



# **OPI School Nutrition Programs Administrative Update**



**2020-2021 School Year**

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**MAIL:**

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

**FAX:**

(202) 690-7442

**EMAIL:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

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## Contact Us:

**CALL**  
406-444-2501

**VISIT**  
[opi.mt.gov/schoolnutrition](http://opi.mt.gov/schoolnutrition)



September 14, 2020

Welcome to school year 2020-2021. OPI School Nutrition Programs would like to express our appreciation for you for your exceptional work in school nutrition. We recognize that is a very challenging time. We are grateful for you and your ongoing dedication to feeding children during the pandemic. Because of you, children have access to healthy meals. Thank you.

There have been many changes to the U.S. Department of Agriculture School Nutrition Programs since March 2020. Moving into Fall 2020, districts now have various options for feeding students. Depending on your district's needs, you may continue operating the National School Lunch Program (NSLP) or you may be eligible to operate the Summer Food Service Program (SFSP) until December 2020. For an overview of current USDA guidance, review the enclosed **What's New in School Nutrition**.

- To assist in determining which meal program best meets your needs this fall, please review the [Meal Service Options](#) comparison chart on the OPI School Nutrition [website](#).
- [CLICK HERE](#) to apply for waivers for the National School Lunch Program to feed remote students.
- [CLICK HERE](#) to complete the Summer Food Service Form, the first step in signing up to operate the SFSP this fall.

### Program Reminders

- Log into the [Montana Agreement and Payment System \(MAPS\)](#) to enter program claims, complete annual agreements, and access helpful documents. MAPS is a secure system requiring an assigned user ID and password, unique to each user, to log in. Usernames and passwords are the same for GEMS, DCA, and MAPS.
- Remember to check our [OPI School Nutrition Programs](#) website regularly for further program guidance, upcoming training opportunities, grants, and events.

**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 Clay Hickman at (406) 444-2501.

**Administrative 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 > Download Forms*.

**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.

**Free and Reduced-Price Meal Application Materials** The 2020-2021 Free and Reduced-Price Meal Application from USDA is to be used by all pricing programs to determine student eligibility. If you make significant changes to any meal application materials, or use an online application, you will be required to submit a *Request to Change Meal Application Materials* form as a checklist item of your sponsor application in MAPS. Be certain to reference the *Income Eligibility Guidelines* and the *Eligibility Manual for School Meals* when determining meal eligibility. Both documents are located at [OPI School Nutrition Programs](#) on the [Meal Eligibility](#) page.

**Self-Review: Meal Counting and Claiming System** Remember to complete the annual *Self-Review: Meal Counting and Claiming System* form before February 1 at each site - and for both breakfast and lunch if applicable - where reimbursable meals are served.

**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.

**Training Schedule and Continuing Education Opportunities** Save the Date! OPI School Nutrition Programs will virtual fall workshops in September and continue to offer one-hour Webinar Wednesdays throughout the year from 1:00pm - 2:00pm. See the schedule for this year's scheduled education opportunities and join us for fun and learning.

**Adult Meal Price Memo** School Nutrition Program funds may not be used to "subsidize" (or help cover the cost of) meals served to adults. This memo contains the USDA's updated minimum adult meal prices, as well as requirements surrounding properly covering the cost of adult meals in your district.

**Montana Team Nutrition/Farm to School Update** Montana Team Nutrition 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

SY2020-2021



## USDA COVID-19 Flexibilities

USDA has extended many [nationwide Summer Food Service Program \(SFSP\) and National School Lunch Program \(NSLP\) waivers](#). These extensions mean that districts operating USDA Child Nutrition Programs may have options for feeding students up until as late as December 31, 2020.

- **Use this [resource](#) to help determine whether NSLP or SFSP will work best for your district.** Please note that each program has different regulations and meal counting/claiming requirements. Districts must have an approved MAPS agreement with OPI School Nutrition Programs to operate and claim meals for either program.
- **SFSP Area Eligibility**
  - The Summer Food Service Program Area Eligibility waiver was extended by the USDA until December 31. This means that school sites that are not located in typically eligible locations can apply for the waiver.
  - The State agency may approve an area eligibility waiver request from a school if there is a demonstrated need, such as an increase in children eligible for benefits due to the economic impacts of COVID-19.
- **Free and Reduced-Price School Meal Application and Direct Certification**
  - Continue to collect free and reduced-price school meal applications and check for eligible students in the Direct Certification (DCA) System.
  - Although districts have the option to operate SFSP, it is important to continue collecting income eligibility information.
- **The first step for districts interested in operating the SFSP** is to complete the [School Year SFSP Form](#). Once this form is submitted, you will receive a call from your regional specialist to determine next steps.
- **Opt-in to National School Lunch Program Waivers [here](#).**

Please contact your [regional specialist](#) with questions.

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## Opt-In to Meal Pattern Waivers to Keep Existing Flexibilities

The U.S. District Court found a procedural error with the 2018 Final Rule for the Flexibilities for Milk, Whole Grains, and Sodium Requirements (83 FR 63775, December 12, 2018). This means that the following flexibilities *are no longer allowed* for school year 2020-2021 unless districts opt into the Meal Pattern Flexibility waiver:

- 50% whole grain-rich
- Low fat flavored milk
- Sodium Target 1

To keep these flexibilities for school year 2020-21, school districts must opt into the Meal Pattern Flexibility waiver (COVID-19: Child Nutrition Response #36, Nationwide Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Programs – EXTENSION #4, FNS).

