



# TABLE



BREAK for a PLATE  
SCHOOLS



Alabama State Department of Education  
Child Nutrition Programs

VOLUME 003

ISSUE 002

August 10, 2023

# TALK

# WebEx Recording

**[CLICK HERE TO ACCESS THE WEBEX RECORDING](#)**

# OVERVIEW

- 
- REVIEWS AND REMINDERS
  - MONTHLY MEMOS
  - TOP TOPICS
  - TRAINING TIDBITS
  - SPONSOR SPOTLIGHT

# REVIEWS AND REMINDERS

ROBBIE SCOTT

TABLE  
TALK

VOLUME 003 · ISSUE 002 · ALABAMA CHILD NUTRITION PROGRAM

**PUBLIC RELEASE**

- This is the public release which will be sent to the agencies listed below:

**PUBLIC RELEASE**

SENT TO: News Media: \_\_\_\_\_ Date: \_\_\_\_\_  
 Unemployment Office: \_\_\_\_\_ Date: \_\_\_\_\_  
 Major Employers: \_\_\_\_\_ Date: \_\_\_\_\_

Public Release

**[Name of School/School District]** today announced its policy for free and reduced-price meals for children served in schools under the National School Lunch Program and/or School Breakfast Program. Local school officials have adopted the following household size and income criteria for determining eligibility:

Children need healthy meals to learn. **[Name of School/School District]** offers healthy meals every school day. Breakfast costs **[\$]**, lunch costs **[\$]**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **[\$]** for breakfast and **[\$]** for lunch. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

  - All children in households receiving benefits from **Alabama SNAP**, the Food Distribution Program on Indian Reservations (**FDP/IR**) or Alabama **TANF**, are eligible for free meals.
  - All children in the households receiving benefits from Medicaid are eligible for free meals.
  - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
  - Children participating in their school's Head Start program are eligible for free meals.
  - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
  - Children who are directly certified are eligible to receive free meals.
  - When known to **[Name of School/School District]**, households will be notified of their children's eligibility for free meals based on their participation (or a household member's participation) in the Supplemental Nutrition Assistance Program (SNAP); Food Distribution Program on Indian Reservations (FDP/IR); or Temporary Assistance for Needy Families (TANF), if the State program meets Federal standards.
  - When known to **[Name of School/School District]**, households will be notified of any child's eligibility for free meals based on the individual child's designation as Other Source Categorically Eligible, as defined by law. Children are determined Other Source Categorically Eligible if they are:
    - Homeless,
    - Migrant,
    - Runaway,
    - A foster child, or
    - Enrolled in Head Start or an eligible pre-kindergarten program (see: SP 40-2013: Q&As Regarding the Participation of Head Start Programs in Child Nutrition Programs, <https://www.fns.usda.gov/gas-regarding-participation-head-start-programs-child-nutrition-programs-0>).

**INCOME ELIGIBILITY GUIDELINES 2023-2024**

| HOUSEHOLD SIZE | ELIGIBILITY SCALE FOR FREE MEALS/MILK |           |                 | HOUSEHOLD SIZE | ELIGIBILITY SCALE FOR REDUCED-PRICE MEALS/MILK |           |                 |
|----------------|---------------------------------------|-----------|-----------------|----------------|------------------------------------------------|-----------|-----------------|
|                | PER YEAR                              | PER MONTH | EVERY TWO WEEKS |                | PER YEAR                                       | PER MONTH | EVERY TWO WEEKS |
| 1              | 18,954                                | 1,580     | 729             | 1              | 26,973                                         | 2,248     | 1,030           |
|                |                                       |           | 365             |                |                                                |           | 519             |

# TABLE TALK

# REVIEWS AND REMINDERS

## SCHOOL BREAKFAST OUTREACH



Schools participating in the SBP must notify families of the availability of school breakfast at the beginning of the school year, when free and reduced-price meal applications are sent to households.

In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year (e.g., at the beginning of each semester or quarter).

# REVIEWS AND REMINDERS

## AFTERSCHOOL SNACK PROGRAM ONSITE MONITORING

Onsite review for ASSP must be completed within four(4) weeks of program start date.

An additional review must be done prior to the end of the school year.

