year 2023-2024 to put schools on an achievable path toward long-term sodium reduction, which will be addressed in future rulemaking.

National School Lunch Program Transitional Sodium Timeline & Limits			School Breakfast Program Transitional Sodium Timeline & Limits	
Age/Grade Group	Target 1: Effective July 1, 2022	Interim Target 1A: Effective July 1, 2023	Age/Grade Group	Target 1: Effective July 1, 2022
K-5	≤ 1,230 mg	≤ 1,110 mg	K-5	≤ 540 mg
6-8	≤ 1,360 mg	≤ 1,225 mg	6-8	≤ 600 mg
9-12	≤ 1,420 mg	≤ 1,280 mg	9-12	≤ 640 mg

## Round 2 of Supply Chain Assistance Funds

As we prepare for the 2022-23 school year, many operators of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) anticipate ongoing challenges in purchasing and receiving food through their normal distribution channels. Food Service Directors have needed to revise planned menus as popular and previously available food items may have become more difficult to procure.

To help address these challenges, Supply Chain Assistance (SCA) funds were distributed to Montana School Food Authorities (SFAs) in March of 2022.

Because the underlying conditions fueling supply chain disruptions and distribution issues continue to affect operations, a second round of SCA funds is being distributed to assist SFAs in their efforts to provide nutritious meals to children. The OPI will allocate this second round of SCA funding using the same formula used to distribute the first round of funds.

Disbursements are planned for December of 2022. SFAs will need to complete a brief form to opt-in for the second round of payments. Funds will be deposited into the non-profit school foodservice account.

SCA funds are to be used for the purchase of unprocessed or minimally processed domestic food products.

SFAs are required to maintain documentation supporting food purchases that are allowable for SCA purposes (i.e. unprocessed or minimally processed domestic food products) consistent with the regular program recordkeeping requirements. However, SCA funds deposited to the non-profit school foodservice account do not need to be separated from other monies within the account and are not tracked separately from an accounting standpoint.

Reach out to your [regional specialist](#) with any questions

# Office of Public Instruction

## School Nutrition Programs - Staff Directory

### School Nutrition Programs, General Information

**Phone:** 406-444-2501

**Fax:** 406-444-1488

**Mailing Address:** Office of Public Instruction  
 School Nutrition Programs  
 PO Box 202501  
 Helena, MT 59620-2501

Contact	Phone	Email
<b>Christine Emerson</b> , Director	406-444-2502	<a href="mailto:cemerson@mt.gov">cemerson@mt.gov</a>
<b>Caroline Olson</b> , Assistant Director	406-437-4688	<a href="mailto:caroline.olson@mt.gov">caroline.olson@mt.gov</a>
<b>Katie Felde</b> , Administrative Assistant	406-444-2501	<a href="mailto:katherine.Felde@mt.gov">katherine.Felde@mt.gov</a>
<b>Alie Wolf</b> , Business Analyst/Direct Certification	406-459-5394	<a href="mailto:aliew@mt.gov">aliew@mt.gov</a>
<b>Pam Fruh</b> , Food Distribution Program Manager	406-444-4412	<a href="mailto:pamela.fruh@mt.gov">pamela.fruh@mt.gov</a>
<b>Erin Turner</b> , Summer Food Service Program Manager	406-559-7588	<a href="mailto:erin.turner@mt.gov">erin.turner@mt.gov</a>
<b>Kelli Johnson</b> , Region 1 Specialist, FFVP Manager	406-465-1769	<a href="mailto:kelli.johnson@mt.gov">kelli.johnson@mt.gov</a>
<b>Amber Lyman</b> , Region 2 Specialist	406-444-2501	<a href="mailto:amber.lyman@mt.gov">amber.lyman@mt.gov</a>
<b>Jackie Roller</b> , Region 3 Specialist	406-461-3498	<a href="mailto:jackie.roller@mt.gov">jackie.roller@mt.gov</a>
<b>Lauren Donithan</b> , Region 4 Specialist	406-444-2501	<a href="mailto:lauren.donithan@mt.gov">lauren.donithan@mt.gov</a>
<b>Stephanie Moodry</b> , Region 5 Specialist	406-444-2501	<a href="mailto:stephanie.moodry@mt.gov">stephanie.moodry@mt.gov</a>
<b>Rochelle Davies</b> , Region 6 Specialist	406-465-3154	<a href="mailto:rochelle.davies@mt.gov">rochelle.davies@mt.gov</a>

