



TABLE



BREAK for a PLATE
SCHOOLS

TALK



Alabama State Department of Education
Child Nutrition Programs

VOLUME 003

ISSUE 008

April 25, 2024

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

TABLE TALK

New Staff Introductions

Reviews and Reminders

- ☐ PLE Tool and PLE Exemption
- ☐ CEP Eligibility Notification
- ☐ School Lunch Hero Day
- ☐ After School Snack Final Observation Form
- ☐ Opening and Closing of School Sites
- ☐ Director Certification Renewals
- ☐ Professional Standards Hours for Staff
- ☐ End of Year Checklist

Monthly Memos

- ☐ SP15 2024 Non Congregate Meals in Rural Areas
- ☐ TA02 2024 Twenty-Seventh Release of Child Nutrition Data Base
- ☐ ALSDE Memo – School Lunch Hero Day
- ☐ ALSDE Memo – CEP Annual Eligibility Notification for SY24-25
- ☐ ALSDE Memo – School Openings and Closures for SY24-25
- ☐ ALSDE Memo – 2024 CNP Virtual Summer Managers Training
- ☐ ALSDE Memo – 2024 Team Nutrition Training Grant
- ☐ ALSDE Memo – State Agency Food Safety Inspection Report for SY23-24

Top Topics

- ☐ SFSP Outreach
- ☐ Fresh Fruits and Vegetables Program
- ☐ Team Nutrition Training Grant

Training Tidbits

- ☐ Calendar of Trainings
- ☐ Summer Managers Training Update

Sponsor Spotlight

- ☐ Joyce Curry, Troy City Schools

TABLE TALK

JUSTIN HOPE

Welcome



We are pleased to have JUSTIN HOPE as part of the ALSDE CNP SCHOOL PROGRAMS TEAM as one of our newest Regional Education Specialist in the southeast region of the state.

Justin has lots of experience in the K12 school system. He spent 10 years in Facilities Management and IT and was a K12 CNP Director in Alabama for 3 years. His experience will serve him well as the Equipment and Technology specialist for School Programs.

Justin and his wife, Amanda, have a five-year-old son, John David. Justin enjoys spending time with his son and especially likes being outside working on his lawn. He also likes to spend time in the kitchen, cooking and trying new recipes!

SUZANNAH YODER

Welcome



Please welcome Suzannah Yoder to TEAM CNP as one of our newest Regional Education Specialist in the northeast region of the state.

Suzannah comes to the ALSDE CNP from a local school nutrition director position. She has worked in the field of education for over twenty years starting in the classroom as a Family and Consumer Science teacher and moving into administration and leadership with Federal Programs before finding a permanent home in Child Nutrition. Her Federal Programs and Child Nutrition Provision 2 and CEP experience will be most helpful with her responsibility as CEP/Provisions specialist. She will also be assisting Loria Hunter with the new CNP Director Mentoring program we plan to begin in SY2025.

Suzannah and her husband, Mark, live in Centre, AL. They have three sons, a 19-year-old and twin 17-year-olds. Her sons all love running, and much family time is spent traveling from 5Ks to track meets to trail runs. When time allows, they also enjoy being on Weiss Lake soaking in the sun.



BREAK for a PLATE
SCHOOLS

TABLE **TALK**

REVIEWS AND REMINDERS

ROBBIE SCOTT CHIMERIA GIVHAN

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REVIEWS AND REMINDERS

PLE Tool and PLE Exemptions

TABLE TALK

Microsoft Form for Exemptions was sent on March 21, 2024

SFA is eligible for an exemption IF they had a positive operating balance as of June 30, 2023

- SFA must submit PLE Exemption Form SY2025 and Attestation of Positive Operating Balance as of 6/30/2023.

<https://forms.office.com/r/JNwEKuXxs4>

PLE Tool has not been released as of yet. It will be forwarded as soon as we receive it.

