

October New Directors' Webinar



Loria Hunter, Education Specialist II
2023 New Directors' Training
October 2023
ALSDE Child Nutrition Programs



WEBEX RECORDING

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

Agenda

Reminders

- NSLP Equipment Assistance Grant – Due Nov 1st
- Verification – Last operating day in October
collect data per verification summary report

Monthly Checklist

USDA Foods

Special Diets

Hazard Analysis Critical Control Point Plan

Monthly Checklist



New Directors' Monthly Checklist October

Mark as (X) or N/A	Tasks	Date Completed/Notes
	Submit claims for reimbursement by the 20 th day of the following month (delinquent after the 20 th day) if meals were served during the month of September.	
	Run the direct certification (DC) list in PowerSchool and the point of sales (POS). Compare lists to ensure DC eligibles are accurate in both systems.	
	Check AIM for DC unmatched students using selected data points. Compare unmatched list with enrolled student file.	
	Process online and hardcopy F/R meal applications. Send notification letters. (ongoing)	
	Celebrate National School Lunch Week (optional).	
	Verification begins. Capture F/R application information as of Oct 1 st .	
	Verification - Enter required information on Verification Summary Sheet—found on the cnp.alsde.edu webpage.	
	Verification – Send notification letters to households selected for verification.	
	Verification – Capture F/R application data as of October 31.	
	Conduct managers' meeting.	
	Conduct onsite reviews/visits.	
	20 days after Labor Day report pulled by ALSDE the 3 rd Friday in October, collaborate with IT coordinator to ensure accuracy of F/R data.	
	Calculate value of fiscal year end USDA food. (Food Distribution will send an email prompt.)	
	Revise online application for any program changes (snacks, mealtimes, operating days).	

USDA Foods

Purpose of USDA Foods

- Safeguard the health of the nation's children
- Expand and support domestic agriculture
- Supports both lunch and breakfast programs
- Provide foods that meet the Dietary Guidelines of Americans and NSLP meal pattern requirements



Advantages of Using USDA Foods



- **Makes up approximately 15-20% of school lunch**
- **Offers nutritious options, choice and convenience**
- **Offers more fruits and vegetables, more whole grains and more foods that are lower in sugar, salt, and fat**



FOOD DISTRIBUTION is responsible for the management and supervision of the processes involved in supplying foods to public schools and other eligible recipients participating in the National School Lunch Program. Through this program we operate the Statewide Procurement Program as well as managing USDA Foods for use in school programs, The Emergency Food Assistance Program, The Commodity Supplemental Food Program, Summer Food Service Programs, and Disaster Assistance. Food Distribution is a branch of the Child Nutrition Programs operating out of the Alabama State Department of Education.



The **USDA Foods** in Schools program supports domestic nutrition programs and American agricultural producers through purchases of 100% American-grown and -produced foods for use by schools and institutions participating in the National School Lunch Program (NSLP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP).

The **National School Lunch Program (NSLP)** is a federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost or no-cost lunches to children each school day. The program was established under the Richard B. Russell National School Lunch Act, signed into law by President Harry Truman in 1946.

The **Statewide Procurement Program (SWP)** operates as a non-profit purchasing cooperative bidding meal pattern compliant food items, storage and delivery services on behalf of Alabama schools participating in USDA programs. Annually, over \$10 million dollars is returned to the schools participating in SWP through rebates collected on their behalf.

The **Department of Defense Fresh Fruit and Vegetable Program (DoD Fresh)** allows schools to use their USDA Foods entitlement dollars to buy fresh domestic produce in order to support Farm to School Programs.

Food Distribution Disaster Assistance coordinates with USDA's Food and Nutrition Service (FNS), state, local and voluntary organizations to provide USDA Foods during Presidentially declared disasters and state situations of distress. These USDA Foods are available for shelters to use for mass congregate feeding sites and to distribute food packages directly to households in need in limited situations.

**NATIONAL
SCHOOL LUNCH
PROGRAM**



The **Emergency Food Assistance Program (TEFAP)** is a federal program that helps supplement the diets of low-income Americans by providing them with emergency food assistance at no cost. USDA provides 100% American-grown USDA Foods and administrative funds to states to operate TEFAP.

The **Commodity Supplemental Food Program (CSFP)** works to improve the health of low-income persons at least 60 years of age by supplementing their diets with nutritious USDA Foods. USDA distributes both food and administrative funds to participating states and Indian Tribal Organizations to operate CSFP.



USDA's Food and Nutrition Service <https://www.fns.usda.gov/>
USDA is an equal opportunity provider and employer.



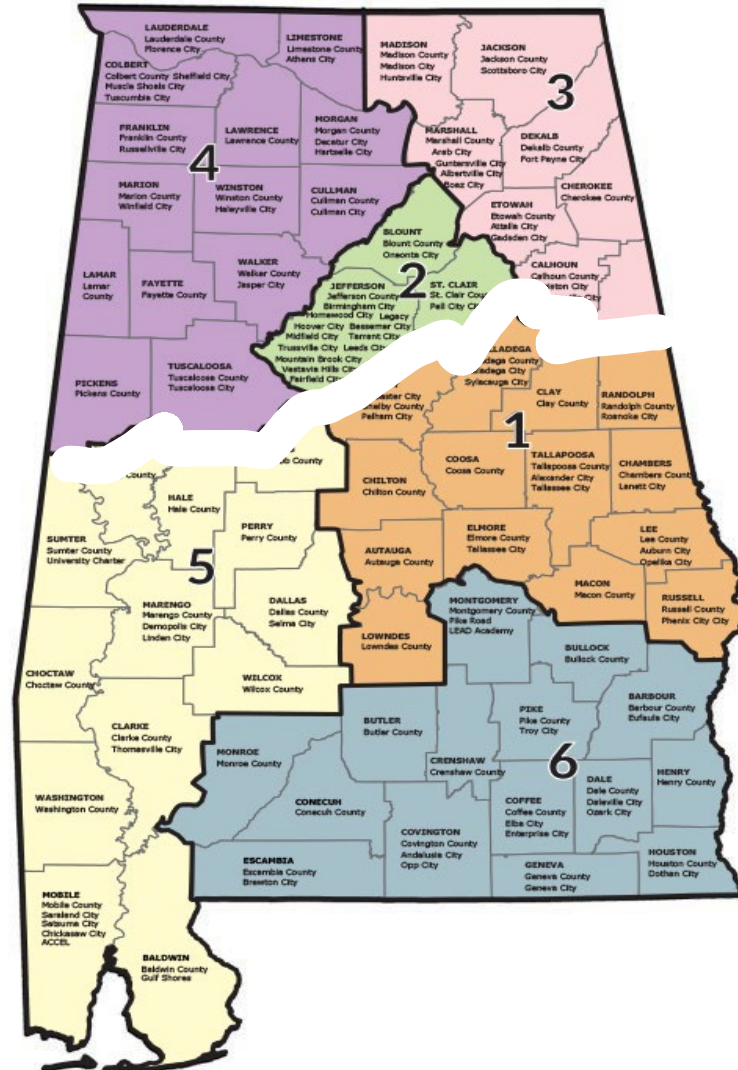
Food Distribution & Statewide Procurement

ALSDE holds contracts with two mainline distributors:

- Wood Fruitticher (North)
- Merchants (South)

Distributors are responsible for school food deliveries:

- USDA Foods Orders
- Grocery Items from the State Order Guide



**Wood
Fruitticher**
Regions 2, 3, 4

Merchants
Regions 1, 5, 6



USDA Foods in Schools

USDA Foods provides American grown foods that help schools create appealing, nutritious, and cost-effective menu options.

USDA Foods

- 100% Domestic American Grown and Produced Foods
- Items are pre-ordered based on school surveys
- Entitlement is based on *lunch* meals served
- All USDA Foods meet a meal pattern component



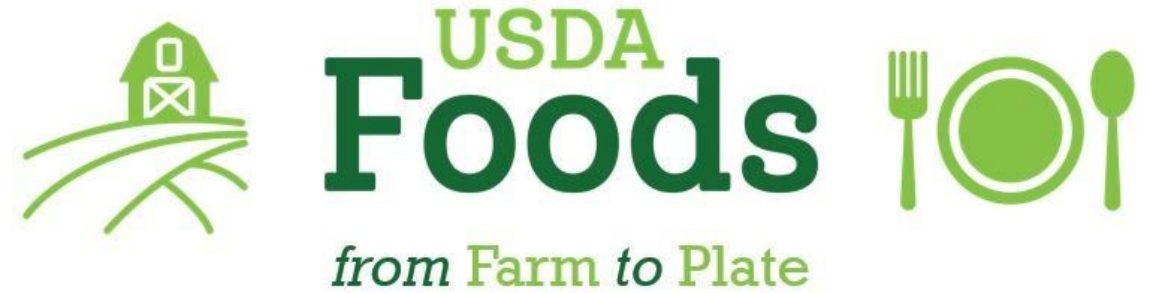
Entitlement Calculation

USDA Foods for School Year 2023-2024

49 USDA Foods items are
available to Alabama schools in SY24

Commodity Name	Material Number	Sales Order Number	Item Number	Weight / Case	Cost / Pound	Qty Allocated	Cost / Case	Total Value	Expected Arrival Period
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000772536	100	27.0000	\$1.3870	22	\$37.45	\$823.88	3/16 - 31/2022
CHICKEN STRIPS FRZ CTN-30 LB	110462	5000754239	100	30.0000	\$4.3100	23	\$129.30	\$2973.90	7/01 - 15/2022
BEEF PATTY CKD FRZ 2.0 MMA CTN-40 LB	110711	5000754224	100	40.0000	\$5.6490	17	\$225.96	\$3841.32	7/16 - 31/2022
BEANS PINTO CAN-6/10	100365	5000771796	100	40.5000	\$0.4465	17	\$18.08	\$307.41	9/01 - 15/2022
TORTILLA WHOLE WHEAT FZN 8" CTN-12/24	110394	5000771824	100	27.0000	\$0.7945	8	\$21.45	\$171.61	9/01 - 15/2022
TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB	110554	5000772097	100	40.0000	\$3.0222	6	\$120.89	\$725.33	9/01 - 15/2022
TURKEY ROASTS FRZ CTN-32-48 LB	100125	5000772102	100	40.0000	\$3.1900	16	\$127.60	\$2041.60	9/01 - 15/2022
CRANBERRIES DRIED PKG-300/1.16 OZ	110723	5000765703	100	1.1500	\$3.3340	34	\$3.83	\$130.36	9/16 - 30/2022
RAISINS BOX-144/1.33 OZ	100293	5000765704	100	11.9700	\$2.1529	37	\$25.77	\$953.50	9/16 - 30/2022

USDA Foods for School Year 2023-2024



Form 11 - lists USDA Foods on order for your school system.

- Use the Form 11 to plan to use USDA items in school meals.

Form 12 — lists USDA Foods ready for your director to order.

Authorized Commodity Orders List- lists the number of USDA Foods cases allocated to your school by your director.

Commodity Name	Material Number	Sales Order Number	Item Number	Weight / Case	Cost / Pound	Qty Allocated	Cost / Case	Total Value	Expected Arrival Period
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000772536	100	27.0000	\$1.3870	22	\$37.45	\$823.88	3/16 - 31/2022

USDA Foods for School Year 2023-2024

- Inventory USDA Foods separately from other items
- Utilize all USDA Foods within 6-months
- USDA higher costs, truck cancellations, and bonus purchases will change the final values received.
- Schools can view their USDA Food orders on the “Authorized Commodity Orders List” in the CNP application.
- The expiration date on your Form 12 is a 60-day expiration date for all USDA Foods. It states the order by date to avoid excess storage fees.



Form 12

Commodity Name	Material Number	Arrival Date	Expiration Date	Qty Allocated	Amt Ordered	Remaining Qty in Whse
BEEF PATTY CKD FRZ 2.0 MMA CTN-40 LB	110711	7/8/2022	09/06/2022	17	0	17



USDA Standardized Recipes

Child Nutrition Recipe Box

- Find standardized recipes using USDA Foods.
- Recipes are portioned into CN equivalents for easy crediting.
- Nutrition facts are provided.

[← Go back](#)

Chicken Fajitas - USDA Recipe for Schools

These Chicken Fajitas have diced chicken breast, combined with salsa, vegetables, Mexican spices and lime juice served in a whole grain tortilla.

NSLP/SBP CREDITING INFORMATION

1 fajita provides 2 oz equivalent meat, $\frac{1}{8}$ cup starchy vegetable, $\frac{1}{8}$ cup additional vegetable, and 1 oz equivalent grains.

★★★★★ 5 from 3 votes



USDA Foods Shortage Forms

When receiving USDA Foods:

Step 1: Confirm the correct products and number of cases have been delivered.

Step 2: If there is a missing case of USDA Foods, contact your distributor asap.

Step 3: If a replacement is unable to be shipped, complete a USDA Foods Shortage Form found on the ALSDE website and submit it to FoodDist@ALSDE.edu.

USDA FOOD PROGRAMS – NSLP – NATIONAL SCHOOL LUNCH PROGRAM

Title	Description
USDA Food Shortage from Warehouse Report	SFAs are to use this form to report to the state any USDA Food they were allocated and ordered from the warehouse, but did not receive.





Receiving Grocery Orders and USDA Foods Orders

- Check all deliveries thoroughly including key drops
- Check produce for spoilage on arrival
- Spot check pricing on invoices
- Confirm the correct products are being delivered
- Confirm item substitutions

Once you sign the invoice you are saying the shipment is correct

USDA DoD Fresh Fruit and Vegetable Program

USDA DoD Fresh

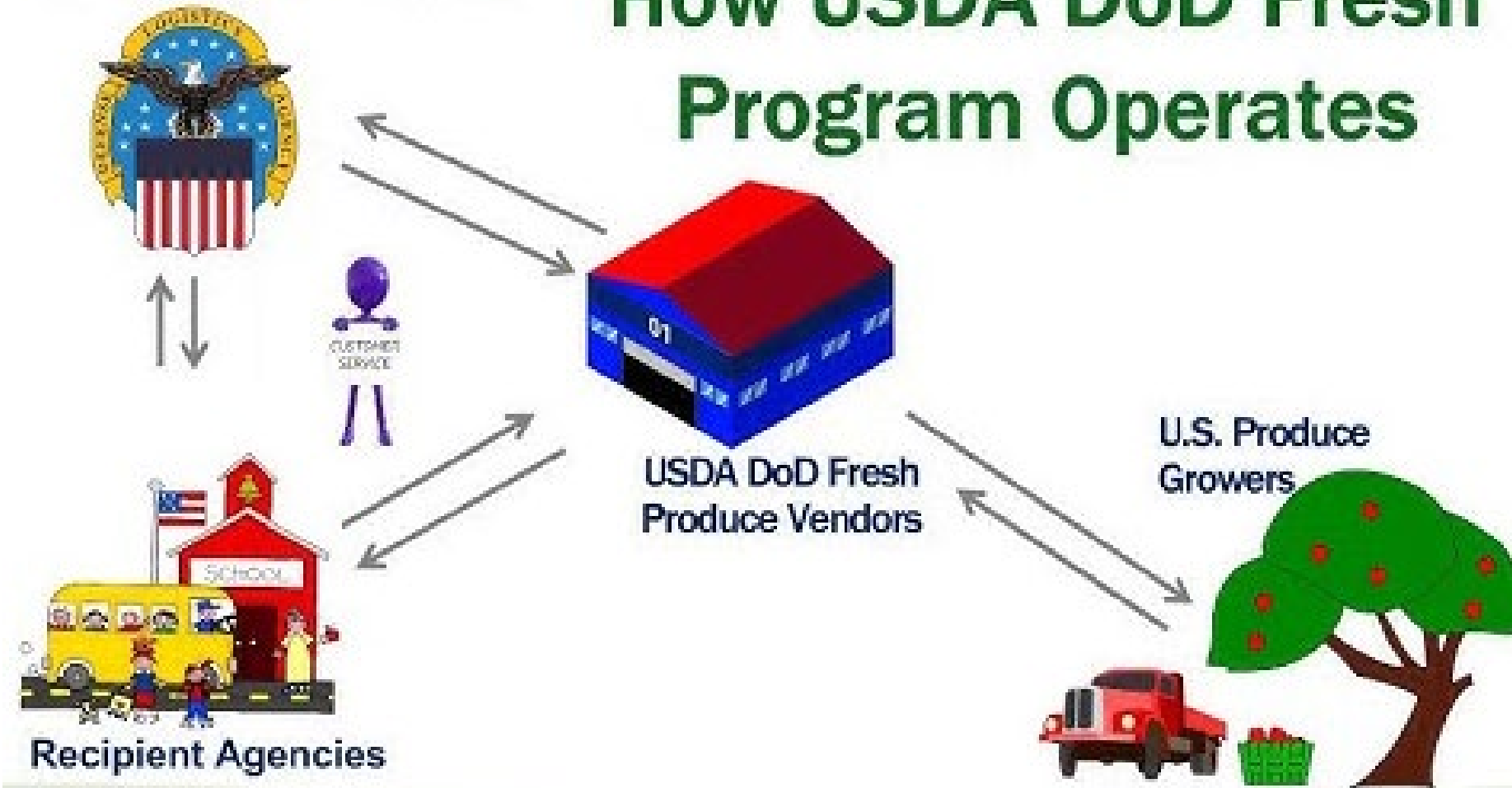


Alabama has revised this program to allow direct delivery of fresh fruits and vegetables to schools.

147 School Districts, RCCI's and Private Schools will be participating in the program SY 2023-2024

Department of Defense (DoD)

How USDA DoD Fresh Program Operates



United States Department of Agriculture
Food and Nutrition Service



Food Distribution Division Contact Information



Food Distribution FoodDist@alsde.edu



Statewide Procurement SWP@alsde.edu



Office (334) 694-4857



Special Diets

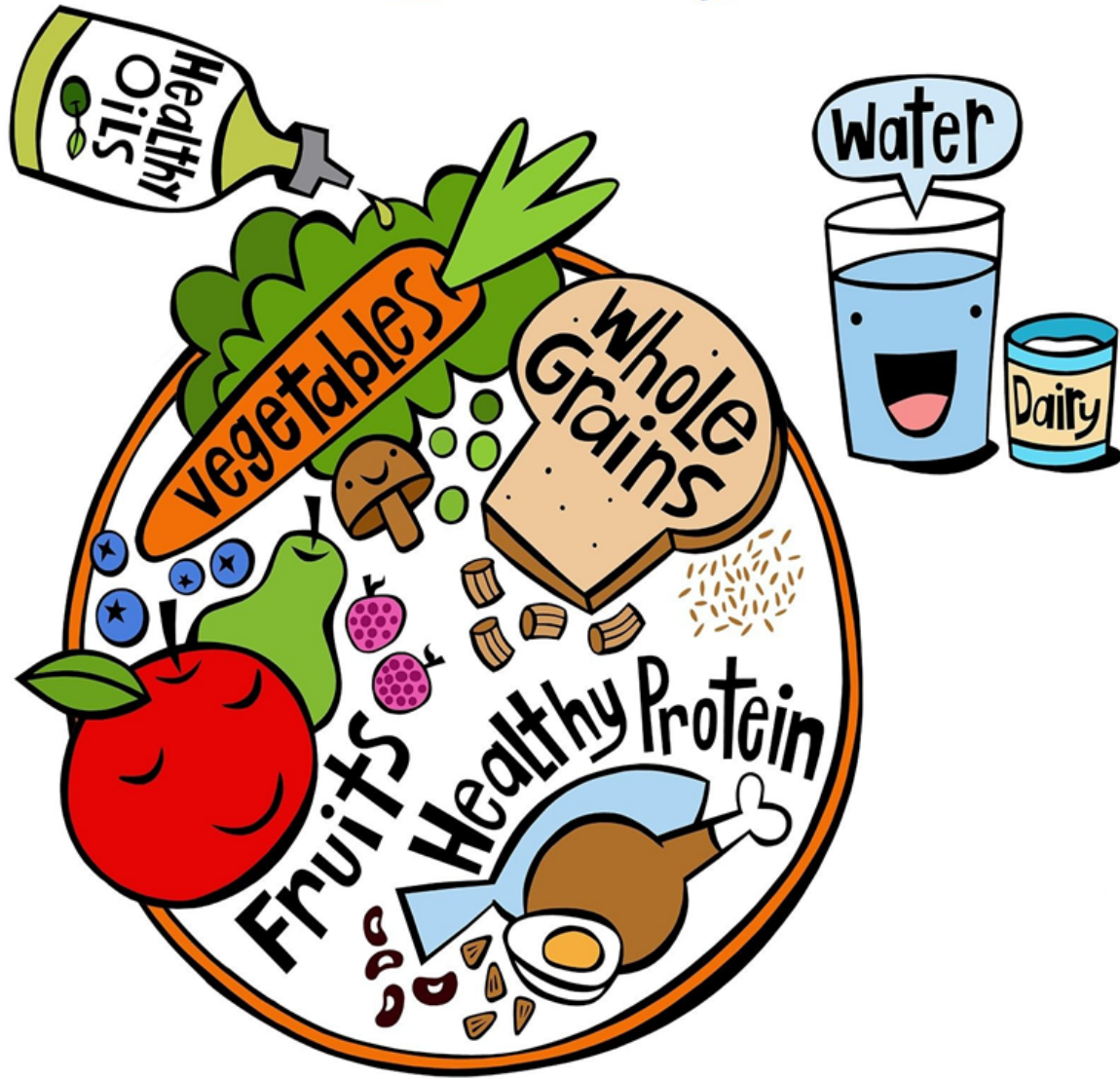


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ALSDE CNP School Programs

A graphic featuring a blue notepad with four white horizontal lines and dots on the left, and a green rectangular box with the word "Agenda" in white text on the right.

Agenda

- Accommodating Children with Disabilities
- Written Medical Statements
- Food Allergy Vs. Food Intolerance
- Meal Modifications & Substitutions
- Communication with School Nurses



Accommodating Children with Disabilities

What is a Disability?

Section 504, the ADA, and Departmental Regulations at 7 CFR part 15b define a person with a disability as any person who has a physical or mental impairment which substantially limits one or more “major life activities,” has a record of such impairment, or is regarded as having such impairment." (See 29 USC § 705(9)(b); 42 USC § 12101; and 7 CFR 15b.3.) “Major life activities” are broadly defined and include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, **eating**, sleeping, walking, standing, lifting, bending, speaking, **breathing**, learning, reading, concentrating, thinking, communicating, and working. “Major life activities” also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, **digestive**, bowel, bladder, neurological, brain, respiratory, circulatory, **endocrine**, and reproductive functions. (See 29 USC § 705(9)(b) and 42 USC § 12101.)

***After the passage of the ADA Amendments Act, most physical and mental impairments will constitute a disability. It does NOT need to be life threatening. ***

Potential Disabilities

- Food allergy
- Non-life-threatening allergy
- Food intolerance
- Autism
- Obesity



The above conditions may be considered a disability and require a meal modification, if it impacts a major bodily function or other major life activity.

Any physical or mental impairment preventing a child from consuming a meal is considered a disability.

What is the Central Concern in Accommodating Special Diets?

A photograph of several young children sitting at a table, eating. The image is slightly blurred and has a soft, warm tone. In the foreground, a girl with blonde hair in pigtails is seen from the side, holding a fork. Other children are visible in the background, also eating. The text is overlaid on the right side of the image.

To ensure that children with disabilities have an equal opportunity to participate in and benefit from the NSLP and the SBP!

USDA requires districts to...

- Provide special meals, **at no extra charge**, to children with a disability when the disability restricts the child's diet.
(7 CFR 15b.26(d))
- Make substitutions to meals to accommodate children with disabilities that restrict their diet. (7 CFR 210.10(m) and 220.8(m))
 - Only when supported by a written statement from a State licensed healthcare professional (physician, NP, PA) who is authorized to write medical prescriptions under State law.

Requesting a Modification

SFAs must require a written medical statement to receive reimbursement for meals served to children with disabilities that do not meet Program meal pattern requirements.



What must be included in the written medical statement?

- A description of the child's impairment and an explanation on how it restricts the child's diet. This allows the cafeteria to understand and meet the child's needs.
- An explanation of what must be done to accommodate the disability.
- The food or foods to be omitted and recommended alternatives, in the case of a modified meal.





Diet Prescription for Meals at School

This file is to be maintained for use within the school cafeteria.

Student's Name: _____

Name of School: _____

To be completed by a Licensed Physician, Licensed Physician's Assistant, or Nurse Practitioner

Student's Diagnosis(optional): _____

Major life activity affected by the disability: _____

Diet Prescription for Meals at School

This file is to be maintained for use within the school cafeteria.

Student's Name: _____

Name of School: _____

To be completed by a Licensed Physician, Licensed Physician's Assistant, or Nurse Practitioner

Student's Diagnosis (optional): _____

Major life activity affected by the disability: _____

_____. Be specific with instructions. This
cafeteria staff.

sensitivity):

substitute **MUST** be provided.

(y):

ation Required

Grams per meal (range)

Calories per meal (range)

Calories per meal (range)

Textures Allowed (i.e. ground, pureed)

_____. (Please specify):

Instructions:

Instructions:

I certify that the above-named student needs special school meals prepared or served as described above because of the student's disability or chronic medical condition.

State Licensed Healthcare Professional Signature

Date

*It is recommended that the diet prescription be renewed annually.

Vague Diet Prescriptions

- “Increase calories”
- “Decrease calories”
- “Modified carbohydrate”
- NO SUBSTITUTION LISTED

FURTHER INSTRUCTIONS ARE NEEDED!

Contact the parent or guardian and ask them to provide an amended medical statement

However, this should **NOT** delay the school from providing a meal modification.
Follow what is clear to the greatest extent possible.



If the school is aware a meal modification is needed, the SFA:

- **Must** provide the modification while awaiting the medical statement
- Must request the family provide a medical statement signed by a State licensed healthcare professional
- **MUST** document the initial interaction with the family where school officials learned of the child's need for a modification

What happens if the cafeteria still does not receive a medical statement?

- Schools should continue to follow up until the family submits a medical statement supporting the need for a modification

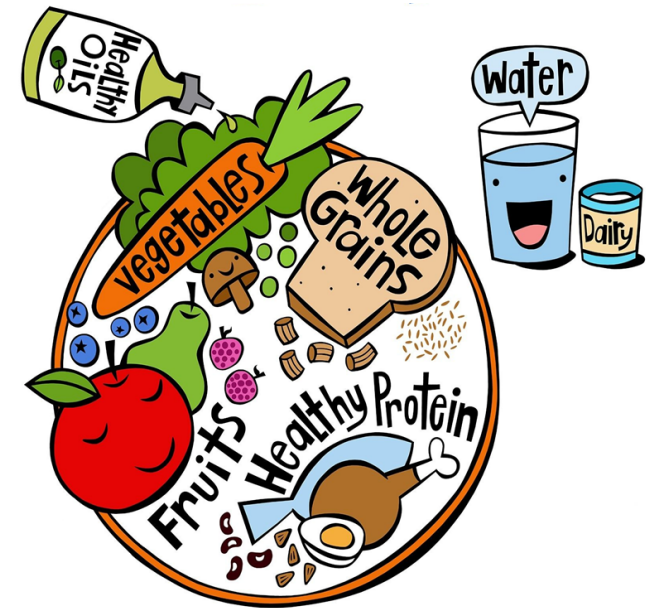
Discontinuing Special Diets

FNS does not require written documentation from a State licensed healthcare professional rescinding the original medical order prior to ending a meal modification.

- It is recommended that SFAs maintain documentation when ending a meal accommodation.

For example:

- Ask the parents to sign a statement indicating that their child no longer needs a meal accommodation.
 - Keep a log of these conversations.
- If the parent wants to **CHANGE** a diet prescription rather than discontinue, it is recommended to have them request a new diet prescription form completely.



Food Allergy vs. Food Intolerance

What is a Food Allergy?

A **food allergy** is an immune-mediated adverse reaction to a food protein. In allergic individuals, specific foods can trigger the immune system to develop an antibody, immunoglobulin E (IgE), against the allergen (food protein).

When the person with the antibody consumes that allergen, it binds to IgE and begins to trigger a variety of allergic symptoms

When the food allergen is eaten, the body tries to protect itself by releasing substances into the blood.

Even a BITE of food can result in an allergic reaction.



Food Allergy Statistics

- Approximately six million children have one or more food allergies
- 16-18% of children have experienced a reaction with food allergies at school
- About 25% of severe reactions are among children having no previous diagnosis of a food allergy





MOST COMMON FOOD ALLERGIES

Top 9 Allergens (FALCPA-Regulated allergens):

- Milk
- Egg
- Peanut
- Tree Nuts
- Soy
- Wheat
- Fish
- Crustacean Shellfish
- Sesame

Even tiny amounts of food proteins (invisible to us) can cause reactions in people with food allergies!



Symptoms of Food Allergies

The following symptoms can occur within minute or up to two hours after eating the food:



Mild Symptoms	Severe Symptoms
Hives	Swelling of the lips, tongue, or throat
Nausea or vomiting	Shortness of Breath
Stomach Pain	Drop in blood pressure
Nasal Congestion	Anaphylaxis: life-threatening and could cause death
Runny nose	

What is a Food Intolerance?

A food Intolerance is an abnormal physiological response, but involves the **gastrointestinal system**, not the immune system. It does not cause immediate life-threatening reactions.

Causes of Food Intolerance:

- Absence of an enzyme to digest food (i.e., **lactose intolerance**)
- **Celiac disease**
 - An adverse reaction occurs when someone with Celiac disease eats gluten
 - Found in wheat, barley, rye
 - Gluten-free is the only way to manage symptoms



Alternative Milk Choices

- Juice or water is only an acceptable substitution if the doctor specifies that it is to be substituted.
- Any substitute for milk is acceptable if specified on diet prescription.



Alternative Milk Choices

If you are awaiting a diet prescription OR
want to accommodate for a preference:

1. The milk must meet requirements on the Fluid Milk Nutrient chart.
2. SFAs must obtain a written statement from student's guardian to support the request.
3. The SFA must notify the State if any of their schools provide milk substitutions for non-disability reasons.

Fluid Milk Substitute Nutrient Requirements	
Nutrient	Per cup (8 fl. oz.)
Calcium	276 mg.
Protein	8 g.
Vitamin A	500 IU.
Vitamin D	100 IU.
Magnesium	24 mg.
Phosphorus	222 mg.
Potassium	349 mg.
Riboflavin	0.44 mg.
Vitamin B-12	1.1 mcg.

Examples of milks that meet the nutrient chart . . .



- Lactose-free dairy milk or reduced-lactose dairy milks are always acceptable and **do not** have to have a diet prescription or meet the nutrient chart.
- Some Soy Milks
- Some Pea Milks



When is Accommodation NOT REQUIRED?

An accommodation is **not required** if it is not a disability.

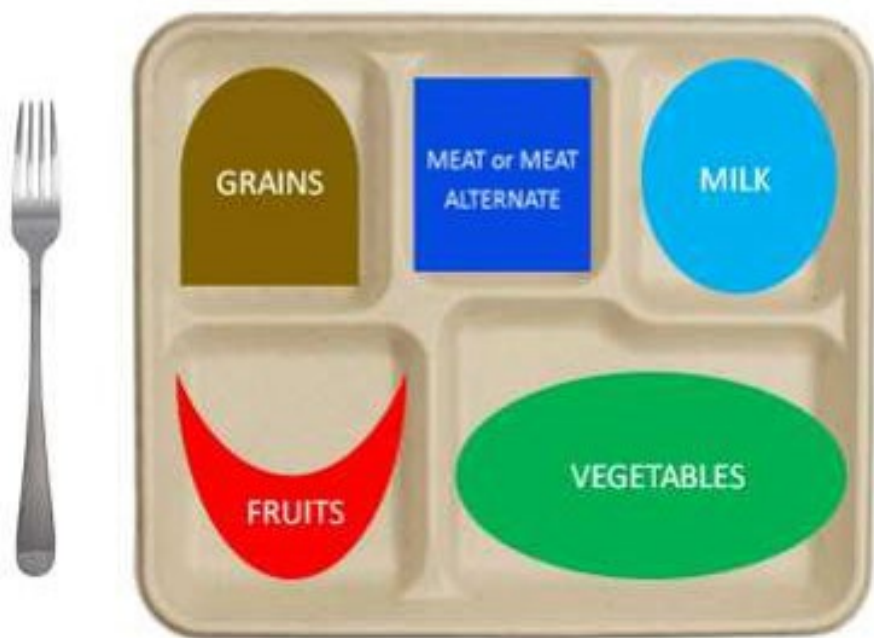
Examples:

- Religious preference
- Culture preference
- Food preferences



Meal Modifications

Meal Modifications and Substitutions



In Offer Versus Serve (OVS), children with disabilities **must have the option to select all food components/items made available to other children.**

For example:

A child with Celiac disease must have a choice of a bread/grain item that is gluten-free.

Responsibilities of School Nutrition Staff



**IDENTIFY THE CHILD &
CAREFULLY PREPARE FOOD**



**PREVENT CROSS CONTACT
WITH KNOWN ALLERGENS**



**HAVE RIGID CLEANING
PROCEDURES**

#1: Identify the Child & Carefully Prepare Food

Identify the child with food allergies:

- For example, a recent picture of each child could be kept in a location that is not visible to the children or the public.

This information should also be entered into the POS as a warning!

- Make sure the child's plate does NOT have the allergenic food. Even a trace of food that is invisible to us could cause an allergic reaction.

Be prepared to share food labels, recipes, or ingredient lists: keep food labels for 24 hours after serving.

Reading Ingredient Lists

Read the food label **every time that food is used**.

- If uncertain, call manufacturer or use different product.

FALCPA-regulated allergens must be listed as **ONE** the following:

- In the ingredient list, using the allergen's common name
- Using the word “**contains**” followed by the name of the major food allergen
- In the ingredient list in parentheses, when the ingredient is a less common form of the allergen—for example, “albumin (egg)”

Non-FALCPA regulated allergens:

- May be present in a food but missing from an ingredient list if they are part of a spice or flavoring. For example, “natural flavorings”.

Nutrition Facts	
Serving Size 1/2 oz (14g)	
Amount Per Serving	
Calories 35	Calories from Fat 0
	% Daily Value*
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	0%
Cholesterol 0mg	0%
Sodium 0mg	0%
Total Carbohydrate 9g	3%
Dietary Fiber 0g	0%
Sugars 8g	
Protein 0g	
Vitamin A 0%	• Vitamin C 2%
Calcium 0%	• Iron 0%
* Percent Daily Values are based on a 2,000 calorie diet.	
Ingredients: Enriched flour (wheat flour, malted barley, niacin, reduced iron, thiamin mononitrate, riboflavin, folic acid), sugar, partially hydrogenated cottonseed oil, high fructose corn syrup, whey (milk), eggs, vanilla, natural and artificial flavoring, salt, leavening (sodium acid pyrophosphate, monocalcium phosphate), lecithin (soy), mono and diglycerides.	

#1: In the Ingredient List

Written as the common or usual name of the major food allergen.



#2: Using the word “contains”

Using the word “**contains**” followed by the name of the major food allergen:

INGREDIENTS: Gluten Free Flour:(Brown rice flour, sweet rice flour, tapioca starch, cornstarch, potato starch), Pure Cane Sugar, Fresh Eggs, Almond Flour, Almonds, (Dried Unblanched), Cranberries (Dried Sweetened), Fresh Orange Juice, Baking Powder; Aluminum Free(Sodium Acid Phosphate), Pure Vanilla Extract (water, alcohol, vanilla extractives), Fresh Orange Peel, Almond Extract

Contains: Eggs, Almonds

#3: In the ingredient list in parenthesis

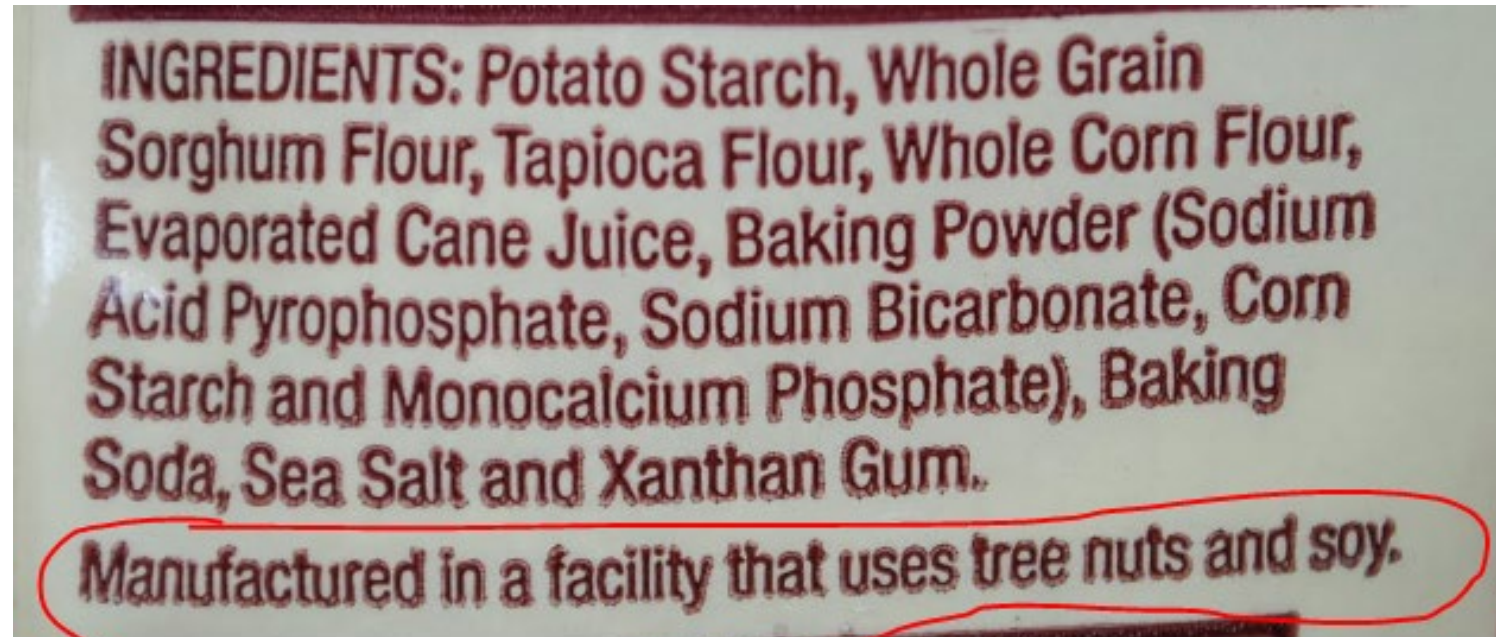
In the ingredient list in parentheses, when the ingredient is a less common form of the allergen—for example, “cream (milk)”

INGREDIENTS: CHICKEN STOCK, WATER, MODIFIED FOOD STARCH, WHEAT FLOUR, CHICKEN MEAT, CREAM (MILK), CONTAINS LESS THAN 2% OF: VEGETABLE OIL, CARROT JUICE CONCENTRATE, SALT, POTASSIUM CHLORIDE, FLAVORING, SOY PROTEIN CONCENTRATE, DEHYDRATED MECHANICALLY SEPARATED CHICKEN, YEAST EXTRACT, CHICKEN FAT, DISODIUM GUANYLATE, DISODIUM INOSINATE, SPICE, BETA CAROTENE FOR COLOR, SODIUM PHOSPHATE, SOY PROTEIN ISOLATE, MIXED TRIGLYCERIDES, LACTIC ACID, CELERY EXTRACT, DEHYDRATED CHICKEN, ONION EXTRACT.

Voluntary Labeling

“May Contain” or “Made on Equipment” Statements

- This labeling is **voluntary** for manufacturers
- **AVOID** if listed



PREVENT CROSS CONTACT WITH KNOWN ALLERGENS

Cross Contact:

When an **allergen** is accidentally transferred from a food containing an allergen to a food or surface that does not contain the allergen.

Cooking does NOT reduce or eliminate the protein, so there is still the chance of a person with the allergy having a reaction to the food.



Ways to Prevent Cross Contact

- Prepare allergy-free foods BEFORE the other foods or designate an allergen-safe food preparation area.
- Color code utensils, equipment.
- Isolate ingredients containing allergens.
- Sticker or color code wrapped food.
- Clean residue with soap, water and friction.



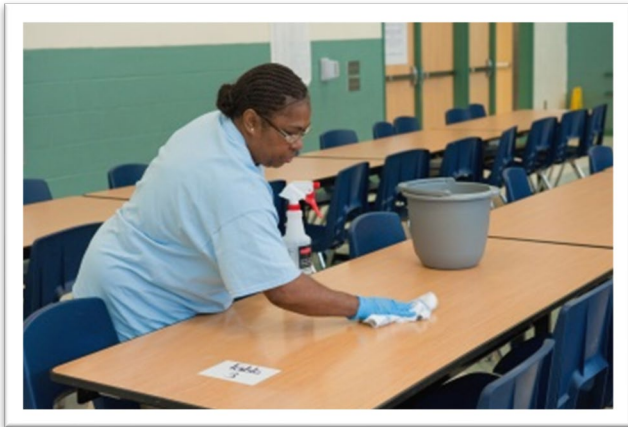
Rigid Cleaning Procedures



Hand Washing:

- Warm, soapy water
- Alcohol-based sanitizer is not effective for removal of the protein from your hands

To remove food protein from surfaces, wash the surfaces with soap, water, and friction.



Clean all equipment and utensils with hot, soapy water

- Wiping the crumbs from Spatulas, cutting boards, or surfaces is NOT ENOUGH.

Using wipes or sanitizing tables only will not effectively remove the allergen residue and will increase the risk of exposure for a child with food allergies.

Communication

Communication is so key.

CNP managers and nurses are a TEAM!

Establish a system for:

- notifying each other about special diets
- changes to the menu

This strategy is to be determined at the district-level.

Communicate with 504 or IEP team, if applicable.

Greatest challenge from the poll: CARB COUNTS

Gold Standard: set up a meeting with the school nurse to discuss each other's expectations.



Communication: Carbohydrate Counting



- Cafeterias are not required to provide all nutritional information on all items.
- Portion control
- Alert the nurse when menu items change!

Resources

USDA Guidance:

SP 59-2016

SP 26-2017

SP 40-2017

SP 38-2019

Voluntary Guidelines for Managing Food Allergies in Schools

www.cdc.gov/healthyyouth/foodallergies/

Allergyhome.org Resources for Schools

<http://www.allergyhome.org/schools/>

Managing Food Allergies in SNPs (4-hour course by the ICN)

<https://theicn.org/icn-resources-a-z/food-allergies-in-school-nutrition/>

Food Allergy Resource and Education (FARE)

<https://www.foodallergy.org/life-with-food-allergies/managing-lifes-milestones/at-school>

United States Department of Agriculture, Food Allergy Book: What Employees Need to Know

https://fns-prod.azureedge.us/sites/default/files/ofs/foodallergybook_english.pdf

Reading Food Labels for Children with Food Allergies (1-hour course by the ICN):

<https://theicn.docebos.com/learn/course/external/view/elearning/126/food-allergies-in-snps-reading-food-labels>



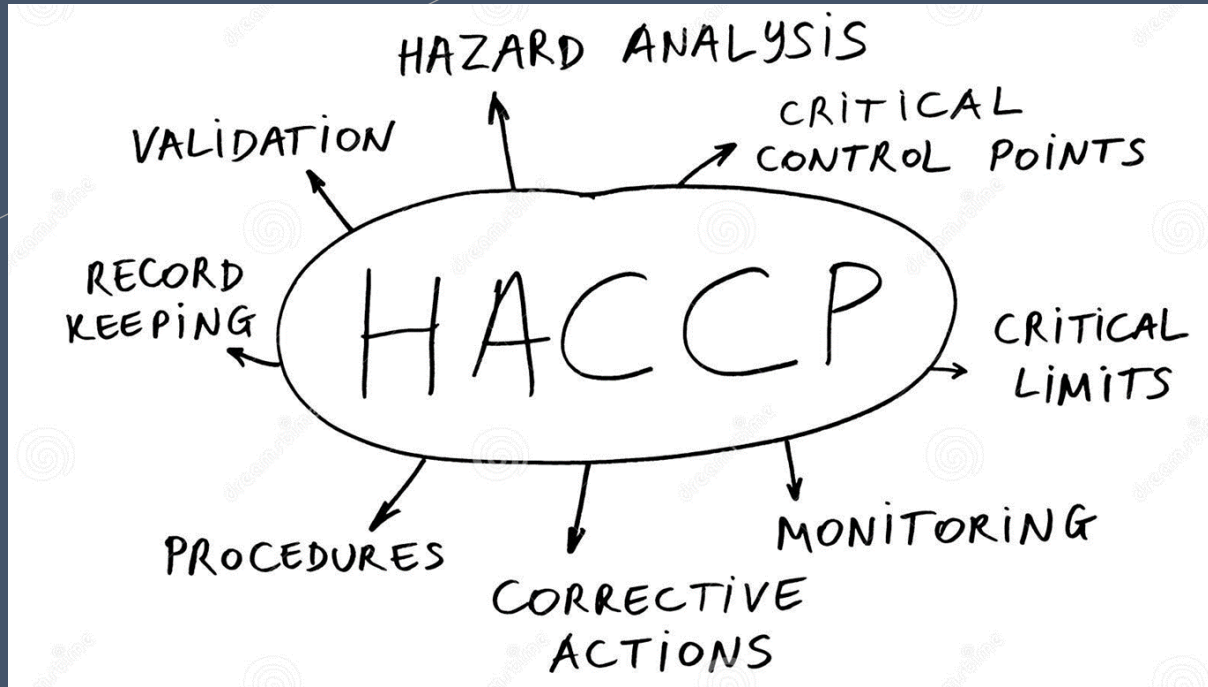


HACCP-Based Food Safety Plan for Schools



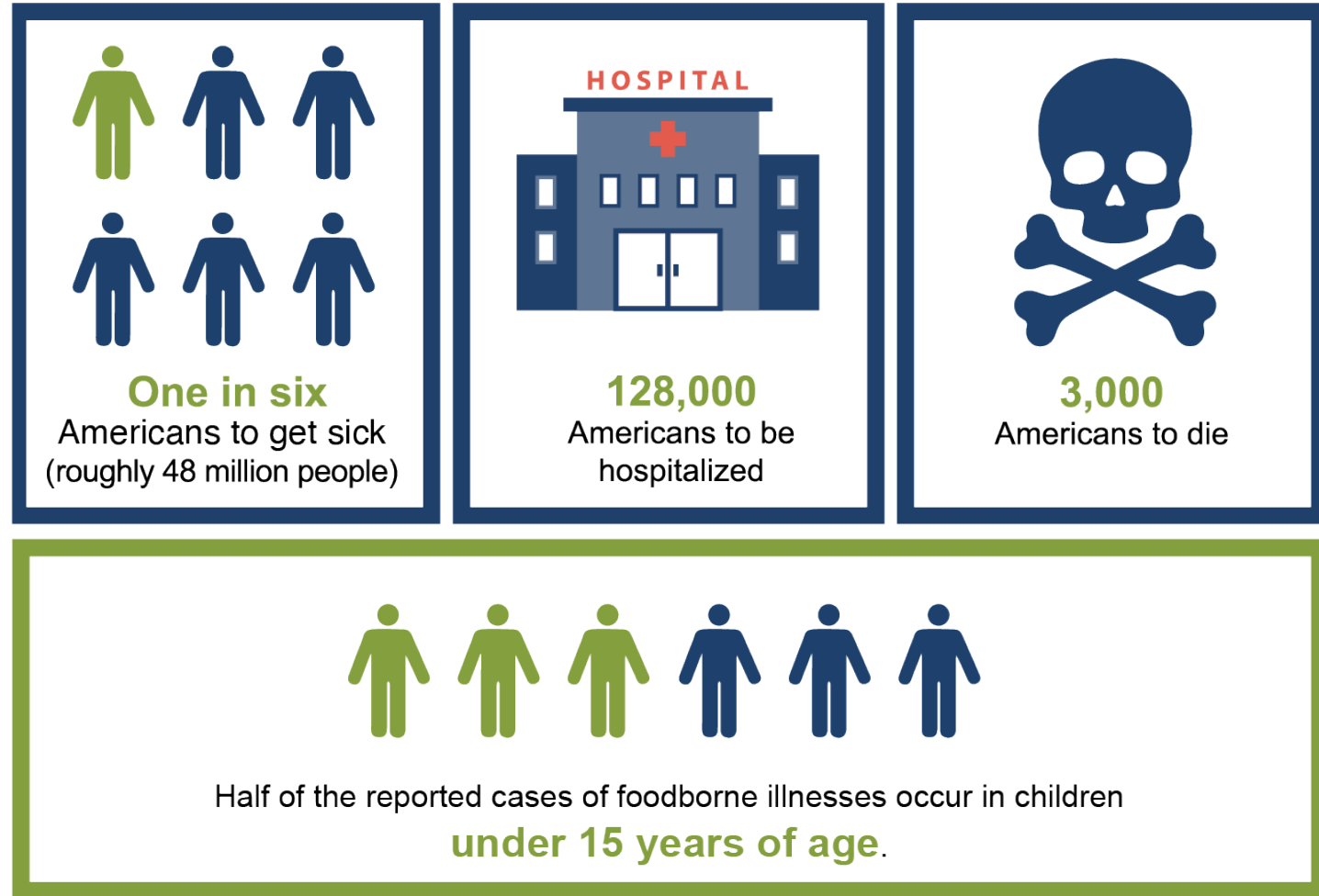
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October 2023 New Directors' Webinar
ALSDE CNP School Programs

HACCP-Based Food Safety Plan for Schools



Learning
Developing
Writing

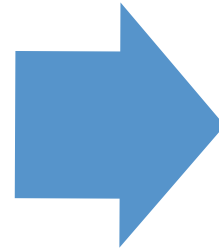
The Centers for Disease Control and Prevention (CDC) estimates that annually foodborne illness will cause:





HACCP Hazard Analysis Critical Control Point

FDA
Process Approach



USDA
Process Approach
to HACCP-based
plan for schools

Child Nutrition Programs and HACCP



Child Nutrition Reauthorization Act of 2004

- Requirement for a food safety program based on HACCP



Healthy, Hunger-Free Kids Act of 2010

- Amended the requirement for the HACCP-based plan to apply to all locations in the school where food is stored, prepared, or served.

Essential Point of HACCP



**Heart of HACCP
is prevention!**



Sanitation



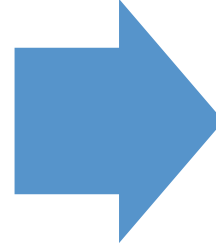
Temperature
Control



Standard
Operating
Procedures
(SOPs)

HACCP and Sanitation

Prevent foodborne illness outbreaks

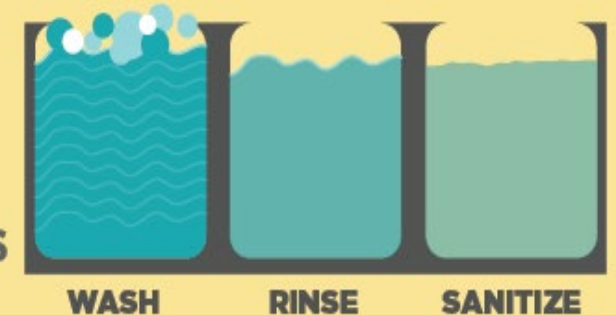


Eliminates microorganisms on **food contact surfaces**



**Wash, rinse, sanitize,
and air dry before
and after use:**

- Food contact surfaces
- Equipment
- Utensils
- Sinks
- Tables
- Thermometers
- Carts



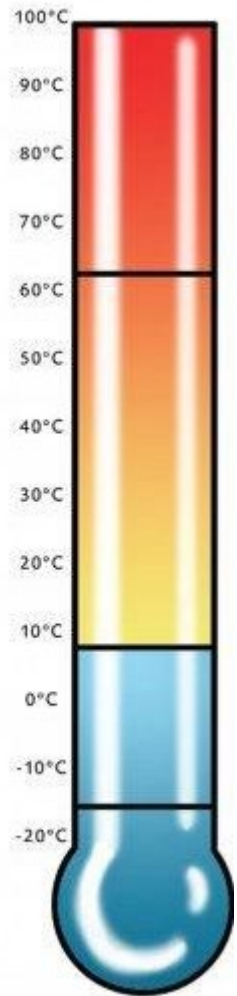
HACCP and Personal Hygiene

Prevent foodborne
illness outbreaks

Reduce the spread of
microorganisms from
employees to food



HACCP and Temperature Control



Temperature Danger Zone (TDZ): 41 °F – 135 °F

Hold food temperatures Cold foods (41 °F or below)
Hot foods (135 °F or above)

Cook food to proper cooking temperature

Use a calibrated food thermometer

Record temperatures

HACCP and Standard Operating Procedures (SOPs)

- Step-by-step instructions for food safety
- How to do
- What to do
- Foundation for the food safety program



HACCP Prerequisite Programs

- Cleaning schedule and Safety Data Sheets (SDS)
- Personnel policies
- Preventative maintenance plan
- Vendor letters of assurance of food safety standards
- Pest control contract



Cleaning Schedule



Preventative Maintenance Plan

	Weekly	3 Months	6 Months	Yearly	Vendor List	Notes
Refrigerator						
Freezer						
Milk cooler						
Oven						
Combi oven						
Dishwasher						
Steam-jacketed kettle						
Hot holding equipment						
Transport equipment						
Ice machine						



Employee Policies



Vendor Food Safety

Demonstrate Focus on Food Safety

- Share food safety plan
- Allow for inspection of their facility
- Share scores of recent inspections



Pest Control Contract



Program Overview Description

District-wide Policies

Examples:

- Purchasing
- Leftover use
- Uniforms
- Training
- Contracted and shared services
- *2013 Food Code*



School Site Description

- Kitchen site specific policies
- Type of foodservice production
- Location where food is served
- Equipment list
- Condition of kitchen and serving area
- Menu and recipes categorization
- Hours of operation
- Vendor delivery schedule
- Site staff and food safety training





Creating Your Food Safety Plan

A HACCP-Based Food Safety Plan

1. Develop, document, and implement Standard Operating Procedures (SOPs)
2. Identify and document all menu items
3. Identify and document control measures and critical limits
4. Establish monitoring procedures
5. Establish corrective actions
6. Keep records
7. Review and revise

SOP!
Standard Operating Procedures



Hazard Analysis



Biological



Chemical



Physical

1. Develop, Document, and Implement SOPs

Standard Operating Procedure (SOPs)

- Step-by-step written instructions
- Cover food safety practices
- Tailor to individual school
- Important for staff to follow



Adapting a Standard Operating Procedure

SOP Sections

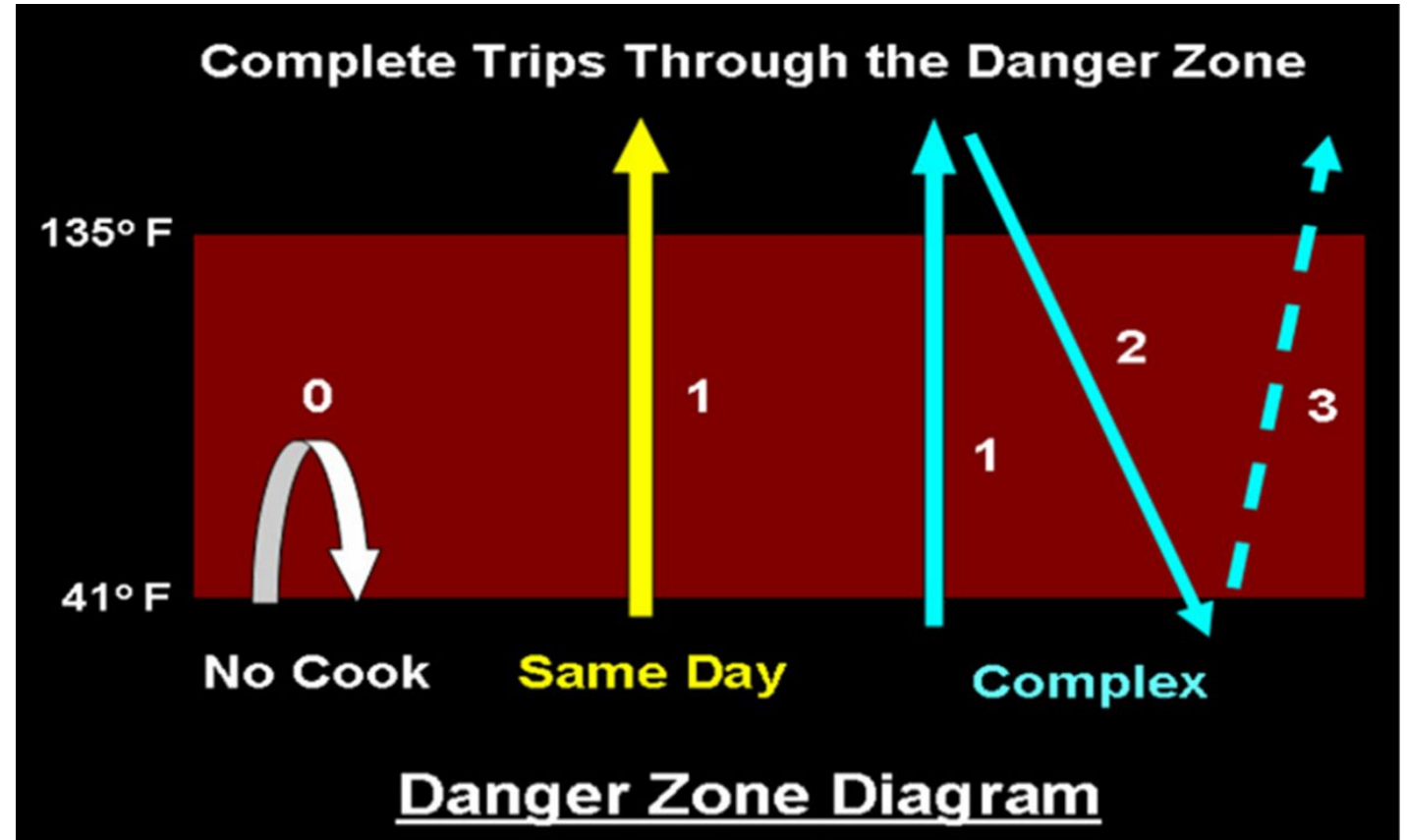
- Title
- Purpose of SOP
- Instructions
- Temperature control points
- Monitoring procedures
- Corrective actions
- Record keeping documents
- Verification procedures



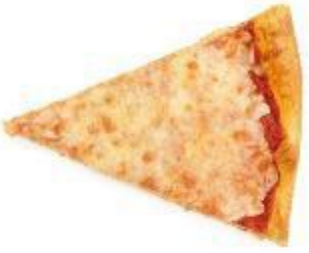
2. Identify and Document All Menu Items

Process Approach for HACCP

Categories based on times item moves through the temperature danger zone (TDZ).



Process Approach Categories

Process Category	Temperature Danger Zone	Example Foods		
No Cook	Food <u>does not</u> go through TDZ.			
Same Day Service	Food goes through TDZ <u>one</u> time.			
Complex	Food goes through TDZ <u>two or more</u> times.			

3. Identify and Document Control Measures and Critical Limits

Critical Control Point (CCP)

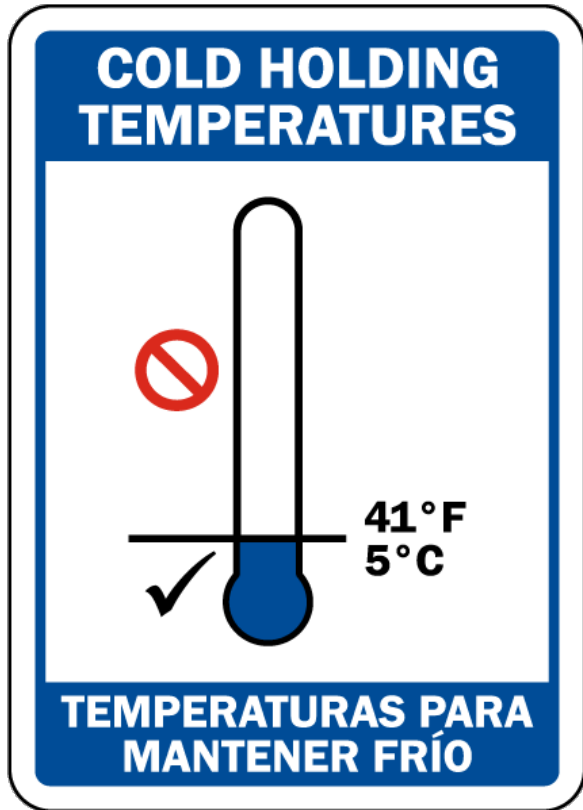
- Key point: prevent, eliminate, or reduce a food safety hazard
- Example: Check final internal cooking temperature of ground beef

Critical Limit (CL)

- Min or max limit to prevent or eliminate a hazard
- Example: Ground beef min cooking temperature is 155 °F



Control Measures — No Cook



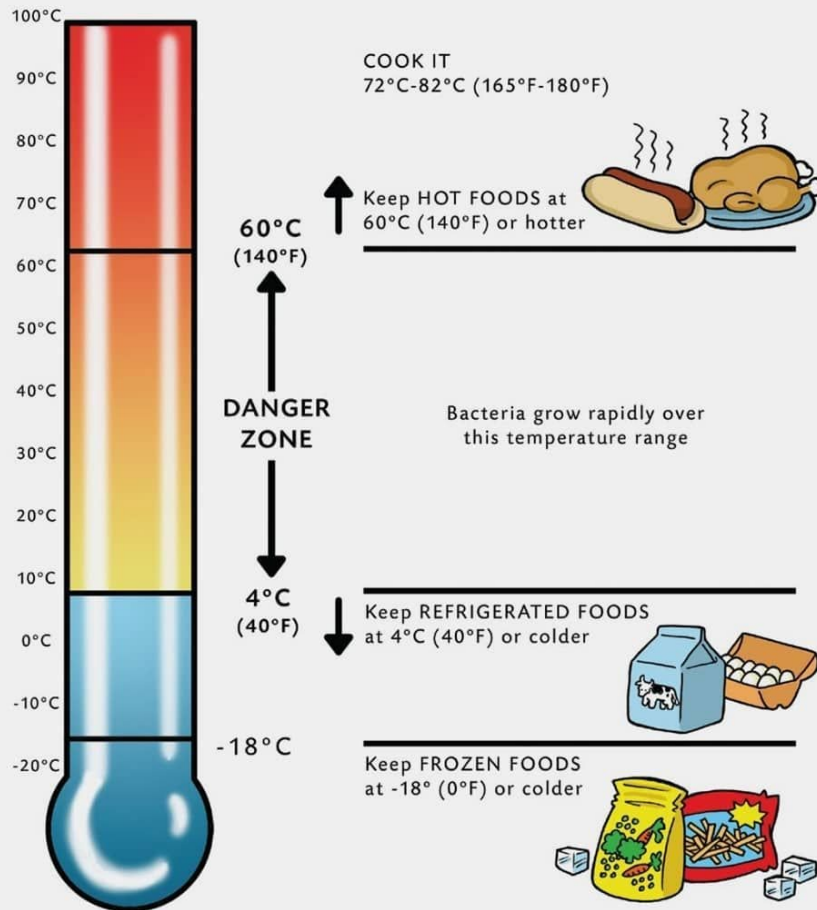
Does not go through TDZ

Cold Holding: 41 °F or lower

- Prevents growth of pathogens

Control Measures — Same Day Service

Temperature Danger Zone

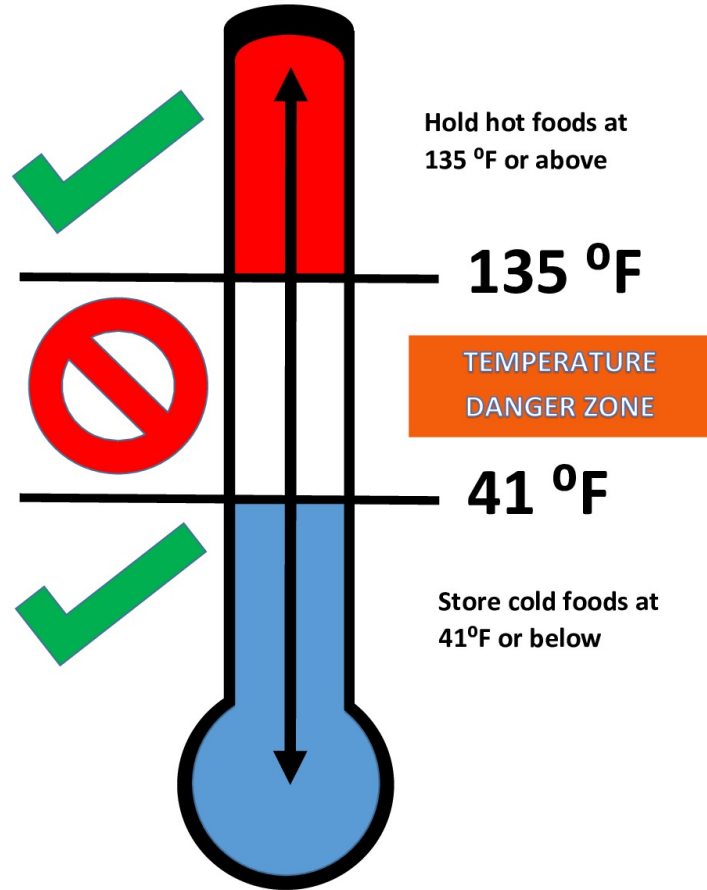


Food goes through the TDZ one time

Cook to internal temperature to destroy bacteria

Hot Holding: 135 °F or higher

Control Measures — Complex



Food that goes through the TDZ two or more times

Cook to internal temperature to destroy bacteria

Cool quickly to slow bacterial growth

- 70 °F within 2 hours
- 41 °F within additional 4 hours

Reheat

- 165 °F for 15 seconds within 2 hours

Hot holding

- 135 °F or higher

4. Establish Monitoring Procedures



Questions to Consider

How will you monitor?

When and how often will you monitor?

Who will be responsible for monitoring?

Example:

Verify the refrigerator temperature is 41 °F or lower.

Two times daily;
beginning and end of workday

Cafeteria manager

5. Establish Corrective Procedures

Corrective Action – What must be done if a CCP is not met?

Example Scenario

- Cooler temperature is 46 °F
- Should be 41 °F
- Temperature taken the day before and logged

Corrective Action

1. Check a carton of milk.
 - If it registers 42 °F or above, do not serve.
2. Call for replacement milk and equipment repair.
3. If milk temperature is too high, mark all the milk in the cooler as *BAD* – *do not use or discard as instructed*.



6. Keep Records



Method for checking and verifying that the food safety plan is working

Examples of records to keep

- SOPs
- Time and temperature logs
- Corrective action records
- Calibration logs
- Training logs

Records can show what safety measures were taken if there is a foodborne illness outbreak.

Cooking and Reheating Temperature Log

Instructions: Record product name, time, the two temperatures, and any corrective action taken on this form. The school nutrition manager will verify that school nutrition employees have taken the required cooking temperatures by visually monitoring school nutrition employees and preparation procedures during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

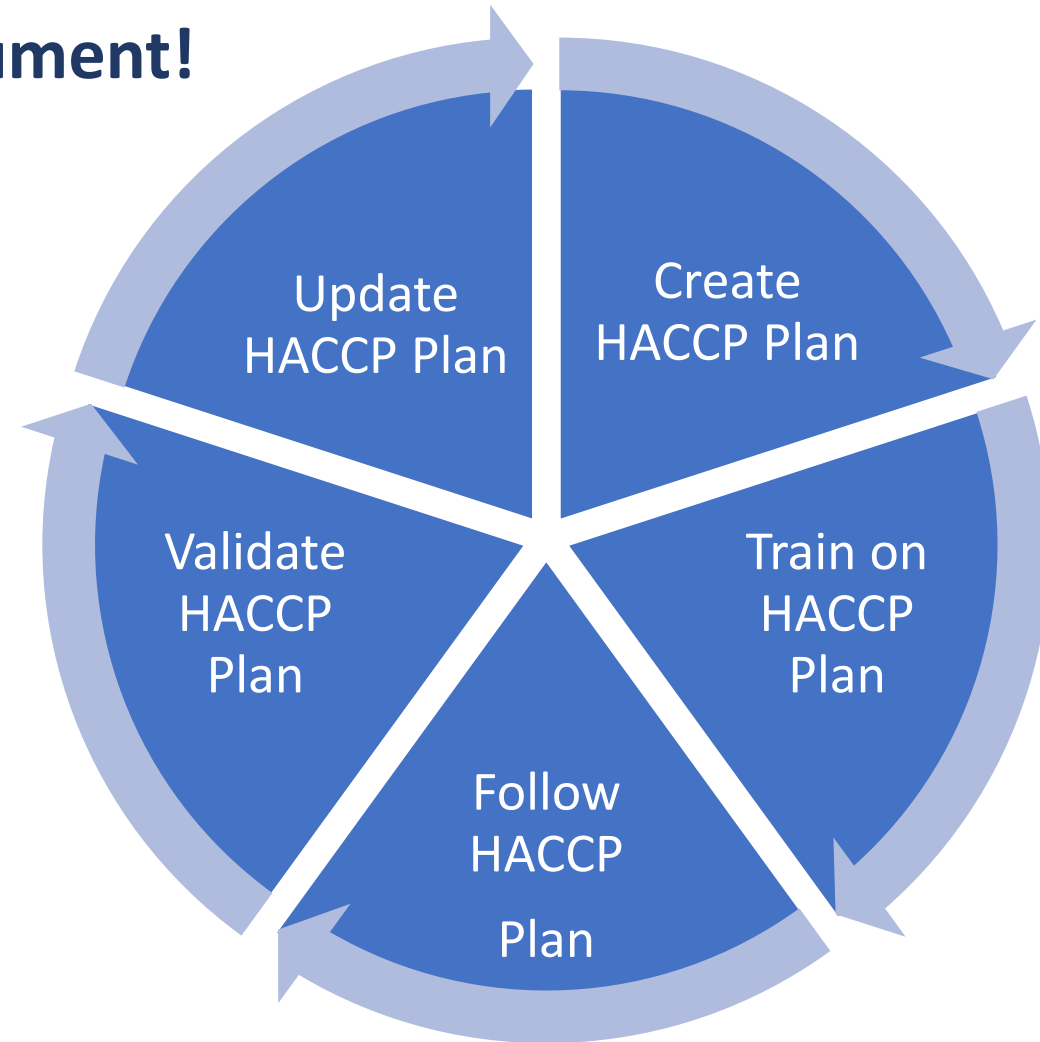
Date and Time		Food Item	Internal Temperature	Internal Temperature	Corrective Action Taken	Initials	Verified By/Date

7. Review and Revise

HACCP-based food safety plan is a living document!

Review and revise food safety plan. .

- At least annually
- With changes in facility
 - New equipment
 - New menu items
 - New laws and regulations
- When employees voice issues
- Procedure is not working.



Selection of SOPs

Do not reinvent the wheel!

Use available resources.

Adapt SOPs and logs to your school.

don't reinvent
THE WHEEL



SOP!

Standard Operating Procedures

Organize Your HACCP Plan

HACCP Plan

- District plan
- All school plans

Organize material with Table of Contents

- Outline for HACCP plan



HACCP-Based Food Safety Plan for Schools



**Validating
Implementing**

Food Safety Plan Validation

Critical Questions for Validation of Plan



- ✓ Is the plan inclusive of all hazards?
- ✓ Does the plan prevent hazards in your school nutrition program?
- ✓ Is the plan being used?



Implementation of a HACCP-Based Food Safety Plan

Engagement and Buy-In

Engagement

Degree of attention, curiosity, interest, optimism, and passion that staff show
Extends to the level of motivation

Buy-In

Acceptance and willingness to actively support and participate



enthusiasm

The background of the slide features a series of stylized, overlapping teal clouds of various shades against a darker teal sky. A central banner, consisting of a light blue rectangle with white ribbon-like extensions on the left and right sides, is positioned in the upper-middle section. The text "Creating a Culture of" is written in a bold, dark grey sans-serif font within this banner.

**Creating a Culture
of**

Food Safety

Implementing the Food Safety Plan – Before You Begin

Development Tasks

- Prerequisite programs
- Equipment purchase
- Introduction of plan to staff
- Training
- Program editing
- SOP and log adaption



Implementing the Food Safety Plan – Training



Manager Training

- Procedures
- Logs
- Corrective actions
- Monitoring
- Verification
- Record Keeping

Staff Training

- Procedures, logs and corrective actions
- New Employee Orientation
- Plan introduction
- Refresher
- Documentation of training

Validating the Food Safety Plan



- Processes and Procedures in plan work
- Staff following processes and procedures
- Validate new equipment and menu items

Updating the Food Safety Plan

**Keep your HACCP
plan a living
document!**



Review and revise food safety plan

At least annually

With changes in facility

- New equipment
- New menu items
- New laws and regulations

When employees voice issues

Procedure is not working

Questions

Email:

cnpnsip@alsde.edu

loria.hunter@alsde.edu

Subject Line: New Director October Webinar Question

Remember: Questions and answers will be compiled and shared via email.



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*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.