

# Louisiana Believes

School Meal Programs  
Program Reminders

# REMINDER: Flexibilities and Waivers for the New School Year (2020-2021)

I. Non-congregate Feeding Waiver	II. Meal Service Time Flexibility Waiver	III. Meal Pattern Flexibility Waiver	IV. Parent/Guardian Meal Pickup Waiver
<p>Under this waiver, program operators may provide meals outside of the standard group setting in order to allow for safety measures to take place during COVID-19 related operations. Flexibilities for meal delivery methods fall under this waiver.</p> <p>USDA Extension #2 grants eligibility for this waiver.</p>	<p>Waiver of the typical meal service time requirements will allow program operators the ability to provide meals under the Child Nutrition Programs with appropriate safety measures in place. This waiver supports access to nutritious meals outside of the designated meal times in order to minimize potential exposure to COVID-19.</p> <p>USDA Extension #2 grants eligibility for this waiver.</p>	<p>Provides access for program operators to waive specific meal pattern requirements in the instance that access to certain foods is limited due to COVID-19. This waiver allows for the service of nutritious meals that meet the meal pattern requirements in every way feasible while allowing a temporary flexibility in order to prevent interruption of CNP meal services to students.</p> <p>USDA Extension #4 grants eligibility for this waiver.</p>	<p>This waiver allows a parent or guardian to pick up meals to take home to their children, without the enrolled child being present. A documented process of accountability that links the parent or guardian to each student for which a meal is provided must be in place in order to maintain program integrity.</p> <p>USDA Extension #2 grants eligibility for this waiver.</p>
V. Offer Versus Serve Flexibility for Senior High Schools			
<p>This flexibility waives the requirement for senior high schools to participate in Offer Versus Serve in the NSLP during school year 2020-2021. This waiver allows program operators to determine whether or not to elect Offer Versus Serve in grades K-12.</p> <p>USDA COVID-19: Child Nutrition Response #37 grants eligibility for this flexibility.</p>			

# Meal Service for Virtual Learning Students

In accordance with the waivers in place for School Year 2020-2021, meals may be delivered to student by different service models with up to 5 breakfast (SBP) and 5 lunch (NSLP) meals per 5 day school week.

Keep in mind that if school is closed for a holiday, meals may only be provided for the days school is in session, whether it be virtual or face to face learning. In the scenario that 2 days in a week are holidays for Thanksgiving, then 3 breakfast (SBP) meals and 3 lunch (NSLP) meals may be provided for that week for each enrolled student, but no more.

A guardian, such as a babysitter, tutor or grandparent may pickup meals for enrolled students if a [parent/guardian meal pickup form](#) that is completed with a parent signature and provided at the school site where meals are distributed for pickup.

\*please note, the parent/ guardian meal pickup form has been revised to reflect a maximum of 5 breakfast (SBP) and 5 lunch (NSLP) meals form.

# Accommodating Students with Disabilities: Special Diets

- Schools will be required to accommodate special diets for those students with a letter signed by a medical authority at the start of school year 2020-2021.
- A list of [Non-Dairy substitutes for milk](#) were provided by USDA. These options meet the requirements for those students with disabilities where milk substitutions are required. Some of these options are not shelf stable. Please refer to labeling and manufacturers guidelines for details on refrigeration and safe food handling.

# Reimbursement Rates

- Reimbursement Rates have been posted to the CNP Website
- Login to access the School Food Service tab
- Go to the green side bar on the left side of the webpage
- Access the rates by clicking Program Administration and the dropdown title “Reimbursement Rates”.
- CNP Operators may use this reference to the Reimbursement Rates to assist in filling out the applicable rates information in software applications.

