



TABLE



BREAK for a **PLATE**
SCHOOLS

TALK



Alabama State Department of Education
Child Nutrition Programs

VOLUME 003

ISSUE 003

September 7, 2023

WebEx Recording

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

TABLE TALK

OVERVIEW

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



REVIEWS AND REMINDERS

ROBBIE SCOTT

TABLE TALK

VOLUME 003 · ISSUE 003 · ALABAMA CHILD NUTRITION PROGRAM

REVIEWS AND REMINDERS

Unanticipated School Closures

- ☐ Contact SA immediately anytime you have an unexpected school closure due to weather, fire, water, electrical issues etc.
- ☐ Meals can be served through NSLP under waivers IF students will be learning virtually.
- ☐ Meals can be served through SFSP if students are not in school.



REVIEWS AND REMINDERS

Upcoming LINQ Demo and Titan Trainings

LINQ Demo

- For districts not currently utilizing Titan but are interested in more information, there will be a recurring LINQ demo the last Wednesday of each month.
- This invitation will be sent via email each month.

To sign up for upcoming Titan Trainings, please email mmichels@linq.com and copy devin.williamson@alsde.edu.

Upcoming Titan Trainings:

Point of Sale/Free & Reduced:

September - 4 slots left
November - 6 slots left
January/February - 8 slots

Menu Planning/Production Records:

September - 8 slots left
November - 10 slots left
January/February - 12 slots

Inventory/Purchasing:

September - 7 slots left
October/November - 10 slots left
January/Feb - 12 slots left

COMING SOON

REVIEWS AND REMINDERS

October is Farm to School Month!

- October 10th is Apple Crunch Day!
- Schools across the U.S. show their support for fresh, local produce by crunching into an apple
- To register for Apple Crunch Day, visit www.surveymonkey.com/r/2023ACD

Coming Soon: F2S Census

- In October, directors will be asked to participate in the Farm to School Census via web survey. The web survey will be used to report information about participation in farm to school activities.
- SFAs are required to participate in the F2S Census



APPLE CRUNCH DAY

Join us in celebrating this year's Apple Crunch Day! Host your own event and/or join us live at **Scott's Orchard** in Fackler, Alabama on our Facebook page at www.facebook.com/alabamafresh.

To register, visit: www.surveymonkey.com/r/2023ACD

Oct. 10
FACEBOOK
LIVE
EVENT

START TIME
10:50



ALABAMA
APPLE
CRUNCH
DAY

REVIEWS AND REMINDERS

Free and Reduced Data Report

- Report is pulled the 3rd Friday in October
- Friday, October 20, 2023

Be sure you are processing applications in a timely manner. You will want to have as much of this finalized as possible before this report is pulled on the 20th of October.



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.

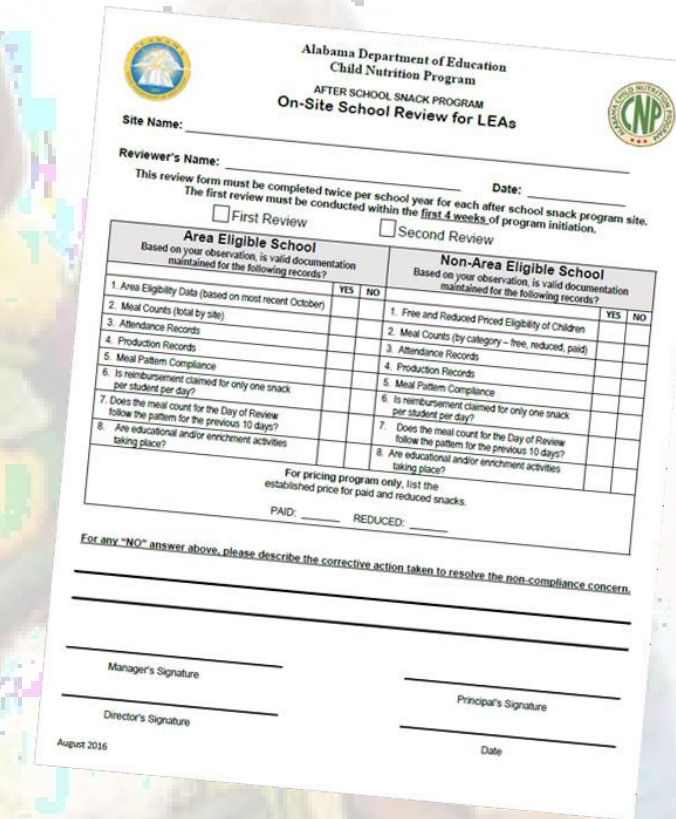
In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year (e.g., at the beginning of each semester or quarter).

