School Review Forms

School Breakfast Program/National School Lunch Program
Fresh Fruit and Vegetable Program
After School Snack Program
Need for forms to be updated
Based on USDA Prototype
Reviewed by several directors in addition to state staff
NOTABLE DIFFERENCES

- Only one form for both SBP and NSLP
- Short form is no longer acceptable
- Separate form for After School Snack
- Separate form for FFVP
BEST PRACTICE

- Directors are encouraged to conduct review of both SBP and NSLP in the same visit.
GOOD NEWS!

- Get a good reading on the pulse of the site
- Shape up for Administrative Review
- User friendly forms
COMPLETING FORMS ELECTRONICALLY

- Forms can be accessed on the ALSDE website.

- Follow these steps:
  - Support Systems
  - CNP-Child Nutrition Programs
  - Forms and Resources (right hand side of screen)
  - School Nutrition Programs (blue tab at the top)
  - School Nutrition Programs Forms (under title at the bottom)
  - School Review Forms (blue tab at the top)
Completing Forms Electronically

- Once you find the forms, click on the form you need to use.
- Copy the form to your desktop.
- Open the form from the saved file on your desktop.
- In the right hand column you will see **Fill & Sign (click)**
- At the top of the screen you will see different icons such as **Ab, X**, a checkmark, etc…
- Click the checkmark then place your cursor in the box where you want to leave a checkmark and click.
- To enter text into an area, click on the **Ab**, then move your cursor to where you want to enter text and begin typing.
IMPORTANT DATES

- September 8, 2016 – New forms were sent out to directors
- September 12, 2016 – Date to implement use of new forms
- February 1st of each year – School reviews must be completed
MORE IMPORTANT DATES

▪ **FFVP** – Must be reviewed prior to February 1st. Can be reviewed on same visit as SBP and NSLP review.

▪ **After School Snack Program** – Must be reviewed within first 4 weeks of start of program.
What if I have already done After School Snack Program reviews?

What if I have already done some of my school reviews?

Use of new forms effective September 12, 2016
NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAMS

- Form is 5 pages in length
- Primarily a check list
- Required signatures:
  - CNP Director
  - CNP Manager
  - Principal
FRESH FRUIT AND VEGETABLE PROGRAM

- Form is 1 page in length
- Primarily a checklist
- Required signatures:
  - CNP Director
  - CNP Manager
  - Principal
AFTER SCHOOL SNACK PROGRAM

- Form is 1 page in length
- Primarily a checklist
- Required signatures:
  - CNP Director
  - CNP Manager
  - Principal
ALL FINISHED — NOW WHAT?

- Keep all review forms on file
- Part of Administrative Review
SY 2016-2017
UPDATES AND REMINDERS
Effective July 1, 2016 snack items must be ≤ 200mg sodium per item.
Each site is allowed 30 per year.

Site must submit exempt fundraising form to CNP director.

Alabama’s Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form

Site can submit twice per year
  - July 1st – for beginning of upcoming year
  - January 1st – for remainder of year
Alabama’s Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form

School Food Authority (SFA)____________________________________________________________________________

School Name________________________________________________________________________________________

Please check one: _____July 1 _____January 1

Form should be completed and signed by the principal before the fundraisers commence.

<table>
<thead>
<tr>
<th>Sponsoring Organization</th>
<th>Item Sold</th>
<th>Date of Sale</th>
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<tbody>
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<td>30</td>
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</tbody>
</table>

Principal Signature: ____________________ Date: ______________

Original: Principal File At School      Copy: SFA CNP Wellness File
ANNUAL ATTESTATION STATEMENT

- The superintendent should sign a new Annual Attestation Statement every year by July 1st.
- Original should be filed in CNP Director’s office and available for review.
DATE:

FROM: [School Food Authority Superintendent]

TO: [State Agency Official and Title]

SUBJECT: Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities

Instruction: The following statement must be signed by the school food authority (SFA) superintendent operating exempt food fundraisers in schools with National School Lunch and/or School Breakfast Programs, and filed as outlined in the Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.