### Montana Team Nutrition, General Information

**Phone:** 406-994-5641

**Fax:** 406-994-1854

**Website:** [Montana Team Nutrition](#)

**Mailing Address:** Montana Team Nutrition Program  
 Montana State University  
 PO Box 173370  
 Bozeman, MT 59717

Contact	Phone	Email
<b>Katie Bark</b> , Co-Project Director	406-994-5641	<a href="mailto:kbark@montana.edu">kbark@montana.edu</a>
<b>Molly Stenberg</b> , Co-Project Director	406-994-7217	<a href="mailto:stenberg@montana.edu">stenberg@montana.edu</a>
<b>Vacant</b> , Administrative Coordinator		
<b>Aubree Roth</b> , Farm to School Coordinator	406-994-5996	<a href="mailto:aubree.roth@montana.edu">aubree.roth@montana.edu</a>
<b>Gretchen Groves</b> , School Nutrition Research Coordinator	406-994-5844	<a href="mailto:gretchen.groves@montana.edu">gretchen.groves@montana.edu</a>

# School Nutrition Programs Checklist

## SY 2022-23



Use this document to check off School Nutrition Programs requirements as they are completed.

Assign individual responsibilities to staff and document the date they are finished. Keep this checklist on file for your reference.

Task	Deadline	Documentation	Date Completed	Who
<b>Free and Reduced (F/R) Benefits</b>				
*Complete direct certification through the Direct Certification Application (DCA) at <u>least 3 times per year</u> . Mail notice of direct certification to households.	<ul style="list-style-type: none"> <li>Beginning of SY</li> <li>3 months into SY</li> <li>6 months into SY</li> </ul>	Update Point of Sale. Maintain DCA lists on file.		
*Have F/R applications available for those who are not directly certified.	Start of school year (ongoing)	Record procedure		
*Approve F/R applications. Mail approval/denial notification to households.	Start of school year (ongoing)	Keep applications		
*Update any F/R students from the previous school year without a current application to paid status. Mail notification of change in eligibility.	30 operating days after first day of school	Update Point of Sale		
<b>Verification (Does not apply to Provision/CEP schools)</b>				
*Select households for verification.	October 1	Use the verification activity tracker		
*Complete verification process	By November 15	MAPS		
*Submit Verification Report (FNS-742) in MAPS	By November 20	MAPS		
<b>Community Eligibility Provision (CEP)</b>				
Qualify for CEP if 40% of enrolled students (per site) are directly certified.	April 1	DCA		
Review Identified Student Percentage (ISP) counts. Send corrections and finalize ISP counts.	April 15	ISP-CEP Annual Snapshot Data Form-submit to OPI		
Elect participation in CEP for School Year 2022-23.	June 30	MAPS site application and CEP Schedule		
<b>Required Self-Reviews</b>				
Conduct review of Meal Counting and Claiming System for both <u>breakfast</u> and <u>lunch</u> meal service at all sites.	February 1	Keep a copy (form in MAPS)		
If participating, conduct <u>two</u> After School Snack Program (ASP) reviews.	First Four Weeks Before End of Year	Keep a copy (form in MAPS)		
<b>Fresh Fruit and Vegetable Snack Program (FFVP) (OPI invites districts to be a part of FFVP each year based on Free/Reduced data)</b>				
Eligible elementary schools are invited to participate in MAPS. Complete the FFVP Application in MAPS application packet.	June	MAPS FFVP Application		
Claim FFVP expenses on the MAPS FFVP Claim. To see your remaining FFVP grant allocation balance, navigate to FFVP Grants within the Applications section of MAPS.	Use 1 <sup>st</sup> allocation by September 30, Spend 2 <sup>nd</sup> allocation October 1 – June 30	Keep all receipts; submit FFVP claim in MAPS by the 10 <sup>th</sup> of each month		
<b>Professional Standards</b>				
Complete Professional Standards training hours. See OPI Professional Standards Training Schedule on the website. <ul style="list-style-type: none"> <li>Director - 12 hours</li> <li>Manager - 10 hours</li> <li>Full Time (≥ 20 hours/week) - 6 hours</li> <li>Part Time (&lt;20 hours/week) - 4 hours</li> </ul>	Annually	Document training hours completed on a training log		

\* Indicates requirements that may not apply to RCCIs/CEP schools.