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.



Alabama Department of Education
Child Nutrition Program
AFTER SCHOOL SNACK PROGRAM
On-Site School Review for LEAs

Site Name: _____ Date: _____

Reviewer's Name: _____

This review form must be completed twice per school year for each after school snack program site.
The first review must be conducted within the first 4 weeks of program initiation.

☐ First Review ☐ Second Review

Area Eligible School		Non-Area Eligible School			
Based on your observation, is valid documentation maintained for the following records?		Based on your observation, is valid documentation maintained for the following records?			
	YES	NO		YES	NO
1. Area Eligibility Data (based on most recent October)			1. Free and Reduced Priced Eligibility of Children		
2. Meal Counts (total by site)			2. Meal Counts (by category - free, reduced, paid)		
3. Attendance Records			3. Attendance Records		
4. Production Records			4. Production Records		
5. Meal Pattern Compliance			5. Meal Pattern Compliance		
6. Is reimbursement claimed for only one snack per student per day?			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?			7. Does the meal count for the Day of Review follow the pattern for the previous 10 days?		
8. Are educational and/or enrichment activities taking place?			8. Are educational and/or enrichment activities taking place?		

For pricing program only, list the established price for paid and reduced snacks.
PAID: _____ REDUCED: _____

For any "NO" answer above, please describe the corrective action taken to resolve the non-compliance concern.

Manager's Signature _____
Director's Signature _____
Principal's Signature _____
Date _____

August 2016

<https://www.alabamaachieves.org/child-nutrition-programs/school-nutrition-programs/>

REVIEWS AND REMINDERS



- All changes to program operations must be approved by the State Agency.
- Submit revisions prior to the start of a new program.

REVIEWS AND REMINDERS

FUNDING FOR EQUIPMENT PURCHASES

- If you applied for an equipment grant in 22-23, but were not awarded and still purchased equipment, please reach out to Joe Clark.

jclark@alsde.edu

334.694.4663



REVIEWS AND REMINDERS



Woohoo!

All letters informing SFAs they have been selected for a review this year have been sent.



MONTHLY MEMOS

CHAD LANGSTON

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MONTHLY MEMOS

- ALSDE – emailed to all directors on August 11, 2023
 - *2023 CNP Directors' Fall Conference*
- ALSDE – emailed to all directors on August 21, 2023
 - *Reallocation of Third Supply Chain Assistance (SCA) Funds*
- SP21-2023 - emailed to all directors on August 24, 2023
 - *Initial Implementation Memorandum: Child Nutrition Program Integrity Final Rule*
- ALSDE – emailed to all directors on August 31, 2023
 - *Smart Snacks Standards*
- ALSDE – emailed to all directors on September 5, 2023
 - *Two Cent Differential and Severe Need Report*
- ALSDE – emailed to all directors on September 5, 2023
 - *Revised Menu Planner for School Meals sent on 9/5*

MONTHLY MEMOS

- SP19-2023 – emailed to all directors on September 5, 2023
 - *Notice of Funding (NOFA) - Fourth Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meals Program*
- ALSDE Superintendent Memo – emailed on August 16, 2023
 - *Collection of Race and Ethnicity Data for School Meal Programs*

The Child Nutrition Programs (CNP) section of the Alabama State Department of Education is in the process of ensuring compliance with federal civil rights regulations in School Meal Programs. The Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) require all School Meal Program sponsors to collect race and ethnicity data of applicants and participants. The purpose of this data collection effort is to determine how effectively School Meal Programs are reaching potentially eligible students. Responses have no effect on eligibility.

