



# UTAH STATE BOARD OF EDUCATION



## CHILD NUTRITION PROGRAMS

FY 2020

*This document serves as an annual report of the Child Nutrition Programs (CNP) Section at the Utah State Board of Education (USBE).*

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## Supporting the Mission of the Utah State Board of Education

The Child Nutrition Programs (CNP) annual report is intended to support the mission and goals of the Utah State Board of Education.

### MISSION: STUDENT SUCCESS

The Utah State Board of Education (USBE) leads by creating equitable conditions for student success: advocating for necessary resources, developing policy, and providing effective oversight and support.

### GOALS

- I. Early Learning – Each student starts strong through early grades with a foundation in literacy in numeracy.
- II. Personalized Teaching and Learning – Each student and educator has access to personalized teaching and learning experiences
- III. Safe and Healthy Schools – Each student learns in a safe and healthy school environment.
- IV. Effective Educators and Leaders – Each student is taught by effective educators who are supported by effective school leaders.

## CNP is Essential to the Success of the Board’s Mission and Goals

Child Nutrition Programs help to ensure the children of Utah have adequate access to safe and nutritious foods, supporting a healthy school environment. Meeting this basic need is essential to their establishment of a healthy eating pattern and development of a strong foundation for academic achievement.

The programs were created by Congress as a measure of national security, to safeguard the health and well-being of the nation’s children and to encourage the domestic consumption of nutritious agricultural commodities and other food. The programs are designed to prevent hunger, malnourishment and food insecurity.

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*“Every single young person has to be prepared for a very competitive world economy. They have to be at the top of their game, and for that, they need to be healthy. They need proper nutrition and access to healthy meals at school and at home in order to reach their full potential.” - Tom Vilsack, Secretary, U.S. Department of Agriculture*

There is a growing body of research that supports the link between improved health and nutrition and academic performance. Schools, childcare centers, and other community institutions play a critical role in supporting healthy behaviors and providing opportunities for children to learn how to practice healthy eating habits and engage in physical activity.

“Most US children attend school for 6 hours a day and consume as much as half of their daily calories at school... A healthy school nutrition environment provides students with nutritious and appealing foods and beverages, consistent and accurate messages about good nutrition, and ways to learn about and practice healthy eating.”<sup>1</sup>

For children in childcare settings or in at-risk communities this percentage can be even greater. Studies show that healthy kids get better grades, attend school more often and behave better in class. Making time for physical activity and nutrition in school is not a break from academics; it’s an investment in higher academic performance.

On average 33 percent of students who attend NSLP schools in Utah qualify for free and reduced priced meals<sup>2</sup>. One in six Utah children live in food insecure households<sup>3</sup>. “Thirteen studies on child health and development outcomes associated with food insecurity and food insufficiency found the following conditions to be more likely for children in food-insecure or food-insufficient households than for children in otherwise similar food-secure households:

- Poorer health of children, as reported by parents
- More stomach aches, frequent headaches, and colds among children
- Higher hospitalization rates of young children
- Iron deficiency anemia in young children
- Behavioral problems in 3-year-olds
- Lower physical function in children ages 3-8
- Poorer psychosocial function and psychosocial development in school-age children
- Higher rates of depressive disorder and suicidal symptoms in adolescents
- More anxiety and depression in school-age children
- Higher numbers of chronic health conditions in children

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<sup>1</sup> <https://www.cdc.gov/healthyschools/nutrition/schoolnutrition.htm> (correct link)

<sup>2</sup> Data taken from CNP’s October Survey: <https://schools.utah.gov/data/reports?mid=1424&tid=2>

<sup>3</sup> [http://www.frac.org/maps/food-security/tables/tab1\\_foodinsecurity\\_2015\\_2017.html](http://www.frac.org/maps/food-security/tables/tab1_foodinsecurity_2015_2017.html)

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- More "internalizing" behavior problems in children
- Lower math achievement and other achievement gains in kindergarteners
- Lower math and reading gains from kindergarten to third grade
- Lower arithmetic scores and higher likelihood of repeating a grade for children ages 6-11<sup>4</sup>

CNP directives positively influence student's academic success and well-being as well as their ability to receive and assimilate quality learning opportunities. This will, in turn, equip students with the tools they need to successfully reach their goals and enter higher education and the workforce as healthy adults.

## Programs Overview

CNP administers 14 federal food programs and sub programs, which are appropriated under United States Department of Agriculture (USDA) and administered by Food and Nutrition Services. The federal food programs are primarily designed to ensure sponsors have the necessary knowledge and resources to enable them to provide children and chronically disabled adults access to safe and healthy foods.

The programs provide information sponsors can use to educate participants and other stakeholders about the positive outcomes that can be realized through healthful living. Program funding significantly offsets sponsor's operating costs which frees up existing funding that can be used to enhance the quality of foods offered, increase staff wages and training, as well as provide other critical resources. Funding allows sponsors to charge less money per meal reducing monthly food costs and may also lower overall child care costs. The programs have an additional benefit by supporting and stabilizing the state and national agricultural market through the Food Distribution Programs.

The state agency charged with administering CNP enters into agreements with sponsors. Participation in CNP programs is voluntary unless mandated by the administering state. Qualified sponsors receive funding in the form of administrative payments, meal reimbursement, and access to federally donated foods (USDA Foods). The State Agency is

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<sup>4</sup> "Food Insecurity in The United States." *Congressional Digest* 89.10 (2010): 301-306. *Academic Search Premier*. Web. 29 Sept. 2016.

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charged with ensuring compliance to program requirements; however, sponsors have the choice as to what foods they will serve when creating program menus.

Program sponsors can be public or private, governmental, non-profit schools, non-profit community organizations or camps, non-profit residential childcare institutions, child or adult day care centers, day care homes, or non-profit emergency/homeless shelters.

Federal Programs Administered by Child Nutrition Programs (See Attachment A):

- National School Lunch Program (NSLP)
  - Afterschool Snack Program (ASP)
  - Fresh Fruit and Vegetable Program (FFVP)
- Seamless Summer Option (SSO)
- School Breakfast Program (SBP)
- Child and Adult Care Food Program (CACFP)
  - Adult Day Care Centers (ADC)
  - Child Care Centers/Head Start /Emergency Shelters (CCC)
  - Family Day Care Homes Program (FDCH Program)
  - At-Risk Afterschool Meal Program (ASMP)
- Summer Food Service Program (SFSP)
- Special Milk Program (SMP)
- Food Distribution Programs (FDP)
  - USDA Foods
    - SY2019 USDA Foods in Schools Entitlement \$18,395,738
  - The Emergency Food Assistance Program (TEFAP)
    - FFY2019 TEFAP Food Value \$1,662,020.02
    - FFY2019 Trade Mitigation Food Value \$7,119,373.21
    - FFY2019 TEFAP Administrative (Grant) \$762,774
    - FFY2019 TEFAP Converted Administrative (Grant) \$318,537
    - FFY2019 Trade Mitigation (Grant) \$348,000
- Farm to School/Farm to Early Care and Education Program (ECE)

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## Core Objectives

As the administering agency the Utah State Board of Education (USBE) is charged with the proper oversight and stewardship of these programs. Child Nutrition Programs core objectives are to:

1. Increase access to nutritious meals for Utah children through program expansion, with an emphasis to create healthy and safe environments.
2. Foster a workplace of transparent leadership that will recruit quality individuals, recognize and reward exceptional performance, provide ongoing opportunities for professional development and advancement, with the end goal of high employee morale, job satisfaction, and worker retention.
3. Protect the integrity of the programs offered through effective and efficient monitoring and outreach.
4. Support the mission of program sponsors by providing excellent customer service, useful resources, and quality technical assistance.
5. Make the most of CNP resources through responsible fiscal management, streamlining administrative processes, creating efficient workflows, and ensuring time and resources spent advance agency and program objectives.
6. Coordination of timely and accurate program information within state agencies, partners and stakeholders.

