

# Instructions for Completing the Child Nutrition Renewal Agreement Packet

If there are any questions regarding the contents of the Renewal of Agreement, Renewal of Policy Statement or any of the Attachments (Renewal Agreement Packet) with regard to the school district's School Food Authorities and Local Education Agencies (SFA/LEA) responsibility, please refer to the regulatory citation listed. If after reading the regulatory citations, there are still questions, please contact the school district's Area Specialist at Arkansas Department of Education Child Nutrition Unit (ADE/CNU). It is imperative that all people signing any part of the Renewal of Agreement, Renewal of Policy Statement or Attachments understand exactly what is being agreed to by the school district (SFA/LEA).

## **Renewal of Agreement:**

The Renewal of Agreement is renewing the Original Agreement from School Year 2015-16. The Renewal of Agreement is an agreement between the SFA/LEA and ADE/CNU to continue all aspects of the original 2015-16 Agreement for the new school year. The Renewal of Agreement includes changes and updates to federal and state regulations and requirements. This form must be read and signed by the school district Superintendent and district Child Nutrition Director. If the Superintendent also assigns other district personnel the responsibility of signing documentation for the Child Nutrition Programs, that person must also read and sign the Renewal of Agreement. Personnel with Child Nutrition signatory authority for ADE/CNU must be district employees.

The Renewal of Agreement must be completed to indicate the child nutrition programs that will be offered in the school district (SFA/LEA) for the 2016-17 school year (for example: lunch, breakfast, afterschool snack or seamless summer for the summer of 2017). The form must also indicate the first and last serving day for each program offered as well as the number of planned serving days in each program offered.

The SFA/LEA must indicate on the Renewal of Agreement if there are changes to the Original 2015-16 Agreement in four specific areas. These four areas are:

1. Civil Rights Assurances Attestation
2. Food Safety Plan Attestation
3. Wellness Policy Plan (if members names are the only change, please check no)
4. Procurement Policy and Procedures

Please check yes if there are changes to any of the four parts of the Original Agreement and include the revised documents as part of the Renewal of Agreement. If there are no changes please check no for each item.

## **SCHEDULE A (school district specific):**

The school district (SFA/LEA) must use the Schedule A mailed to the Superintendent as part of the Renewal Agreement Packet. If the SFA/LEA has NEW schools that are not listed on the Schedule A mailed to the Superintendent, the SFA/LEA should use the **BLANK Schedule A** found on the Forms page of the Child Nutrition website. Any information printed on the Schedule A mailed to the Superintendent that is not correct should be marked through with a single line and the correct information written next to it so that it is legible.

The Schedule A mailed to the school district as part of the Renewal Agreement Packet IS COMPLETED with school specific information. The Schedule A is completed with information provided by the SFA/LEA

as part of the 2015-16 Original Agreement. The SFA/LEA must ensure the Schedule A has an accurate indication of the programs each SCHOOL will operate for the 2016-17 school year. In addition, the meal pattern menu planning information and alternative breakfast information for each school must be updated for the 2016-17 school year. The school district (SFA/LEA) should ensure that all information supplied to ADE/CNU on the Schedule A is accurate for each school operating in the 2016-17 school year.

Please ensure appropriate check boxes are marked for the district as well as for each SCHOOL on the Schedule A. This will be specific as to the programs being offered at that school (for example: breakfast, severe need breakfast, lunch, afterschool snack – area eligible or not area eligible, etc.). In addition to the programs offered, there are specific check boxes for indicating when the school will be serving regular summer meals or seamless summer meals.

**Special Note:** The Schedule A **must** be updated at any time during the school year with meal price changes. To decrease confusion for the households in the school district, it is suggested that any changes in meal prices be made prior to the beginning of the school year. Changes to any information on the Schedule A **MUST** be reported to ADE/CNU in order to provide current programmatic data to USDA for all programs administered by ADE.