Opt-in by completing the survey [here](#).



# 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
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### Montana Team Nutrition, General Information

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**Fax:** 406-994-1854

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

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

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# School Nutrition Programs Checklist



## SY 2020-21

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). Mail notice of direct certification to households.	Before school begins (ongoing with minimum of 3 times per year)	Update Point of Sale Maintain DCA lists on file.		
*Mail household F/R applications if 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>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 2020-21.	<b>August 31, 2020 (Extended)</b>	MAPS Site Application and CEP Schedule		
<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>Required Self-Reviews</b>				
Conduct review of Meal Counting and Claiming System for both <i>breakfast</i> and <i>lunch</i> meal service at all sites.	February 1	Keep a copy (form in MAPS)		
If participating, conduct two After School Snack Program reviews.	First Four Weeks	Keep a copy (form in MAPS)		
	Before End of Year			
<b>Fresh Fruit and Vegetable Program (FFVP) (OPI invites districts to be a part of FFVP)</b>				
Eligible elementary schools are invited to participate in MAPS. Complete the FFVP Application in MAPS application packet.	<b>August 31, 2020 (Extended)</b>	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, 2020. 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/Provision 2/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 2020-21



Task	Deadline	Documentation	Date Completed	Who
<b>Annual Requirements</b>				
Update Sponsor/Site Information.	<b>August 31, 2020 (Extended)</b>	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		
Complete Civil Rights training 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		
**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 Wellness Policy implementation & 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 procedures.	Annually	Keep a copy of procurement 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		
Submit USDA Foods order and sign up for DOD Fresh in MAPS.	Feb — Mar	Keep bills of lading		
<b>Other</b>				
Private Schools: Submit Annual Financial Report	June	MAPS		

\* Indicates requirements that may not apply to RCCIs/Provision 2/CEP schools.

\*\* Districts that are required to complete the PLE tool will be notified.

All needed documents to complete these tasks can be found in MAPS > Applications > Download Forms.

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# SY 2020-21 Procurement Checklist



Use this document to check off procurement requirements as they apply to your sponsor. Keep this check list on file for easy reference. Remember, all school districts are required to follow federal procurement regulations to ensure that food for school meals is competitively purchased.

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-\$10,000): 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 \$10,000.	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 (\$10,000-\$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		



Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501  
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CIVIL RIGHTS TRAINING DOCUMENTATION	
Date Provided	
Presenter	
Attendees <i>(list names)</i>	
Topics Covered <i>(a copy of the training may be attached)</i>	

Keep this form on file at the School Food Authority (SFA).  
For questions, please contact School Nutrition Programs at 406-444-2501.

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**OPTIONAL****Children's Racial and Ethnic Identities.**

Collecting racial and ethnic information helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

**Ethnicity:**

- Hispanic or Latino  
 Not Hispanic or Latino

**Race:**

- American Indian or Alaskan Native     Native Hawaiian or Other Pacific Islander  
 Asian     White  
 Black or African American

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**Free/Reduced Price School Meal Application Income Guidelines**

Household Size	Annual	Monthly	Twice a Month	Every Two Weeks	Weekly
1	\$23,606	\$1,968	\$984	\$908	\$454
2	\$31,894	\$2,658	\$1,329	\$1,227	\$614
3	\$40,182	\$3,349	\$1,675	\$1,546	\$773
4	\$48,470	\$4,040	\$2,020	\$1,865	\$933
5	\$56,758	\$4,730	\$2,365	\$2,183	\$1,092
6	\$65,046	\$5,421	\$2,711	\$2,502	\$1,251
7	\$73,334	\$6,112	\$3,056	\$2,821	\$1,411
8	\$81,622	\$6,802	\$3,401	\$3,140	\$1,570
Each additional family member	\$8,288	\$691	\$346	\$319	\$160

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

# School Nutrition Programs:

## Free & Reduced-Price Verification Instructions SY20-21

Verification is the process by which schools confirm the eligibility of a sample of approved free and reduced-price meal applications. Schools will report the verification results and October eligibility data on the School Food Authority (SFA) Verification Collection Report in [MAPS](#). Please carefully read through these instructions to ensure reporting accuracy. Additional instructions can be found in the [USDA's Eligibility Manual](#).

### Important Verification Dates:

- October 1** (1) Record Application Counts (2) Calculate Sample Size (3) Send Household Notification Letters
- October 31** Record Student Counts as of October 31 (section 4 column B)
- November 15** Deadline to collect household documentation/complete verification
- November 20** Submit Verification Report in MAPS: Nov 1-20

### October 1 (1) Record Application Counts (2) Calculate Sample Size (3) Send Household Notification Letters

- Section 4 Column A - Record the categories of applications on file as of October 1st to determine the pool of applications subject to verification**

*Student counts (column B) will be captured as of October 31.*

**4-1 Tip: Categorically Free Eligible** – Record the number of categorically free applications (SNAP, TANF, FDPIR or Foster Care categories) only if NOT Directly Certified from DCA and therefore included in the pool subject to verification. Applications confirmed as directly certified must be counted in Section 3 only as proof of their eligibility source program has already been confirmed and therefore not subject to verification. Do not duplicate counts. Direct Certification supersedes a paper application and SNAP-direct certs are given top preference.