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## Program Participation and Meals Served FFY2019

Program	Sponsors	Sites	Breakfast Meals	Lunch Meals	Dinner Meals	Snacks	Milk Only	Federal/State Reimbursement
National School Lunch Program	133	972		54,067,572				F: \$96,564,079.36 S: \$46,753,906.79
School Breakfast Program	103	874	13,983,601					F: \$22,557,484.79
Child Care Centers	145	311	2,312,540	2,943,150	347,635	3,294,156		F: \$12,289,416.32
Family Day Care Homes	6	1,523	1,357,455	1,987,952	1,645,121	2,831,673		F: \$12,268,204.29
Seamless Summer Option	35	225	85,098	844,336	1,869	1,147		F: \$3,086,979.82 S: \$589,972.60
At Risk Afterschool Meals Program	16	156	1225	621	576,695	216,526		F: \$2,251,940.09
Afterschool Snack Program	36	149				786,702		F: \$675,801.35
Summer Food Service Program	16	86	25,582	111,725	28,511	32,569		F: \$649,104.00
Adult Care Centers	5	11	34,582	60,534	1,397	50,636		F: \$318,432.42
Special Milk Program	14	44					168,543	F: \$34,158.30
Total	Some Organizations Sponsor Multiple Programs		17,800,083	60,015,890	2,601,228	7,213,409	168,543	F: \$150,695,600.74 S: \$47,343,879.39

Food Distribution Program (USDA Foods in Schools) - Approximately 20% of food used in schools are USDA Foods. Utah sponsors will receive more than 17.5 million dollars in commodity entitlement funds in FFY19.

The Emergency Food Assistance (TEFAP) - Utah Food Bank will receive approximately 3 million dollars of flow-through funding.

CNP works with the Farm to Fork Task Force, Utah's farm to school network, to advance the implementation of farm to school and farm to Early Care and Education (ECE) programming

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across the state through local procurement, school gardens, and agriculture/nutrition education. The task force's strategic focus areas are aligned with those of the National Farm to School Network: funded farm to school legislation, improving racial and social equity, state farm to school network growth, and the creation of state agency farm to school positions.

The task force meets quarterly and distributes a monthly newsletter to its 219 subscribers. USBE staff work with the task force on a variety of statewide farm to fork promotions, including harvest of the month, farm to summer, apple crunch, Utah beef, farm to school marketing, and farmer-food service networking events.

Utah has a strong focus on increasing local procurement across all Child Nutrition Programs. The most recent USDA Farm to School Census reported that 35% of Utah school districts participated in farm to school activities in the 2013-14 school year, reaching 220,881 students. We anticipate an increase when the next round of Census data is released in 2020, based on increasing apple crunch participation over the past two years. In 2018, the National Farm to School Network surveyed early care and education providers regarding farm to ECE participation. This survey showed that 68.8% of providers participate in farm to ECE activities. However, these numbers may be skewed due to a very small response rate (only 33 out of 1,730 sites in Utah responded to the survey).

Equipment Grants- For FFY18 Utah was awarded approximately \$222,554 to sub-grant to school sponsors for purchasing equipment in order to enhance their ability to provide quality meals to program participants. In the coming year, FFY19, the equipment grant will be available for \$225,930.

Breakfast Grant- Statewide access to a healthy breakfast for school age children is very limited in the state of Utah. Data indicates that thousands of Utah children everyday are not participating in a school breakfast program. According to the FRAC report school year 2017-2018 Utah ranked last in participation from free and reduced-price school breakfast to lunch participation. We recognize that efforts to date have made some impact on a local level but not state-wide.

The No Kid Hungry breakfast grant is allowing our team to further our efforts, outreach and policies in order to increase student access to a healthy breakfast by providing \$50,000.00 and support and resources. This is an 18 month grant and at its conclusion in December 2020, we are hoping to increase the number of F/R students eating school breakfast by 5%, adding an additional 2,938 F/R eligible students eating breakfast, conduct awareness building campaign

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to rebrand school breakfast to cultivate buy-in with key stakeholders and combat common misconceptions, and increase the number of schools successfully operating a school breakfast program and/or implementing Breakfast after the Bell.

We hope to achieve these goals by updating current legislation/policy around school breakfast, create marketing materials that schools can readily use, select at least five schools to implement a breakfast after the bell model and include support and financial resources to those schools. We will also hold a statewide breakfast conference for schools to attend to get the latest updates on school breakfast as well as current data, studies and information on the importance of school breakfast.

## **Staffing Description**

The staff administering the program consist of a director, three coordinators, one financial analyst, one business analyst, one grant analyst, three senior specialists, one data specialist, two food distribution program specialists, one e-Learning specialist, eight compliance specialists, five training specialists, one administrative secretary and an office specialist. (See Attachment B)

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## Monitoring Requirements

USDA Food and Nutrition Service requires program sponsor and site compliance reviews. Review requirements vary depending on the program. CNP staff are required to assess financial viability, administrative capability and program accountability. Sponsor compliance is assessed through off-site and on-site visits. Off-site review can include but is not limited to:

- Assessing facility/school environment (local wellness policy, smart snacks, etc.)
- Identifying civil rights training and complaint procedures
- Reviewing procurement practices and procedures
- Reviewing self-monitoring forms
- Assessing menus and meal pattern compliance
- Reviewing financial records
- Reviewing professional standards and development
- Completing a nutrient analysis
- Reviewing participant enrollment and eligibility
- Reviewing reimbursement claims and processing procedures

On-site visits include:

- Assess food safety practices
- Review production records
- Meal observations
- Verify record keeping practices and procedures
- Review health inspections

Monitoring is conducted in accordance with USDA and state requirements.

Review Type	Number of Reviews Completed in FFY2019
Sponsor Compliance Review	126
Technical Assistance	75
FDCH Provider Visits	39
Procurement Reviews	22
Pre-approval	13
Civil Rights	9
TEFAP Pantry	8
Follow Up	5
Annual For-Profit	7
TEFAP Warehouse	2
Food Service Management Company	1
State Warehouse (USDA Foods)	1
<b>Total</b>	<b>308</b>

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## FREQUENCY REQUIREMENTS FOR REVIEWS

### **National School Lunch Program Compliance Review**

Beginning July 2019, Utah received a five-year review cycle waiver from USDA. If the sponsor also administers the School Breakfast Program, Fresh Fruit & Vegetable Program, Seamless Summer Option or the After-School Snack Program, these must be monitored in conjunction with the Compliance Review. The number of on-site reviews required is based on a scale set forth by the USDA. Follow up reviews are conducted as deemed necessary.

### **Summer Food Service Program**

New sponsors must be reviewed in the first year of operation; each sponsor must be reviewed at least once every three years (or annually, if the prior review showed significant operational problems). At least 10% of each sponsor's sites must be reviewed. Follow up reviews are conducted as deemed necessary.

### **Child and Adult Care Food Program**

Must review 33.3% of all institutions each year, 15% must be unannounced; 10% of all sponsor sites must be reviewed. States must develop additional monitoring procedures for for-profit institutions. States can establish criterion. Follow up reviews are conducted as deemed necessary.

### **Family Day Care Home Program**

Review sponsors with less than 100 homes once every three years and review 10% of all homes; review sponsors with more than 100 homes once every two years and 5% of the first 1000 homes. Additional unannounced reviews may be conducted by program staff in order to assess effectiveness of FDCH Sponsor monitoring. The number of homes visited is based upon the history of findings. Follow up reviews are conducted as deemed necessary.

