

Child Nutrition Programs

**USBE Finance Training
November 17, 2021**

Professional Standards: Financial Management (3300)

*This institution is an
equal opportunity
provider.*



**UTAH
Child
Nutrition
Programs**

Outline

- General Reminders
- Revenue to School Food Service Program
 - CN Emergency Operations Reimbursement
 - Reimbursement Rates
 - Claims for Reimbursement
- Supply Chain/Costs
 - Emergency Procurement
- Staffing
- Reviews
- Food Service Management Company
- Training, Technical Assistance and Resources

General Reminders

Maintain

School Food Authorities (SFAs) must maintain a nonprofit status for the nonprofit school food service account.

- Excess Operating Costs

Revenues

Any revenues must be used solely for the operation or improvement of the food service program.

Internal Controls

Internal Controls must be in place.

- Expenses must be necessary, allowable and allocable.

Transfer in

If the food service fund is not balanced at the end of the school year, the LEA must transfer in funds from a non-federal fund (i.e., general fund).

CN Emergency Operations Reimbursement

- Funds dispersed as 21EOCS Emergency Operating Funds Schools FY21.
- USDA prefers funds be used prior to other LEA COVID funds.
- Can CNPs receive COVID/ESSER funds from the LEA and USDA CN Emergency Funds?
 - Yes, LEA's need to include it in their ESSER Plan.
 - Funds can be used for payroll/benefits
- Email or call [Scott Eddie](#) if funds will be returned.
 - Funds returned are due by check to Child Nutrition Programs, Attn: Scott Eddie by Dec. 1st.

Federal Reimbursement Rates

- SFSP Rates (SY2022)
 - January -December
 - <https://www.fns.usda.gov/sfsp/reimbursement-rates>
- NSLP/SBP Rates (SY2023)
 - July-June
 - <https://www.fns.usda.gov/cn/rates-reimbursement>

CNPweb

- View site and sponsor claims.
- Reimbursement amount for each meal type.
- See payments and claim adjustments.
- Data 1108 report “Reimbursement, Meal Count by Site”

Claims for Reimbursement

- Memo-Claim Edit Checks and Internal Controls
 - Distributed via email from Scott Jones on October 26, 2021.
 - Contact CNP if you need a copy of the memo.
- Point of Service and Claim Submission
 - Must be an approved location and accurately reflected in CNPweb.
 - Must ensure a reimbursable meal is served and accurately counted and claimed for reimbursement.
 - Internal controls to ensure one reimbursable meal per student/meal type/day
 - Maintain acceptable documentation of the meal, meal counts.
 - Accurately report meal counts in monthly claim for reimbursement in CNPweb by the 4th working day of the following month.
 - Compare claim reimbursement in CNPweb to Minimum Allotment Memo.
 - Notify CNP if a claim adjustment is needed in CNPweb.

Supply Chain-Emergency Procurement

State

Exceptions to Standard Procurement Process

R33-8-401. Emergency Procurement.

- (1) Emergency procurements shall be conducted in accordance with the requirements set forth in Section 63G-6a-803, and this rule.
- (2) An emergency procurement is a procurement procedure where the procurement unit is authorized to obtain a procurement item without using a standard competitive procurement process.
- (3) An emergency procurement may only be used when circumstances create harm or risk of harm to public health, welfare, safety, or property.
- (iv) epidemics;**
- (4) Emergency procurements are limited to those procurement items necessary to mitigate the emergency.
- (5) While a standard procurement process is not required under an emergency procurement, when practicable, procurement units should seek to obtain as much competition as possible through use of phone quotes, internet quotes, limited invitations to bid, or other selection methods while avoiding harm, or risk of harm, to the public health, safety, welfare, property, or impairing the ability of a public entity to function or perform required services.
- (6) **The procurement unit shall make a written determination documenting the basis for the emergency and the selection of the procurement item. A record of the determination and selection shall be kept in the contract file. The documentation may be made after the emergency condition has been alleviated.**