Remember, the tool will help charging districts calculate what they should be charging for meals. You are encouraged to keep up with this even if you are not currently charging for meals.

Consistent with [7 CFR 210.14\(e\)\(4\)\(i\)](#), SFAs are not required to raise their paid lunch price by more than 10 cents for SY 2024-2025 from the last year they charged for paid lunches. SFAs can still choose to raise the price by more than 10 cents.

REVIEWS AND REMINDERS



Community Eligibility Provision Annual Eligibility Notification School Year 2024-2025

Dear CNP Directors,

The National School Lunch Act requires state agencies to annually notify local educational agencies (LEAs) of eligibility for the Community Eligibility Provision (CEP). The CEP Annual Eligibility Notification and recorded webinar providing an overview and guidance on CEP have been attached for your reference in the links below. Another resource presented by the USDA titled "Child Nutrition Programs: Community Eligibility Provision – Increasing Options for Schools Final Rule" includes both a recording of the webinar and presentation slides. **These materials can be accessed on the Food and Nutrition Service's website at [Community Eligibility Provision | Food and Nutrition Service \(usda.gov\)](#).** Please note that there was an updated CEP Planning & Implementation Guidance email notification sent on February 8, 2024, that referenced **updated guidance to ensure compliance and effective implementation of CEP.**

The National School Lunch Program (NSLP) online application includes the CEP Form showing the identified student percentage and enrolled students as of April 1st. This form must be submitted as a part of the NSLP annual agreement by Friday, June 28, 2024. For LEAs, it is important to review all these resources and comply with the notification to ensure that eligible schools within your districts can benefit from CEP, which allows reimbursable meals at no cost to all students in participating schools.

Click the links below to access additional information:

[ALSDE CNP CEP Recorded Webinar for SY 2024-2025](#)

[USDA FNS CEP 101 Recorded Webinar](#)

[CEP Annual Eligibility Notification for SY 2024-2025](#)

CEP ELIGIBILITY NOTIFICATION – SY 2024-2025

- Notification letter was emailed Monday, April 15th.
- Multiple resources listed with links to help you make informed decisions about CEP
 - ALSDE CEP Recorded Webinar
 - USDA CEP Recorded Webinar
- Contact your area specialist if you need assistance.



REVIEWS AND REMINDERS

[School Lunch Hero Day - School Nutrition Association](https://schoolnutrition.org/about-school-meals/school-lunch-hero-day/)

<https://schoolnutrition.org/about-school-meals/school-lunch-hero-day/>

**SCHOOL LUNCH
HERO DAY**

Celebrate your heroes!
May 3, 2024



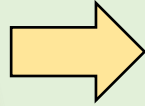
School Lunch Hero Day is held annually on the first Friday in May in honor of each person responsible for providing lunches (and food) to millions of children across America. This year, it will take place on May 3.

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AFTER SCHOOL SNACK PROGRAM REVIEWS

Remember!



A second review of all snack programs must be conducted prior to the end of the snack program.

<https://www.alabamaachievers.org/wp-content/uploads/2021/05/After-School-Snack-Program-Onsite-Review-Form.pdf>



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



Site Name: _____

Reviewer's Name: _____ Date: _____

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 Based on your observation, is valid documentation maintained for the following records?			Non-Area Eligible School 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.

 Director's Signature

 Principal's Signature

 Date

Don't forget!

REVIEWS AND REMINDERS

OPENING AND CLOSING OF SCHOOLS

- If you have any schools that will be opening or closing for the next school year, you must submit a form to our office.
- Please contact Loria Hunter (loria.hunter@alsde.edu) to inform her of openings/closings and she will send you the form you see here to complete.

The form is titled "STATE DEPARTMENT USE ONLY" and is used for reporting school site changes. It includes sections for "New School site is built with no moving and splitting of old school sites", "The original school name moves with grades to the new school", "The old school site will keep its name", "The old school site and new school site will both have new names", "The old school site will close and will no longer be used", and "The school(s) is/are changing the current grade configuration". It also has a section for "Other Situation not identified above". The form is divided into columns for "Site Type", "Agency Type", "Description of New Site/Reconfiguration", "Name of new school", "Name of original school", "Name of school(s) receiving students", "Config", and "Old Name".