### **USDA Foods**

Program staff conduct one annual state warehouse review. USDA Foods usage is reviewed as a part of the school administrative and procurement reviews. Follow up reviews are conducted as deemed necessary.

### **The Emergency Food Assistance Program**

Program staff review two Utah Food Bank warehouses and a minimum of 10% of food pantry locations per year. Follow up reviews are conducted as deemed necessary.

## State Audits and Federal Management and Performance Evaluations

CNP typically receives at least one audit from the State Auditor's Office each year. USDA Regional and National Offices regularly perform Management and Performance Evaluations (ME). These evaluations are exhaustive and assess state program oversight including payments made to sponsors. MEs involve one to three months of preparation in order to answer off-site questions and producing support documentation to the USDA Regional Office (RO) prior to the week-long on-site review. State Agencies may have as many as five MEs (NSLP, SFSP, CACFP, FDP, Finance) in a single program year.

## Training and Technical Assistance

CNP staff provide training and technical assistance as required by federal regulations in multiple modalities to help ensure compliance and improved program operation. CNP offers statewide, regional, web-based, and one-on-one on-site training to program sponsors. The recent staff increase will allow CNP to provide more technical assistance and training opportunities.

Training helps sponsors:

- Understand basic program requirements
- Understand program options (benefits and drawbacks of each)
- Develop adequate policies and procedures
- Plan, evaluate, and produce appealing, safe, and healthy menus
- Market their program to participants
- Engage with their community, leaders, stakeholders, media
- Provide nutrition education to staff and participants
- Follow proper procurement procedures
- Develop agreements and contracts
- Develop budgets and other fiscal management tools
- Locate, create, and evaluate the proper functioning of IT based solutions to assist with program operation

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## Professional Development for State Agency Staff

USDA programs go through federal re-authorization every five years. The dramatic changes to federal regulation and guidance creates a need for communication with the USDA Regional Office, National Office, and other states.

USDA provides program training through the release of policy, memos, webinars and conference calls. USDA and national professional associations host regional and national training events each year. These events provide CNP management and staff valuable opportunities to network with USDA experts as well as colleagues in other states that are performing similar duties and assignments.

Regional and national conferences primarily focus on compliance assessment, available resources, and proven best practices. While CNP management is typically selected to attend these events there are instances where it is appropriate to send additional program staff. Event attendance, unless mandatory, is based on availability of funds and the quality of content offered. The number of staff selected to attend depend on the type and volume of learning opportunities offered. Many events provide multiple training tracks offered at the same time which have content tailored to different programs and assignment areas.

USDA provides State Agencies State Administrative Expense Funds and CACFP Audit Funds that can be used to pay for travel expenses. Event announcements typically contain the reminder that federal funds provided to State Agencies for the administration of Child Nutrition Programs must not be subject to limitations, including hiring freezes, work furloughs, and travel restrictions.

## Funding Overview

More than 90% of funding received for Child Nutrition Programs comes from federal awards. State Administrative Expense Funds (SAE) and CACFP Audit Funds represent less than 2% of the overall federal funds received and are the primary sources of funding used to conduct administrative functions. The remaining federal funds flow through to program sponsors. Child Nutrition Programs can carry over 20% of unused SAE funds into the next FFY. Excess SAE funds cannot flow through to program sponsors. Any funds in excess of the 20% must be returned to the USDA.

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In reference to state appropriated funds, approximately 1% is retained for administrative use and to cover expenses commiserate with the storage and distribution of USDA Foods to school sponsors. CNP distributes the remaining state funds to public schools to comply with the State Revenue Matching Requirement under Section 4 of the National School Lunch Act. These funds are distributed on a per meal basis to assist with school lunch operation. CNP personnel must determine the rate at which payments will be made for meals and balance any differences between liquor tax revenue and payments to schools at the end of the state fiscal year.

Program payments are made to sponsors in the form of reimbursement for eligible meals, snacks and/or milk served to children and qualifying adults. Reimbursement must be used by sponsors to pay for costs associated with administrative and operational expenses specific to CNP. Reimbursement rates are adjusted annually and reflect changes in the Federal Register.

For a detailed overview of funding, see the financial charts included in Attachment D. Details about section revenues and expenditures for FFY19 can be found in Attachment E.

## **State/Federal Reporting Requirements**

State Agencies are required to submit multiple state and federal reports on a monthly, quarterly, annual, and ad hoc basis. Child Nutrition Programs are often the subject of national participation studies and demonstration projects accompanied by mandatory state and sponsor level reporting and data collection requirements. More information about the standard USDA reporting requirements can be found in Attachment F.

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## Partnerships/Collaborations/Web Pages and Social Media

The mission to improve access to quality, safe, and nutritious meals for children and qualified adults aligns with many other national, state, and local level programs and initiatives. Child Nutrition Programs realizes the great opportunity to partner with other agencies, groups, and organizations to maximize a positive collective impact. For a list of committee meetings CNP staff regularly attend and a list of partners see Attachment G.

CNP also maintains several websites that provide information to the public, facilitate collaboration with partners and sponsors, highlight staff and sponsor accomplishments, make announcements, identify program resources, and provide tips and best practices for sponsors.

- USBE CNP webpages- for general program information
- CNPWeb for program management and payments
- CANVAS for web training, document library, and electronic program resources
- Facebook sites for collaboration, recognition, announcements, tips and best practices, highlight program resources- [www.facebook.com/utahcnp/](http://www.facebook.com/utahcnp/)

## Attachments

- A. Child Nutrition Programs Description
- B. Org Chart
- C. Financial Charts
  - a. CNP Revenue FFY19
  - b. CNP Expenditures FFY19
- D. Budget FFY20
- E. Federal Reporting Table and Timeline
- F. Partner List

# ATTACHMENT A

## Child Nutrition Programs Description

### NATIONAL SCHOOL LUNCH PROGRAM (NSLP):

(Title 7 Code of Federal Regulations (CFR) Section 210) is a federally assisted meal program operating in public, non-profit private schools, and residential child care institutions. It provides payment for nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946. Sponsors enter into agreements to participate in programs. Our office also distributes State of Utah (liquor tax) funds to public schools for lunches. Reimbursement is paid to sponsors based on meals served to children at the established free, reduced, and paid rate depending on the eligibility of the student served. NSLP sponsors receive entitlement dollars based on the number of meals served that can be used to order USDA Foods as part of the Food Distribution Program. More information can be found by visiting the following link: <http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>

### AFTER SCHOOL SNACK PROGRAM (ASP)

(7CFR 210) participation in the ASP is an option to sponsors already participating in NSLP that offers reimbursement to help sponsors serve snacks to children in afterschool activities aimed at promoting the health and well-being of children and youth in our communities. A school must provide children with regularly scheduled activities in an organized, structured and supervised environment; include educational or enrichment activities (e.g., mentoring or tutoring programs). The programs must meet state/local licensing requirements, if available, or state/local health and safety standards. Reimbursement is based on snacks served to children at the established free, reduced, and paid rate depending on the eligibility of the student served. For programs operating in low-income area all snacks served to program participants are claimed at the free reimbursement rate regardless of individual student eligibility. More information can be found by visiting the following link:

<http://www.fns.usda.gov/school-meals/afterschool-snacks>

### FRESH FRUIT & VEGETABLE PROGRAM (FFVP)

(7 CFR 211) provides payment to sponsors for fresh fruits & vegetables offered to students in selected low-income elementary schools participating in NSLP. This program offers a healthy snack during the school day for children. This program is different in that schools must apply for this competitive grant. Expenses will only be

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reimbursed up to the school's total award amount. Note: The FFVP has been successful in introducing school children to a variety of produce that they otherwise might not have the opportunity to sample. More information can be found by visiting the following link: <http://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program>