Rate Information	
Program Year: 2021	
Rate Details	
Description	Rate
Free Breakfast	1.8900
Reduced Breakfast	1.5900
Paid Breakfast	0.3200
Free SevereNeed Breakfast	2.2600
Reduced SevereNeed Breakfast	1.9600
Paid SevereNeed Breakfast	0.3200
Free Lunch	3.1800
Reduced Lunch	2.7800
All Lunch (>60%)	0.3500
All Lunch (<60%)	0.3300
Free Snack	0.9600
Reduced Snack	0.4800
Paid Snack	0.0800
Free Supper	0.0000
Reduced Supper	0.0000
Paid Supper (>60%)	0.0000
Paid Supper (<60%)	0.0000
All Lunch (Cash In Lieu)	0.2450

# SY 20-21 CEP Elections

- Final confirmation of CEP elections for SY 2020-2021 is due by ***August 31, 2020***.
- This is available for completion through the CNP website now.
- The SFA MUST confirm CEP elections for SY 20-21.
- **If this step is not completed, the SFA will NOT be able to elect or re-establish CEP for SY 20-21.**
- **Please refer to memo SFS-20-x218 for more information.**



# SY 2020-2021 Online Application

The 2020-2021 Applications are now open!

Applications are due by August 24, 2020

[Average Meal Cost Calculator](#) for SY 20-21 has been modified to account for the expenses after the closure of schools in SY 19-20

# Administrative Reviews

CN Resource is:

- Actively conducting Administrative Reviews for SY 19-20 and SFSP Reviews for Summer 2020
- Gearing up for Administrative Reviews for SY 20-21
  - [Nationwide Waiver of Onsite Monitoring Requirement in the School Meals Programs-Revised-EXTENSION 2](#)
- Will begin offering a comprehensive, online, self-paced learning library
  - Welcome video will be launched on August 17, 2020



# School Reopening Guidance Links

A comprehensive overview of the Louisiana Department of Education Strong Start 2020 School Reopening Plan:

- [Strong Start 2020 Guide: School Reopening Guidelines and Resources](#)
- [School Operations Guidance 2020-2021 Frequently Asked Questions](#) (FAQ's)

Division of Nutrition Support Guidance specific to Child Nutrition Programs may be accessed under page 3 of Resources on the Child Nutrition Program website:

- [Strong Start 2020 School Nutrition Reopening Toolkit](#)
- [Toolkit for Reopening School Meal Programs: Resources and Links](#)
- [PPE Vendors – OSP Reference](#)



# Louisiana Believes

Meal Counting and Claiming

&

Point of Service

# Six Essential Elements For Operating an Accountable Meal Counting and Claiming System

1. Eligibility Documentation
2. Collection Procedures
3. Point of Service Meal Counts
4. Reports
5. Claims for Reimbursement
6. Internal Controls



# Requirements for Reimbursement

- The SFA must have a system in place to accurately count, record, consolidate, and report the number of reimbursable meals by eligibility status and meal type
- The SFA can use either a manual or electronic system for counting and consolidating meals at each school



# Point of Service

Number of  
Meals  
Served

Capture  
Meal Counts  
by Category

Only One  
Meal Served

Completed  
Each Day

Prevent  
Overt  
Identification

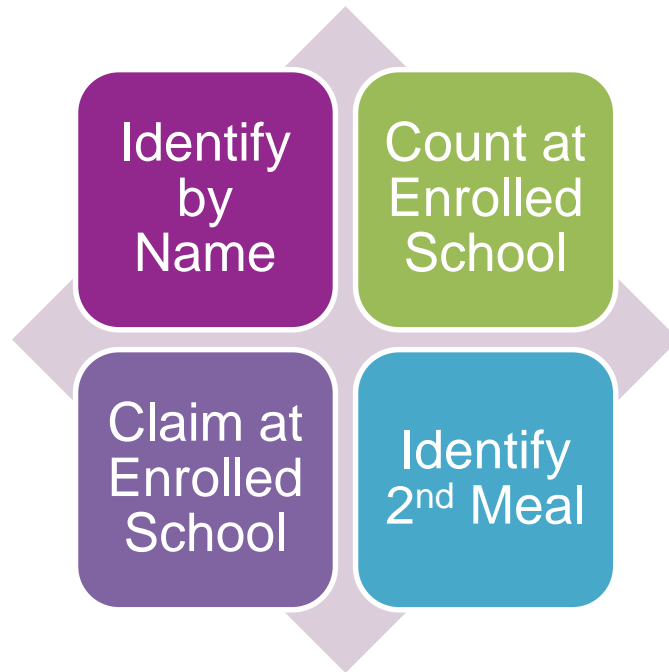


# Point of Service

- Must Identify a Second Meal
- Meal Pattern Requirements Are Met
- System Must Count The Number of Meals
- POS Required Wherever Meals Are Served