- 3% Sample Size – Calculate the Number of Applications to Verify**

The applications listed in section 4 are subject to verification because proof of eligibility has NOT been established.

- Total the number of **applications** in section 4, column A.
  - This is the number of applications in the pool subject to the verification process.
- Multiply the total number of applications in section 4 by .03 (3%).
  - **Round all decimals up to the next whole number.**
  - This calculation equals the number of applications you will need to verify.

3% Calculation - Example

Approved Applications  
as of Oct 1st

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	<b>**ALL SFAs collecting applications must report Section 4**</b>	A. Number of Applications
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	1
		4-2: Approved as FREE eligible: Based on household size and income information	24
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	17

Total number of Applications in section 4 (Column A) multiplied by 3% =

42

X **00.03 (3%)**

*In this example 2 applications should be randomly selected for the verification process*

= **1.26 ( 2 )** (round all decimals up)

# School Nutrition Programs: Free & Reduced-Price Verification Instructions SY20-21

## Method of Verification -

Dependent upon on the percent of household applications that responded to last year's verification process.  
If during last year's verification process:

- **80% or more of the household's responded**, your district may conduct the Random (Alternate One) method and randomly select 3% of the approved applications on file to verify.
- **Less than 80% of the household's responded**, your district is required to conduct the Error Prone (Standard) method and select the 3% of applications to verify from those considered "error-prone".
  - Error-Prone Applications – Applications within \$100 per month of the Income Eligibility Guidelines.

Draw the 3% verification sample from applications subject to verification (section 4)

## 3. Send Verification Letters

- Before sending verification letters, a Confirmation Review must be conducted to ensure accuracy of the initial determination.
  - Must be a person other than the official who made the initial eligibility determination
  - Document the confirmation review by the "confirming signature" line of the selected application
- Send the "We Must Check Your Application" letter to selected household(s)  
*Tip: Use the Verification Activity Tracker worksheet to document the process*
- **Gather/confirm household's proof of eligibility responses by Nov 15**
  - Households have 10 days to reply
  - If no reply, follow-up contact at least 1x (document)
    - District's with low response rates will be subject to error-prone method the following year
- Send the prototype "We Have Checked Your Application" letter to households
  - If verification results in higher benefits (e.g., changing from reduced-price to free category), the change is effective immediately and must be implemented no later than 3 operating days later
  - If verification results in reduced or terminated meal benefits, households must be given 10 calendar days' written advance notice of the change (continue benefits for 10 calendar days)
- Document household responses/nonresponses in section 5-8 on the Verification form

## October 31<sup>st</sup> Record Student Counts

Report the number of approved **students** as of October 31<sup>st</sup> for each category (Sections 1 – 4 Column B) and record counts on the [Verification form](#). An updated direct certification report should be reviewed on or just prior to October 31<sup>st</sup>.

**1-1:** Enrolled Student Counts – Enter the number of (A.) OPI School Sites and (B.) Total enrolled students as of Oct 31.

**1-2:** Residential Child Care Institutions (RCCIs) must enter the number of sites and students enrolled for each type.

**2-Section 2: This section is applicable to CEP/Provision 2 sites only**

**2-3: CEP Sites** – Enter the number of (A.) Schools and (B.) Students participating in CEP

If ALL school sites are Provision 2, CEP or RCCI check items 3-1 & 5-1 and you are finished.

If only SOME of the school district's sites participate in Provision 2 or CEP, report as follows:

- Section 3-2: Report SNAP-only direct certification data for the schools NOT participating in CEP/Provision 2
- Report remaining fields and all other applicable Sections for schools NOT participating in CEP/Provision 2

# School Nutrition Programs: Free & Reduced-Price Verification Instructions SY20-21

## Section 3-B: Student Counts - Directly Certified as of Oct 31

Students in Section 3 are NOT subject to verification because proof of eligibility has already been confirmed. Students can only be counted as being in one category

**3-1:** Leave 3-1 blank (unless *all* school sites are CEP/Provision 2 or RCCI)

### 3-2 B: Students SNAP Directly Certified in DCA (SNAP Direct Cert supersedes all other eligible categories)

When a student is Directly Certified through DCA that eligibility supersedes all other information on file (such as household application or letter from the SNAP agency) and the student should be counted as directly certified. If a student is directly certified with SNAP and another program (e.g. Foster Care), SNAP should be given preference. Directly Certified students are not subject to the verification process as proof of eligibility has already been confirmed. Students can only be counted in one category.

*Item 3-2 will auto-populate the number of SNAP DC from DCA as of Oct31 in the MAPS system. Please review for accuracy.*

**3-3 B: Students Directly Certified by other source categories:** TANF, FDPIR, homeless, migrant, runaway & foster (proof of participant eligibility confirmed by source or through DCA system). *This item will also auto-populate a count from DCA.*

**3-4 B: Categorically Free Students by household submission of SNAP letter only.** SNAP Letters that were also validated in the DCA system as directly certified should be counted in 3-2 B as SNAP directly cert only (do not count in both places).