### SEAMLESS SUMMER OPTION (SSO)

This is a component of the NSLP and is an administratively streamlined version of the Summer Food Service Program (SFSP) for schools participating in the National School Lunch Program. Like the SFSP the purpose is to ensure that low-income children continue to receive nutritious meals when school is not in session. Although only sponsored by schools, summer sites may be established in the same types of locations as the SFSP such as schools, parks, libraries, pools, and community centers. Sites must be located in low-income areas and sponsors can be reimbursed for up to two meal types per day. All meals are reimbursed at the same rate as they would if served under the NSLP to include state reimbursement and USDA Foods entitlement. More information can be found by visiting the following link:

<http://www.fns.usda.gov/school-meals/opportunity-schools>

### SCHOOL BREAKFAST PROGRAM (SBP)

(7CFR 220): like the NSLP, SBP is a federally assisted meal program that provides funds to states to operate nonprofit breakfast programs in public, non-profit private schools, and residential child care institutions. It provides payment for nutritionally balanced, low-cost or free breakfasts to children each school day. Program sponsors may choose from several meal service types to meet the needs of their students. These include but are not limited to: traditional breakfast offered in the cafeteria, breakfast on the bus, breakfast in the classroom, breakfast after first period, or grab and go breakfast. Reimbursement is based on meals served to children at the established free, reduced, and paid rate depending on the eligibility of the student served. More information can be found by visiting the following link:

<http://www.fns.usda.gov/sbp/school-breakfast-program-sbp>

### CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

(7 CFR 226) is a federally assisted meal program that provides funds to licensed child and adult care centers, Head Start/Early Start centers, schools and afterschool meal centers, family or group day care homes as well as emergency/homeless shelters for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children, and the health and wellness of older adults and chronically impaired disabled

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persons. Reimbursement is provided to for-profit and non-profit child care and adult day care centers based on meals served to children at the established free, reduced, and paid rate depending on the eligibility of the child or adult being served. Sponsors of Head Start/Early Start, afterschool meal centers, and emergency/homeless shelters are reimbursed at the federally established free rate for meals served to eligible participants. As part of (7 CFR 240) CACFP center sponsors receive additional reimbursement through the Food Distribution Program in the form of cash in lieu of commodities based on the number of eligible meals served.

## **FAMILY DAY CARE HOME (FDCH)**

(7 CFR 226) is a component of the CACFP program. Sponsors enter into an agreement with the State Agency to sponsor FDCH providers. FDCH Sponsors receive a set administrative reimbursement based on the number of homes they sponsor. Family Day Care Home Providers receive meal reimbursements on a tier system that is based on provider income, whether the home is located in a low-income area, or the eligibility of the children enrolled in care. The number of meals and snacks eligible to receive reimbursement per day vary between sponsor type.

## **AT-RISK AFTERSCHOOL MEAL PROGRAM (ASMP)**

(7 CFR 226) is a component of the Child and Adult Care Food Program and offers federal funding to afterschool programs that serve a meal and/or a snack to children in low-income areas. The program may be sponsored by public or non-profit organizations. For-profit child care centers may also sponsor this program so long as they meet the eligibility requirements of the CACFP. All meals and snacks served to are reimbursed at the federally established free rate. More information can be found by visiting the following link: <http://www.fns.usda.gov/cacfp/afterschool-meals>

More information can be found by visiting the following link:

<http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>

## **SUMMER FOOD SERVICE PROGRAM (SFSP)**

(7 CFR 225) The SFSP was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals that meet Federal nutrition guidelines are provided to all children at approved SFSP sites in areas with significant

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concentrations of low-income children. A sponsoring organization must be a public or private non-profit. Some sponsor types include: school food authority (SFA); college or university; residential summer camp; a unit of local, county, municipal, State, or Federal Government; food banks, libraries, Boys and Girls Club, YMCA/YWCA, churches and many other types of private non-profit organization. Sites can be located in a wide variety of locations such as schools, parks, libraries, pools, and community centers. Sponsors may be reimbursed for up to two meal types per day. Camps and migrant sites may be approved to serve up to three meals per day. More information can be found by visiting the following link:

<http://www.fns.usda.gov/sfsp/summer-food-service-program>

### SPECIAL MILK PROGRAM (SMP)

(7 CFR 215) provides payment for milk for children who do not have access to other meal programs. These programs may be offered by public or private, non-profit schools, or camps. Schools in the National School Lunch or School Breakfast Programs may also participate in the Special Milk Program to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the school meal programs. The SMP is a federally funded program that provides funds to states to reimburse sponsors from a set amount, or up to the full price of the milk served to low income children. More information can be found by visiting the following link: <http://www.fns.usda.gov/smp/special-milk-program>

### FOOD DISTRIBUTION PROGRAM (FDP)

(7 CFR 250) The FDP program supports domestic nutrition programs and American agricultural producers through purchases of domestic agricultural products for use in schools and institutions participating on federal child nutrition programs. The agricultural commodities made available to sponsors through the FDP are referred to as USDA Foods and help to reduce the cost of preparing program meals. The USDA has an established rate by which State Agencies earn entitlement dollars which is based on the total number of lunches served by sponsors participating in the NSLP. The State Agency then distributes entitlement dollars to sponsors based on meal counts and then surveys the sponsors to determine which, and in what quantity, available items should be ordered. Once orders are placed, the items are shipped to the state warehouse. State agency staff adjusts orders according to other sponsor needs, coordinates and verifies orders, and coordinates the shipment and delivery to NSLP sponsors. The State Agency enters into contracts for the storage and delivery of food. Sponsor's use of USDA Foods in meals is monitored through NSLP administrative reviews.

# ATTACHMENT A

CACFP center sponsors receive additional reimbursement through the Food Distribution Program in the form of “cash in lieu of commodities” which is based on the number of eligible meals served and paid along with their monthly meal reimbursement based on the federally established rate. More information can be found by visiting the following link:

<http://www.fns.usda.gov/fdd/food-distribution-programs>

## THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

(7 CFR 251) provides food assistance to needy Americans through the distribution of USDA commodities. Under TEFAP, USDA Foods are made available to states for distribution to households for use in preparing meals for home consumption, or to organizations that prepare and provide meals for needy people. Foods are distributed free, but recipients of food for home use must meet program eligibility criteria set by the state. State Agencies receive the food and oversee distribution. Local agencies, usually food banks, shelters, and soup kitchens have been designated by the states to distribute the food to eligible participants. TEFAP provides food regularly for needy households, and is a separate program from USDA's disaster assistance commodity food program, which provides food for mass feeding and household use of victims of natural disasters. More information can be found by visiting the following link:

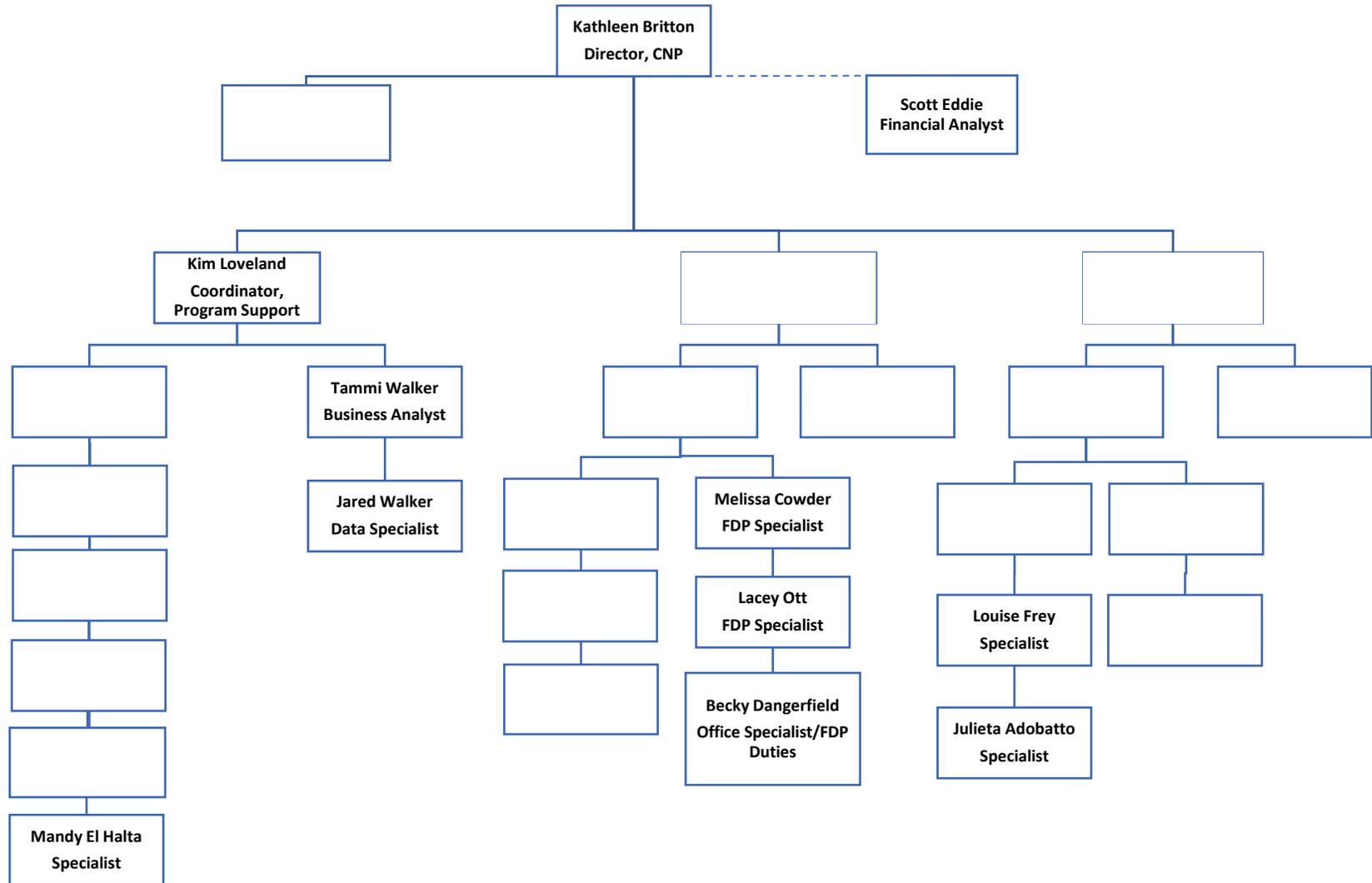
<http://www.fns.usda.gov/tefap/emergency-food-assistance-program-tefap>

## FARM TO SCHOOL/FARM TO EARLY CARE EDUCATION PROGRAM

This is an unfunded USDA program that seeks to provide training and resources to child nutrition operators to increase the consumption of fresh, safe, and healthy, local foods. This program also emphasizes nutrition education regarding community foods systems. CNP currently leads the Utah Farm to Fork Taskforce that brings together a group of community organizations, agricultural stakeholders, program sponsors, and other state agencies in order to work together to expand this program in our state. More information can be found by visiting the following link: <http://www.fns.usda.gov/farmtoschool/fact-sheets>

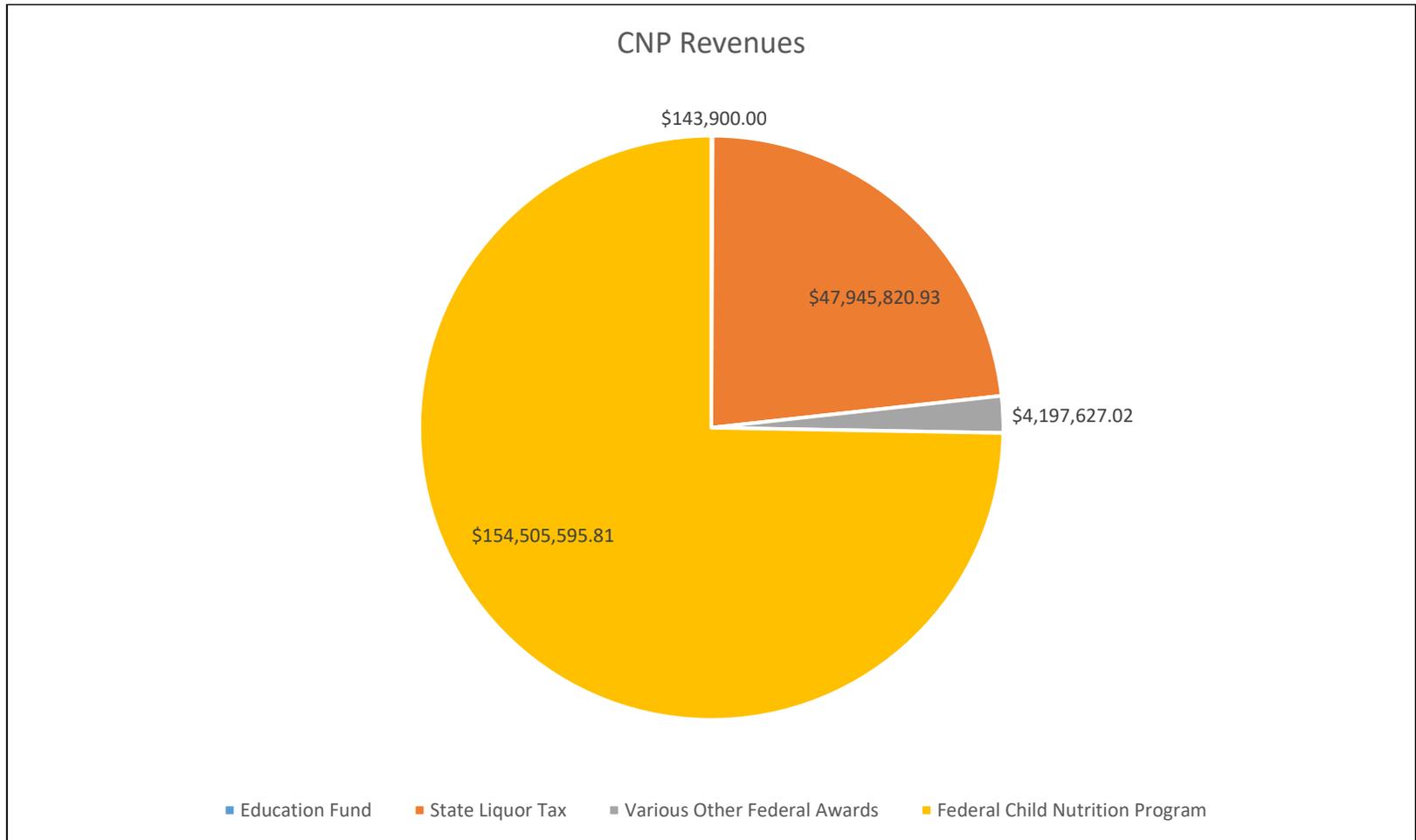
## TEAM NUTRITION (TN)

This is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through giving state agencies curriculum to provide training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.