To meet this requirement, School Meal Program sponsors must notify applicants and participants that (1) the purpose for collecting race and ethnicity data is to determine how effectively School Meal Programs are reaching potentially eligible students, (2) provision of this data is voluntary, (3) responses are kept confidential, and (4) responses have no effect on eligibility. Notifications must be posted on local School Food Authority or school websites no later than October 1, 2023, in a language and format that applicants and participants can understand.



TOP TOPICS

ANDREW MORTON

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TOP TOPIC

NEWS YOU CAN USE

from

FOOD DISTRIBUTION

with

Andrew Morton

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TOP TOPICS

SHARON ALLISON

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FILING A CLAIM: 100% CEP

[Public] [CEP] [100.00 %]									
NSLP: Meals Served for August 2023. [8/10/2023 - 8/31/2023]									
Enrollment and Eligibles for August 2023									
Breakfast (CE) [Severe Need]			Lunch (CE)			Snack ()			
Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid	
2224	0	0	6559	0	0	0	0	0	
Total Breakfast		2224	Total Lunch		6559	Total Snack		0	
Bkfst Days srvd 5 days/week		16	Lunch Days srvd 5 days/week		16	Snack Days srvd 0 days/week		0	
Cannot exceed 16 days			Cannot exceed 16 days			Cannot exceed 0 days			
Avg Monthly Bkfst Plate Cost		0.00	Avg Monthly Lunch Plate Cost		0.00	Avg Monthly Snack Plate Cost		0.00	
						Potential Net Cash		34603.17	
\$6,071.52			\$28,531.65			\$0.00			
			Estimated Earnings:			\$34,603.17			
Attendance Factor		95%	☐ Free Absences		0	☐ Reduced Absences		☐ Paid Absences	0

	Enrollment	Free	Reduced	Paid
Regular	609	609	0	0
Even Start	0	0	0	0
Head Start	0	0	0	0
Pre K	0	0	0	0
Snack	0	0	0	0
Comments for all Warning(s)				

TABLE TALK

FILING A CLAIM: <100% CEP

[Public] [CEP] [81.74 %]									
NSLP: Meals Served for August 2023. [8/8/2023 - 8/31/2023]									
Enrollment and Eligibles for August 2023									
Breakfast (CE) [Severe Need]			Lunch (CE)			Snack ()			
Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid	
6224	0	1390	8528	0	1905	0	0	0	
Total Breakfast		7614	Total Lunch		10433	Total Snack		0	
Bkfst Days svrd 5 days/week		18	Lunch Days svrd 5 days/week		18	Snack Days svrd 0 days/week		0	
Cannot exceed 18 days			Cannot exceed 18 days			Cannot exceed 0 days			
Avg Monthly Bkfst Plate Cost		1.27	Avg Monthly Lunch Plate Cost		1.91	Avg Monthly Snack Plate Cost		0.00	
						Potential Net Cash		25972.21	
\$17,519.72			\$38,049.30			\$0.00			
Estimated Earnings:						\$55,569.02			
Attendance Factor		98%	☐ Free Absences		0	☐ Reduced Absences		0	☐ Paid Absences
Regular Enrollment 640 Free 523 Reduced 0 Paid 117									
Even Start 0 0 0 0									
Head Start 0 0 0 0									
Pre K 67 55 0 12									
Snack 0 0 0 0									
Comments for all Warning(s)									