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10<sup>th</sup> of each month.

# School Nutrition Programs Checklist

## SY 2022-23



Task	Deadline	Documentation	Date Completed	Who
<b>Annual Requirements</b>				
Update Sponsor/Site Information.	August 30	MAPS		
Complete production records.	Daily	Keep original records		
*If breakfast is offered, complete breakfast outreach. Ex.: Send menus home, post menu on school website.	Start of school year (ongoing)	Keep a copy		
Submit public release to media	Annually	Completed by OPI		
Request two sanitation inspections.	Annually	Record date of both inspections in MAPS		
		Post inspection report in publicly visible place		
Report Food Safety Inspections requested and received in SY21-22 in MAPS under Applications>Food Safety Inspections.	November 10	MAPS		
Complete <a href="#">Civil Rights training</a> with all school nutrition program staff.	Annually	Keep for records using OPI documentation form		
Post 'And Justice for All' Civil Rights poster in the Cafeteria.	Annually	Posted		
NEW: Update all program materials, including home page of program website, with <a href="#">2022 Nondiscrimination Statement</a> .	Website: by August 3 <sup>rd</sup> , 2022 Update New Materials: By September 2023	Posted		
**Complete Paid Lunch Equity Tool to assess paid meal prices.	Annually	Keep electronic copy		
*Assess compliance with non-program revenue requirements through the USDA Non-Program Revenue Tool or OPI Lost Revenue Tool.	Annually	Keep electronic copy		
Ensure all items sold during the school day meet Smart Snacks regulations.	Ongoing	Keep documentation of all items sold to students		
*Implement and review a district-wide charging policy.	Annually	Keep a copy		
Review the Wellness Policy.	Annually	Keep most recent copy		
Assess the Wellness Policy & communicate results to public.	Once every 3 years	Keep recent assessment		
Review and update HACCP plan. Have a copy at each school site where meals are served.	Annually	Keep a copy		
Develop and implement district-wide food service procurement policy & procedures.	Annually	Keep a copy of documentation		
Post Breakfast & Lunch Signage in the Cafeteria advising of what constitutes a reimbursable meal for Offer vs. Serve.	Annually	Posted		
Conduct outreach for the nearest Summer Food Service Program site, regardless of your district's participation.	Annually	Keep a copy		
USDA Foods order for SY2023-24: Submit 'Annual Survey' in MAPS and if participating in DOD Fresh, designate entitlement dollar amount to set aside. <i>An email notification will be sent when the Survey is available in MAPS.</i>	February	Info is recorded in MAPS. Print for reference if desired		
<b>Other</b>				
Private Schools: Submit Annual Financial Report	August	MAPS		

\* Indicates requirements that may not apply to RCCIs/CEP schools.

\*\* District will be notified if PLE needs to be completed.

All needed documents to complete these tasks can be found in MAPS > Applications > Document Library.

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# Yearly Procurement Checklist