Site Type	Agency Type	Description of New Site/Reconfiguration	Name of new school	Name of original school	Name of school(s) receiving students	Config	Old Name
2		New School site is built with no moving and splitting of old school sites.					
3		New School site built with no moving and splitting of old school sites.					
4		New school site will inherit original school name:					
5		A new school site was built and the old school site grades will be split. Some grades will move to the new school site and some grades					
6		The original school name moves with grades to the new school:					
7		The old school site will keep its name:					
8		The old school site and new school site will both have new names:					
9		The old school site will close and will no longer be used:					
10		The school(s) is/are changing the current grade configuration:					
		School 1 Name					
		School 2 Name					
		School 3 Name					
		Add additional here as needed					
		Other Situation not identified above					
		Description:					

REVIEWS AND REMINDERS

Is It Time for You to Renew Your Director Certification?

- Current Certificate required for Online Agreement Approval for SY24/25
- Contact Esther Hicks if you have questions about certification (ehicks2@alsde.edu)
- Price for renewing has increased to \$38.00



REVIEWS AND REMINDERS

Professional Development

Have your staff members earned the **required** Professional Development hours for PY23/24?

- **Directors – 12 hours**
- **Managers – 10 hours**
- **Staff (working 20+ hours per week) – 6 hours**
- **Staff (working less than 20 hours per week) – 4 hours**

Hours must be earned between July 1, 2023 and June 30, 2024

REVIEWS AND REMINDERS

End of Year Checklist

The checklist is being finalized and will be emailed soon.