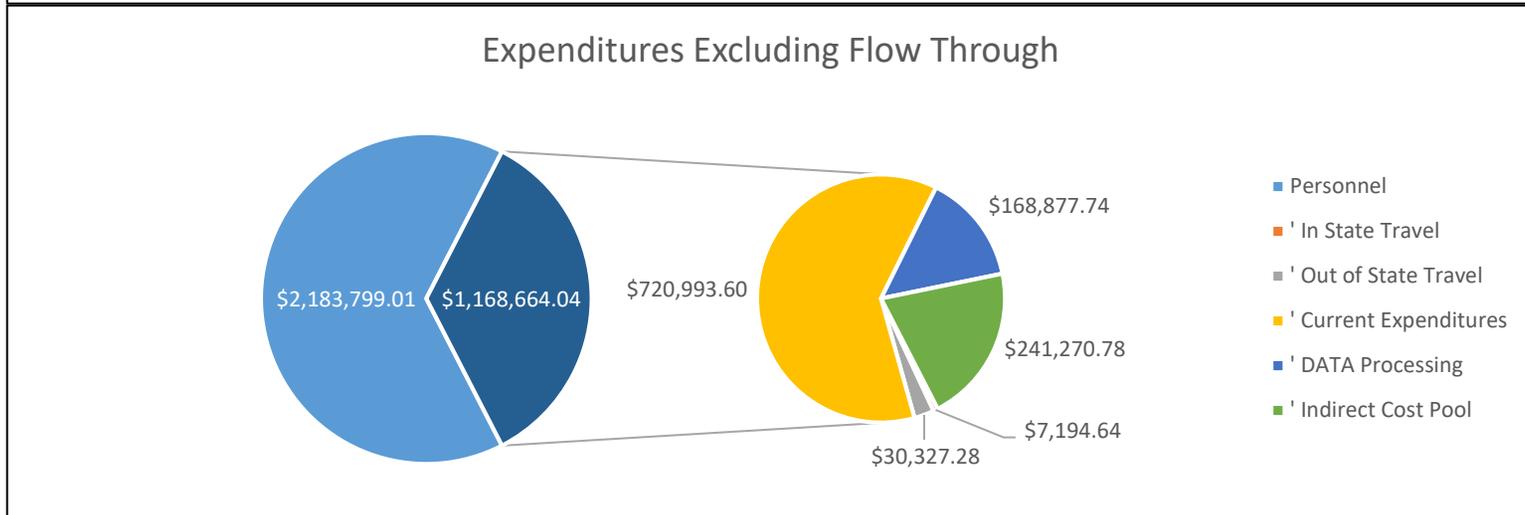
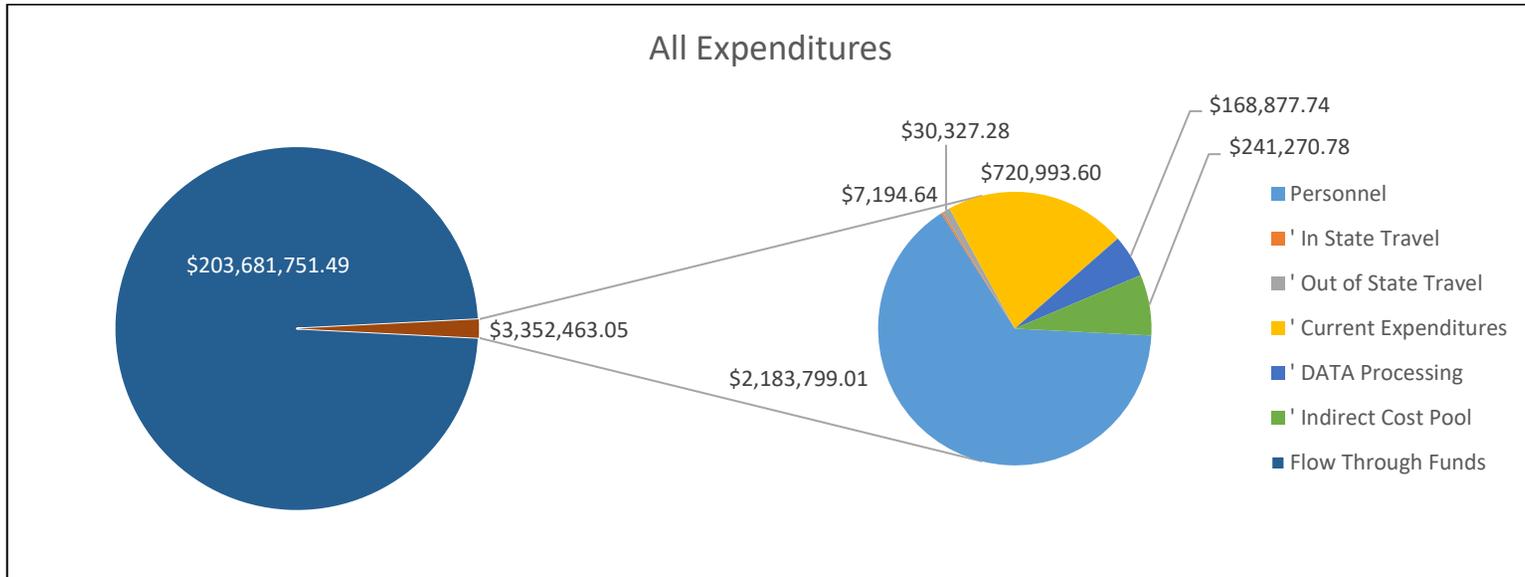
# ATTACHMENT C

	Revenues
Education Fund	\$ 143,900.00
State Liquor Tax	\$ 47,945,820.93
Various Other Federal Awards	\$ 4,197,627.02
Federal Child Nutrition Program	<u>\$ 154,505,595.81</u>
<b>Total</b>	<b>\$ 206,792,943.76</b>



# ATTACHMENT C

	Expenditures
Personnel	\$ 2,183,799.01
In-State	\$ 7,194.64
Out of State	\$ 30,327.28
Current Expenditures	\$ 720,993.60
Data Processing Current Expenses	\$ 168,877.74
Other Charges / Pass Through	\$ 203,681,751.49
<b>Total</b>	<b>\$ 206,792,943.76</b>



# Child Nutrition Program (CNP)

## EXPENSE BUDGET

11/15/2019

20SAE

State Administrative Expense

PDA

Personnel	Budget	Actual	Difference (\$)	Difference (%)
5101 Regular Salaries & Wages	\$ 1,392,221.58		\$ 1,392,221.58	100.0%
5110 Leav Paid			\$ -	
5120 Miscellaneous Earnings			\$ -	
5135 Compensatory/Excess Time Used			\$ -	
5160 State Retirement	\$ 320,296.75		\$ 320,296.75	100%
5170 FICA/Medicare	\$ 106,504.99		\$ 106,504.99	100%
5180 Health, Dental, Life & Long-Term Disability Insurance	\$ 275,696.66		\$ 275,696.66	100%
5190 Unemployment & Workers Compensation Insurance	\$ 17,820.41		\$ 17,820.41	100%
5300 State Leave Pool	\$ 82,419.52		\$ 82,419.52	100%

25 FTE

Travel/In State	Budget	Actual	Difference (\$)	Difference (%)
6001 In State Travel-Short Term Motor Pool Rental			\$ -	
6002 In State Travel-Reduced Auto Mileage Rate			\$ -	
6003 In State Travel Miscellaneous Travel Expense			\$ -	
6005 In State Travel-Meal Reimbursement			\$ -	
6006 In State Travel-Lodging Reimbursement			\$ -	
6007 In State Travel-Transportation Costs			\$ -	

Travel/Out of State	Budget	Actual	Difference (\$)	Difference (%)
6053 Out of State Travel-Miscellaneous Travel Expense			\$ -	
6055 Out of State Travel-Meal Reimbursement			\$ -	
6056 Out of State Travel-Lodging Reimbursement			\$ -	
6057 Out of State Travel-Transportation Costs			\$ -	
			\$ -	

