



Food Service Best Practices

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Who Am I?

- Bachelor of Science degree from Western Illinois University
- School Nutrition Specialist (SNS) Credential since 2007
- Been working in Child Nutrition since 1991
- Director in Fairbanks since 2006



A Few Fairbanks Statistics

- Number of feeding sites 32
 - Free/Reduce percentage 35%
 - CEP, Provision 2/3 schools None
 - Total enrollment in NSLP 12405
 - ADP breakfast/lunch 1700/4100
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National School Lunch Program (NSLP)

Overview & Regulations



NSLP

- A little history:
 - President Truman signed the National School Lunch Act in 1946
 - Congress must reauthorize it every 5 years.
 - Last reauthorization was in 2010
- Can't participate in School Breakfast Program (SBP) or After-school Snack Program (ASP) without NSLP participation
- Can participate in either Special Milk Program (SMP) or NSLP



NSLP

- Free/Reduce Eligibility options:
 - Process free/reduce applications (includes file imports for DC, Homeless, Migrant, Foster)
 - Community Eligibility Provision (CEP)
<https://education.alaska.gov/cnp/cep>
 - Provisions 1,2 or 3
<https://www.fns.usda.gov/school-meals/provisions-1-2-and-3>
- **Best Practice – look at the options every year**



Other Feeding Programs

- Can participate in Child & Adult Care Program (CACFP) for those outside the traditional school grades (e.g. program for teens' babies/toddlers as they attend school)
- Can serve supper meals if participating in CACFP & the free/reduce eligible percentage meets or exceeds the minimum required
- Fresh Fruit & Vegetable Program (FFVP)
- **Best Practice – looking at other food programs that aren't “traditional” in schools can add much needed revenue**



National School Lunch Program: Smart Snack

Regulations

Defines:

School day

School property

Beverages

Foods

- Starts at midnight – ends 30 minutes after final bell
- Limits set for calories, fat, sodium but not sugar or caffeine
- If served as part of a reimbursable meal, don't have to meet Smart Snack
- Covers everything sold not given
- **Best Practice – use Smart Snack calculator**
<https://foodplanner.healthiergeneration.org/calculator/>

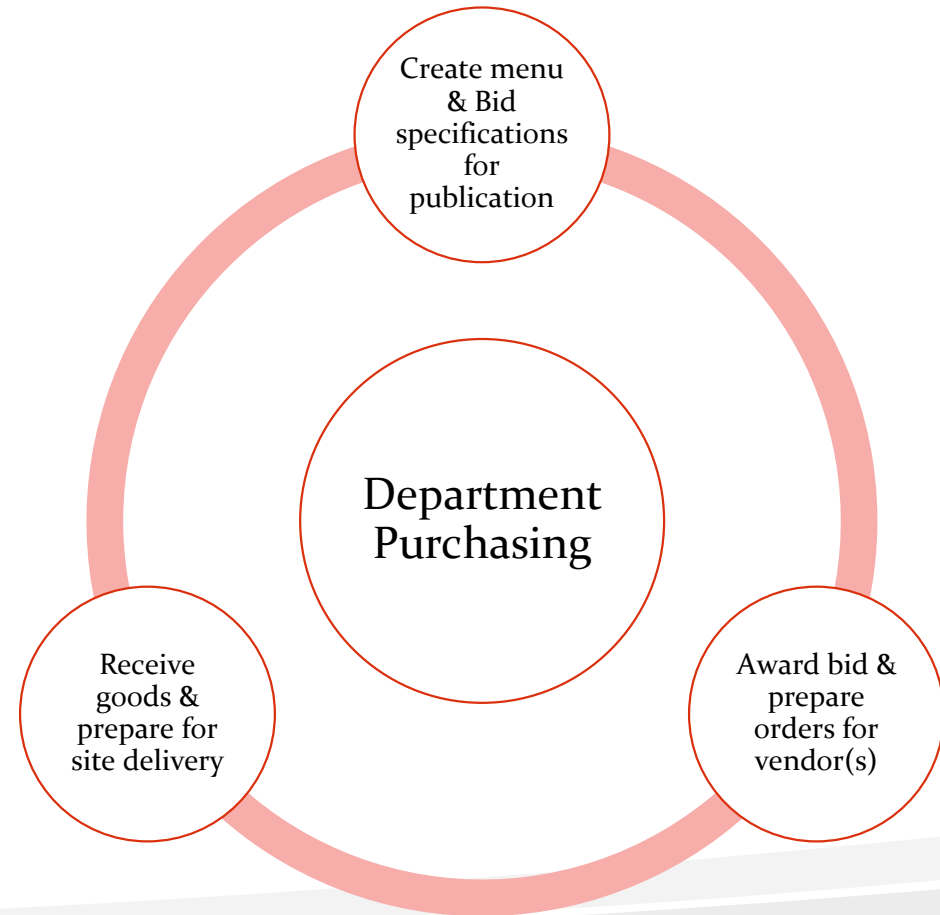


National School Lunch Program: Wellness Policy Regulations

- Requirement established in 2004 & strengthened in 2010
- Required by anyone participating in NSLP and/or SBP
- Established policy content, leadership, public involvement, assessments, and documentation
 - <https://education.alaska.gov/tls/cnp/pdf/WellnessImplementationSummary.pdf>
 - <https://education.alaska.gov/cnp/wellness>
- **Best Practice – incorporate Smart Snack regulations into the wellness policy; find people who are passionate yet realistic to lead the team**

Department Purchasing

- 95% of goods are purchased using a formal bid or RFP process.
- Formal bids are published/distributed mid to late March
- RFP for fresh produce monthly except Aug/Sept, Nov/Dec, and Apr/May
- State bid
- Purchasing Coop
- In general, not using formal bid/RFP will cost you more
- **Best Practice – use lot bids instead of line item bids**





NSLP Reviews

Who?

- State of Alaska Child Nutrition

What?

- Any feeding programs that your district participates in – lunch, breakfast, FFVP, after school snack, etc.

When?

- Receive notice in July/August; usually occurs between Sept – Jan; every 3 years

Why?

- Ensure compliance with USDA program regulations



State of AK Review – Best & Worst Practices

BEST

- Complete & submit all pre-audit paperwork
- Organize supporting documentation for menu/recipes – paperclips!
- Be helpful & provide timely responses

DON'T

- Give them a box of paper
- Leave them to visit sites on their own
- Be defensive – have facts or documents to support



Paperwork – Retention & Organization

- Must maintain 3 years plus the current
- Stay organized
 - Monthly Claim Folders
 - CN & Ingredient/Nutrient Labels – get electronically
 - Invoices for goods/services directly related to food service
 - Hiring/interview paperwork by position not applicant/job posting
 - Free/reduced applications
- **Best Practice – group like items together in binders and alpha or monthly order if possible**



Questions

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