MONTHLY MEMOS

CHAD LANGSTON

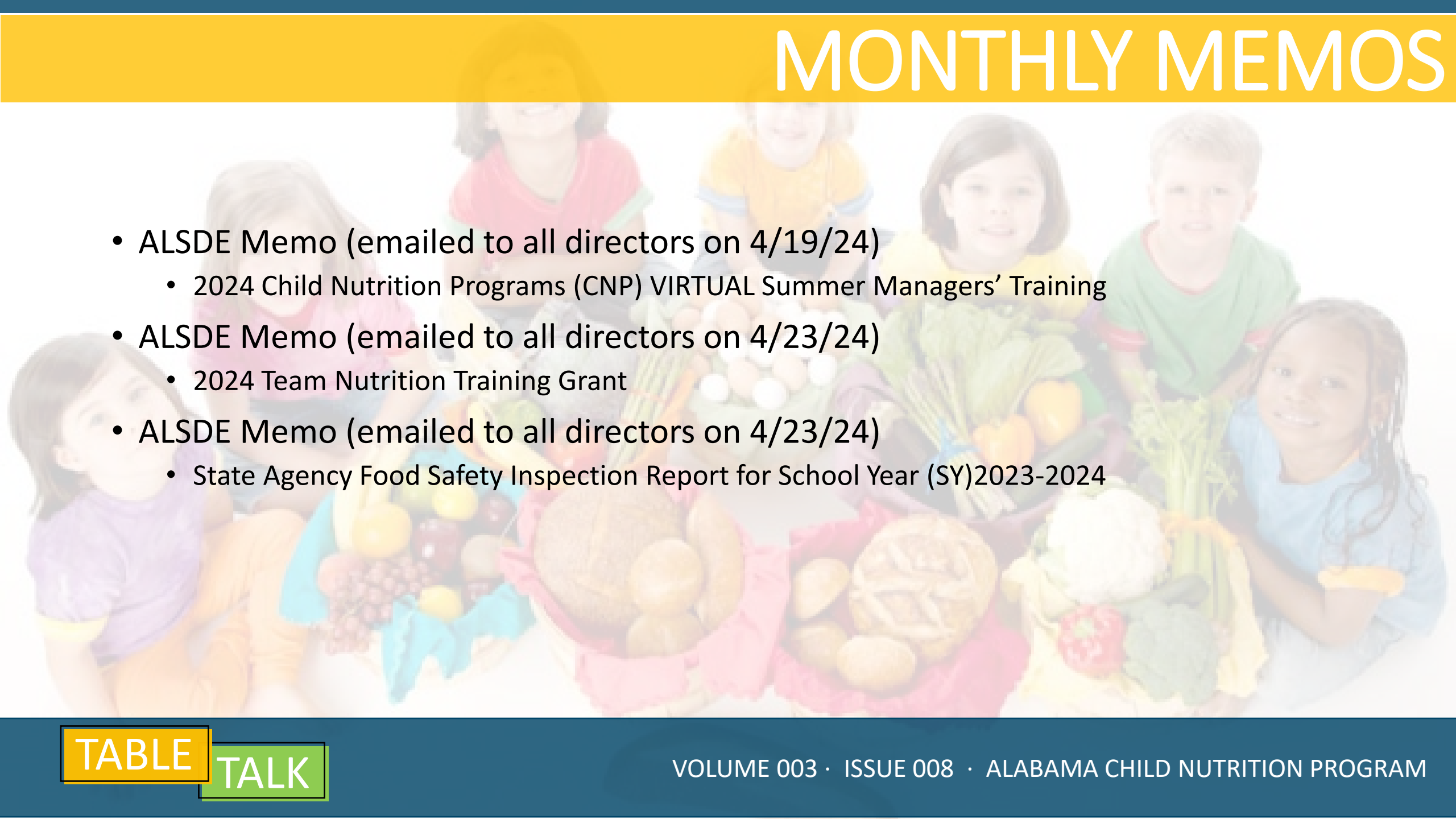
TABLE TALK