The form is titled "Alabama Department of Education Child Nutrition Program AFTER SCHOOL SNACK PROGRAM On-Site School Review for LEAs". It includes fields for Site Name, Reviewer's Name, and Date. A note states: "This review form must be completed twice per school year for each after school snack program site. The first review must be completed within the first 4 weeks of program initiation." There are checkboxes for "First Review" and "Second Review". The form is divided into two main sections: "Area Eligible School" and "Non-Area Eligible School". Each section has a table with 8 rows of questions and two columns for "YES" and "NO" answers. The questions are: 1. Area Eligibility Data (based on most recent October), 2. Meal Counts (total by site), 3. Attendance Records, 4. Production Records, 5. Meal Pattern Compliance, 6. Is reimbursement claimed for only one snack per student per day?, 7. Does the meal count for the Day of Review follow the pattern for the previous 10 days?, and 8. Are educational and/or enrichment activities taking place? Below the tables, there is a section for pricing: "For pricing program only, list the established price for paid and reduced snacks. PAID: \_\_\_\_\_ REDUCED: \_\_\_\_\_". At the bottom, there are lines for "Manager's Signature", "Director's Signature", "Principal's Signature", and "Date". The form is dated "August 2016".

[Alabama CNP - School Nutrition Programs - Alabama State Department of Education](http://alabamaachieves.org)  
([alabamaachieves.org](http://alabamaachieves.org))

# REVIEWS AND REMINDERS

## UNPAID MEAL CHARGE POLICY

### Copy of the Standards of Practice

#### Federal Requirements:

- Documentation demonstrating the policy was communicated **in writing** to all households at the start of the year
- Documentation demonstrating the policy was communicated **in writing** to all staff members responsible for the policy
- Bad debts must be written off as operating losses; this particular operating loss may not be absorbed by the NSFSFA but must be restored using non-Federal funds.
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.

<https://www.fns.usda.gov/school-meals/unpaid-meal-charges>

# REVIEWS AND REMINDERS

## State Guidelines:

## UNPAID MEAL CHARGE POLICY

- Address whether any child with outstanding balances may purchase or charge extras or a la carte items.
- Address documentation of how the unpaid meal policy is developed and communicated to households and school or SFA-level staff.
- Identify when the SFA will notify parents or guardians of low balances. The local policy must indicate the specific amount that will trigger a notification.
- Identify when the SFA will notify parents or guardians of a negative balance. The local policy must indicate the specific amount or specific number of days since the debt occurred that will trigger a notification.
- Describe how the SFA will exercise due diligence in the collection of unpaid meal charges.
- Explain how monies collected from outstanding debts will be handled.

# REVIEWS AND REMINDERS

## UNPAID MEAL CHARGE POLICY

### State Guidelines:

- Identify authorized personnel who may contact families or guardians about unpaid meal charges.
- Specify that non-students may not charge any purchases.
- The SFA policy must describe the criteria and deadline that the SFA will use to determine that outstanding debt is not collectible, and that it will be reclassified as bad debt that must be written off as an operating loss.
- Is the SFA following the policy?

# REVIEWS AND REMINDERS

## Third Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs

- SFAs that opted into the 1st and/or the 2nd SCA allocation, will opt into the 3rd allocation via DocuSign.
- For SFAs that opted out of the 1st and 2nd allocation or are a new NSLP sponsor, the attestation form will be done via DocuSign.
- Please ensure the email contact information in the Online application is correct for both the CNP Director and the Superintendent. If not, please contact Steven Rylant [swrylant@alsde.edu](mailto:swrylant@alsde.edu) or Chad Langston [clangston@alsde.edu](mailto:clangston@alsde.edu)
- Once School Programs have received notifications for SFAs choosing to accept funds, SCA fund distribution will begin.
- The deadline to complete and return the DocuSign forms is **August 15, 2023**. If ALSDE has not received the opt in or the attestation form via DocuSign on or before August 15, 2023, then the SFA will not receive the 3rd SCA allocation funding.