		<b>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</b>	
<b>Section 3</b>	Students approved as FREE eligible NOT subject to verification	3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	<b>B. Number of FREE Students</b>
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do <i>not</i> include students certified with SNAP through the letter method.	97
		3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. <b>DO NOT include SNAP students already reported in 3-2.</b>	11
		3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	0

## Section 4-B: Student Counts – Categorical/Income Free & Reduced as of Oct 31

### 4-1 B: Categorically Free Students - Application listing a Case Number *only* (SNAP, TANF, FDPIR or Foster Care)

Students reported as Categorically Free have NOT been confirmed as Directly Certified in DCA and are subject to the verification process because proof of eligibility has not been confirmed by source records.

**Categorically Free Students that have been confirmed in DCA are considered Directly Certified and should be recorded in section 3.**

**4-2 B:** Report the number of Free Income based Students

**4-3 B:** Report the number of Reduced-Price Students

		<b>**ALL SFAs collecting applications must report Section 4**</b>		
<b>Section 4</b>	Students approved as FREE or REDUCED PRICE eligible through a household application	4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	<b>A. Number of Applications</b>	<b>B. Number of Students</b>
		4-2: Approved as FREE eligible: Based on household size and income information	1	3
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	24	35
		17	30	

# School Nutrition Programs: Free & Reduced-Price Verification Instructions SY20-21

## Section 5 – Verification Process & Results

**5-1:** Only check the box if **all** school sites are exempt from the verification process. Types of schools exempt to the Verification process include: CEP, Provision 2, Residential Child Care Institutions and Milk only.

**5-2:** Please ensure to collect all household documentation by **November 15<sup>th</sup>**.

If you are unable to complete the verification process by November 15, the district must submit a written request to this deadline. See the Verification Deadline Extension Request form online.

**5-3:** For further information, see page 2 for the Method of Verification details and reference the Eligibility Manual

**5-4:** Only report the number of Error-Prone Applications on **if during last year's verification process**, less than 80% of the households responded and your district is required to conduct the Alternate One/Error-Prone method.

**5-5:** Report the number of Applications Verified

- This number should reflect the calculation on page 1
  - Total of Section 4 Column A multiplied by 3% - round all decimals up
- This number should also equal the total number of verified applications in Section 5-8

<b>**ALL SFAs must report Section 5 or check box 5-1 if applicable**</b> <b>5-1:</b> <input checked="" type="checkbox"/> Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.			
<b>5-2: Was verification performed and completed?</b> <input checked="" type="checkbox"/> Yes, completed by November 15th <input type="checkbox"/> Yes, completed after November 15th <input type="checkbox"/> No, verification was NOT performed or the process was not completed.	<b>5-3: Type of Verification process used:</b> 1. <input type="checkbox"/> Standard (Lesser of 3% or 3,000 error-prone) 2. <input checked="" type="checkbox"/> Alternate one (Lesser of 3% or 3,000 selected randomly) 3. <input type="checkbox"/> Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)		
If 1 or 3 is checked in 5-3, report 5-4. If 2 is checked in 5-3, enter	<b>5-4: Total ERROR PRONE applications:</b> Report all applications as of October 1st considered error prone	<b>5-5: Number of applications selected for verification sample:</b>	2

**5-6: Direct Verification** – Using records from public agencies to verify proof of income and/or program participation From the application(s) *selected for the verification process*, if none were validated as directly certified in DCA or confirmed with agency records, check the box.

**5-7: Confirmed through Direct Verification** - Only report counts in this section if applications selected for the verification process were directly verified/confirmed with agency records.

<b>**ALL SFAs must report 5-7 or check box 5-6 if applicable**</b> <b>5-6:</b> <input type="checkbox"/> Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.		<b>A. Number of Applications</b>	<b>B. Number of Students</b>
Report if FREE and/or REDUCED PRICE eligibility is confirmed through	<b>5-7: Confirmed through</b>		

# School Nutrition Programs: Free & Reduced-Price Verification Instructions SY20-21

## November 20 Submit Verification Form Online to OPI

Submit the SFA Verification Collection Report online through [MAPS](#). The electronic verification form will be available in MAPS November 1-20. Paper Versions Will Not Be Accepted. The [PDF/paper version of the form](#) is available for use as a worksheet only.

### How to navigate to Verification Report in MAPS:

1. Click on **Applications**
2. Click on **Verification Report**



3. Click **Modify** Next to SY20-21



# School Nutrition Programs: Free & Reduced-Price Verification Instructions SY20-21

4. Fill out all fields
5. Click **Save** at the bottom of the form when done.

**School Nutrition Programs** MONTANA  
Applications | Claims | Compliance | Reports | Year | Help | Log  
Applications > Verification Report >  
VIEW | MODIFY | INTERNAL USE ONLY

**SFA Verification Collection Report**  
For School Year: 2017 - 2018

0104 Status: Active  
**Centerville Public Schls**  
DSA:  
693 Stockert Rd  
Sand Creek, MT 59472  
Type of Agency: Educational Institution  
Type of SNP Organization: Public

**General Information**  
Type of Organization: Public

**Verification Contact Information**

	Salutation	First Name	Last Name
1. Name:	Mrs.	Kim	Romanchuk
2. Email Address:	cook@centerville.k12.mt.us		
3. Phone:	(406) 736-5100	Ext: 226	Fax: (406) 736-5210
4. Title:	Head Cook		

**Due Date: November 15, 2017**

**Instructions**

...