### **Safety Net Districts:**

School districts that served 60% or more of the total lunches to students eligible for free or reduced price meals in the second preceding school year (2014-2015) are designated “Safety Net” districts. These districts will receive two cents additional reimbursement for each lunch served during the 2016-17 school year.

A list of school districts that qualify for Safety Net funding is published as part of the Renewal Agreement Packet. This list is based on number of lunch meals claimed for reimbursement by the district for the 2014-15 school year. Safety Net designation is for the entire district. Safety Net district information has been updated on the Schedule A, however please ensure the appropriate box is checked for the 2016-2017. The Safety Net check box is located in the District Information section of the first page of the Schedule A.

### **Severe Need Breakfast:**

Each school district was required to submit documentation regarding Severe Need breakfast funding for the 2016-17 school year as described in **Commissioner’s Memo CNU-16-023**. Severe Need breakfast funding is based on individual schools within the district and is not a district wide designation. ADE/CNU Accounting Coordinator, Louann Griswood mailed letters to each district Superintendent indicating which (if any) schools within the district qualify for Severe Need breakfast funding. The Schedule A has been updated to reflect Severe Need Breakfast funding for each school. The SFA/LEA must ensure the Severe Need box is checked only for schools that have been approved in writing to receive Severe Need Breakfast funding. It is imperative the SFA/LEA have the documentation on file to support the boxes checked on the Schedule A with regard to Severe Need funding.

### **Student and Adult Meal Prices:**

The meal prices charged to students and adults must be listed for EACH school on the Schedule A. The prices that must be listed are for: breakfast paid and reduced students, lunch paid and reduced students, afterschool snacks for paid and reduced students (if applicable in schools that are not area eligible for snacks) as well as the price charged for adult breakfast, lunch and snacks.

If the school is not charging students for paid or reduced price meals (for example: Provision 2, Community Eligibility Provision), the SFA/LEA should enter \$0.00 for the price charged to students. If the school is not charging only the reduced price students (for example: the school district pays the reduced price student co-pay out of non-federal funds), the school district should enter \$0.00 for the reduced price meal charge on the Schedule A.

Please keep in mind the maximum amount an SFA/LEA can charge reduce price students is \$.30 for breakfast, \$.40 for lunch and \$.15 for non-area eligible afterschool snacks.

If the SFA/LEA does not have paid student or adult meal prices set for the 2016-17 school year at the time of completing the Schedule A, include the prices charged for the 2015-16 school year. When the SFA/LEA has set new prices for the 2016-17 school year the Schedule A must be updated in writing with ADE/CNU. It is very important that revised meal prices be submitted to ADE/CNU as soon as possible.

### **Breakfast Alternatives:**

The Schedule A has an indication for each SCHOOL regarding the availability of an alternate breakfast program (for example: Grab and Go breakfast, or Breakfast in the Classroom). The SFA/LEA must check either yes or no for each school to indicate if alternate breakfast programs are being offered. If checking yes, the SFA/LEA must indicate the TYPE of alternative breakfast program(s) offered as explained on the Schedule A. Some schools may have more than one type of alternative breakfast program. Please indicate ALL that apply at each school.

- A. Grab and Go served in the cafeteria
- B. Grab and Go served outside the cafeteria
- C. Breakfast in the Classroom
- D. 2<sup>nd</sup> Breakfast Period
- E. Other, attach description

### **Breakfast Menu Planning:**

The Child Nutrition Director and/or Menu Planner (if different from the Child Nutrition Director) must indicate the menu planning grade group used to plan breakfast menus at each SCHOOL. The breakfast menu planning options are:

- K – 5
- 6 – 8
- 9 – 12
- K – 12

Check all breakfast menu planning grade groups that apply for that school. For example, if the SFA/LEA has a high school that serves grades 7-12, and the menu planner is planning one breakfast menu for all students, the Schedule A would be checked to indicate breakfast menu planning is based on the K-12 menu planning option and would follow the dietary specifications for that menu planning option. If at the same 7-12 school, the menu planner actually plans menus that allow the 9-12 grade students to receive more food items at breakfast than the 7-8 students, the menu planner would check they are using BOTH 6-8 and 9-12 menu planning option for breakfast and would use the appropriate dietary specifications for both breakfast menu planning options.