# REVIEWS AND REMINDERS

## 23/24 ANNUAL REIMBURSEMENT FUNDS

The SY23-24 reimbursement rates were emailed to all directors via Constant Contact on July 14, 2023.

|                               | SY22-23 Base Rate | SY22-23 Temporary Rate | SY23-24 Rate |
|-------------------------------|-------------------|------------------------|--------------|
| <b>NSLP</b>                   |                   |                        |              |
| Paid                          | \$0.45            | \$0.85                 | \$0.48       |
| Reduced Price                 | \$3.61            | \$4.01                 | \$3.93       |
| Free                          | \$4.01            | \$4.41                 | \$4.33       |
| <b>SBP</b>                    |                   |                        |              |
| Paid                          | \$0.35            | \$0.50                 | \$0.38       |
| Reduced Price                 | \$1.81            | \$1.96                 | \$1.98       |
| Free                          | \$2.11            | \$2.26                 | \$2.28       |
| <b>Afterschool Snack</b>      |                   |                        |              |
| Paid                          | \$0.09            | NA                     | \$0.10       |
| Reduced Price                 | \$0.54            | NA                     | \$0.58       |
| Free                          | \$1.08            | NA                     | \$1.17       |
| <b>Value of Donated Foods</b> | \$0.30            | NA                     | \$0.295      |



The Smart Snack Calculator is listed under Resources.  
[www.healthiergeneration.org/app/resources/81](http://www.healthiergeneration.org/app/resources/81)



- ❑ Utilize the Smart Snacks Calculator to determine if your SFA's a la carte items meet Smart Snacks Standards.
- ❑ Retain documentation for all approved snacks being sold by the SFA.
- ❑ Please note that **Sun Chips DO NOT MEET Smart Snack Standards.**

- ❑ SFAs operating the **Community Eligibility Provision (CEP)** district wide (**100% of the schools**) and non-pricing programs for lunch (i.e., Provision 2, RCCIs without day students, etc.) are not required to complete the PLE Tool. Therefore, SFAs that fall within this category do not have to complete the PLE Exemption Form.
- ❑ **SFAs operating CEP and other non-pricing programs for only some schools and not others must still complete the PLE Tool.** The tool will be completed using only the paid lunch prices and meals served in schools that are pricing.



*The deadline has passed to apply for a PLE Exemption. If your SFA has a positive balance and did not apply for an exemption, your SFA will be required to complete the PLE Tool for SY 2023-2024.*

### Important Information for SY 2023-2024:

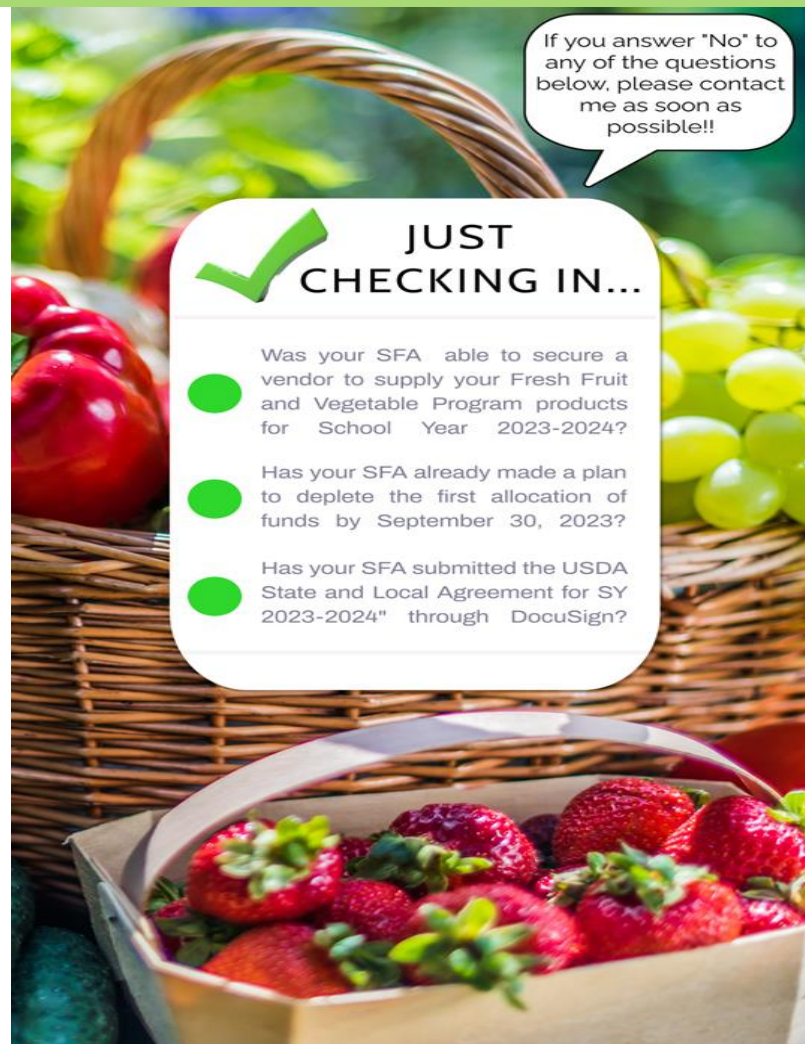
- ❑ As required under Section 752, of Division A of the Appropriations Act, for SY 2023-24, **only SFAs that had a negative balance in the nonprofit school food service account as of June 30, 2022, shall be required to establish a price for paid lunches** served through the National School Lunch Program (NSLP).