Task to Complete	Explanation	Documentation	Date Completed	Who
<b>Procurement Preparation</b>				
All sponsors must have a documented procurement plan, written standards of conduct that meet regulations, and written protest procedures.	7 CFR 210.21 2 CFR 200.318	Written procurement procedures		
Determine if your sponsor has a more restrictive small purchase threshold than the state.	Sponsors must follow the most restrictive threshold.	Written procurement Procedures		
MT Small Purchase Threshold: \$80,000 Local Small Purchase Threshold: _____				
<b>Micro-Purchase Requirements (\$0-\$50,000): Harvest of the Month, price comparison not required, specifications not required.</b>				
Document Micro-Purchase Procedures.	Include plan for purchasing, who you are purchasing from, how often procurements are made.	Written procurement procedures		
Maintain purchasing documentation to verify that all procurements are below \$50,000.	Ensure federal funds are allowable, reasonable and allocable.	Invoices Receipts		
Ensure purchases are reasonable and equitably distributed among all qualified sources.	Requirement of micro-purchase threshold is to distribute purchases equitably.	Procurement procedures must have justification for if only one vendor is being used (such as rural location).		
<b>Small Purchase Requirements (\$50,000-\$80,000): Must compare prices, SFA decides who to ask for prices, specifications required.</b>				
Document Small Purchase Procedures.	Include plan for purchasing, who you are purchasing from, how often procurements are made.	Written procurement procedures		
Maintain procurement documentation to verify that all procurements are less than \$80,000.	Ensure federal funds are allowable, reasonable, and allocable.	Specifications Solicitation documents Purchase orders Invoices Receipts Contract terms (if applicable)		
At least 2 or more price quotes obtained for each procurement.	Competition is an essential part of the procurement process.	Include date of price quote. May use documented calls, store flyers, e-mails, solicitations, etc. Small Purchase Cost Comparison Worksheet		
<b>Formal Purchase Requirements (\$80,000+): Invitation for Bid (IFB) or Request for Proposal (RFP)</b>				
Document Formal Purchase Procedures.	IFB, RFP	Written procurement procedures		
Maintain procurement documentation.	Specific process must be followed for proper formal procurement.	Competitive Sealed Bid/IFB Process Documentation Competitive Proposal/RFP Process Documentation		

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406-444-2501

## Civil Rights Training Documentation Form

**Date:**

**Presenter:**

**Attendees:**  
(list names)

**Topics Covered:**  
(A copy of the training  
may be attached)

Check the box if the OPI training was used

Complete annually with all SNP & SFSP food service staff and volunteers.  
Keep this form on file at the School Food Authority (SFA).

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# MONTANA OPI SCHOOL NUTRITION PROGRAMS

School Year 2022-2023 Training Schedule and Continuing Education Opportunities

>> [Zoom link for Webinar Wednesdays and SNP Chat](#) <<

Activity	Location	Time	Date	Codes/Hours
<b>August</b>				
<b>SNP Thursday Chat</b>	<a href="#">Zoom</a>	2-3 PM	Thursday, August 3, 2022	3200/1
<b>Webinar Wednesday: Back to Basics: Welcome Back to SNP!</b>	<a href="#">Zoom</a>	2-3 PM	Wednesday, August 24, 2022	1100/2100/3200/1
<b>*Virtual* Regional SNP Fall Workshop</b>	<a href="#">Zoom</a>	9AM - 3PM	Wednesday, August 31, 2022	1000/2000/3000/4000/5
<b>September</b>				
<b>Webinar Wednesday: Back to Basics - Free and Reduced-Price Meals</b>	<a href="#">Zoom</a>	2-3 PM	Wednesday, September 7, 2022	3100/1
<b>Regional SNP Fall Workshop</b> <a href="#">Miles City Registration Link</a>	Miles City	9AM-4PM	<b>Friday</b> , September 9, 2022	1000/2000/3000/4000/7.5
<b>Regional SNP Fall Workshop</b> <a href="#">Great Falls Registration Link</a>	Great Falls	9AM-4PM	Wednesday, September 14, 2022	1000/2000/3000/4000/7.5
<b>Regional SNP Fall Workshop</b> <a href="#">Bozeman Registration Link</a>	Bozeman	9AM-4PM	Wednesday, September 21, 2022	1000/2000/3000/4000/7.5
<b>Regional SNP Fall Workshop</b> <a href="#">Missoula Registration Link</a>	Missoula	9AM-4PM	Wednesday, September 28, 2022	1000/2000/3000/4000/7.5
<b>*Virtual* Regional SNP Fall Workshop – Recording with Live Q&amp;A</b>	<a href="#">Zoom</a>	9AM - 3PM	<b>Thursday</b> , September 29, 2022	1000/2000/3000/4000/5
<b>October</b>				
<b>Webinar Wednesday: Equipment Grants</b>	<a href="#">Zoom</a>	2-3 PM	Wednesday, October 5, 2022	3100/1
<b>Webinar Wednesday: Fresh Fruit and Vegetable Program</b>	<a href="#">Zoom</a>	2-3 PM	Wednesday, October 12, 2022	1100/2100/3200/1