# Tally Sheets and Clickers





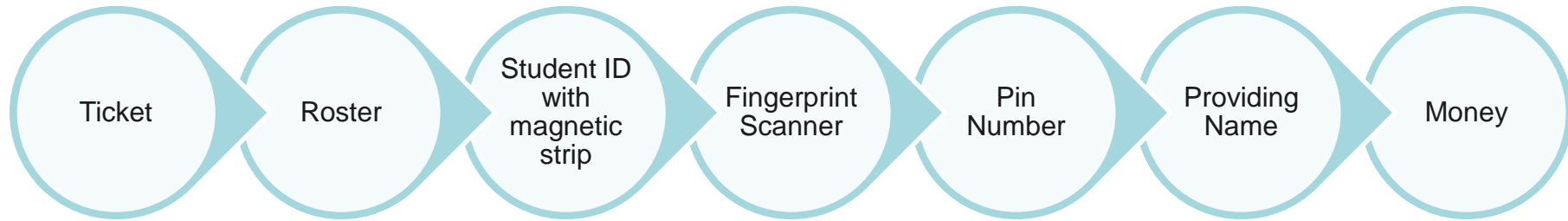


# Alternate Points of Service

- The State Agency may authorize alternate points of service as long as they result in accurate, reliable counts of the number of free, reduced, and paid meals served for breakfast and lunch
- The SFA must obtain approval from the State Agency to use alternate points of service
- This is accomplished by submitting the Collection Procedure on the SFA's annual NSLP Renewal application



# Medium of Exchange





# Unacceptable Counting Methods

- Attendance Counts
- Tray or Entrée Counts
- Classroom Counts
- Counts Anywhere But The Point of Service
- Cash converted to Meals
- Delivery Counts of Meals



# Requirements for Reimbursement

- The system utilized must include Edit Checks
- The SFA must have adequate supporting documentation on file for the number of meals claimed
- The SFA must have an accurate, up-to-date Benefit Issuance Document



# Edit Checks

Edit Checks  
For Each Meal

Compare  
Number of  
Students with  
the Number  
Served

Manually or  
Electronically

Use Average  
Daily  
Attendance



# Benefit Issuance Document

- Must remain current at all times
- Must be updated when a student enrolls, transfers, or withdraws
- Must be updated when a student's household decides they do not want to participate in the program



# Benefit Issuance Document

- Must be updated when the SFA receives a new Direct Certification list
- Must be updated when a new application is received for a new student
- Must be updated when a household submits a new application





# Daily Participation Report



<https://cnp.doe.louisiana.gov/DNAMemos/SFS/Forms/Daily%20Participation%20Report.doc>



# Overt Identification

- Any action that may result in a child being recognized as potentially eligible to receive free or reduced price school meals
- SFAs must ensure that a child's eligibility status is not disclosed at any point in the process of providing free or reduced price meals



# Incomplete/Non-reimbursable Meals

- POS employee should request the student to return to the meal service line and select the necessary component/s to provide a reimbursable meal
- If the student declines to select the required components, the student must be charged a la carte pricing for each item on their tray
- The meal cannot be counted and claimed for reimbursement



# A la Carte Items

- Food items available for cash sale independent of the reimbursable meal
- Must not be counted as a reimbursable meal
- Food Service Staff must be able to distinguish a reimbursable meal from an A la Carte purchase
- Document all A la Carte purchases on the daily production record



# Meal Claiming by School

- Meals must be claimed by the school where the student is enrolled
- During this emergency, meals for “virtual” students may be provided at another site as long as they can be claimed at the school where the student is enrolled
- Individual School counts drive Severe Need breakfast eligibility