Do not change the breakfast menu planning options to fit the grade groups at the individual school. The only menu planning options based on federal regulations are those listed on the Schedule A and above. See example above for information on how to complete the menu planning option for schools that cross

over on grade groups. If there are any questions please contact the SFA/LEA Area Specialist. Please see the **School Breakfast Program meal pattern** for more information.

### **Lunch Menu Planning:**

The Child Nutrition Director and/or Menu Planner (if different from the Child Nutrition Director), must indicate the lunch menu planning grade group used to plan lunch menus at each SCHOOL. The lunch menu planning OPTIONS are:

- K – 5
- 6 – 8
- K - 8
- 9 – 12

There is not a K-12 lunch menu planning option due to no cross-over of the dietary requirements between K-5 (or K-8, 6-8) and 9-12. Check all lunch menu planning grade groups that apply for that school. For example: If the SFA/LEA has a high school that serves grades 7-12 the menu planner would check that they are planning menus based on the either, K-8 and 9-12 OR 6-8 and 9-12 menu planning options, depending on the dietary specifications (calories, sodium, etc.) used to plan the lunch menus.

Do not change the lunch menu planning options listed to fit the grade groups at the individual school. The only lunch menu planning options based on federal regulations are those listed on the Schedule A and above. See example above for information on how to complete the menu planning option for schools that cross over on grade groups. If there are any questions please contact the SFA/LEA Area Specialist.

The school district Child Nutrition Director must sign the last page of the Schedule A to indicate all information supplied on the Schedule A (including the menu planning grade group used in planning meals) is accurate. If someone other than the Child Nutrition Director plans the menus that person must also sign the last page of the Schedule A to indicate they are using the menu planning options indicated in planning menus for each school. Please see the **National School Lunch Program meal pattern** for more information.

### **PAID LUNCH EQUITY (PLE) TOOL:**

Each school district with schools that are NOT Provision 2 or Community Eligibility Provision (CEP) must complete the Paid Lunch Equity Tool as published in **Commissioner's Memo CNU-16-031**: "Paid Lunch Equity Tool for the 2016-17 School Year". All pages of this tool that are completed by the school district, including the signature page, must be sent with the Renewal Agreement Packet to ADE/CNU.

The signature page must indicate if additional revenue must be generated for lunch and how the school district will meet the PLE requirement (through increased paid student meal prices, non-federal funds, or a combination of the two). This must be signed by both the district Superintendent and the district Child Nutrition Director. The **PLE Tool on the Forms page** of the Child Nutrition website prints the signature page correctly.

Refer to the instructions with the PLE Tool as well as the PLE Tool submitted with the 2015-16 Original Agreement for information needed to complete this tool for the 2016-17 school year.

The Renewal of Agreement CANNOT be processed without the properly completed and signed PLE Tool. Provision 2 and CEP districts (districts that are in non-pricing provisions) **are not** required to submit the PLE Tool as part of the Renewal of Agreement. Any district that has non-pricing provision schools as well as pricing schools must submit the PLE Tool for the pricing schools.

### **MENU PLANNING ATTESTATION:**

This attestation statement must be read, understood and signed by both the Superintendent and the district Child Nutrition Director. By signing this statement, the school district (SFA/LEA) agrees to follow the menu planning requirements for breakfast, lunch and afterschool snack in order to receive federal reimbursement for meals served to students.

### **HEALTH INSPECTION REPORT FOR 2015-16 SCHOOL YEAR:**

This report must be read, understood, completed and signed by the district Child Nutrition Director. Please be aware that this report is asking for the NUMBER of preparation/serving sites for each question. The number of preparation/serving sites should match the number of preparation/serving sites reported on the 2015-16 Schedule A that was part of the 2015-16 Original Agreement.