<b>Webinar Wednesday:</b> Montana Crunch Time and Farm to School	<a href="#">Zoom</a>	2-3 PM	Wednesday, October 19, 2022	2130/4160/1000 /3100/1
<b>Webinar Wednesday:</b> Supply Chain Assistance Funds	<a href="#">Zoom</a>	2-3 PM	Wednesday, October 26, 2022	3200/1
<b>November</b>				
<b>Webinar Wednesday:</b> Community Eligibility Provision (CEP)	<a href="#">Zoom</a>	2-3 PM	Wednesday, November 2, 2022	1100/2300/2100/3200/1
<b>Webinar Wednesday:</b> Afterschool Snack Program (ASP)	<a href="#">Zoom</a>	2-3 PM	Wednesday, November 9, 2022	3200/1
<b>Webinar Wednesday:</b> Making the Healthy Choice the Easy Choice	<a href="#">Zoom</a>	2-3 PM	Wednesday, November 16, 2022	4160/1
<b>Webinar Wednesday:</b> Production Records Tips and Tricks	<a href="#">Zoom</a>	2-3 PM	Wednesday, November 30, 2022	1100/1
<b>December</b>				
<b>Final Webinar Topics TBA</b>				
<b>January</b>				
<b>Webinar Wednesday:</b> USDA Foods/DoD Fresh	<a href="#">Zoom</a>	2-3 PM	Wednesday, January 26, 2023	4160/1
<b>February</b>				
<b>Webinar Wednesday:</b> Dietary Guidelines for Americans - The Foundation for School Nutrition Programs	<a href="#">Zoom</a>	2-3 PM	Wednesday, February 1, 2023	3200/1
<b>WW Bonus Hour:</b> School Nutrition Programs Overview	<a href="#">Zoom</a>	3-4 PM	Wednesday, February 1, 2023	3200/1
<b>Webinar Wednesday:</b> National School Breakfast Program Meal Pattern and Offer Versus Serve	<a href="#">Zoom</a>	2-3 PM	Wednesday, February 8, 2023	1000/2000/3000/4000/1
<b>WW Bonus Hour:</b> SBP Menu Best Practices and Compliance Strategies	<a href="#">Zoom</a>	3-4 PM	Wednesday, February 8, 2023	1000/2000/3000/4000/1

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<b>Webinar Wednesday:</b> National School Lunch Program Meal Pattern and Offer Versus Serve	<a href="#">Zoom</a>	2-3 PM	Wednesday, February 15, 2023	1000/2000/3000/4000/1
<b>WW Bonus Hour:</b> NSLP Best Practices & Compliance Strategies	<a href="#">Zoom</a>	3-4 PM	Wednesday, February 15, 2023	1000/2000/3000/4000/1
<b>Webinar Wednesday:</b> Procurement	<a href="#">Zoom</a>	2-3 PM	Wednesday, February 22, 2023	2400/1
<b>WW Bonus Hour:</b> Inventory Management Strategies	<a href="#">Zoom</a>	3-4 PM	Wednesday, February 22, 2023	2400/1
<b>March</b>				
<b>Webinar Wednesday:</b> FFVP Reallocation	<a href="#">Zoom</a>	2-3 PM	Wednesday, March 8, 2023	1100/2100/3200/1
<b>Webinar Wednesday:</b> Summer Food Service Program	<a href="#">Zoom</a>	2-3 PM	Wednesday, March 29, 2023	1000/2000/3000/4000/1
<b>April</b>				
<b>Webinar Wednesday:</b> Standardized Recipes	<a href="#">Zoom</a>	2-3 PM	Wednesday, April 5, 2023	1100/1
<b>WW Bonus Hour:</b> Crediting Recipes	<a href="#">Zoom</a>	3-4 PM	Wednesday, April 5, 2023	1100/1
<b>Webinar Wednesday:</b> Production Records	<a href="#">Zoom</a>	2-3 PM	Wednesday, April 12, 2023	2400/1
<b>WW Bonus Hour:</b> Production Forecasting and Food Waste Prevention	<a href="#">Zoom</a>	3-4 PM	Wednesday, April 12, 2023	2400/1
<b>Webinar Wednesday:</b> Strategies to Meet Nutrient Standards	<a href="#">Zoom</a>	2-3 PM	Wednesday, April 19, 2023	1100/1
<b>Webinar Wednesday:</b> Roadmap to Navigating School Meals	<a href="#">Zoom</a>	2-3 PM	Wednesday, April 26, 2023	1100/1120/2100/3200/1100/1
<b>WW Bonus Hour:</b> Making the Healthy Choice the Easy Choice	<a href="#">Zoom</a>	3-4 PM	Wednesday, April 26, 2023	4160/1
<b>May</b>				
<b>Webinar Wednesday:</b> Work Smarter Not Harder: Improving Kitchen Efficiency	<a href="#">Zoom</a>	2-3 PM	Wednesday, May 10, 2023	4160/1