I ________________________________, as the superintendent of ________________________________ [SFA Name], do hereby attest that the aforementioned SFA and all schools under its jurisdiction operating the National School Lunch Program authorized under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq), and/or the School Breakfast Program authorized under the Child Nutrition Act of 1966 (42 U.S.C. 1773), are in compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities for School Year ____________.

I certify that this attestation is true and correct, and therefore, I believe ________________________________ [SFA Name] is in compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.

In addition, I understand that Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities Form must be completed semi-annually and filed by the following dates: July 1 and January 1 of each School Year.

Superintendent Signature ___________________________ Date ___________________________

Original: CNP Director
Professional Standards

- Remember to document all Professional Standards hours.
- Trainings should include agendas and sign in sheets.
- These should be filed along with certificates of attendance.
- The CNP office is required to use some sort of tracker to keep up with the information required by USDA.
- NOTE: The requirements are different this year from last year.
### Professional Standard Hours

<table>
<thead>
<tr>
<th>Position</th>
<th>Professional Standards (USDA)</th>
<th>ALSDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors</td>
<td>12 hours per year</td>
<td>15 hours per year</td>
</tr>
<tr>
<td>Managers</td>
<td>10 hours per year</td>
<td>2 mandated professional days</td>
</tr>
<tr>
<td>Other Staff</td>
<td>6 hours per year</td>
<td>2 mandated professional days</td>
</tr>
<tr>
<td>Part-Time Staff</td>
<td>4 hours (regardless of the number of part-time hours worked)</td>
<td></td>
</tr>
</tbody>
</table>

**How many hours equate to a professional day?**

This is based upon the number of hours an employee works per day. If the employee works 6 hour days, they would need to earn a total of 12 hours to equate to 2 mandated professional days. An 8 hour employee would need to earn 16 hours of professional development and so forth.
## PROFESSIONAL STANDARD HOURS

### Beginning SY 16/17

<table>
<thead>
<tr>
<th>Position</th>
<th>Required Hours of Continuing Education/Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Directors</td>
<td>15 hours</td>
</tr>
<tr>
<td>All Managers</td>
<td>2 Mandated Professional Days</td>
</tr>
<tr>
<td>All Other Staff</td>
<td>2 Mandated Professional Days</td>
</tr>
<tr>
<td>Part-Time Staff</td>
<td>4 hours (regardless of the number of part-time hours worked)</td>
</tr>
<tr>
<td>Work &lt; 20 hours per week</td>
<td></td>
</tr>
</tbody>
</table>
SY 16 – 17 Production Record was posted to the ALSDE CNP website in April of 2016.

If you are not using this Production Record and created your own, you should have sent yours to the state office for approval. It only needs to be approved one time unless you make any changes to it.
ON LINE AGREEMENT UPDATES

- Remember to keep school information updated on Schedule A.
  - Change in meal times
  - Adding After School Snack
  - Correcting Collection Procedures
  - Adding Breakfast in the Classroom
  - Change in managers
SITE DATA CLAIMS

- **DEADLINE** – 20\(^{th}\) of each month.
- **PLEASE, PLEASE** SUBMIT THESE ON TIME.
A letter needs to be sent to the state office requesting approval for Universal Breakfast. This must be done every year.

Update Schedule A with the approval date.
CEP is a program that can be started or entered into at any time during the school year.
The direct certification data base is updated from DHR nightly at the State Department.

The information is pushed out to Chalkable and then to your districts.

Your POS system SHOULD update this information automatically.

You should, however, check your list to make sure the updates are being made.

If not, contact your IT department and they should be able to help you make this happen.
REMINDER

2016 Fall Conference
November 2nd – 4th
Perdido Beach Resort
Orange Beach, Alabama

✓ Have you registered on line for the conference?
✓ Have you sent your payment in to SNA?
✓ Have you secured your hotel accommodations?
You will have a few moments to pose any questions you may have.
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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
email: program.intake@usda.gov.

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