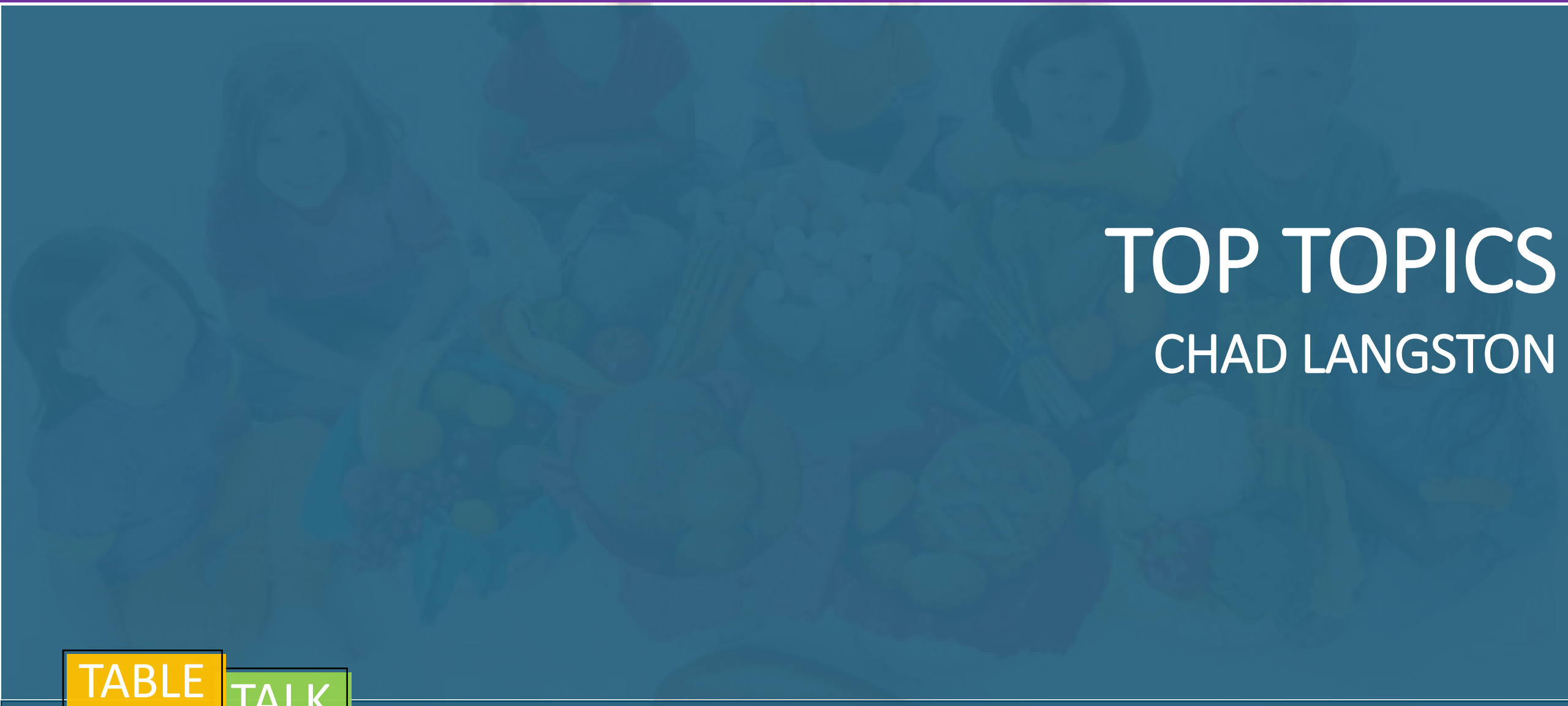
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MONTHLY MEMOS