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<b>Webinar Wednesday:</b> Compliance Strategies - Smart Snacks Policy	<a href="#">Zoom</a>	2-3 PM	Wednesday, May 17, 2023	2400/1
<b>Webinar Wednesday:</b> Scratch Cooking Success Strategies	<a href="#">Zoom</a>	2-3 PM	Wednesday, May 24, 2023	3200/1
<b>June</b>				
MT School Nutrition Association (MTSNA) Summer Conference	Great Falls	N/A	June 26 – 29, 2023	<a href="http://www.mtsna.org/">http://www.mtsna.org/</a>

### Webinar and Chat Resources

- [SNP Webinar Wednesday Resources Google Drive](#)
- [SNP Chat Resources Google Drive](#)

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# Save the Date

## OPI School Nutrition Programs

### Webinar Wednesdays

2:00 - 3:00 pm | Beginning August 24, 2022

See the [OPI Continuing Ed. Calendar](#) for more details  
To attend the webinars, click on the following [Zoom link](#)

### 2022 Fall Workshops

1 <sup>st</sup> Virtual · Aug 31	Bozeman · Sept 21
Miles City · Sept 9	Missoula · Sept 28
Great Falls · Sept 14	2 <sup>nd</sup> Virtual · Aug 31

# Professional Standards



What School Nutrition Program Employees (that's YOU!) need to know about Professional Standards

School Nutrition Program Position	Required Training Hours
<b>Program Director</b> This person oversees all aspects of the School Nutrition Program in their district. This includes administering, planning, directing, assessing, implementing, and evaluating the program.	12 annual training hours
<b>Program Manager</b> Large districts that have a centralized kitchen and satellite kitchens often have a Program Manager for each satellite kitchen to oversee food production and service.	10 annual training hours
<b>Program Staff working <math>\geq</math> 20 hours/week.</b> This is anyone that is employed to work in the School Nutrition Program.	6 annual training hours
<b>All Program Staff working &lt; 20 hours/week.</b>	4 annual training hours

**Any training that lasts 15 minutes or longer counts!**  
"Teachable Moments" in your kitchen can be counted towards Professional Standards training hours.

## Training for Professional Standards is categorized into these 4 Key Areas

**Nutrition:** Menu Planning, Nutrition Education, General Nutrition.

Example: How to read the ingredients list to confirm a menu item is whole grain rich.

**Operations:** Food Production, Serving Food (offer vs serve), Cashier and Point of Service, Purchasing/Procurement, Receiving and Storage, Food Safety and HACCP.

Example: Learn about how much should be offered and how much should be served to make a reimbursable meal.

**Administration:** Free and Reduced Price Meal Benefits, Program Management, Financial Management, Human Resources and Staff Training, Facilities and Equipment Planning.

**Communications and marketing:** Communications, Marketing.

Example: Share a Smarter Lunchroom technique you learned and want to implement in your School Nutrition Program.

**Documentation of training hours must be available for Administrative Review.**

*An easy to use Professional Standards Training Tracking Tool is available here:*

*<http://www.fns.usda.gov/school-meals/professional-standards>*

# Hiring Standards for **NEW** School Nutrition Program Directors

Student Enrollment	Required Qualifications
<p><b>≥ 10,000 Students</b></p> <p>Billings Public Schools Great Falls Public Schools</p>	<p><b>Must have at least one of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas.*</li> <li><input type="checkbox"/> Bachelor's degree in any academic major <b>and</b> at least 5 years experience in management of school nutrition programs.</li> </ul>
<p><b>2,500-9,999 Students</b></p> <p>Belgrade Public Schools Bozeman Public Schools Butte Public Schools Helena Public Schools Kalispell Public Schools Missoula County Public Schools</p>	<p><b>Must have at least one of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas.*</li> <li><input type="checkbox"/> Bachelor's degree in any academic major <b>and</b> at least 2 years of relevant experience in school nutrition programs.</li> <li><input type="checkbox"/> Associate's degree or equivalent educational experience, with academic major in specific areas,* <b>and</b> at least 2 years of relevant experience in school nutrition programs.</li> </ul>
<p><b>≤ 2,499 Students</b></p> <p>51 Sponsors in Montana</p>	<p><b>Must have at least one of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas*.</li> <li><input type="checkbox"/> Bachelor's degree in any academic major, <b>and</b> at least one year of relevant experience in school nutrition programs.</li> <li><input type="checkbox"/> Associate's degree or equivalent educational experience, with academic major in specific areas,* <b>and</b> at least one year of relevant experience in school nutrition programs.</li> <li><input type="checkbox"/> High school diploma (or GED) <b>and</b> at least 3 years of relevant experience in school nutrition programs.</li> </ul>
<p><b>&lt; 500 Students</b></p> <p>199 Sponsors in Montana</p>	<p><b>OPI School Nutrition Programs can approve a candidate who meets the educational standards as listed for schools with ≤ 2,499 students, but has less than 3 years of experience.</b></p>

\* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.





# Resources for a Successful School Year in 2022-2023

## Four Ways to Start Your School Year with Montana Team Nutrition

### 1. CHECK OUT NEW RESOURCES AND CONNECT WITH PEERS

- **New Harvesting Montana Recipes** - Six recipes featuring Montana grown foods, barley, beets, bison, lentils, and sweet cherries are available to [download on our website](#).
- **Roadmap to Serving High Quality School Meals** - [Download this free, online tool](#) to determine future goals and access resources to enhance school meal quality.
- **Connect with us and your peers** via [Montana Team Nutrition Facebook page](#) (@MontanaTeamNutrition)
- **MT Lunchline Email Listserv** – Join by emailing Erin Turner at [erin.turner@mt.gov](mailto:erin.turner@mt.gov)
- **Montana School Meal Certificate** – Sign up for the new training program for the upcoming school year by visiting our [MSMC webpage](#).

### 2. SIGN UP TO BE A TEAM NUTRITION SCHOOL

Your program is the nutrition heart of the school. By signing up, your staff will affirm their commitment to helping students make healthier food choices and be more physically active and receive special nutrition education and promotion materials. Join as a new TN school or update an existing school's contact information at: [USDA Team Nutrition School](#).

### 3. PLAN FUN PROMOTIONS TO MARKET YOUR SCHOOL MEALS PROGRAM!

- **October 10-14, 2022 - National School Lunch Week**  
*Peace, Love and School Lunch:* [School Nutrition Association National School Lunch Week](#)
- **October 19, 2022 - Montana Crunch Time**  
Montana Crunch Time is a statewide event to celebrate National Food Day and National Farm to School Month in Montana by crunching into any locally or grown or raised food wherever you are—school, work, or play! Help Montana win this year's Mountain Plains Crunch Off by [registering your crunch](#) by October 31.
- **March 6-10, 2023 - School Breakfast Week - Theme to be determined**  
[School Nutrition Association School Breakfast Week](#)

### 4. PARTICIPATE IN YOUR DISTRICTS SCHOOL WELLNESS POLICY INITIATIVE

Utilize resources such as a school wellness newsletter, policy implementation guide, and assessment tool on the [Montana Team Nutrition School Wellness Webpage](#). A free Local School Wellness Policy online (1 hour) class on is available on [OPI's Learning Hub](#). Search "local school wellness policy" to enroll.

## Learn More

### WEB

[www.montana.edu/teamnutrition](http://www.montana.edu/teamnutrition)

### FACEBOOK

[www.facebook.com/MontanaTeamNutrition](https://www.facebook.com/MontanaTeamNutrition)

### CONTACT

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The Montana Team Nutrition Program works in close collaboration with the Office of Public Instruction School Nutrition Programs and is funded by the United States Department of Agriculture (USDA), Team Nutrition Training Grant Program. This institution is an equal opportunity provider, employer, and lender.

## Grow Farm to School This School Year!



### 1. SIGN UP FOR BRINGING THE FARM TO SCHOOL: LOCAL PRODUCER TRAININGS

Do you know farmers or ranchers that would benefit from learning strategies to work with school nutrition programs? Montana Farm to School is hosting two Bringing the Farm to School: Local Producer Trainings in Fall 2022! Learn from local experts about accessing school markets, growing products for schools, and more. Registration is open for the September 2022 training at the Montana Farm to School [Training + Events](#) webpage.

### 2. REGISTER FOR MONTANA HARVEST OF THE MONTH

Montana school and afterschool programs can now register for the **Montana Harvest of the Month** program for the 2022-23 school year! The Montana Harvest of the Month program showcases Montana grown foods in Montana schools and communities. With the uncertainty of this school year, additional flexibility will be afforded in implementing Harvest of the Month to fit the needs of each site. Participating schools will receive a full packet of materials at no charge as well as guides, additional resources, and training. Herbs is the newest food, featured in September!



For more information or to register your school or afterschool program for free visit: [Montana Harvest of the Month](#)

### 3. WANT TO SERVE MONTANA BEEF ON YOUR MENUS?

Learn successful ways to serve Montana beef at the [Montana Beef to School](#) webpage.

### 4. JOIN STATEWIDE FARM TO SCHOOL CONVERSATIONS

Want to get involved with farm to school efforts at the state level? We welcome your participation in the Montana Farm to School Leadership Team's working groups. The next meetings will be held in October 2022. Register for the meetings and get more information on the [Leadership Team page](#).

### 5. ACCESS ADDITIONAL RESOURCES

- [Montana Farm to School website](#)
- Montana Farm to School [Facebook](#) and [Instagram](#) pages
- [Montana Farm to School Annual Report](#)

Contact Aubree Roth, Montana Farm to School Coordinator at [aubree.roth@montana.edu](mailto:aubree.roth@montana.edu) or (406) 994-5996 for more information.



These projects are partially funded by U.S. Department of Agriculture grant funds. The USDA is an equal opportunity provider, employer, and lender.





# Montana School Meals Certificate Back to Basics Training Program

## Are you in need of training for your school nutrition staff?

Montana Team Nutrition is pleased to offer the Montana School Meals Certificate (MSMC). Participating school nutrition professionals will receive a thorough training foundation in meal pattern components, weekly dietary specifications, and strategies to achieve compliance with USDA rules through education on food preparation techniques, recipe standardization and crediting, school food forecasting, farm to school initiatives, procurement and more.

### WHAT DOES THE MSMC INCLUDE?

- 40 hours of training for food service directors and 8 hours of training for frontline staff
  - Substantial mini-grant funds (ranging from \$5000 up to \$7500) to support staff bonuses\*, staff or substitute pay, travel costs, food for student taste tests, equipment, supplies, and marketing materials
- \* If training is completed within 6 months, staff can receive cash bonus pay (\$500 for director and \$100 for frontline staff)

### HOW WILL TRAINING BE DELIVERED?

- Participating school nutrition program staff can choose from of two training timelines:
  - Option A: February 2023 – July 2023
  - Option B: June 2023 – November 2023
- School staff will also be able to choose from a combination of training formats that best suits their learning needs:
  - Live, in person training (including live culinary training)
  - Live, virtual training
  - Independently paced virtual self-study

### WHERE CAN I FIND MORE INFORMATION ON THIS TRAINING?

Please visit the Montana School Meals Certificate webpage to sign up for this training program:

<https://www.montana.edu/teamnutrition/training/msmc.html>

There will be a limited number of spots available to participate in this training, so don't wait to sign up! Contact any of the Montana Team Nutrition staff members listed under the Learn More section of this flyer with any questions on this program.

## Learn More

### WEB

[www.montana.edu/teamnutrition](http://www.montana.edu/teamnutrition)

### FACEBOOK

[www.facebook.com/MontanaTeamNutrition](http://www.facebook.com/MontanaTeamNutrition)

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