The PLE Tool for SY2023-2024 was emailed to Sponsors on 06/30/2023.



## Reminders for FFVP Sponsors For SY 2023-2024

- A revised FFVP Allocations Table was sent to all FFVP Sponsors on Thursday, July 20, 2023. Please discard any previous versions.
- Depending on the amount allocated for the first grant period, SFAs are allowed to delay the implementation of the program until September 2023. Please contact me for more details.
- If you have any questions or concerns, please contact Ms. Donnanique Washington at [donnanique.washington@alsde.edu](mailto:donnanique.washington@alsde.edu).



☐ If you answer “no” to any of the questions below, please contact me as soon as possible:

- ☐ Was your SFA able to secure a vendor to supply your Fresh Fruit and Vegetable Program products for School Year 2023-2024?
- ☐ Has your SFA already made a plan to deplete the first allocation of funds by September 30, 2023?
- ☐ Has your SFA submitted the “USDA State and Local Agreement” for SY 2023-2024 through DocuSign?



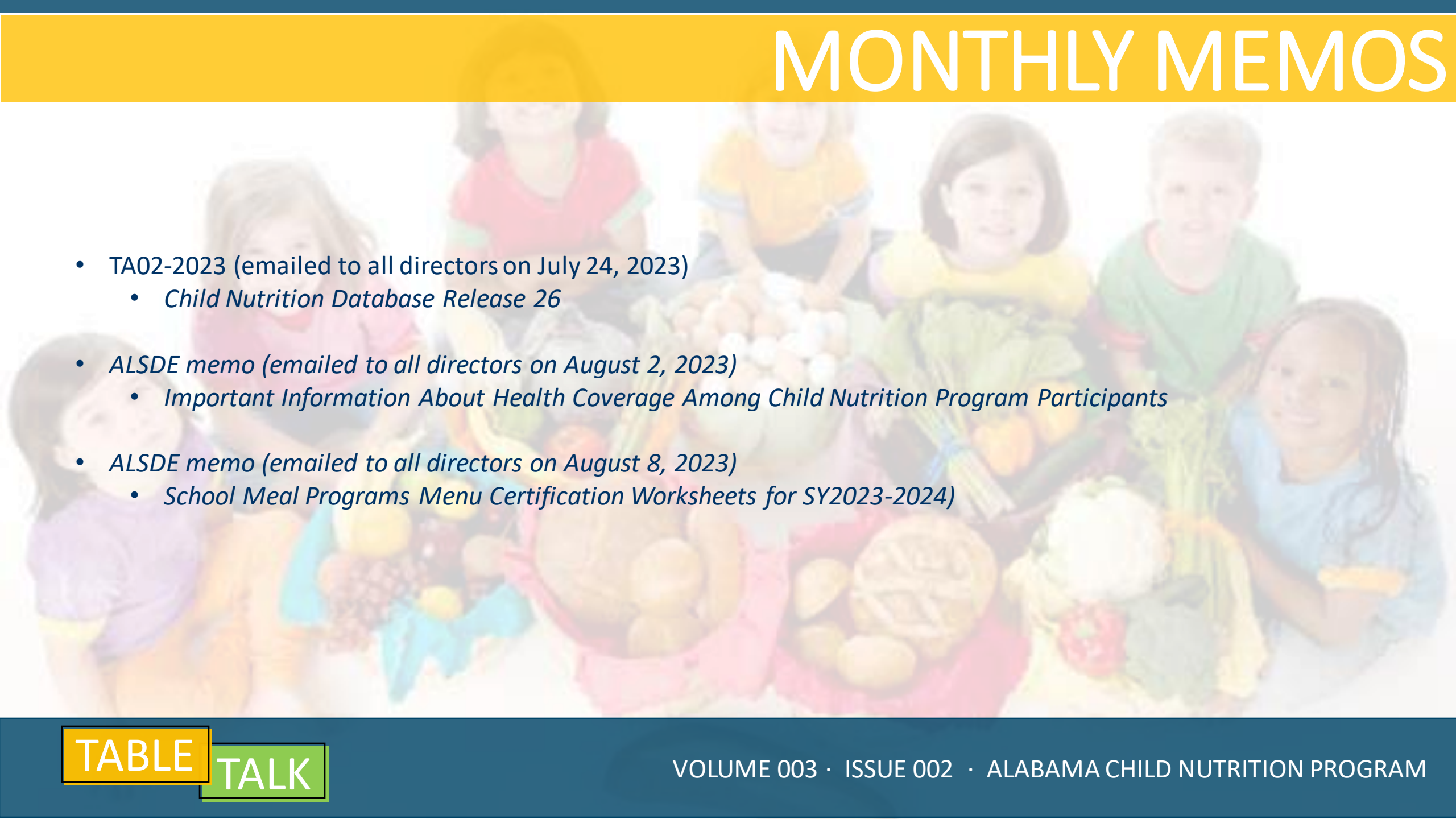
# MONTHLY MEMOS

CHAD LANGSTON

TABLE TALK

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# MONTHLY MEMOS

- 
- TA02-2023 (emailed to all directors on July 24, 2023)
    - *Child Nutrition Database Release 26*
  - *ALSDE memo (emailed to all directors on August 2, 2023)*
    - *Important Information About Health Coverage Among Child Nutrition Program Participants*
  - *ALSDE memo (emailed to all directors on August 8, 2023)*
    - *School Meal Programs Menu Certification Worksheets for SY2023-2024)*



# TOP TOPICS

LORIA HUNTER

TABLE  
TALK

VOLUME 003 · ISSUE 002 · ALABAMA CHILD NUTRITION PROGRAM

# School Based Nutrition Program Personnel Continuous Training Requirements

# TOP TOPIC

## Training Topics by Key Areas

Use the USDA's list of suggested job-specific training topics to guide your choices (See Chart 2). The topics align with four key areas: nutrition, operations, administration, and communications/marketing. To help link training topics to key areas, the first number of each training topic's 4-digit code corresponds with that of the key area's codes, as indicated below.

