

A Year in the Making: Assessing Cafeteria Fund Expenditures on Nutrition Education Materials or Activities

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Chapter Meeting

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What Have We Learned Over the Last Year And What Changes Are We Making?



You will learn about ...

- Background
- Process
- Next steps



Background: Federal Requirements

SP-07-2015: Assessing Proposed Nutrition Education Costs

- Prior approval from the CDE
- Case-by-case basis
- Cost principles

Title 2, *Code of Federal Regulations*,
(2 *CFR*), sections 200.402–200.411





Background: CDE Policy

- Management Bulletin (MB) **SNP-05-2016** January 2016
- **Form SNP 63**
NutrEdExpenditure@cde.ca.gov
- Free or low cost **Resources** for nutrition education



Background: Nutrition Education Expenditure Assessment Team (NEEAT)

- Cross-division Collaboration
 - Education and Nutrition and Policy Unit (ENPU)
 - Resource Management Unit (RMU)
 - Compliance Coordination Unit (CCU)
- Convened in March 2016
- To assess SFA requests for prior-approval to spend cafeteria funds on nutrition education



The Process

- Find Form SNP 63 at www.cnips.cde.ca.gov
Child Nutrition Information and Payment System>
SNP Module>Applications>Download Forms section
- Answer all questions thoroughly
- Submit Form SNP 63 to NutrEdExpenditure@cde.ca.gov at least three months before the anticipated expenditure
- Monthly NEEAT meeting; questions and decision e-mailed
- SFA must maintain documentation of approval for three years plus the current year



Experience Since March 2016

- For School Year (SY) 2016–17 approved 10/12 requests
 - Harvest of the Month (HOTM), farmers market, Junior Chef, collectible cards with nutrition information
- Denied two requests (incentive items)
- Renewed two HOTM requests for SY 2017–18
- Took less than two months



Next Steps

1.
Form SNP 63
Revision

2.
Guidance
Use of Form SNP 63

3.
Example
Cost + Justification
Questions

4.
Online Webinar

5.
Links to Café Fund
Guidance Web Page

Form SNP 63

California Department of Education
Nutrition Services Division

Form ID SNP 63
August, 2017

Nutrition Education Expenditure Assessment

Please type or print when completing form.

District/Agency Name	CNIPS ID
Mailing Address City State ZIP Code	E-mail Address
Primary Contact Title	Phone Number Fax Number
Summary of Request	Implementation Start and End Dates
Total Funds Requested	___ Original Request ___ Renewing Project

Per California Department of Education (CDE) Management Bulletin SNP-05-2016 and U.S. Department of Agriculture Policy Memorandum SP-07-2015, a School Nutrition Programs (SNP) Operator planning to use revenues from their nonprofit school food service account (cafeteria fund) for nutrition education materials or activities must obtain CDE approval prior to incurring this expenditure. The proposed cost must be:

1. Reasonable, necessary, and allocable in accordance with federal and state laws and regulations
2. In compliance with the meal pattern requirements and support the operation and improvement of the school food service.

To request approval: Complete and submit this form to the CDE, at least **three months** prior to the anticipated cafeteria fund expenditure. The CDE will review each request and then notify the SNP Operator of approval or denial by e-mail.

Submit completed form by: E-mail (preferred): NutrEdExpenditure@cde.ca.gov

or Fax: 916-319-0122

or Postal Mail: Nutrition Education Expenditure Request, ENPU
Nutrition Services Division
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814



Form SNP 63 Revision

1. Prequalifying Questions

- ✓ Food preparation equipment (1)
- ✓ Point-of-service system (2)
- ✓ Compliance with meal patterns (3)

2. Proposed Project and Expenditure **revised**

- ✓ Project description in detail (4) **new**
- ✓ Cost detail for material or service (4a) **revised**
- ✓ Proper procurement (4b) **new**





Form SNP 63 Revision

3. Justification

- ✓ Direct benefit or improvement (5)
- ✓ Supporting data (6a–6d) **new**
- ✓ Necessary to achieve benefit or improvement (7)
- ✓ Free supplies (8) **revised**
- ✓ Free labor or volunteers (9)
- ✓ Negative effect on delivery of meal service (10)

4. Summary

- ✓ Why should the proposed expenditure be approved?



Form SNP 63 Revision


Justification with Supporting Data

- If a study is available, provide citation or Web URL or a hard copy (6a)
- If another SFA did the same project, use their data (6b)
- If you did a similar project in the last three years, use that data (6c)
- **If no data** is available, then add a method to measure the benefit. (Examples: Student survey, plate waste study, or meal participation rates.) (6d)



Guidance: When is Form SNP 63 Required?

Nutrition Education:	Promotion:
Form SNP 63 is required.	With few exceptions, Form SNP 63 is not required.
Definition: Instructional strategies, accompanied by environmental supports, designed to facilitate the voluntary adoption of food choices and other food and nutrition related behaviors conducive to health and well-being.	Definition: Resources and activities designed to publicize or advertise a product or program. Other similar terms are public relations or outreach.



Allowable Public Relations or Outreach Expenses (2 CFR, Section 200.421)

Allowable public relations or outreach expenses are:

- Advertising costs for program outreach and other specific purposes necessary to meet the requirements of the federal award
- Costs of communicating about activities or accomplishments resulting from performance of the federal award



Guidance: Request Scenarios

August XX, 2017

Examples of Cafeteria Fund Expenditure Request Scenarios: When is Form SNP 63 Required?