For any preparation/serving sites that have not received the REQUIRED two (2) health inspections the district Child Nutrition Director must include documentation of the steps taken to have the health inspections completed prior to last serving day for the 2015-16 school year.

### **WELLNESS COMMITTEE MEMBERS AND ATTESTATION:**

Based on federal requirements, school districts (SFA/LEAs) are required to have a written Wellness Policy and Wellness Committee. For more information on Wellness Policy requirements and responsibilities of the Wellness Committee see Commissioner's Memos:

**FIN-14-037 Wellness Committee Responsibilities**

**FIN-12-076 Required Changes to Local School Wellness Policy**

**FIN-06-050 Wellness Policy Requirement**

The Wellness Committee Members and Attestation form must be completed with names and contact information for each person serving on the district Wellness Committee for the 2016-17 school year. Please read the above mentioned memos to ensure that the district Wellness Committee includes members from all of the required groups, based on USDA requirements (for example: administrators, teachers, students, etc.).

The Wellness Committee Members and Attestation form must be read, understood and signed by the district Superintendent and the district Child Nutrition Director as an attestation the district will comply with the federal and state Wellness Policy and Committee regulations.

### **CIVIL RIGHTS ASSURANCES ATTESTATION:**

The Civil Rights Assurances Attestation statement must be read, understood and signed by both the district Superintendent and the district Child Nutrition Director. Please see **FNS Instructions 113-1** for more information regarding Civil Rights requirements in the federal Child Nutrition Program.

The SFA/LEA agrees to have at least annual training of staff who interact with program applicants or participants (cafeteria staff, determining official, verifying official, etc.) and their supervisors regarding civil rights. This annual training must include: Collection and Use of Data, Effective Public Notification Systems, Complaint Procedures, Compliance Review Techniques, Resolution of Noncompliance, Requirements for Reasonable Accommodations of Persons with Disabilities, Requirements for Language Assistance, Conflict Resolution and Customer Service. This training must be documented with appropriate sign in sheets, agendas and/or training summary.

## **NEW FORM – PROFESSIONAL STANDARDS CHECKLIST FOR SCHOOL FOOD AUTHORITIES:**

The United States Department of Agriculture (USDA) has implemented Professional Standards requirements for district Child Nutrition Directors and other Child Nutrition personnel. Any Child Nutrition Director hired after July 1, 2015, must meet the federal professional standards requirements as listed. Please see **Commissioner’s Memo CNU-16-028** for additional information on this federal requirement.

In addition to USDA required Professional Standards, Arkansas requires continuing education for all personnel paid with child nutrition funds. Please see **Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers and Workers** for additional information.

The district Superintendent and district Child Nutrition Director should read and understand the Professional Standards Checklist, check the appropriate box based on the district’s student enrollment on the October 1, 2015 Cycle 2 report, sign and date the form. If there are any questions please contact the district’s Area Specialist.

## **NEW FORM: CONTRACTS WITH FOOD SERVICE MANAGEMENT COMPANY OR CONSULTANT:**

This NEW form must be completed for ALL school districts as part of the Renewal of Agreement and Policy Statement. If the district does not contract with a Food Service Management Company (FSMC) or with a food service Consultant, please mark and initial “No” box next to the signatures. The district Superintendent and district Child Nutrition Director must sign this form.

If the district does contract with an FSMC or food service Consultant, mark “Yes” and give the information requested. This includes the district personnel responsible for the contract, the FSMC or Consultant personnel working with the school district as well as a short checklist of the responsibilities of the FSMC or Consultant in the SFA/LEA’s Child Nutrition Program. The district Superintendent and district Child Nutrition Director must sign this form.

**REMINDER: This form must be completed by all school districts** as part of the Renewal Agreement Packet.

## **RENEWAL OF POLICY STATEMENT:**

The Renewal of Policy Statement is renewing the Original Policy Statement from School Year 2015-16. The Renewal of Policy Statement is an agreement between the SFA/LEA and ADE/CNU to continue all aspects of the original 2015-16 Policy Statement for the new school year. The Renewal of Policy Statement includes changes and updates to federal and state regulations and requirements. The Renewal of Policy Statement must be read, understood and signed by the school district’s Superintendent and district Child Nutrition Director.

The Renewal of Policy Statement must be completed to indicate the child nutrition programs that will be offered in the school district (SFA/LEA) for the 2016-17 school year (for example: lunch, breakfast, afterschool snack or seamless summer). The form must also indicate if any schools within the school district (SFA/LEA) will be operating under Provision 2 or CEP for the 2016-17 school year. If more information is needed regarding Provision 2 or Community Eligibility Provisions please contact either Donna Ratliff or the SFA/LEA Area Specialist at ADE/CNU.

The school district (SFA/LEA) must indicate if it will use the Free and Reduce Price Meal Applications forms and letters, exactly as published by ADE/CNU. If the district is NOT going to use the forms and letters exactly as published by ADE/CNU the district MUST submit TWO copies of all forms and letters that will be used by the SFA/LEA as part of the Renewal Agreement Packet. If the school district is only adding district specific contact information to the ADE/CNU published forms and letters, there is no need to submit the change to ADE/CNU.

Please see information below regarding the forms and letters packet.

After reading and understanding the provisions of the Renewal of Policy Statement, it must be signed by the district Superintendent and the district Child Nutrition Director.

### **MEAL COUNT AND COLLECTION PROCEDURES:**

The Meal Count and Collection Procedures forms must be completed for EACH school listed on the Schedule A for both breakfast and lunch procedures (one page is for lunch, one page is for breakfast). Often a school has different counting and collection procedures based on the meal being served due to the difference in the way students come into the cafeteria at breakfast (from buses and cars) as opposed to lunch (with classes). This necessitates two different forms (breakfast and lunch).

It is imperative that the district personnel completing these forms read and understand all of the options given on page 3 of this form. If the school is not doing any of the options given, the SFA/LEA must mark "other" as the option for that question and submit the procedures that are being used at that school for that specific question.

It is possible to have more than one letter answer for each school on these forms. For example, a district may have an elementary school that has the lower grades use different meal count and collection procedures than the upper grades in that school. In this example, the SFA/LEA will include ALL options used at each school, for that meal on this form.

Column 6 of this form should indicate if the SCHOOL has a separate a la carte serving line (no reimbursable meals served in that line). If there is a separate a la carte serving line the SFA/LEA must have procedures in place to ensure that free and reduce price students are not being overtly identified in this line by marking "A" or yes in this column. If the SCHOOL does not have a separate a la carte serving line, the SFA/LEA will mark no or "B" or no in this column. Please see instructions on the form.

### **FORMS AND LETTERS PACKET:**

The Forms and Letters Packet has the prototype forms and letters as approved by USDA and ADE/CNU. If the school district (SFA/LEA) is NOT going to use the ADE/CNU published forms and letters, two (2) copies of the forms and letters that will be used by the district, must be submitted to ADE/CNU for approval as part of the Renewal Agreement Packet PRIOR to publication and use by the school district (SFA/LEA).

**REMINDER:** School Districts are prohibited from publishing or distributing in any manner the Free and Reduced Price Meal Application packet until the SFA/LEA has received the approved Renewal of Agreement and Policy Statement from ADE/CNU. Until the Renewal of Agreement is approved, signed by Suzanne Davidson, Director, ADE/CNU, and returned to the district the SFA/LEA cannot publish or distribute the meal application forms.

### **NEW Free and Reduce Price Meal Application, Letter to Household and Instructions:**

USDA revised the Free and Reduce Price Meal Application, the Frequently Asked Questions about Free and Reduced Price Meals Letter to the Household, as well as the instructions on How to Apply for Meal Benefits. ADE/CNU is using the USDA documentation for this process, with references to Temporary Aide to Needy Families (TANF) and Food Distribution Programs on Indian Reservations (FDPIR) removed from the documentation. The TANF income requirements in Arkansas do not automatically provide categorical eligibility for those. Arkansas does not have FDPIR. Therefore this information has been eliminated from the Arkansas forms.

Any school district (SFA/LEA) that uses scanned Free and Reduce Price Meal Applications must submit the application along with the Frequently Asked Questions about Free and Reduced Price Meals Letter to the Household, and the instruction on How to Apply for Meal Benefits to ADE/CNU for approval prior to publication.

Any SFA/LEA using on-line Free and Reduced Price Meal Applications should submit the link to the on-line meal application for review by ADE/CNU.

When using the Frequently Asked Questions about Free and Reduced Price Meals Letter to the Household please include district specific information in the **[Bold bracketed fields]**. In addition, please read question #5 closely and adjust the answer to be accurate for the SFA/LEA. All districts that are planning to use on-line meal applications must follow **Commissioner's Memo FIN-12-009**: "Requirements for On-line Applications and Electronic Transactions in the Arkansas Child Nutrition Programs". Please contact the SFA/LEA Area Specialist for 2016-17 Addendum for On-Line Meal Applications. SFA/LEA using on-line meal applications must have approval by ADE/CNU prior to publication.

### **SPANISH LANGUAGE FORMS AND LETTERS PACKET:**

The USDA Spanish Language Forms and Letters Packet have been published as part of the Renewal Agreement Packet.

### **Limited English Proficient Families:**

The application materials and other communications with households, concerning eligibility determinations, must be in a language that parents and guardians can understand in order to diminish any language barriers to participation for Limited English Proficient (LEP) families. Where households need information in a language other than English, LEAs must make reasonable efforts, considering the number of such households, to provide household letters and application forms to them in the appropriate languages.

USDA has published the Free and Reduce Price Meal Application along with the forms and letters in thirty three (33) languages in addition to English. These translations can be found at:

**<http://www.fns.usda.gov/school-meals/translated-applications>**

### **MEDIA RELEASE:**

The Media Release, that is part of the Renewal Agreement Packet, must be made available to the public. The media release should be provided to the local informational media (newspaper), local unemployment office, and any major employers contemplating large layoffs in the area at the beginning of each school year. A list of locations the media release was submitted to by the school district (SFA/LEA) must be maintained for review purposes. School districts should consider adding the Media Release to the school

district website and other public locations that district households frequent (for example: Community Centers, Boys Club).

### **CHILD NUTRITION CONTACT INFORMATION:**

The Child Nutrition Contact Information page must be completed, by the school district (SFA/LEA), to indicate the personnel within the district that have responsibilities for the Child Nutrition Programs as indicated in the Renewal of Agreement and Policy Statement. If personnel changes are made any time during the school year, the SFA/LEA must submit a written revised Child Nutrition Contact Information page to ADE/CNU.

**Determining Officials:** Provide the name(s) of the personnel that are responsible for free and reduced price meal eligibility determination.

**Confirming Official:** Provide the name(s) of the personnel that are responsible in the verification process of checking the approved meal applications chosen for verification to ensure the application was determined correctly. The Confirming Official cannot be the same as the Determining Official. The Confirming Official is checking the Determining Officials work.

**Verifying Official:** Provide the name(s) of the personnel that are responsible for completing the verification activities for the district. Include in this section the location of meal applications (for example: child nutrition director's office, superintendent's office, etc.).

**Hearing Official:** Provide the name and position title of the person that will be responsible to hold hearings on contested free and reduced meal eligibility determinations when requested by the household. This person should not be involved in the eligibility or verification process.

**On-Site Reviewer:** Provide the name and position title of the person that is responsible to ensure the On-Site Reviews are performed at each school serving site prior to February 1<sup>st</sup> each school year. In addition, if the SFA/LEA uses the Afterschool Snack Program and/or Seamless Summer Program these programs must also have an On-Site Review completed. Please see the Original Agreement for more information.

**CN APSCN Financial Reporting:** Provide the name of the person that is responsible for entering child nutrition financial information into APSCN financial system.

**Direct Certification Contact:** Provide the name and contact information for the person at the SFA/LEA that is responsible to access the Direct Certification portal for determining students eligible for free meals based on the match between Supplemental Nutrition Assistance Program participants and students enrolled at the SFA/LEA. It is extremely important for this information to be updated as needed with ADE/CNU due to email notifications regarding direct certification access.

**Authorized Purchasing Agent:** Provide the name(s) and position titles of personnel that have the responsibility for making authorized purchases using the non-profit child nutrition funds. The personnel involved with procurement for child nutrition programs must follow a WRITTEN procurement plan that meets all requirements as set forth in the Original Agreement and Policy Statement of 2015-16 school year.

**District eSchool Enrollment Account Manager:** Provide the name and contact information of the personnel responsible for eSchool student enrollment management. This person must ensure that ALL

students are designated as paid (03) status in eSchool when the database is rolled over for the 2016-17 school year. As eligibility determinations are made for the new school year, the eSchool enrollment information must be updated with accurate eligibility information.

District Technology Coordinator: Provide the name and contact information for the district technology coordinator that is responsible for district personnel access (for example: single sign on for on-line claims for reimbursement).

District Foster Care Liaison: Pursuant to Ark. Code Ann. § 9-28-113, every school district must identify a foster care liaison. Provide the name of the person that has this responsibility in the SFA/LEA. Please see **Commissioner's Memo LS-14-015**: "New Submission Requirement to Identify a Foster Care Liaison to Ensure Continuity of Educational Services to Foster Children" for more information.

District Homeless Liaison: Provide the name of the person that is responsible for designation of students as homeless or runaway. Please see **Commissioner's Memo IA-03-005**: "Free School Meals for Homeless Students" for more information.

District Migrant Coordinator: Provide the name of the person that is responsible for identifying students enrolled in the Migrant Education Program. Please see **Commissioner's Memo IA-05-033**: Migrant Children Eligible for Free Meals for more information.

#### **NEW FORM: SFA ON-LINE CLAIMS FOR REIMBURSEMENT PERSONNEL:**

The district must report to ADE/CNU as part of the Renewal of Agreement and Policy Statement the three (3) district personnel that are responsible for accurate entry, submission and approval of the On-Line Claim for Reimbursement. Provide the name, position title and contact information for all three district personnel with this responsibility. Please read the descriptions of each person's responsibility in the on-line claim process and ensure that all personnel assigned these duties understand the requirements of their assignment.

#### **COMPUTER SYSTEMS INFORMATION:**

The Computer Systems Information page must be completed by the school district (SFA/LEA), to indicate the computer software programs used in the Child Nutrition Programs. This does not mean Microsoft Office or Microsoft Word, it is information about software programs specific to Child Nutrition (for example: Nutrikids, Meal Tracker, etc.).

It is important that the SFA/LEA personnel understand that neither USDA nor ADE/CNU approve meal status determination or counting and claiming software. While USDA does have a list of approved software for use in NUTRIENT ANALYSIS of menus planned or served, it does not approve any other software SFA/LEAs may purchase for meal status determination or counting and claiming of meals served.

It is also very important for the SFA/LEA to have any software, used by the Child Nutrition Programs, updated YEARLY to ensure that accurate information is produced by the software programs. A line has been added to the form this year for the SFA/LEA to indicate the year the child nutrition computer software was last updated.

### **SCHEDULE B (Afterschool Snack):**

SFA/LEA should ONLY complete this form for schools that will be serving Afterschool Snacks during the 2016-17 school year. This form requires the SFA/LEA to indicate the date the Afterschool Snack program will start and end, as well as the number of serving days planned for the Snack program. If the SFA/LEA has not set the school calendar for the 2016-17 school year to indicate the days that Snacks will be served, this form CANNOT be completed and approved. If the SFA/LEA will serve afterschool snacks and does not have dates set yet, the SFA/LEA will need to hold the Schedule B, complete and submit it to ADE/CNU for approval prior to actually serving and claiming Afterschool Snacks to students. If the SFA/LEA completes a Schedule B for Afterschool Snacks, this must also be indicated on the first page the Agreement form, on the Schedule A and on the Policy Statement form.