TABLE TALK



TOP TOPICS

ESTHER HICKS

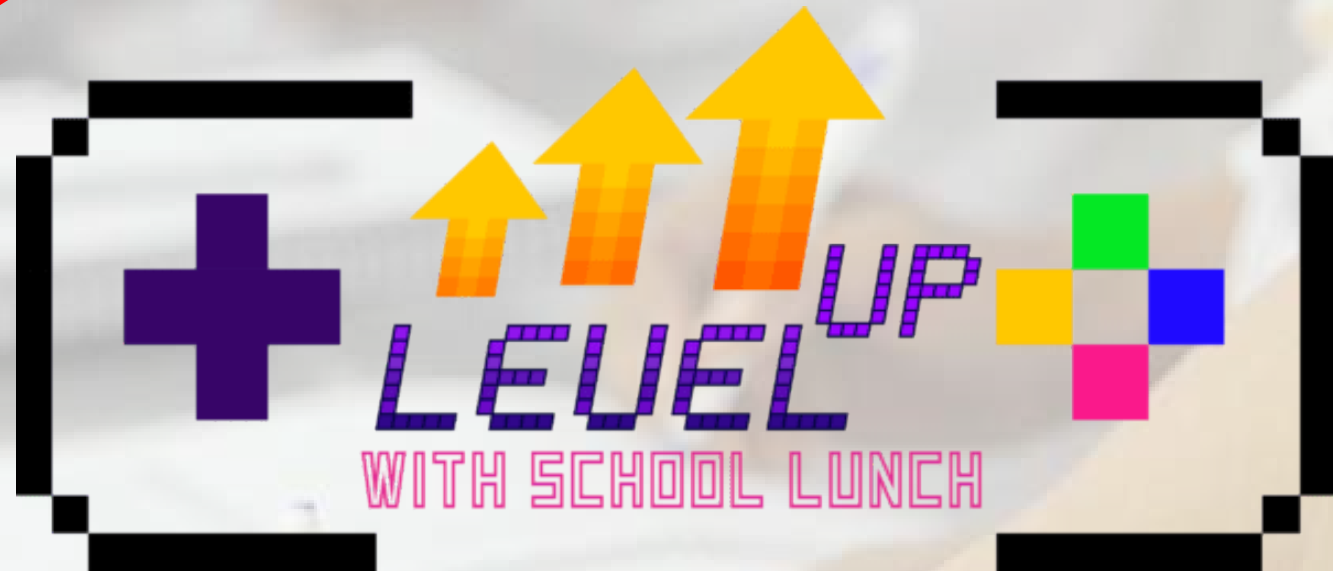
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TOP TOPIC: NSLW

Now Announcing!

#NSLW23



October 9-13, 2023

TABLE TALK

VOLUME 003 · ISSUE 003 · ALABAMA CHILD NUTRITION PROGRAM

TOP TOPIC: VERIFICATION

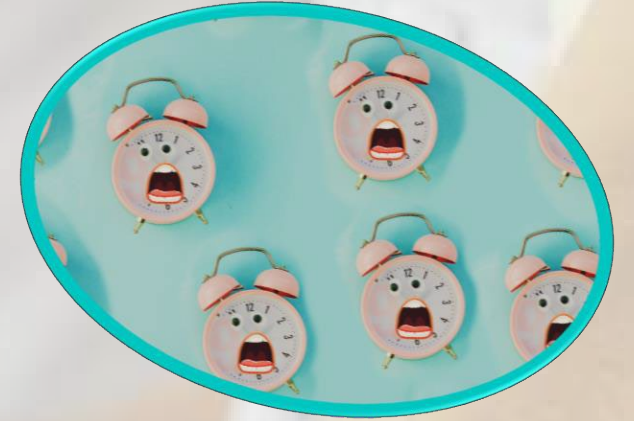
Timeline

September 2023

- Verification Webinar

October 1, 2023

- Begin the Verification Process
 - Open Verification Summary via the Online Application at cnpforms.alsde.edu
 - Complete Sections 4 & 5
 - Establish the Sample Pool



TOP TOPIC: VERIFICATION

Timeline Continued

Last Operating Day of October

- SFAs that are 100% CEP
 - Pull student enrollment
 - Complete Sections 1-3
 - Submit the Verification Summary

- SFAs Verifying Applications
 - Pull student enrollment
 - Complete Sections 1-4B



TOP TOPIC: VERIFICATION

Timeline Continued

November 15, 2023

- Verification Process must be complete.
 - SFAs that are 100% CEP should submit the Verification Summary if it has not already been submitted
 - All other SFAs may submit the Verification Summary as soon as all data has been input into the report but no later than January 20, 2024

Exception – up to December 15th

- SFAs requesting a State Agency waiver due to natural disaster, civil disorder, strikes, or other circumstances preventing the SFA from timely completion

TOP TOPIC: VERIFICATION

Timeline Continued

December 15, 2023

- SFAs with waivers to extend the Verification Process deadline must had the Verification Process completed.