Attachment Count: 0

**Internal Use Only**

Date Received:	Date Approved:
Date Opened: 10/01/2017	Date Closed: 11/30/2017
Status: [list Statuses...]	

Internal Comments:

Comments to SFA:

**Save** **Cancel**

## MAPS Online Verification Form Features

The system pre-fills some of the items for you such as the number of directly certified students will auto-populate a count referenced from the [DCA system](#). Edit checks have been built into the form to correct data entry errors.

Contact Alie Wolf at [aliew@mt.gov](mailto:aliew@mt.gov) or (406) 444-4413 with any further verification questions.

This institution is an equal opportunity provider.

**Self-Review: Meal Counting and Claiming System**

*Annual review for accuracy of the Point of Service system at each school under jurisdiction of the SFA.*

**Complete before FEBRUARY 1 each school year.**

The purpose of this review is to ensure the site’s claim for reimbursement is based on an acceptable meal counting system that yields the actual number of reimbursable free, reduced-price and paid breakfast and lunch meals served for each day of operation.

If any of the questions below are answered “NO,” the SFA must ensure the school implements corrective action and conduct a follow up on-site review to determine if corrective action resolved the problem(s) within 45 days. Documentation of corrective action and follow up should be recorded at the end of this form.

<b>School Name</b>	
<b>Self-Review Date</b>	
<b>Name of Reviewer</b>	
<b>Meal Service</b> (Circle One)	Breakfast      Lunch

<b>Meal Counting System</b>	<b>YES</b>	<b>NO</b>
<p>1. Meal counts must be taken where complete meals are served to children.</p> <p><b>Is the POS count taken at the end of the serving line, where a determination can be made that a reimbursable meal has been selected?</b></p> <p>NOTE: If counts are taken at the front of the line, a staff person must monitor the end of the serving line to ensure all required components are selected for each student meal claimed for reimbursement.</p> <p>The following methods for taking meal counts are NOT acceptable:</p> <ul style="list-style-type: none"> <li>• attendance records or morning meal counts</li> <li>• tray counts</li> <li>• cash converted to meals</li> <li>• free, reduced or paid meals backed out of total meal count</li> <li>• counting/claiming number of meals ordered rather than number of meals served</li> </ul>		
2. Is the person responsible for monitoring meals correctly identifying reimbursable meals?		
3. Is someone trained as a backup for the monitor and the meal counter?		

4. Is there a method for recording non-reimbursable meals (for example, meals not meeting meal pattern requirements, second student meals, adult meals, ala carte purchases, etc.) to distinguish them from reimbursable meals?		
5. Are meals charged to student accounts claimed on the day the meals are served?		
6. Are meals served to student workers charged and claimed in the student's correct category of approval (free, reduced, paid)?  If school does not utilize student workers, skip this question.		
7. Do meals taken on field trips meet meal pattern requirements and is a POS meal count taken to ensure a reimbursable meal is selected by each student? If "NO" explain:		
8. Does the cashier know the policy for handling:		
a) Lost, stolen, and misused tickets/meal accounting numbers?		
b) Meals served to visiting students?		
c) Non-reimbursable (incomplete) meals?		
9. Did the person(s) responsible for monitoring meals receive training on meal pattern requirements and Offer versus Serve provision (if utilized at this school) this year?		
10. Are daily meal counts (for all serving lines, serving periods, etc.) accurately totaled, recorded and reported?		
11. Does the meal counting and claiming system prevent overt identification (any action that openly identifies children for free or reduced meal benefits in the school lunch or breakfast program:		
a) In the type of meal coding system used?		
b) By disallowing students to share/borrow tickets or meal account numbers in the cafeteria line?		
c) By assuring that if a school uses a checklist, the checklist contains the names of all students, not only those students who receive free and reduced meals, and there is no color coding or indication of a student's category of eligibility on the checklist?  If school does not utilize a checklist, skip this question.		
12. Is there a backup system in place if/when the primary counting system is not available (for example, a paper roster)?		

<b>Claim for Reimbursement</b>	<b>YES</b>	<b>NO</b>
1. Is the school's POS count used to determine the school's claim for reimbursement? If "NO" explain:		
2. Was a daily edit check performed by the SFA prior to submitting the monthly claim for reimbursement?  The edit check requires daily meal counts are compared to the number of eligible students in each category multiplied by an attendance factor. If daily meal counts are greater than the number of students eligible in each category multiplied by the attendance factor, the reason must be documented.  Document reasoning here:		
3. Do the monthly meal count summary and the total of the daily meal counts match the meal counts reported in the monthly claim for reimbursement? If "NO" explain:		
<b>Note: The following two questions are for all SFAs <u>except</u> for SFAs on Provision 2 or 3 in non-base years, CEP, or RCCIs with only residential children</b>		
4. Is a current eligibility list kept up-to-date and used by the meal counting system to provide an accurate daily count of reimbursable meals <b>by category</b> (free, reduced price, paid)?		
5. If applicable according to 7 CFR 220.11(d) are comparisons of daily free, reduced price and paid meal counts against data which will assist in the identification of breakfast counts in excess of the number of free, reduced price and paid meals served each day to children eligible for such meals completed?		
<b>Readily Observable General Areas</b>	<b>YES</b>	<b>NO</b>
Were any issues readily observed in relation to resource management?		
a) Maintenance of the Nonprofit School Food Service Account?		
b) Paid Lunch Equity?		
c) Revenue from Non-program Foods?		