**Chart 2: Training Topics by Key Areas**

| Key Areas                           | Training Topics                                                                                                                                                                                  |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nutrition – 1000                    | Menu Planning (1100)<br>Nutrition Education (1200)<br>General Nutrition (1300)                                                                                                                   |
| Operations – 2000                   | Food Production (2100)<br>Serving Food (2200)<br>Cashier and Point of Service (2300)<br>Purchasing/Procurement (2400)<br>Receiving and Storage (2500)<br>Food Safety and HACCP (2600)            |
| Administration – 3000               | Free and Reduced-Price Meal Benefits (3100)<br>Program Management (3200)<br>Financial Management (3300)<br>Human Resources and Staff Training (3400)<br>Facilities and Equipment Planning (3500) |
| Communications and Marketing – 4000 | Communications and Marketing (4100)                                                                                                                                                              |

Effective date for new guidelines:  
August 15, 2023

Training Criteria for CNP Directors,  
Managers, and Employees

- Training must job specific
- Training must focus on day-to-day management and operation of the program



## Annual Training Months

- July 1 through June 30

## Annual Minimum Continuing Education Hours

- CNP Directors: 12 hours  
     This is in addition to the food safety training required for the 1<sup>st</sup> year of employment.
- CNP Managers: 10 hours
- Other CNP staff working 20 hours or more per week: 6 hours
- CNP staff working less than 20 hours per week: 4 hours
- Hire date January 1<sup>st</sup> or later of the current school year: completion of half of established training hours is required

## Food Safety Training

**CNP Directors:** 8 hours every five years

**New Directors:** 8 hours

- No > 5 years prior to 1<sup>st</sup> day of employment or
- Within 30 calendar days of 1<sup>st</sup> day of employment

### Additional Training Requirement – New Directors

- State agency approved training within the 1<sup>st</sup> year of employment
- Complete all state required training each year



# TRAINING TIDBITS

ROBBIE SCOTT



At this time, **no virtual options** will be offered for in-person training sessions.