January 20, 2024

- All SFAs must have the Verification Summary Report submitted.

TRAINING TIDBITS

ROBBIE SCOTT

TRAINING



TRAINING TIDBITS

DATE	TRAINING	LOCATION	AREA
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



TRAINING TIDBITS

It's
Happening!
Thanks to
ASNA!



**OPEN TO DIRECTORS
& SUPERVISORS**
NO REGISTRATION REQUIRED



ALABAMA
SCHOOL
NUTRITION
ASSOCIATION
DREAM. EXPLORE. DISCOVER.

EQUIPMENT & SERVICES SUMMIT

WEDNESDAY, NOVEMBER 15, 2023

**THE GRAND HOTEL CONFERENCE CENTER | FAIRHOPE, AL
THE GRAND BALLROOM**

Elevate your knowledge by attending this round robin style equipment and services show prior to the start of the ALSDE Fall Director's Conference. Attendees will hear from industry leaders as they share new equipment, products and services to better equip your school kitchens. An evening reception will follow Wednesday afternoon's ALSDE conference for another networking opportunity with industry members.

ATTENDEE SIGN IN
9-9:30am

INDUSTRY SUMMIT
9:30 - 11:30am

EVENING RECEPTION
5 - 7pm

 asnaexecutivedirector@gmail.com  www.alabamaschoolnutrition.org  

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

Mini Equipment Exhibit	8:30 AM	- 11:00 AM
CNP Directors' Conference	12:00 PM	- 4:30 PM
Equipment Vendors' Reception	5:00 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
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Dates and times are **TENTATIVE** and subject to change.

TRAINING TIDBITS



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

- Please go ahead and finalize registration and reservations
- 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 14th.

☐ I will only attend the F2S dinner Tuesday, November 14th.

☐ 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

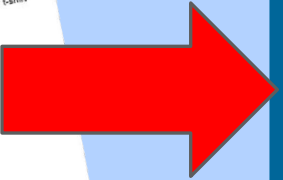
IMPORTANT: Registration form and fee must be received by **September 25, 2023**.
Registration fees will not be collected at the conference.

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

TRAINING TIDBITS



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

CNP PROFESSIONAL DEVELOPMENT

CONFERENCE REGISTRATION FORM

First Name: _____ Last Name: _____
Title: _____
Company/School District/Organization: _____ Zip Code: _____
Mailing Address: _____ State: _____
City: _____ Cell Phone (optional): _____
Business Phone: _____
Email Address: _____

Registration/Conference Fee for Directors' Conference: \$250.00
Registration/Conference Fee for Farm to School (F2S) Pre-Con (optional): \$50.00

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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

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

Mail Registration Forms and Payments to:
Alabama School Nutrition Association
ATTN: Julie Harmon, Treasurer
129 County Road 158
New Brocton, Alabama 36351

MUST be received by September 25, 2023

- Hotel Reservations (Block will close.)
- Registration on ALSDE site
- Registration Forms to Julie (ASNA)
- Payment to Julie (ASNA)





SPONSOR SPOTLIGHT

LORIA HUNTER

TABLE
TALK

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SPONSOR SPOTLIGHT

Clemenstine Chandler, CNP Director
Perry County Schools

Number of Sites: 2

Number of Employees:
12

**Number of Years in
CNP: 11 years (6 years
as CNP Director)**



Favorite part about the job:

Interacting with positive students; support from the administrative staff and board members; support from ALSDE staff.

Favorite part of personal life: Spending time with 2 year old grandson.

Least favorite part of the job:

Administrative Reviews and Procurement

Most meaningful thing that has ever happened in your job:

In the middle of the pandemic, we delivered meals on selected days. One day we departed school with about 75 breakfast and lunch meals. At 3:00 pm, they arrived at school and received a call. The call was to inform them a family had not received their meals because they were not at home at the time of delivery. It was 5:15 pm, when they finally ended...What a day!

Advice for new directors:

Put God first!

Talk with other CNP directors for guidance.

TABLE

TALK

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.

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