d) Indirect Costs?		
Were any issues readily observed in other general areas?		
a) Free and Reduced Price Process – including verification, notification, and other procedures		
b) Civil Rights		
c) Reporting and Recordkeeping		
d) Food Safety		
e) Competitive Food Service		
f) Water		
g) Professional Standards		
h) SBP and SFSP Outreach		
i) Local School Wellness Policies		
j) Other		

Corrective action to be taken:

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Corrective action will be implemented by:

<b>Name</b>	
<b>Title</b>	
<b>Date</b>	

**FOLLOW UP Self-Review: Meal Counting and Claiming System**

<b>Name of Reviewer</b>		
<b>Date Conducted</b>		

Corrective action implemented:

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# 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 <math>&lt;</math> 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>≥ 10,000 Students</p> <p>Billings Public Schools</p> <p>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>2,500-9,999 Students</p> <p>Belgrade Public Schools</p> <p>Bozeman Public Schools</p> <p>Butte Public Schools</p> <p>Helena Public Schools</p> <p>Kalispell Public Schools</p> <p>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>≤ 2,499 Students</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>&lt; 500 Students</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.

# MONTANA OPI SCHOOL NUTRITION PROGRAMS

School Year 2020-2021 Training Schedule and Continuing Education Opportunities

Activity	Location	Link	TIME	Date	Codes/Hours
<b>July 2020</b>					
<b>SNP Thursday Chat: School Re-Entry</b>	Zoom	<a href="#">SNPCHAT</a>	1-2 PM	Thursday, July 2, 2020	3200/1
<b>SNP Thursday Chat: School Re-Entry</b>	Zoom	<a href="#">SNPCHAT</a>	1-2 PM	Thursday, July 9, 2020	3200/1
<b>SNP Thursday Chat: School Re-Entry</b>	Zoom	<a href="#">SNPCHAT</a>	1-2 PM	Thursday, July 16, 2020	3200/1
<b>SNP Thursday Chat: School Re-Entry</b>	Zoom	<a href="#">SNPCHAT</a>	1-2 PM	Thursday, July 23, 2020	3200/1
<b>Webinar Wednesday: Online Free &amp; Reduced Application</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	1-2 PM	Wednesday, July 29, 2020	3100/1
<b>SNP Thursday Chat: School Re-Entry</b>	Zoom	<a href="#">SNPCHAT</a>	1-2 PM	Thursday, July 30, 2020	3200/1
<b>August 2020</b>					
<b>Webinar Wednesday: Back to School Meal Service Guidelines and Food Safety Resources</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	1-2 PM	Wednesday, August 5, 2020	3200/2100/2200/2300/1110/1150/1170/1
SNP Thursday Chat	Zoom	<a href="#">SNPCHAT</a>	1-2 PM	Thursday, August 6, 2020	3200/1
<b>Webinar Wednesday: Back to School Meal Service Guidelines and Food Safety Resources</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	1-2 PM	Wednesday, August 12, 2020	3200/2100/2200/2300/1110/1150/1170/1
<b>Webinar Wednesday: Fresh Fruit and Vegetable Program</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	1-2 PM	Wednesday, August 26, 2020	1100/2100/3200/1
<b>September 2020</b>					
<b>Virtual Fall Workshop: Zoom Orientation and Technology Practice</b>	Zoom	<a href="#">Virtual Workshop</a>	1-2 PM	Tuesday, September 1, 2020	N/A



<b>Webinar Wednesday: Administrative Review Preparation - Menu Reviews</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	1-2 PM	Wednesday, September 2, 2020	1100/3200/1
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	1-2 PM	Thursday, September 3, 2020	3200/1
<b>Virtual Fall Workshop: Food Service Requirements</b>	Zoom	<a href="#">Virtual Workshop</a>	1-4:30 PM	Tuesday, September 8, 2020	1000/2000/4000/3.5
<b>Webinar Wednesday: Back to School Meal Service Guidelines and Food Safety Resources</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	1-2 PM	Wednesday, September 9, 2020	1100/1200/1320/2430/1
<b>Virtual Fall Workshop: Food Service Requirements</b>	Zoom	<a href="#">Virtual Workshop</a>	1-4:30 PM	Thursday, September 10, 2020	1000/2000/4000/3.5
<b>Virtual Fall Workshop: Administrative Requirements</b>	Zoom	<a href="#">Virtual Workshop</a>	1-4:30 PM	Tuesday, September 15, 2020	2000/3000/3.5
<b>Webinar Wednesday: Administrative Review Preparation - Overview</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, September 16, 2020	3200/1
<b>Virtual Fall Workshop: Administrative Requirements</b>	Zoom	<a href="#">Virtual Workshop</a>	1-4:30 PM	Thursday, September 17, 2020	2000/3000/3.5
<b>Webinar Wednesday: Common Administrative Review Findings - Free and Reduced Applications</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, September 23, 2020	3100/3200/1
<b>Webinar Wednesday: Common Administrative Review Findings - Menu Planning and Production Records</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, September 30, 2020	3200/1100/2100/1
<b>October 2020</b>					
Farm to School Showcase: F2S During COVID	Zoom	<a href="#">F2S Website</a>	10a-2p	October 2, 2020	2130/4160/1000 /3100/1
Farm to School Showcase: Farm to Tray Tour	Zoom	<a href="#">F2S Website</a>	3-5pm	October 27, 2020	2130/4160/1000 /3100/1
<b>Webinar Wednesday: Verification</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, October 7, 2020	3100/1
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, October 8, 2020	3200/1