# Multi-Day Meal Service

When meals are provided for multiple days at one time during the declared emergency, the SFA must ensure the following:



- The meal time flexibility waiver has been submitted
- The non-congregate feeding waiver has been submitted
- The delivery of meals to homes waiver has been submitted (if applicable)
- The OVS Waiver for High School meals has been submitted (if applicable)
- The Parent/Guardian Pick-up Waiver has been submitted (if applicable)
- There must be an accurate production record and POS document for each meal
- Meals are claimed on the day the meals are designated to be eaten


# Louisiana Believes
















MCS Claiming Meals At Enrolled School



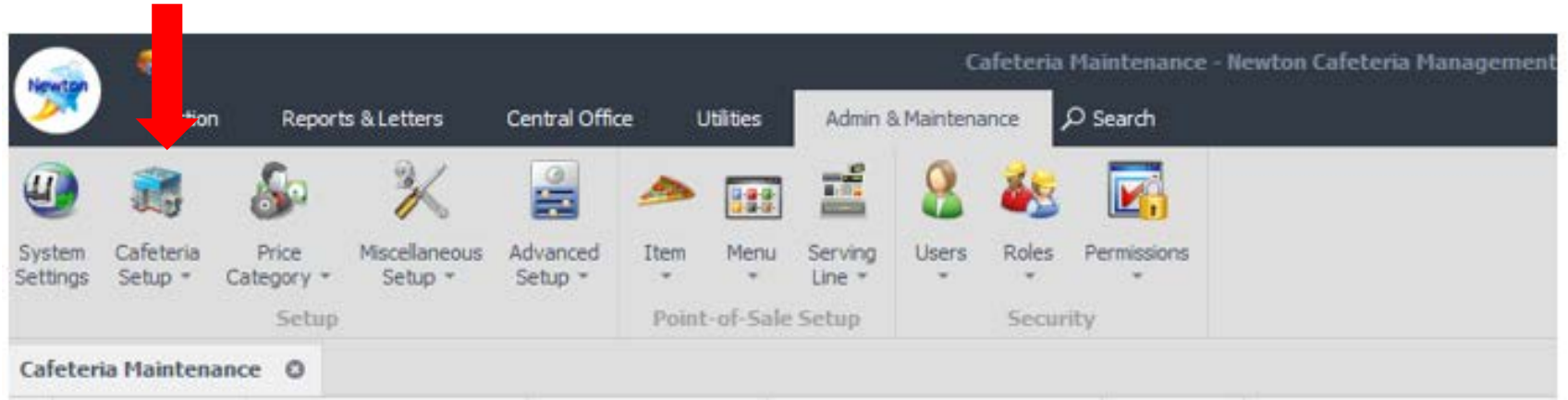
# Log In To Newton

  **Newton Cafeteria Management by MCS Software**

Reports & Letters   Central Office   **Utilities**   Admin & Maintenance    Search

 Check Alerts	 Export Data	 Advanced ▾	 Send Message	 Rebuild POS Customers	 Housekeeping	 Test Mode	 Check for Upgrades	 Send Data to Tech	 Customer Portal	 Remote Assistance	 News and Announcements	 DataCenter ▾	 Local DB ▾	 Online Payments ▾
Miscellaneous								MCS Software			Synchronization			


# Go to Cafeteria Setup





# Select Cafeterias


+ 013	Dequincy Primary	Default	(013) Dequincy Primary	<input type="checkbox"/>
+ 014	Dequincy High	Default	(014) Dequincy High	<input type="checkbox"/>
- 015	Dequincy Middle	Default	(015) Dequincy Middle	<input type="checkbox"/>
  School				Price Category
→ (081) DeQuincy Elem				All Schools
(015) Dequincy Middle				All Schools
016	Dolby Elementary	Default	(016) Dolby Elementary	<input type="checkbox"/>
018	Fairview Elem	Default	(018) Fairview Elem	<input type="checkbox"/>
019	Frasch Elem	Default	(019) Frasch Elem	<input type="checkbox"/>