- USDA Memo (emailed to all directors on 3/29/24)
 - SP 15-2024 – Non-Congregate Meal Service in Rural Areas: Questions and Answers #2
- USDA Memo (emailed to all directors on 4/3/24)
 - TA 02-2024 - Twenty-seventh Release of the Child Nutrition Database
- ALSDE Memo (emailed to all directors on 4/9/24)
 - School Lunch Hero Day 2024
- ALSDE Memo (emailed to all directors on 4/15/24)
 - Community Eligibility Provision (CEP) Annual Eligibility Notification for SY24-25
- ALSDE Memo (emailed to all directors on 4/15/24)
 - School Opening and Closures School Year 2024-2025

MONTHLY MEMOS

- 
- ALSDE Memo (emailed to all directors on 4/19/24)
 - 2024 Child Nutrition Programs (CNP) VIRTUAL Summer Managers' Training
 - ALSDE Memo (emailed to all directors on 4/23/24)
 - 2024 Team Nutrition Training Grant
 - ALSDE Memo (emailed to all directors on 4/23/24)
 - State Agency Food Safety Inspection Report for School Year (SY)2023-2024



TOP TOPICS

CHAD LANGSTON

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Seamless Summer Option (SSO)

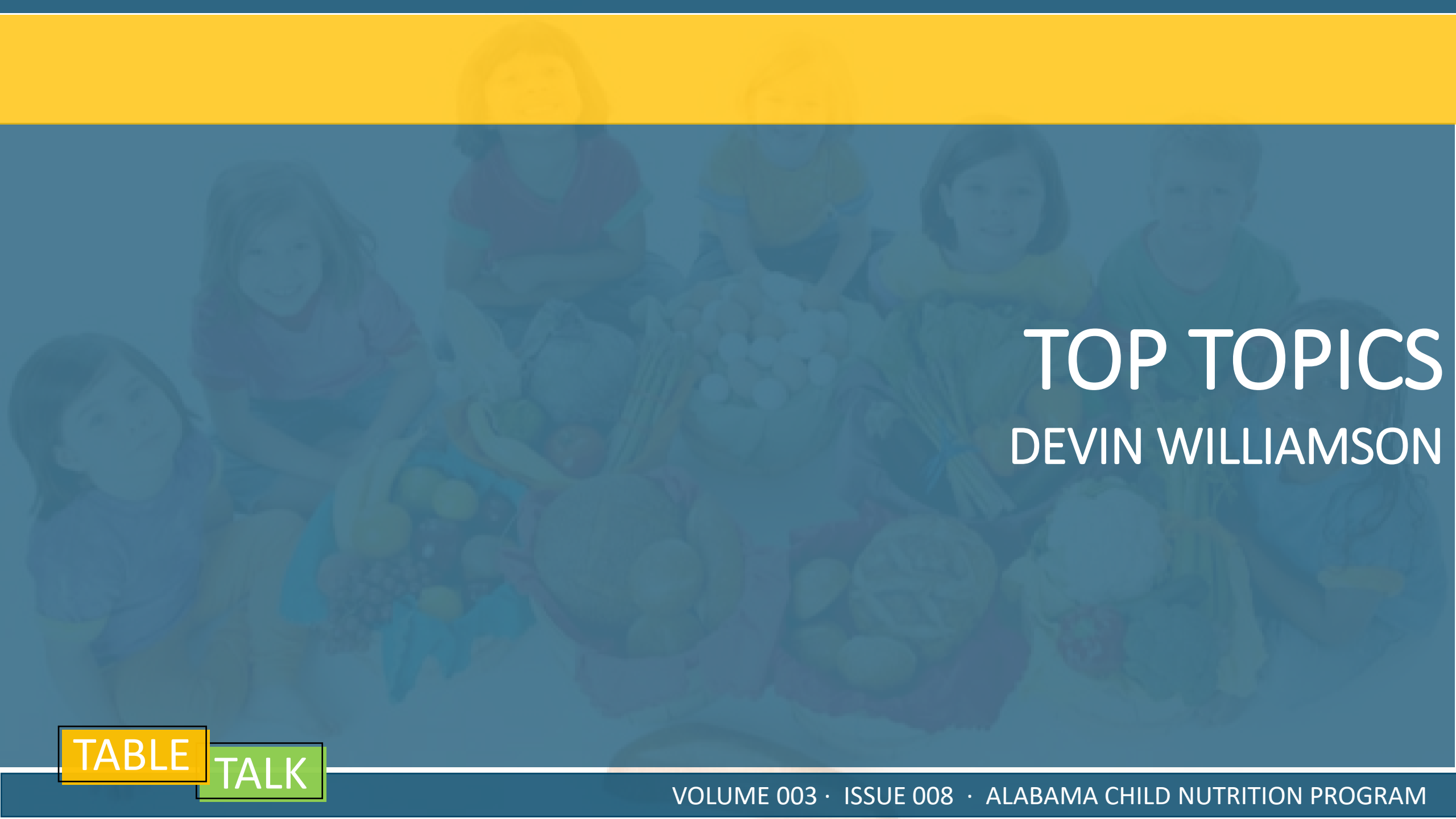
- Public media notice is not required.
- However, SFAs must state in the application how each site (excluding closed enrolled sites and camps) will promote the availability of meals to children in the community.
 - Maintain documentation of how this occurs as it will be checked during the SSO Review.

Summer Food Service Program (SFSP)

- Sponsor must send a public media release regarding program and eligibility.

National School Lunch Program (NSLP)

- If you are not operating SFSP or are operating SSO, USDA still requires **all NSLP sponsors** to provide public outreach for SFSP. This is checked during the Administrative Review.
 - [Summer Food Service Program | Kids Eat Free - Break for a Plate Alabama](#)
 - [Find Meals for Kids When Schools are Closed | Food and Nutrition Service \(usda.gov\)](#)



TOP TOPICS

DEVIN WILLIAMSON

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Fresh Fruit and Vegetables

TOP TOPIC

Fresh Fruit and Vegetable Program

- Deadline for signatures from your district is May 3rd at 11:59 p.m.
- Once all signatures are obtained, you receive an automatic copy to your email via DocuSign.
- If you are unable to view where the application is sitting, please contact Devin Williamson (334-603-2736 or devin.williamson@alsde.edu).