# TRAINING TIDBITS

| DATE                  | TRAINING                       | LOCATION                                 | AREA             |
|-----------------------|--------------------------------|------------------------------------------|------------------|
| September 6, 2023     | Administrative Review Training | Gordon Persons Building Auditorium       | Montgomery, AL   |
| October 24 – 26, 2023 | NEW Directors' Training        | Gordon Persons Building HR Training Room | Montgomery, AL   |
| November 15-17, 2023  | Fall Conference                | The Grand Hotel                          | Pointe Clear, AL |



At this time, no virtual options will be offered for in-person training sessions.

# TRAINING TIDBITS

## Administrative Review Training By Invitation Only!

- **Wednesday, September 6<sup>th</sup>**
- **Montgomery, Alabama**
- **Gordon Persons Building – Auditorium**



**Watch Your Email for Training Announcement**

## 2023 CNP Directors' Fall Conference

### Schedule at a Glance

**Tuesday, November 14, 2023**

FARM Tour 1:00 PM departure

sponsored by

Alabama Department of Agriculture and Industries

**Wednesday, November 15, 2023**

CNP Directors' Conference 12:00 PM - 7:00 PM

**Thursday, November 16, 2023**

General Session 8:00 AM - 12:00 PM

BREAKOUT Sessions 1:00 PM - 4:30 PM

**Friday, November 17, 2023**

General Session 8:00 AM - 12:00 PM



**Dates and times are TENTATIVE and subject to change.**

# TRAINING TIDBITS



The poster for the Sessions Farm Market Farm Tour features a collage of fresh produce including okra, bell peppers, tomatoes, and green beans. At the top center is the Sessions Farm Market logo, which includes a beet illustration and the text "PRODUCE PECANS MEATS", "SESSIONS FARM MARKET", "Est. 1993", and "Grand Bay, AL". A large blue brushstroke graphic contains the text "FARM TOUR". A yellow starburst graphic states "\$50 INCLUDES TOUR, DINNER & T-SHIRT". Below this, a circular photo shows a man in a green cap and brown shirt. To the right of the photo is a circular image of a steak and shrimp dinner. The text "Jeremy Sessions - Sessions Farm" is written in a script font, followed by a paragraph: "Come see and listen to the story of Sessions Farm, a 3rd generation farm in South Alabama. They grow a wide variety of crops including fresh produce, pecans, meats, local honey and jams & jellies." Below this, "Waters Edge" is written in script, followed by "Then join us for a delicious STEAK & SHRIMP DINNER" in a red banner, and "at the Waters Edge, a fully functioning farm and event venue." The date "Tuesday, Nov. 14th" is prominently displayed in a large, bold font. At the bottom, it says "DEADLINE TO REGISTER: SEPTEMBER 25TH" and "CONTACT BETH: (334) 549-4841 or beth.spratt@agi.alabama.gov".

**FARM TOUR**

**\$50**  
INCLUDES TOUR,  
DINNER &  
T-SHIRT

*Jeremy Sessions -  
Sessions Farm*

Come see and listen to the story of Sessions Farm, a 3rd generation farm in South Alabama. They grow a wide variety of crops including fresh produce, pecans, meats, local honey and jams & jellies.

*Waters Edge*

Then join us for a delicious  
**STEAK & SHRIMP DINNER**  
at the Waters Edge, a fully functioning farm  
and event venue.

**Tuesday, Nov. 14th**

**DEADLINE TO REGISTER: SEPTEMBER 25TH**

CONTACT BETH: (334) 549-4841 or beth.spratt@agi.alabama.gov

- Registration Fee for Farm Tour is \$50.00.
- Price includes tour (bus), dinner and shirt.
- Indicate participation and shirt size on conference registration form.
- Submit payment in with conference registration payment.



