

School Requirements & Additional Programs



OKLAHOMA
Education

SCHOOL REQUIREMENTS



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Education

LOCAL WELLNESS POLICY

A written document by LEA

What is a Local Wellness Policy

- Written document by LEA
- Establishes a healthy school environment
- Promotes student's health and well-being
- Required by HHFKA of 2010
- Address unique needs of each school under the LEA

Wellness Policy Requirements

1. Form a Team
2. Content of Policies
3. Public Notification Required
5. Implement Policies
6. Triennial Assessment

Form A Team

- Parents
- Students
- School Food Authority Employees
- Child Nutrition Program Employees
- School Board
- School Administrators
- Teachers of Physical Education
- School Health Professionals
- Public

Content of the Wellness Policy

- Goals for nutrition promotion, physical activity, and student wellness
- Nutrition guidelines for all foods and beverages sold at the school
- Standards for ALL food and beverages provided but not sold
- Policies for food and beverage marketing that meet Smart Snacks in schools' nutrition standards

Content of the Wellness Policy (Cont.)

- Policy for Food and Beverages Marketed at School
- Permit Input from Parents, Students, School Staff, Health Professionals, School Board, & Public
- Inform and Update the Public About the Policy
- Measure Compliance & Make Assessment Available to Public

Public Notification Required

- Inform public yearly of contents of policy (7 CFR 210.31[3])
- LEA should determine best method to provide information
 - School Website
 - Social media
 - Newsletters
 - Student Handbook

Administer Policies

- Consistent Oversight
- Widespread Buy-in by the School Staff & Community
- Ensure the district is following their written policy

Triennial Assessment

- SFA must conduct an assessment of the Local School Wellness Policy once every three years
- Assessment Report
- Update as needed
- Make public aware of the assessment

Administrative Review

- Copy of Local School Wellness Policy
- Responsible parties for reviewing & updating
- List of stakeholders and potential stakeholders and how are they made aware of their ability to participate
- A copy of the district's most recent triennial assessment
- Documentation showing how the most recent assessment was made available to the public

SMART SNACK & FUNDRAISER POLICY

Nutrition Standards for all foods and beverages SOLD to students during the school day

What Must Meet Smart Snack Standards?

- Any food and beverage **sold** to students at schools during the school day, * other than those foods provided as part of the school meal programs.
- Examples include à la carte items sold in the cafeteria and foods sold in school stores, snack bars, and vending machines.
- Foods and beverages sold during fundraisers, unless these items are not intended for consumption at school

When Smart Snack NOT Required

- Outside of school hours is not regulated
 - Nights (30 minutes after the last bell rings)
 - Weekends
- Not consumed during the school day, is not regulated
 - Cookie dough
 - Pizza Kits
- Marked as an exempt fundraisers

How Can I Tell if My Snack Meets the Standards?

Smart Snack Calculator

- <https://foodplanner.healthiergeneration.org/calculator/>

What do I do if my item does not have a label?

- If your item is made from scratch, you may need to calculate the nutrition information. You also could use your approved software to do a nutrient analysis
- ***ALL Smart Snack documentation MUST be kept on file***

Fundraisers & Smart Snack

- Any person or organization who wants to do a fundraiser during the school day
 - PTO
 - Sports organizations
 - Student organizations
 - Teachers
- **Exempt Fundraisers**
 - If the item DOES NOT MEET Smart Snack Standards, it would have to have an exemption in order to be sold during the school day
 - Oklahoma has exempted 30 fundraisers per site, per semester, for 14 days

Exempt Fundraiser

- **Must have written Exempt Fundraiser Policy**
- Designated Contact for each site
 - Must maintain documentation regarding each fundraiser
- Exempt Fundraiser are **PROHIBITED** from taking place during the NSLP and SBP or the Afterschool Snack Program are being served
 - This includes vending machines, snack shops, and student stores

Exempt Fundraisers Requirement!

A school site is **NOT** authorized to conduct or allow **ANY exempt fundraisers** unless the school district has **adopted a written policy that meets these requirements**. All competitive foods sold in a school district that does not have such a written policy must meet the nutritional guidelines under Smart Snacks

HIRING STANDARDS & PROFESSIONAL DEVELOPMENT

Applies to all school nutrition employees.