Team Nutrition Training Grant

- The USDA is allowing districts with at least **one school** with 40% or higher F/R rate **OR** rural school participate in our last round this summer!
- Please reach out to me today or Friday if you have staff that are interested in participating and I will verify your participation and send the registration form. Live virtual training begins next week.
- Current participants: Sub-grant applications and MOAs have not been released yet. These should be released in a few weeks.



TRAINING TIDBITS

ROBBIE SCOTT

TRAINING TIDBITS



DATE	TRAINING	LOCATION	AREA
April 23, 2024	Online Agreement Webinar	Webinar	Webinar
July 9-10, 2024	NEW Managers' Training	Shelby County Instructional Services Center	Alabaster, AL
July 25, 2024	Administrative Review Training	Gordon Persons Building Auditorium	Montgomery, AL
November 20 – 22, 2024	Fall Directors' Conference	The Grand	Fairhope, AL



2024 Summer Managers Training

- All Summer Managers Training Sessions will be virtual.
- ICN will be conducting sessions.
- Topic will be Food Safety Basics (4 Hours) and will run from 8 AM to 12 Noon.
- Registration information was sent to directors with link to register through ICN. Please share information with managers in your district.
- Each participant will register for **ONE DAY ONLY**.



2024 Summer Managers' Training

DATE	TRAINING	LOCATION	TIME
Wednesday, May 29, 2024	Summer Managers Training	VIRTUAL/ICN	8:00 AM – 12:00 NOON
Thursday, May 30, 2024	Summer Managers Training	VIRTUAL/ICN	8:00 AM – 12:00 NOON
Wednesday, June 12, 2024	Summer Managers Training	VIRTUAL/ICN	8:00 AM – 12:00 NOON
Thursday, June 13, 2024	Summer Managers Training	VIRTUAL/ICN	8:00 AM – 12:00 NOON
Wednesday, July 24, 2024	Summer Managers Training	VIRTUAL/ICN	8:00 AM – 12:00 NOON
Thursday, July 25, 2024	Summer Managers Training	VIRTUAL/ICN	8:00 AM – 12:00 NOON



SPONSOR SPOTLIGHT

CHIMERIA GIVHAN

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Joyce Curry , CNP Director Troy City Schools

SPONSOR SPOTLIGHT

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Joyce has been in child nutrition for 26 years. She is the CNP Director for Troy City Schools. Troy CNP serves four sites and employs 18 CNP employees.

Favorite Part of Your Job: Knowing she is making a meaningful impact in the lives of children Joyce stated, “Sometimes child nutrition is seen simply as an auxiliary branch of the school system, we are so much more than that. Knowing that the meals we serve to students daily helps support their ability to acquire and retain knowledge is gratifying.”

Least Favorite Part of your Job: Not having the opportunity to interact with students daily. Joyce came from the school building to central office and not seeing the students each day was an adjustment, they give me so much life!

Funniest, Craziest or Most Meaningful Moment:

One time one of the schools was getting several pieces of new equipment which required both of the back dock doors to remain open until the delivery was complete. Unknown to the CNP staff 2 birds flew in. When the students saw them and became alarmed, Joyce said, “ . . . this a complement to our food service staff here, the food is so good even the wildlife wants a taste.”

Best Advice from Joyce for New CNP Directors:

Form a positive relationship with your team, when they are confident you have their best interest at heart, they feel confident in completing tasks of the day successfully.

Form significant relationships with your peers, board members, state staff, and stakeholders, trust me at some point you will need them for assistance. Stay positive - No every day is not a good day, but there IS good in it!



GO TEAM!

Troy City Schools CNP Teams

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Great Job!



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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