Current Expense	Budget	Actual	Difference (\$)	Difference (%)
6115 HR	\$ 2,300.00		#REF!	
6116 Payroll	\$ 18,100.00		#REF!	
6132 Communication Services	\$ 14,500.00		\$ 14,500.00	100%
6136 Postage & Mailing			\$ -	
6137 Professional & Technical Services-Non-medical			\$ -	
6145 Required Technical References			\$ -	
6161 Rental of Land & Buildings	\$ 3,100.00		\$ 3,100.00	100%
6171 Buildings & Ground-Operating Supplies, Maint & Repairs	\$ 28,700.00		\$ 28,700.00	100%
6181 Office Supplies			\$ -	
6214 Food			\$ -	
6263 Insurance & Bonds	\$ 9,000.00		\$ 9,000.00	100%
6274 Membership Dues			\$ -	

6276 Conventions, Seminars, Workshops & Committees			\$	-	
6286 Professional Development & Training of Non-Stat Employees			\$	-	
			\$	-	
6399 Current Expense	\$	10,257.00	\$	10,257.00	100%

<b>Data Processing Current Expense</b>	Budget	Actual	Difference (\$)	Difference (%)
6469 Data Processing Hardware Less Than \$5000-Laptop/Notebook			\$	-
6582 Data Processing-Supplies			\$	-
			\$	-
6618 Data Processing Software Over \$5000-Vendor Developed			\$	-
			\$	-

<b>Other Charges/Pass Through</b>	Budget	Actual	Difference (\$)	Difference (%)			
7507 Federal Distributions to LEAs			\$	-			
7508 Federal Distributions to Non-LEAs			\$	-			
7509 State Distributions to Non-LEAs			\$	-			
7511 State Distributions to LEAs			\$	-			
7523 Transfer of Indirect Costs	\$	369,083.09	\$	369,083.09	100.0%		
			\$	-			
			\$	-			
			\$	-			
			\$	-			
			\$	-			
<b>Total Expenses</b>	\$	2,650,000.00	\$	-	\$	2,629,600.00	99.2%

2,650,000.00

-

**ATTACHMENT F**

**Fiscal Year Reporting Table - Child Nutrition Programs**

This table provides information on commonly submitted reports that are required by FNS from State Agencies

Program: Schools (NSLP/SBP/SMP); CACFP; SFSP	Form/Name	Report	Brief Description	Method of Submission	Frequency	Due Dates
Schools	FNS-10	Report of School Program Operations	Covers monthly operation of NSLP, SBP, and SMP; includes number of meals served, the number of schools and RCCI participating and the number of children approved for free and reduced-price meals	FPRS	M / A	M (30/90 day): Items 5- 9 A: July - Item 17 A: October - Items 10-16
Schools	FNS-13	State Revenue Matching Requirement Report	Provides data necessary to monitor the State Revenue Matching Requirement	FPRS	A	October 31
CACFP	FNS-44	Report of The Child and Adult Care Food Program	Covers monthly operation of CACFP; includes number of sponsoring organizations, sites, average daily participation and amount of USDA foods assistance	FPRS	M / Q / A	M (30/90 day): Parts A and E 90 day only: Part D Q: 30 days after end of Q - Part B A: October and March - Part C
SFSP	FNS-418	Summer Food Service Program Report	Covers operating months of SFSP; includes number of meals served at different sites, participation and average daily attendance	FPRS	M / A	M (30/90 days) - Part A A: July - Parts C and D A: 90 day for last operating month of FY - Part B
ALL	FNS-525	State Administrative Expenses Funds Reallocation Report	Report on current status of SAE funds; request additional funds through reallocation or return of excess funds	FNS Regional Office	A	April, per memo
Schools	FNS-742	School Food Authority Verification Collection Report	Verification and direct certification data for each SFA participating in the NSLP	FPRS	A	March 15
Schools	FNS-742A	Second Review of Applications	Collects results of second review of applications of selected SFAs	EMAIL: cnstatesystems@fns.usda.gov	A	March 15
ALL	FNS-777 CN	Financial Status Report: Child Nutrition	Financial data for programs, function and activity for which a State agency receives Federal program funds (CACFP, Summer, Schools)	FPRS	Q / F	Q: 30 days after end of Q F: 90 days after end of 4th Q
ALL	FNS-777 SAE	Financial Status Report: State Administrative Expense (SAE) Funds	Financial data for SAE Funds (columns 11 and 12), and CACFP Sponsor Admin Funds (column 2); 2 year grant period report up to 7 Quarterly and Final	FPRS	Q / F	Q: 30 days after end of Q 1-7 F: 30 days after end of last applicable Q
Schools	FNS-828	School Food Authority Paid Lunch Price Report	Report most frequently charged paid lunch price by grade categories in each SFA	EMAIL: paidlunchpricereport@fns.usda.gov	A	Last operating day of <u>JANUARY</u>
Schools	FNS-834	State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report	Report of data elements #2 (SNAP) and #3 (NSLP) for annual calculation of Direct Certification Rate	FPRS	A	December 1
Schools	SF-425 CN-HHFKA-ADM	Federal Financial Report: CN-HHFKA-ADM (Section 201 Funds)	Report use of Section 201 funds to assist with new meal pattern administration	FPRS	Q / F	Q: 30 days after end of Q F: 90 days after end of grant
Schools	SF-425 FFVP	Federal Financial Report: Fresh Fruits and Vegetables Program	Report of funding expenditures related to FFVP	FPRS	Q / F	Q: 30 days after each Q F: 90 days after end of grant

# Attachment F

## Fiscal Year Reporting Table - Child Nutrition Programs

This table provides information on commonly submitted reports that are required by FNS from State Agencies

Program: Schools (NSLP/SBP/SMP); CACFP; SFSP	Form/Name	Report	Brief Description	Method of Submission	Frequency	Due Dates
Schools	SF-425 NSLPE; SF-425 NSLPE2	Federal Financial Report: NSLP Equipment Assistance Grants	Report of funding expenditures related to NSLP Equipment Assistance Grants (SF-425 NSLPE2 used for "Second Round" FY 2014 funds only)	FPRS	Q / F	Q: 30 days after end of QF: 90 days after end of grant
Schools	Ameliorative Action	Ameliorative Action Report	Report of actions taken or planned as part of the verification reporting requirement under 7 CFR Section 245.12(i)	EMAIL: cnstatesystems@fns.usda.gov	A	March 15
Schools	CEP Notification and Publication	Community Eligibility Provision (CEP) Annual Notification and Publication Requirement	State agencies provide link to public website with list of LEAs and schools eligible and near-eligible for, or currently participating in, CEP	EMAIL: cepnotification@fns.usda.gov	A	May 1
Schools	NSLP Equipment Grants	Progress Reports	State agencies receiving Equipment Assistance Grants submit progress reports of activities	FNS Regional Office	Q / F	Q: 30 days after end of QF: 90 days after end of grant
Schools	QTR-SFA-CERT	Quarterly SFA Certification Report	Identifies SFAs certified to receive performance based reimbursement	FPRS	Q	30 days after end of Q
Schools	School Food Safety Inspection	School Food Safety Inspection	Report of total safety inspections for SFAs in each State agency	EMAIL: NSLPFoodSafetyInspections@fns.usda.gov	A	November 15
<b>As Applicable</b>						
Schools	SF-425 CN-ART; SF-425 CN-DC	Federal Financial Reports: ART and DC Grants	Report status of grant funds: Administrative Review Training (ART); and Direct Certification (DC) Implementation and DC Tier 1 & Tier 2 Improvement	FPRS	Q / F	Q: 30 days after end of QF: 90 days after end of grant
Schools	ART and DC Grants	Progress Reports	State agencies receiving ART Grants and DC Grants submit progress reports of activities	EMAIL: cnstatesystems@fns.usda.gov	Q / F	Q: 30 days after end of QF: 90 days after end of grant
CACFP	SF-425 CN-CACFP-Audit	Federal Financial Report: CACFP Audit Fund Reallocation	Report status of reallocated CACFP Audit funds	FPRS	A / F	A: December 29 (1st yr) F: December 29 (2nd yr)
Schools	FNS-640	Coordinated Review Effort (CRE)	State agencies that have not transitioned to new Administrative Review process use this to report on the results of first and follow-up reviews conducted during the preceding school year review period	EMAIL: cnstatesystems@fns.usda.gov	A	March 1

A = Annual

F = Final

Q = Quarterly

M = Monthly (30/90 day): "Estimated" and "Actual" data is due 30 and 90 days, respectively, after the month reported for

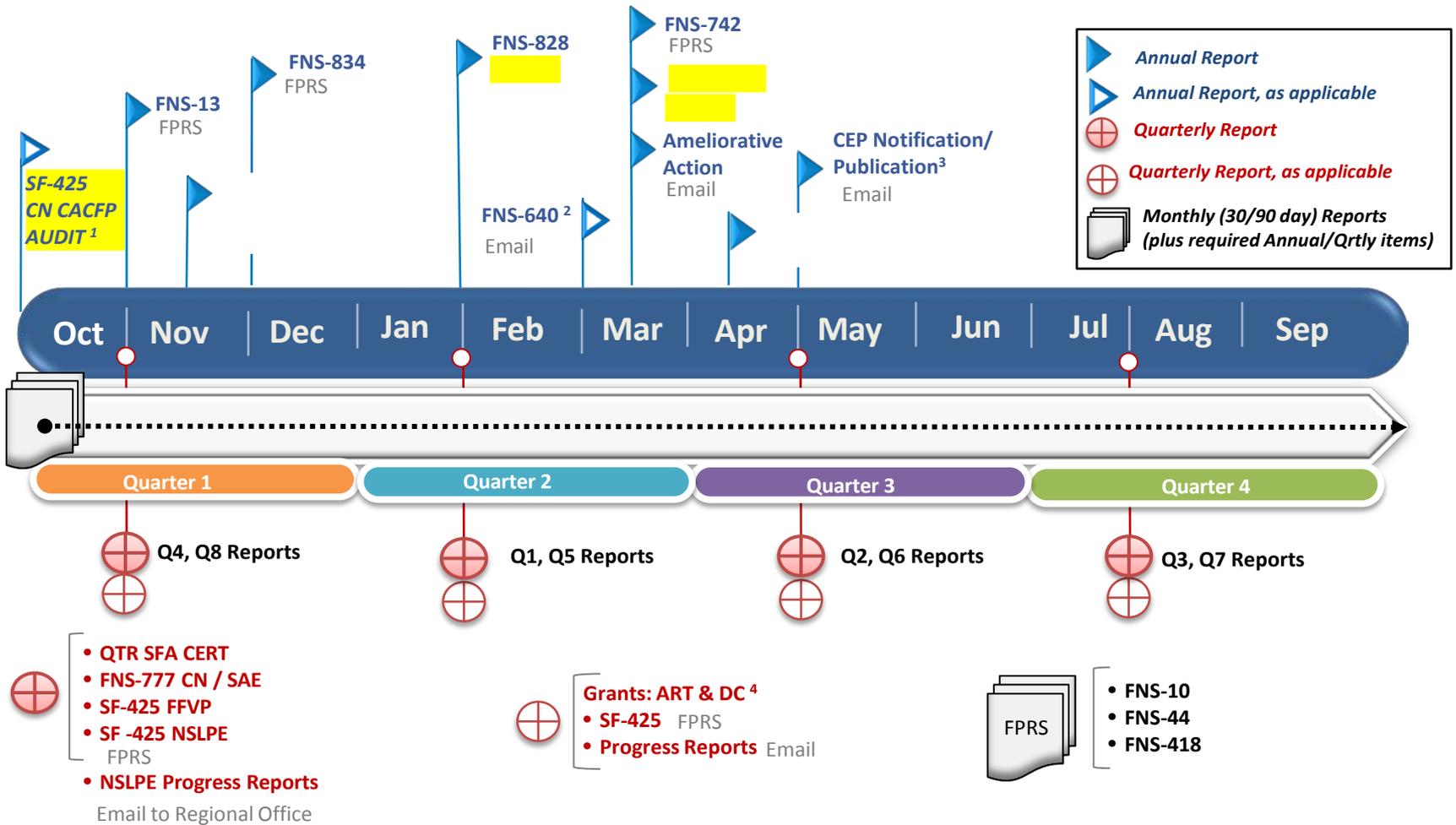
**Dates and requirements subject to change. Forms and Instructions available on USDA public website under "School Meals" <http://www.fns.usda.gov/forms>**

Prepared by PMOS - October 2015

# Fiscal Year Reporting Timeline - Child Nutrition Programs

This timeline represents when commonly submitted forms are due to FNS by State Agencies.

**Attachment F**  
2016 Updates in  
Italics



NOTES

<sup>1</sup> SF-425 CN-CACFP-AUDIT *as applicable*; required by State agencies receiving reallocated CACFP Audit funds. **Annual reports (Sept 30) Email; Final report (Dec 30) FPRS**

<sup>2</sup> FNS-640 Administrative Review [Coordinated Review Effort (CRE)] *as applicable*; **Updated instructions anticipated Spring of 2017**

<sup>3</sup> Community Eligibility Provision (CEP) Annual Notification and Publication Requirement. **Additional reporting requirements may apply**

<sup>4</sup> Grants: Administrative Review Training (ART) ; Direct Certification (DC) Implementation, Tier I, Tier II *as applicable*; required by State agencies receiving grant funding  
Dates and requirements subject to change. Forms and instructions available on USDA public website under "School Meals" <http://www.fns.usda.gov/forms>

## Child Nutrition Committee Meetings and Partner List

### COMMITTEE MEETINGS

- Action for Healthy Kids (Utah Chapter)
- Association of State Public Health Nutritionists (ASPHN)
- Child Care Licensing Advisory Committee for Homes/Centers
- Environment Policy and Improved Clinical Care (EPICC)
- Farm to School Taskforce
- Get Healthy Utah
- Intergenerational Poverty Advisory Committee
- Office of Child Care Advisory Committee (OCC)
- State Nutrition Access Coalition (SNAC)
- Utah Breakfast Expansion Team (UBET)

### PARTNERS

- American Commodity Distribution Association
- Boys and Girls Clubs of Utah
- CACFP Sponsors Association (National)
- CACFP Sponsors Association (Utah)
- Care About Child Care
- Child Care Licensing
- Community Action Programs of Utah
- Comunidades Unidas
- Dairy West
- Division of Child and Family Services
- Division of Workforce Services
- Farm Bureau
- Food Research and Action Council (National)
- Help Me Grow
- National Association for Family Child Care (Located in Utah)
- Professional Family Child Care Association of Utah
- Real Food Rising
- Rural Development and Housing

## ATTACHMENT F

- Salt Lake Parks and Recreation
- School Nutrition Association (National)
- School Nutrition Association (Utah)
- United Way of Utah
- Utah Academy of Nutrition and Dietetics
- Utah Afterschool Network-UAN
- Utahns Against Hunger
- Utah Chapter of the American Academy of Pediatrics
- Utah Department of Agriculture
- Utah Department of Health
- Utah Department of Workforce Services
- Utah Education Network (CANVAS)
- Utah Food Bank
- Utah Parent Teacher Association
- Utah State Library Division
- Utah State University Extension- Food Sense
- Wasatch Community Gardens
- WIC
- YMCA/YWCA