# TRAINING TIDBITS

- Conference Announcement sent via email on Tuesday
- Link for Hotel Reservation in Announcement
- Link for ALSDE Registration in Announcement
- Registration Form Attached (Conference and Farm Tour)
- Information Sheet for Farm to School Tour Attached
- Schedule at a Glance for Conference Attached



 2023 Child Nutrition Program Directors' Fall Conference  
The Grand Hotel • One Grand Boulevard • Point Clear, Alabama, 36564  
November 14 - 17, 2023 

**CONFERENCE REGISTRATION FORM** CNP PROFESSIONAL DEVELOPMENT

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/School District/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: (optional) \_\_\_\_\_

Email Address: \_\_\_\_\_

Registration/Conference Fee for Directors' Conference: \$250.00

Registration Fee for Farm to School (F2S) Pre-Con (optional): \$50.00

The Farm to School event includes the farm fieldtrip, a dinner, and a Farm to School T-shirt. You can choose to attend both events, the fieldtrip only, or only attend the dinner. The cost is \$50 regardless of what you attend. If you choose to attend a Farm to School event, please indicate which events you will attend and your t-shirt size.

**SELECT ONE:**

☐ I will attend the F2S field trip and dinner. Tuesday, November 14<sup>th</sup>.

☐ I will only attend the F2S dinner Tuesday, November 14<sup>th</sup>.

☐ I will not attend the Farm to School events.

If attending a F2S event, select your t shirt size:

☐ S ☐ M ☐ L ☐ XL ☐ 2XL ☐ 3XL

**IMPORTANT:** Registration form and fee must be received by **September 25, 2023**.  
Registration fees will not be collected at the conference.

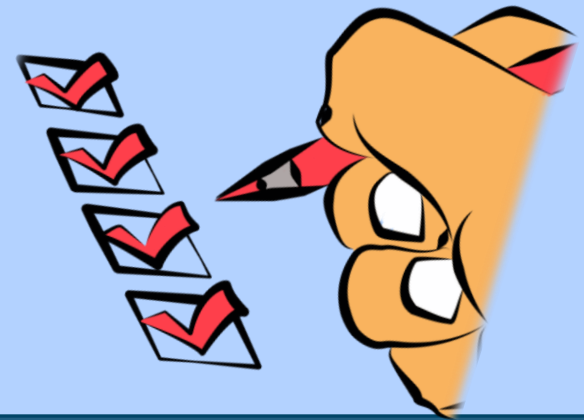
Make checks payable to: Alabama School Nutrition Association Total Enclosed:

 Mail to the following address:  
Alabama School Nutrition Association  
ATTN: Julie Harmon, Treasurer  
129 County Road 158  
New Brocton, Alabama 36351

2023 Child Nutrition Program Directors' Fall Conference Registration Form

## Dot Your I's and Cross Your T's

- Use the link in the Conference Announcement to Register on the ALSDE site AND...
- Mail the Conference Registration Form to Julie Harmon at address provided along with payment.
- Use the link in the Conference Announcement to book your hotel room at the conference group rate.
- Get your Luau attire ready for Thursday during the conference!





# SPONSOR SPOTLIGHT

JOE CLARK

TABLE  
TALK

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# SPONSOR SPOTLIGHT

## Michaela Lambert, CNP Director Orange Beach City Schools

This is Michaela's second year in child nutrition. She quickly discovered the importance of the CNP family. Her advice to new directors: Give yourself GRACE, ask questions and realize it is okay to not know every answer! She stated that the CNP family at ALSDE does a phenomenal job of guiding new directors through the valleys of the CNP world. *THANKS Michaela!* She also suggests leaning into your fellow CNP contacts that you meet through networking!

Michaela's favorite part is the reward she feels when serving the students in her district. Being able to grow their program and explore new opportunities to bring to CNP is so exciting because she can use her creativity skills. Seeing the student's reactions and enjoyment make it all worthwhile. Her least favorite part of the job is overcoming the stigma of cafeteria meals. She knows this takes patience and hard work and they are working hard everyday.

The most meaningful moment last year was "*Parents' Day*" in their district. They served over 1,200 Thanksgiving-style meals that day at the elementary school alone. With 630 students enrolled and low CNP participation, this was a huge win! Parents were raving about the food and asking who catered the meal. The students and parents expressed their appreciation and valued the time shared. This warmed Michaela's heart and was a true example of why she loves her job.



# USDA Non-Discrimination Statement

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#) from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

\*This language was added pursuant to the May 5, 2022, USDA memorandum. However, the inclusion and applicability of this language is currently under challenge in the matter of *The State of Tennessee, et al. v. USDA, et al.*, Case No. 3:22-cv-00257, and may be subject to change.

ASK US