<b>Webinar Wednesday:</b> Equipment Grants	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, October 14, 2020	3500/1
<b>Webinar Wednesday:</b> Cooking Up Harvest of the Month	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, October 21, 2020	1130/1100/1
<b>Webinar Wednesday:</b> New Food Service Director Road Map	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, October 28, 2020	1100/1120/2100/3200/1100/1
<b>November 2020</b>					
<b>Webinar Wednesday:</b> Procurement 101	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, November 4, 2020	2400/1
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, November 5, 2020	3200/1
<b>Webinar Wednesday:</b> USDA Foods & DOD Fresh Overview	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, November 18, 2020	1170/1
<b>December 2020</b>					
<b>Webinar Wednesday:</b> Harvesting Montana Recipe Contest	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, December 2, 2020	1130/1
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, December 3, 2020	3200/1
<b>Webinar Wednesday:</b> Menu Planning – Production Records and Vegetable Subgroups	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, December 9, 2020	1100/1
<b>Webinar Wednesday:</b> Menu Planning - Recipe Crediting	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, December 16, 2020	1100/1
<b>January 2021</b>					
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, January 7, 2021	3200/1
<b>Webinar Wednesday:</b> Direct Certification Best Practices	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, January 13, 2021	3120/1
<b>Webinar Wednesday:</b> Self-Care and Resiliency	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, January 20, 2021	3400/1
<b>Webinar Wednesday:</b> Smarter Lunchrooms and Alternative Meal Service	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, January 27, 2021	4160/1



February 2021					
<b>Webinar Wednesday: Ask the Experts - Community Eligibility</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, February 3, 2021	<i>3100/1</i>
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, February 4, 2021	<i>3200/1</i>
<b>Webinar Wednesday: Feeding Kids in the Summer</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, February 10, 2021	<i>1000/2000/3000/4000/1</i>
<b>Webinar Wednesday: Afterschool Snack Program</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, February 17, 2021	<i>1100/2300/2100/3200/1</i>
<b>Webinar Wednesday: FFVP</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, February 24, 2021	<i>1100/2100/3200/1</i>
March 2021					
<b>Webinar Wednesday: Feeding Kids in the Summer</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, March 3, 2021	<i>1000/2000/3000/4000/1</i>
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, March 4, 2021	<i>3200/1</i>
<b>Webinar Wednesday: DOD Fresh</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, March 10, 2021	<i>1170/1</i>
<b>Webinar Wednesday: SFSP Sponsor Training</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, March 31, 2021	<i>1000/2000/3000/4000/1</i>
April 2021					
Farm to School Showcase	Fairview	TBD	TBD	April	<i>2130/4160/1000 /3100/1</i>
Farm to School Showcase	Hardin	TBD	TBD	April	<i>2130/4160/1000 /3100/1</i>
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, April 1, 2021	<i>3200/1</i>
<b>Fun in the Sun: Summer Food Service Program Summit</b>	TBD	TBD	TBD	Thursday, April 22, 2021	<i>1000/2000/3000/4000/1</i>
<b>Webinar Wednesday: SFSP Review Process</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, April 28, 2021	<i>1000/2000/3000/1</i>
May 2021					
<b>Webinar Wednesday: Montana School Recipe Contest for Legumes and Whole Grains</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, May 5, 2021	<i>1100/1110/1150/1</i>



<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, May 6, 2021	<i>3200/1</i>
<b>Webinar Wednesday: School Wellness</b>	Zoom	<a href="#">WEBINAR WEDNESDAY</a>	2-3 PM	Wednesday, May 12, 2021	<i>3450/1</i>
SFSP Sponsor Training	Zoom	TBD	2-3 PM	Tuesday, May 19, 2021	<i>1000/2000/3000/4000/1</i>
<b>June 2021</b>					
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, June 3, 2020	<i>3200/1</i>
MT School Nutrition Association (SNA) Summer Conference	Great Falls	N/A	TBD	June	<i>http://www.mtsna.org/</i>
<b>July 2021</b>					
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, July 1, 2021	<i>3200/1</i>
Montana Cook Fresh Leadership Institute	TBD	TBD	TBD	July 26-30, 2021	<i>TBD</i>
<b>August 2021</b>					
<b>SNP Thursday Chat</b>	Zoom	<a href="#">SNPCHAT</a>	2-3 PM	Thursday, August 5, 2021	<i>3200/1</i>
Montana Farm to School Summit: Digging Deeper	Helena	N/A	TBD	August 11-12, 2021	<i>2400/1130/4100/TBD</i>

### Webinar and Chat Resources

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





ADULT MEAL PRICES  
SCHOOL YEAR 2020-2021

Revenue from the National School Lunch and Breakfast Programs cannot be used to subsidize adult meals. The purpose of federal assistance is to provide nutritious meals to school children to safeguard their health and well-being.