# Select School and Double-Click

  
Save

  
Save & Close

  
Cancel

  
Add School

  
Remove School

Cafeteria






Schools

Cafeteria Maintenance

Edit Cafeteria S.P. Arnett Middle

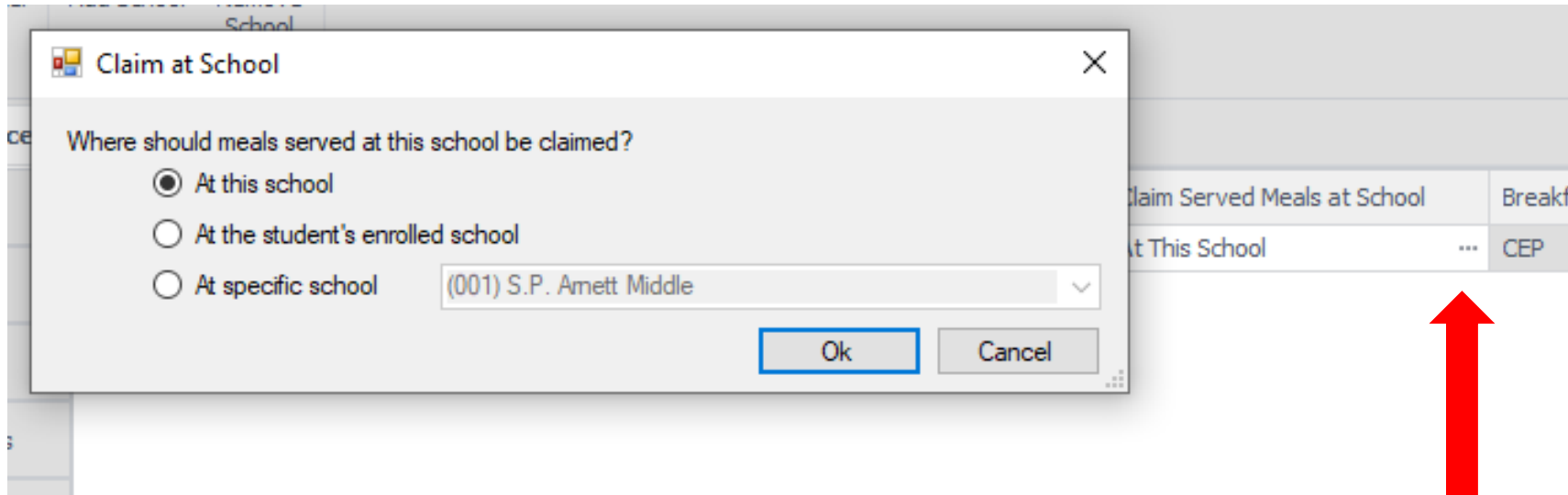
General Information	School Number	Site Code	School Name	Price Category Mapping Template	Track Conf
Settings	→ 1		S.P. Arnett Middle	All Schools	Traditional
POSID / Grade Ranges					
Automatic Feeder Rules					
Feeder Groups					
Income / Expense Accounts					
Schools					
Virtual Cafeteria					
Misc Posting Cash					
Misc School Counts					

# Scroll Over to Get “Claim Served Meals at School”

 Save		 Save & Close		 Cancel		 Add School		 Remove School	
Cafeteria		Schools							
<b>Cafeteria Maintenance</b>		<b>Edit Cafeteria S.P. Arnett Middle</b>							
General Information	→	Export Code	Email Address	State Code	Exclude From Claim	Claim Served Meals at School At This School	Breakfast Area Eligible	Lunch Area Eligible	
Settings				010001	<input type="checkbox"/>		CEP	CEP	
POSID / Grade Ranges									
Automatic Feeder Rules									
Feeder Groups									
Income / Expense Accounts									
Schools									
Virtual Cafeteria									
Misc Posting Cash									
Misc School Counts									

# Click on the 3 “Dots” and Options Appear-Choose Student’s Enrolled School, OK, and Save

You can click the little ... on the side and get these options. Choose At the student’s enrolled school





# In Summary:

