

2019-2020 Original Agreement and Policy Statement Instructions

Instructions for Completing the Child Nutrition 2019-2020 Original Agreement Packet

Forms needed for the Agreement Packet are available in fillable format on the Forms page of the Child Nutrition website. <http://www.arkansased.gov/divisions/child-nutrition-unit> In order to complete the fillable forms they must be opened in Internet Explorer. A brief explanation for completing each form is provided below. If there are any questions regarding the completion of the 2019-2020 Original Agreement and Policy Statement or the contents of the packet, please refer to the Commissioner's Memos listed or contact your Area Specialist at 501-324-9502.

Complete one (1) copy of the following forms and return to ADE.CNU-A-PS@arkansas.gov by May 3, 2019.

Original Agreement 2019-2020 (Form C)

This agreement is between the Local Education Agency, the School Food Authority (LEA/SFA), and the Arkansas Department of Education, Child Nutrition Unit (ADE, CNU) which is the state sponsoring agency for the United States Department of Agriculture (USDA) Child Nutrition Programs (CNP). Completing and signing this Agreement is an indication that the LEA/SFA will comply with all federal and state regulations and requirements.

The 2019-2020 Agreement must be completed to indicate which programs will be offered for the 2019-2020 school year including the beginning and ending dates of operation and the total number of serving days.

- Breakfast
- Lunch
- Afterschool snack
- Seamless summer

This form must be signed by the Superintendent and Child Nutrition Director.

Schedule A (Form D)

The district must use the Schedule A emailed to the Superintendent and Child Nutrition Director as part of the 2019-2020 Original Agreement. This Schedule A has been partially completed with LEA, SFA specific information that is contained in the ADE, CNU database. If any of the information on the printed Schedule A is incorrect, mark through that information with a single line and make the corrections in writing on the Schedule A form.

The SFA/LEA must ensure the Schedule A has the following information:

- If the SFA has any part of the food service operation out-sourced please indicate either FSMC or vended meals as applicable. Mark the N/A option if this does not apply.
- an accurate indication of the programs in each SCHOOL
- meal prices for students and adults (must be updated if changed during the school year)
 - Reduced breakfast cannot be more the \$.30
 - Reduced lunches cannot be more than \$.40
 - Adult meals and second meals should follow the recommendations established by USDA:
 - Free reimbursement + performance based \$.06 + value of donated USDA foods + state matching funds = MEAL PRICE
- the menu planning and age/grade group planned for breakfast AND lunch at each school
 - Pre-K, K-5, K-8, 6-8, 9-12 as it applies to each serving site

- safety net lunch by district (see enclosed list in agreement packet)
- severe need breakfast by school (if applicable)
- manager information
- serving site telephone number
- correct school physical address
- any alternative breakfast options offered in each school
- Emergency contact- (Please do not leave blank) this number will only be used if there is an emergency that necessitates contacting the district and other numbers provide are not accessible. It will not be used for routine daily contact.

This form must be signed by the Child Nutrition Director.

Menu Planning Attestation (Form E)

This indicates the LEA/SFA will comply with the USDA, CNP meal patterns as required in 7 CFR 210.10, 220.8 and 7 CFR 226.20. Meal pattern compliance is essential to receive federal reimbursement.

This form must be signed by the Superintendent and Child Nutrition Director.

Food Safety Attestation (Form F)

According to 7 CFR 210.13 the SFA will follow a food safety plan that is based on Hazard Analysis Critical Control Points. A food safety plan is available on the ADE, Child Nutrition website.

This form must be signed by the Child Nutrition Director.

Health Inspection Report (Form G)

Complete the health inspection report with information based on the number of serving sites and the number of health inspections conducted in the 2018-2019 school year.

This form must be signed by the Child Nutrition Director.

Procurement Plan and Procedure (Form H)

This form acknowledges that the SFA has a plan and procedure that will follow procuring goods and services in accordance with 2 CFR 200 - Uniform administrative requirements, cost principles, and audit requirements for federal awards.

This form must be signed by the Superintendent and Child Nutrition Director.

Wellness Policy Attestation (Form I)

Federal regulations require that LEAs/SFAs have a written Wellness Policy and an active Wellness Committee. The Wellness Committee Attestation Statement contains the five (5) federal Wellness Policy requirements as well as the ADE Rules Governing Nutrition, Physical Activity, and Body Mass Index (BMI). ADE, CNU monitors wellness as part of the Administrative (AR) Review process.

This form must be signed by the Superintendent and Child Nutrition Director.

Civil Rights Assurances Attestation Statement (Form J)

Civil Rights Assurances must be part of every Child Nutrition Program in each LEA. Food and Nutrition Services (FNS) 113-1 provides program specific information regarding civil rights.

- LEAs/SFAs must provide training annually to program staff and their supervisors to include
 - Collection and use of data
 - Effective public notification
 - Compliance procedures

- Compliance with review techniques
- Resolution of non-compliance
- Reasonable accommodations for person with disabilities
- Requirements for language assistance
- Conflict resolution and customer service

Civil Rights training material is available for SFAs on the Child Nutrition website.
This form must be signed by the Superintendent and Child Nutrition Director.

Attestation Statements (Form K)

On-line Claim for Reimbursement Attestation

There must be three (3) separate individuals assigned to the claiming system, each with a separate log-in.
This will include an individual for:

- Claim entry- enters the information into the claim each month based on the meals served (per daily records from each serving site), financial information from APSCN reports, inventory from USDA donated foods, and purchased food.
- Claim submission- review and confirm the information entered into the claim is accurate
- Claim approval – a final confirmation that the information contained in the claim is correct. Once approved, the claim is ready for payment by CNU.

Assignments are made at the district level by the Single Sign-On (SSO) account manager. Changes to the claims approver must be submitted in writing to ADE, CNU.

Professional Standards for School Food Authorities Child Nutrition Directors and Child Nutrition Staff

Beginning July 1, 2015, USDA implemented Professional Standard requirements for Child Nutrition directors and staff. Additionally, the state of Arkansas required continuing education for all personnel paid with Child Nutrition funds. Information regarding Professional Standards can be found on the Child Nutrition website under the 'Important Information' tab.

This form must be signed by the Superintendent and Child Nutrition Director.

Instructions for Completing the Original Policy Statement for SY 2019-2020

Districts may not advertise or distribute any USDA National School Lunch/Breakfast Program material before July 1, 2019 and/or without an approved/signed policy statement from the Arkansas Department of Education, Child Nutrition Unit (ADE, CNU).

Original Policy Statement 2019-2020 (Form L)

Complete the Original Policy Statement as information applies to the LEA/SFA.

- Specific programs that apply (breakfast, lunch, afterschool snack, seamless summer)
- Specific claiming provisions as they apply (Community Eligibility, Provision 2, and base year)

This form must be signed by the Superintendent and Child Nutrition Director.

Meal Count and Collection Procedures (Form M)

Using the procedure sheet for each item, indicate the method used at the point of sale for each serving site for breakfast and lunch. Note: Each LEA/SFA is required to have a written charge policy.

This must be completed by the Child Nutrition Director.

Pre-K Meal Service (Form N)

All LEAs/SFAs must complete this form and return it to ADE, CNU as part of the Agreement and Policy Statement. Enter each school (serving site) that serves meals to pre-k students. Also, indicate if the LEA/SFA provides meals to pre-k students as contract meals.

This form must be signed by the Superintendent, Child Nutrition Director, and the Pre-K Director.

Free and Reduced Price Materials Attestation (Form O)

To be completed by all districts unless:

- District is a non-base year Provision 2 district or a Community Eligibility Provision district (CEP)

Indicate if the LEA/SFA will use the letters/forms available on the ADE, Child Nutrition forms page.

- If yes, you do NOT need to send the letters to ADE, Child Nutrition.
- If no, and you are using letters from a software program, all letters must be sent with the Agreement and Policy Statement for approval.

If a district elected to use the letters available on the ADE, CNU forms page, district specific information must be inserted before disbursement of the forms.

Available Letters/Forms:

1. Frequently Asked Questions About Free and Reduced Price School Meals
2. How to Apply for Free and Reduced Price School Meals
3. Free and Reduce Price Meal Application
4. Public Release
5. Notice to Households of Approval/Denial of Benefits
6. Notice of Direct Certification (including letters from Direct Certification Portal)
7. We Must Check Your Application (verification announcement)
8. We Have Checked Your Application (verification results)
9. Sharing Information with CHIPS/Medicaid (optional)
10. Sharing Information with Other Programs (optional)

In addition to the USDA forms and letters, ADE, CNU has included:

1. Notice of Students Residing with Direct Certification Students (optional)
2. Notice of Approval Migrant, Homeless, Runaway, Foster, Head Start
3. Verification Tracker Form

This form must be signed by the Superintendent and Child Nutrition Director.

Methods Used for Distributing Meal Applications Checklist (Form P)

Complete the checklist, indicating all that apply.

This form must be signed by the Superintendent and Child Nutrition Director.

SFA Election to Use Date Flexibility in Free and Reduced Price Meal Eligibility Determination (Form Q)

Complete this form to indicate if your district will or will not be electing to do date flexibility.

This form must be signed by the Superintendent and Child Nutrition Director.

Child Nutrition Officials Contact Information (Form R)

Complete this page unless you are a non-base year Provision 2 or Community Eligibility Provision LEA/SFA.

- **Determining Officials:** responsible for processing meal applications and determining student eligibility.
- **Confirming Official:** responsible for checking free and reduced meal application that have been selected for verification to assure that the application was approved correctly. Cannot be the determining official.
- **Verifying Official:** responsible for conducting verification process and submitting verification collection report to ADE, CNU.
- **Hearing Official:** responsible to hold hearings on contested free and reduced meal eligibility determinations when requested by the household. This person should not be involved in the eligibility or verification process.

This form must be signed by the Superintendent and Child Nutrition Director.

Web-Based Meal Applications (Form S)

Complete this form to indicate if your district will be using web-based meal applications. Provide a link to the application so your Area Specialist may approve the application.

This form must be signed by the Superintendent, Technology Coordinator, and Child Nutrition Director.

Schedule B Afterschool Snack Form (Form T)

Complete and return if your district has an Afterschool Program, you plan to serve snacks, and claim the snacks for reimbursement. Also, make sure that you have indicated that you will serve snacks on the **Original Agreement for 2019-2020**. If you do not know specific dates for afterschool snacks, you may select a date range and a total number of days. As long as you are serving snacks within those days and you do NOT exceed the number of days, you will be able to claim the snacks.

This form must be signed by the Superintendent, Child Nutrition Director, and the Afterschool Snack Coordinator.

Schedule C-20 (Form U)

Complete this if you are planning to serve summer meals through the Seamless Summer Option (SSO). Include all sites where you are planning to serve summer meals.

This form must be signed by the Superintendent and Child Nutrition Director.