Federal

2 CFR 200.320(c)(3). Noncompetitive procurement.

There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

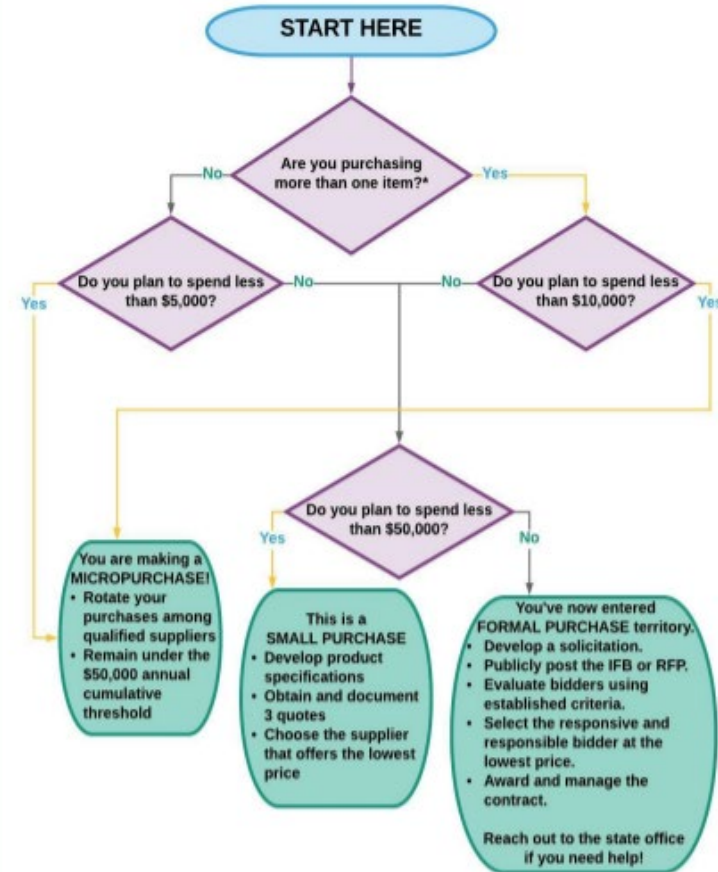
- (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);
- (2) The item is available only from a single source;
- (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;**
- (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or**
- (5) After solicitation of a number of sources, competition is determined inadequate.

SP23-2021, CACFP19-2021 Q&A for CNPs Emergency Procurement Due to Supply Chain Disruptions, October 15, 2021

CNP Procurement Rules Flowchart

NSLP Central>State Forms
and Resources [PDF](#)

What type of procurement am I doing?



*Remember that it is illegal to artificially divide your purchase in order to remain under a certain procurement threshold. Thresholds listed on this chart represent the most restrictive option between Federal and Utah State regulations. If your local procurement policies include more restrictive thresholds, those must be adhered to.

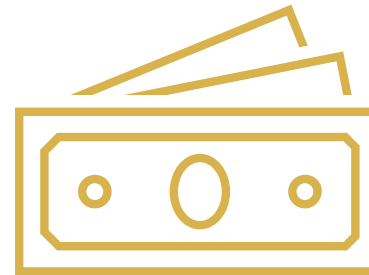
Staffing

Labor Shortages



Competitive Pay and Benefits

- ESSER, CN Emergency Funds, Increased meal reimbursements, Liq. Tax revenue can help with increasing wages to be more competitive with commercial sector.
- SFA starting pay \$13/hr. vs. commercial \$15/hr.



Administrative Review

- Administrative Reviews will take place this year as scheduled. Should have already been notified if your SFA will have one this school year.
- Financial and procurement documentation for School Year 2020-2021 will be reviewed.
- Specialist will review all four areas as normal:
 - Indirect Costs
 - Maintenance of a Non-Profit Food Service Account
 - Non-Program Foods
 - Paid Lunch Equity (answers completed by SA)
- A basic assessment will take place off-site.
- Your LEA will be notified via email if a comprehensive review is required in one or more areas.

Procurement Review

- Documents
 - Detailed general ledger (Excel)
 - Written procurement plan- board approved
 - Methods of procurement, Chart of procedures, code of conduct, protest procedures
 - USDA requirements-Buy American, minority firms, women's business enterprises, and labor surplus area firms statement, geographic preference restrictions, and Appendix II to Part 200 terms.
 - Procurement records
 - Invoices

Procurement resources and tools are available on NSLP Central > [State Forms and Resources](#)

Food Service Management Company

- Notifications for FSMC reviews will go out in Jan./Feb.
 - Contract, renewals, contract management and documentation
- Must notify the state CNP staff prior to procuring a FSMC contract, amending a FSMC contract or renewing a FSMC contract.
 - State agency templates for fixed price contract.
 - State agency are required by USDA FNS to approve the procurement process for contracts and renewals.
 - Should discuss procurement process for contract with state CNP in Jan./Feb.
- Online and virtual trainings planned for Jan./Feb.
- Annual reminder for LEA to complete FSMC Monitoring will be sent out in Jan.

Training Opportunities

CNP Procurement Training

- Wednesday Jan 19th, 2022, 2:00-3:00 pm
- Zoom: <https://schools-utah-gov.zoom.us/j/82289868671?pwd=MWp2OXdtTFYyOEQ1SnMyOEc1TnBGUT09>
- Meeting ID: 822 8986 8671
- Passcode: utahcnp1

Food Service Management Company Recap and Q&A

- Wednesday Jan 26th, 2022, 2:00-3:00 pm
- Zoom: <https://schools-utah-gov.zoom.us/j/87950850073?pwd=elBhTmFnQWVvRnVZQnc0anRyQmhXdz09>
- Meeting ID: 879 5085 0073
- Passcode: utahcnp1

Resources

USDA Food and Nutrition Service Child Nutrition Tables

- <https://www.fns.usda.gov/pd/child-nutrition-tables>

USBE Data

- <https://schools.utah.gov/data/reports> (CNP/NSLP)

CANVAS

- <https://usbe.instructure.com/courses/499/pages/utah-child-nutrition-programs>
- Announcements, monthly updates, recorded trainings, forms, tools