If the school district subsidizes meals for teachers, administrators, custodians and other adults, the subsidy should be identified as an employee benefit and revenue source in the school foodservice budget.

The cost of meals served to adults directly involved in the operation and administration of the School Nutrition Programs (those preparing and serving food) may be supported by the foodservice operation. **Any meal served to an adult (whether supported by the foodservice or not) may not be claimed for reimbursement or counted toward the USDA Foods entitlement.**

The adult lunch price is required to be at least the total of the federal reimbursement for free students plus value of USDA Foods, plus state match. The adult breakfast price uses only the federal free reimbursement rate.

	Adult Lunch Price	Adult Breakfast Price
Federal Free Reimbursement	\$3.5800	\$1.89
Value of USDA Foods	\$0.2450	
State Match	\$0.0088	
<b>Total</b>	<b>\$3.8338</b>	<b>\$1.89</b>

These adult prices are minimums required by USDA and are based on the same portion size served to students. Larger portions should be priced to cover cost.

For questions, please contact School Nutrition Programs at 406-444-2501.

*Source Citation: FNS Instruction 782-5 Rev. 1, Dated June 6, 1988, U.S. Department of Agriculture, Food and Nutrition Service*

# + Launch into Wellness with Montana Team Nutrition

Montana Cook Fresh  
QUALITY SCHOOL MEALS INITIATIVE



**1. Sign up all your schools to be Team Nutrition Schools.** Your program is the nutrition heart of the school so designate yourself or a colleague as the Team Nutrition Leader and gain support from your school principal. By signing up, your schools' 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.

Signing up to be a Team Nutrition (TN) School is free and easy. Join as a new TN school, or update an existing school's contact information at: [USDA Team Nutrition School](#).

## 2. Plan fun promotions to market your school meals program!

- **October 12-16, 2020 - National School Lunch Week**

*Now Playing: School Lunch:* [School Nutrition Association National School Lunch Week](#)

- **October 22, 2020 - 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 locally or regionally grown apples wherever you are—school, work, or play! Help Montana win this year's Mountain Plains Crunch Off by registering your crunch at: [Farm to School Montana Crunch Time](#)

- **March 2-6, 2021 - School Breakfast Week**

*School Breakfast: Out of this World*

[School Nutrition Association School Breakfast Week](#)



**3. Lead or participate in your district's School Wellness Policy Initiative.** Utilize resources such as a school wellness newsletter, policy implementation guide, and assessment tool. Access information at [Montana Team Nutrition School Wellness](#). A free Local School Wellness Policy online (1 hour) class on is available on OPI's Learning Hub: [OPI Learning Hub](#) Search "local school wellness policy" to enroll.

## 4. Back to School Training and Ready Resources:

- **School Year 2021 School Nutrition Professional Development Opportunities Calendar**

Find information on the **Monthly School Nutrition Update and CHATs with Your Peers**, which occur the first Thursday of each month, from 1 to 2 pm. [School Year 2020-2021 Training Schedule and Continuing Education Opportunities](#)

- **Back to School Meal Service Resources:**

[School Nutrition Programs Back to School Meal Service Resources](#)

## + Montana Team Nutrition Program

More information available at [Montana Team Nutrition](#)  
Montana Team Nutrition Program is housed at Montana State University and works in cooperation with the Montana Office of Public Instruction.  
The USDA is an equal opportunity provider.



# Grow Farm to School This School Year!

## 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 2020-21 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.



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

## Serving Up Fresh Montana Harvest of the Month Videos

Check out the Montana Harvest of the Month short (3-5 minute) videos to use in your cafeteria that teach students about delicious Montana foods. Ten videos are now available on YouTube with new videos being released throughout the school year. These videos are available publicly to everyone, even those not registered for Harvest of the Month.

## Farm to School Coaches Ready to Help

Two Montana Farm to School Coaches are ready to help provide assistance with starting or growing farm to school programs statewide! They can help you make a plan, find the resources you need, and build an effective farm to school team.

## Montana Farm to School Annual Report Now Available

Download the 2018-2019 Annual Report at: [Montana Farm to School 2018-2019 Annual Report](#)

## Get Resources

- Montana Farm to School website: [Montana Farm to School website](#)
- Montana Farm to School Facebook page: [Montana Farm to School Facebook page](#)

For more information on Montana Harvest of the Month or farm to school, contact Aubree Roth, Montana Farm to School Coordinator at [aubree.roth@montana.edu](mailto:aubree.roth@montana.edu) or (406) 994-5996.



Contact Montana Team Nutrition for more information, technical assistance or training opportunities. We are excited to assist your program staff with creating smarter cafeterias and serving nutrient packed, popular meals to your students.

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## Montana Team Nutrition Program

More information available at [Montana Farm to School](#)  
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