Hiring Standards for CN Director

Every district is required to have a designated Child Nutrition Director

Hiring Standards are based on the district's enrollment

- SFAs enrollment is less than 500 students, the State Agency may approve the hire of a candidate with a High School diploma or GED and less than the required years of experience, if it is the best candidate
 - Contact Jennifer Weber for approval at Jennifer.Weber@sde.ok.gov

Professional Standards

- Applies to all child nutrition employees including food service management company employees
- Job Categories
 - Directors
 - Managers
 - Staff
- Track education hours
- Part of Administrative Review

PROFESSIONAL DEVELOPMENT & HIRING STANDARDS

Table 1: Summary of Annual Required Minimum Training Hours for School Nutrition Employees	
JOB CATEGORY	ANNUAL REQUIREMENTS*
Directors	12 hours
Managers	10 hours
Staff	6 hours
Part-time Staff (working less than 20 hours per week)	4 hours
Midyear Hires in All Categories (January 1 or later)	One-half of training requirement for each job category

*Annual requirements apply to the 12 months between July 1 and June 30. If a school uses a Food Service Management Company (FSMC), both the district and FSMC must designate a Director and both must have 12 hours of Professional Development hours annually.

Professional Standards

Key Areas And Key Topics

- Nutrition - 1000
- Operations - 2000
- Administration - 3000
- Communications And Marketing - 4000

<https://professionalstandards.fns.usda.gov/>

Any excess training hours can be carried over to the subsequent school year!

Professional Standards and the FSMC

If contracting with Food Service Management Company (FSMC)

- **Both the SFA has a Child Nutrition Director AND the FSMC has a Child Nutrition Director**
- ***Each director must obtain 12 hours of professional standards training annually***

No employee can be paid by BOTH the SFA and the FSMC

- ***This not a segregation of duties***

Annual Required Trainings

ABVM

- Annually
- At least one person from every district is required to attend

Civil Rights Training

- Annually
- ***Everyone helping with Child Nutrition must take this training***

Food Safety Training

- The director must have least 8 hours every 5 years

Offer vs Serve (OvS) Training

- Annually
- Required to be done unless your district is a K-8 school and OvS is not being done

State Agency Trainings

- ***Other Documents – Training Information Section***
 - Zoom links
 - Instructions for trainings

- ***OSDE Connect***
 - Self-paced trainings

COOKING FOR KIDS



- Offers low to no cost trainings
 - Healthy Lunches on a Budget
 - Less Plate Waste
 - Student Buy-In
 - Here for You
- Chef Consults
- www.cookingforkids.ok.gov

Additional Trainings (cont.)

TEAM NUTRITION

- Webinars are on the 3rd Thursday of every month
 - <https://www.fns.usda.gov/tn/webinars-and-training>

INSTITUTE OF CHILD NUTRITION

- <https://www.theicn.org>

ADDITIONAL PROGRAMS

Application approval is required
to participate in these programs



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AFTERSCHOOL SNACK (ASSP) PROGRAM

ASSP Information on page C-105-115

Afterschool Snack Program (ASSP)

**Claimable ONLY on accredited
days of school**

On-site review 2 times per year

- During first four weeks of school
- Once more during the year

Afterschool Snack Program (ASSP)

Eligible Programs

- Participate in NSLP
- Provide care in after-school settings
- Include education or enrichment activities

Reimbursement

- If 50% F/R, reimbursed at free rate
- If not 50%, reimbursed at free, reduced, and paid rate

Afterschool Snack Program

Requirements

- Two components per day must be served
- Snacks must be eaten on site
- Serve children through age 18

Required Records

- Documentation of 50% F/R or other eligibility
- Attendance & meal counts
- Food Production Records
- On-site reviews

Afterschool Snack Program Meal Requirements

SNACK (Choose two of the following components)	Children Ages 1 Through 2 Years	Children Ages 3 Through 5 Years	Children Ages 6 Through 18 Years
Milk¹			
Milk, fluid	1/2 cup	1/2 cup	1 cup
Vegetables and Fruits²			
Vegetable(s), fruit(s), full-strength juice ⁹	1/2 cup	1/2 cup	3/4 cup
Bread and Bread Alternates³			
Enriched or whole-grain bread	1/2 serving	1/2 serving	1 serving
Cereal (cold, dry)	1/4 cup or 1/3 oz ⁴	1/3 cup or 1/2 oz ⁴	3/4 cup or 1 oz ⁴
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
Cooked cereal or cereal grains	1/4 cup	1/4 cup	1/2 cup
Nonsweet snack products ¹¹	1/2 serving	1/2 serving	1 serving
Meat and Meat Alternates⁵			
Lean meat, poultry, or fish ⁶	1/2 oz	1/2 oz	1 oz
Cheese	1/2 oz	1/2 oz	1 oz
Eggs	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas ⁷	1/8 cup	1/8 cup	1/4 cup
Peanut butter, soynut butter, or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp
Peanuts, soynuts, or tree nuts or seeds ⁸	1/2 oz	1/2 oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened ¹⁰	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

AT-RISK AFTERSCHOOL MEAL PROGRAM (CACFP)