It is imperative that the district Superintendent and the district Child Nutrition Director read page 6 of the Original Agreement for the 2015-16 school year, for specific requirements regarding Afterschool Snack regulations. Both the district Superintendent and district Child Nutrition Director must sign the Schedule B. The instructions on completing the Schedule B are attached to the Schedule B form.

### **SCHEDULE C-17 (Seamless Summer for the summer of 2017):**

SFA/LEA should ONLY complete this form for schools that will be serving Seamless Summer meals during the summer of 2017. (Schedule C-16 must be completed for Seamless Summer meals during the summer of 2016 as indicated on **Commissioner's Memo CNU-16-029**: "Summer Meals".) This form requires the SFA/LEA to indicate the date the Seamless Summer program will start and end, as well as the number of serving days planned for the Seamless Summer program. If the SFA/LEA has not set the school calendar for the 2016-17 school year to indicate the days that Seamless Summer meals will be served, this form CANNOT be completed and approved. If the SFA/LEA will serve Seamless Summer meals during the summer of 2017 and does not have dates set yet, the SFA/LEA will need to hold the Schedule C-17, complete and submit it to ADE/CNU for approval prior to actually serving and claiming Seamless Summer meals to students. If the SFA/LEA completes a Schedule C-17 for Seamless Summer meals, this must also be indicated on the Renewal of Agreement form, on the Schedule A and on the Renewal of Policy Statement form.

It is imperative that the district Superintendent and the district Child Nutrition Director read pages 6 – 10 of the Original Agreement for the 2015-16 school year for specific requirements regarding Seamless Summer regulations. Both the district Superintendent and district Child Nutrition Director must sign the Schedule C-17. The instructions on completing the Schedule C-17 are attached to the Schedule C-17 form.

### **Breakfast Mandate:**

Reminder: Act 826 of 1991 requires all schools with 20% or more of the students eligible for free and reduced price meals during the preceding school year, to provide students access to a federal school breakfast program.

### **Direct Certification:**

Direct Certification is the process that identifies students as eligible for free meals because they live in a household receiving Supplemental Nutrition Assistance Program (SNAP), formerly called Food Stamps. Each school district in Arkansas will participate in the Direct Certification Portal access.

Refer to Chapters 2 and 6 of the *Eligibility Manual for School Meals*, for further guidance regarding Direct Certification eligibility for free meals.

The household with Direct Certification students **CANNOT BE REQUIRED** to submit a Free or Reduced Price Meal Application in order to allow other students in the household to receive free meal benefits. **The school district is responsible to ensure that all children eligible in the Direct Certification household have access to free meal benefits.**

**Verification:**

USDA requires each school district that collects Free and Reduced Price Meal Applications to verify income information for certain applications and report to the Department of Education the collection results of the district verification process for the 2016-17 school year.

The TIMELINE for verification will be based on the number of approved applications on file October 3, 2016, and must be completed by November 15, 2016. This timeline is part of the Forms and Letters Packet published with this Renewal Agreement Packet.

All SFA/LEAs (including SFA/LEAs in non-pricing provisions, i.e.: Provision 2 and Community Eligibility) will submit to the Child Nutrition Unit the Verification Collection Report (FNS-742) that must be completed and emailed by December 15, 2016. Click on "Important Information" on the Child Nutrition website with steps for completing the Verification process.

**Special Milk Program:**

The Special Milk Program is available for students who do not have access to National School Lunch Program, School Breakfast Program or Afterschool Snack Program. If the district is interested in the Special Milk Program, please contact Sheila Chastain at (501) 324-9502.