Eligibility Requirements

- Be organized primarily to provide care in after-school settings (Weekends, holidays or school vacations – **during the regular school year.**)
- Provide organized educational or enrichment activities
- Must be in a geographic area where at least 50% of students are eligible for free/ reduced-priced meals

Activities

- **Must provide regularly educational or enrichment activities in an organized, structured, and supervised environment**
- **Organized activity must be *open to all students*, however they do not have to participate**

Participant Eligibility

- School age child through 18 (if they turn 19 during the school year)
- Meals must be consumed onsite
- Athletic Programs: “Students who are a part of a sports team can receive Afterschool Snack or Meal, but the Program **cannot be limited** to a sports team”

Time of Meals

A meal and a snack may be reimbursed if they are served:

- After the school day has ended

OR

- On weekends or holidays, including vacation periods (during the regular school year only)

Eligibility of Expanded Learning Time Programs

(USDA Memo SP 04-2011)

A school operating 1 hour longer than the traditional school day of 6 hours may be eligible to serve & claim afterschool meals during that 7th hour

You must have 7 FULL hours on instruction time in order to serve in the 7th hour

Documentation of Expanded Learning Time Programs

- Lunch time cannot be calculated in the 7 hours of instructional time
- ***All schools must send SDE a copy of the bell schedule to determine when your school day ends***
 - *A bell schedule is the class schedule given to accreditation*

Examples:

1. If a school's instructional time is from 8:00 a.m. to 3:00 p.m. they would not be able to serve meals before 3:00 p.m. or in the 7th hour.
2. If a school's instructional time is from 7:45 a.m. to 3:45 p.m. they would be able to serve during the 7th hour or after 3:15 p.m. (if lunchtime was deducted at 30 minutes)

Claiming and Review

- This program is under CACFP and a separate application would be filled out
- Rates for CACFP are determined in July
- Reimbursement is for one meal and one snack
- All children are reimbursed at the FREE rate

At-Risk Reminders

- **CACFP Administrative Reviews are UNANNOUNCED**
 - Reviews are conducted every 2-3 years
- **Multiple schools have not met the CACFP At-Risk meal patterns**
 - If you are unsure, please contact your program specialist or contact the Child Nutrition office
 - Monthly CACFP Training is available in the CACFP Training Calendar
- **CACFP Federal Fiscal Year is October 1 – September 30**

SEAMLESS SUMMER PROGRAM (SSO)

Extension of the National School Lunch/Breakfast Programs.

Seamless Summer Program

- Must have participated in the NSLP/SBP
- Follows the National School Lunch/Breakfast Meal Patterns
- Must Complete Application on Checklist in CARS
- Reimbursement is same as NSLP/SBP
- Claim Two Meals per day (except Lunch and Supper on the same day) i.e. breakfast/lunch, lunch/snack, breakfast/supper, breakfast/snack

Operating the Seamless Summer

- For a site to be “open” and feed all children free at least 50% of children in the area must be eligible for free or reduced meals
- Feed all children aged 18 and under
- Closed Enrolled may also qualify if 50% of the enrolled children are eligible for free or reduced-price meals

Types of Sites for SSO Sites

- Open Site
- Restricted Open Site
- Closed Enrolled Site
- Migrant Site
- Camps

Comparison of Summer Programs

- Pages 120-121 there is a chart that compares the Seamless Summer and the Summer Food Service Program.
- Main difference in SSO and SFSP is the meal patterns and the reimbursement rates. (SSO follows the NSLP/SBP meals patterns, SFSP has its own meal patterns).

FRESH FRUIT AND VEGETABLE PROGRAM (FFVP) GRANT

What is FFVP Grant?

- Allows schools to purchase and serve fresh fruits and vegetables to students ***OUTSIDE*** of the normal mealtimes
- Funding is based on \$50-\$75 per enrolled student per year
- Cost Reimbursement Program
- Elementary sites only, must be on the NSLP
- ***It is NOT THE DOD Fruit and Vegetable Program***

How Do I Apply to Get the FFVP Grant?

In CARS, 2023 Application/Agreement

Must apply by August 25, 2023

Follows the Federal Fiscal Year

- October through September

Must follow Federal Procurement Regulations for CNP

- If you use Micro Purchasing for FFVP, must be in SFA's Procurement Plan
- If you use Geographic Preference, must be in the SFA's Procurement Plan

FFVP Training

- Will have a training for FFVP participants
 - Will be scheduled after the application closes on August 25th
 - If you would like to apply contact Rhonda Stevenson to unlock the application in CARS.
 - Need Signatures on site application.

**QUESTIONS or
COMMENTS?**

THANK YOU!

OSDE, Child Nutrition Office number: 405-521-3327