Form SNP 63 is required for prior-approval of expenditure on nutrition education related materials or activities only. It is not required when the expenditure is on outreach or public relations activities. See examples below:

If not sure, send e-mail to snpcafefundquestions@cde.ca.gov for clarification.

Materials/Activities	Outreach/Public Relations for Meal Promotion	Nutrition Education
Fruit and Vegetable photo cards	X When used as signage on serving line	X When used in classroom for nutrition education
Fruit and vegetable name cards used in cafeteria	X	
Creation of collectible cards that include nutrition information on fruits and vegetables		X Students take the card that matches the produce item they selected in the lunch line.
3-D food models for teaching		X Allowable if nutrition education is provided <i>through food services staff</i> , tasting location does not matter. Not allowable for use in the school district's health education curriculum.



Example: Answers for Select Questions in Form SNP 63

Project type: HOTM

Project and Expenditure Detail

- ✓ Project description (4)
- ✓ Cost detail for material or service (4a)

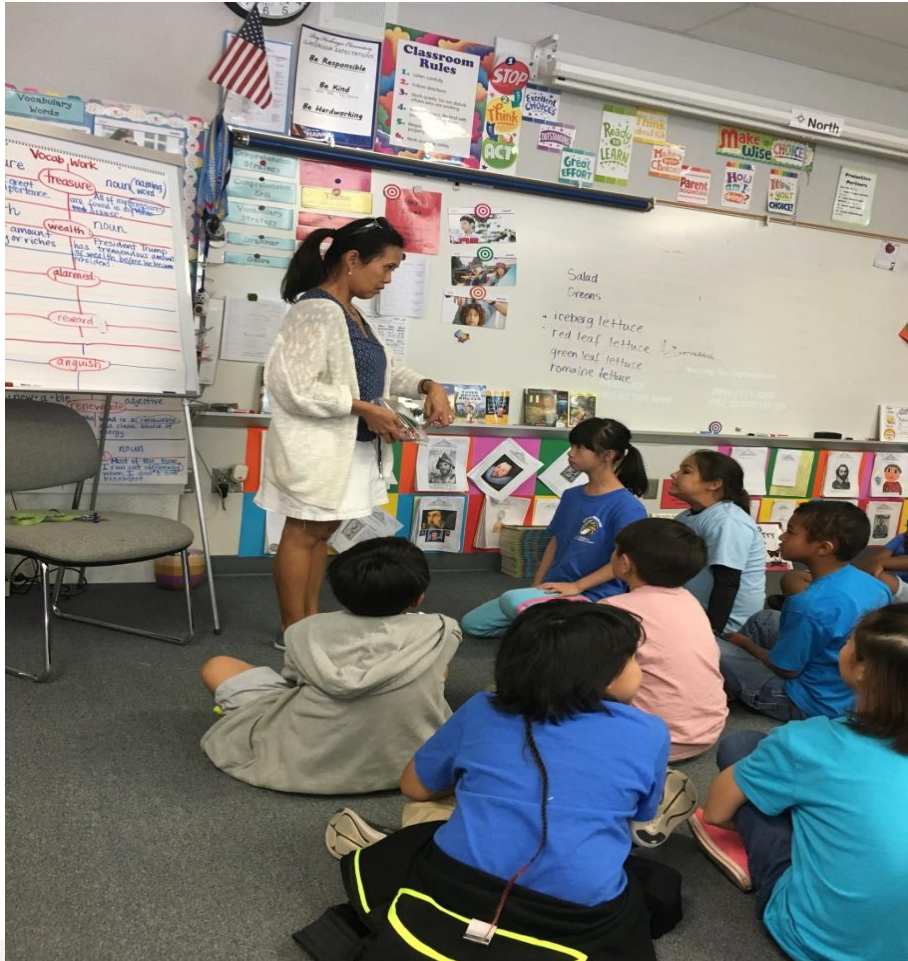
Justification

- ✓ Direct benefit or improvement (5)
- ✓ Supporting data (6a–6d)


HOTM in Elk Grove USD



HOTM in Elk Grove USD



November - Dry Beans

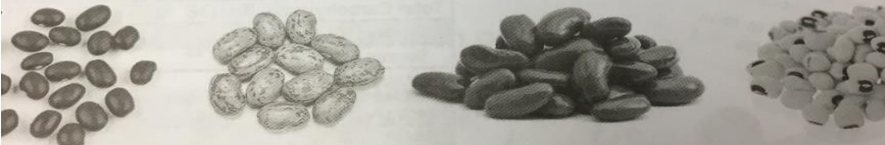


Nutrition Facts	
Serving Size: ½ cup cooked blackeye peas (83g)	
Calories 80	
Calories from Fat 3	
	% Daily Value
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	0%
Cholesterol 0mg	0%
Sodium 3mg	0%
Total Carbohydrate 17g	6%
Dietary Fiber 4g	16%
Sugars 3g	
Protein 3g	
Vitamin A 13%	Calcium 11%
Vitamin C 3%	Iron 3%
Other nutrients: Vitamin K (28%), Folate (26%), Magnesium (11%), Potassium (10%), Riboflavin (7%), Niacin (6%), Thiamin (5%)	
Source: www.nal.usda.gov/fnic/foodcompiles	
NDB No: 11192	

½ cup of most dry beans is a good source of calcium and plant protein. Dry beans are part of the vegetable group and protein group.

Beans are beans that are grown to the mature stage, dried to dry, and harvested for the seed in the pods.

Pinto beans are also called "chickpeas" because each bean has a small beak that looks like a chick's beak.



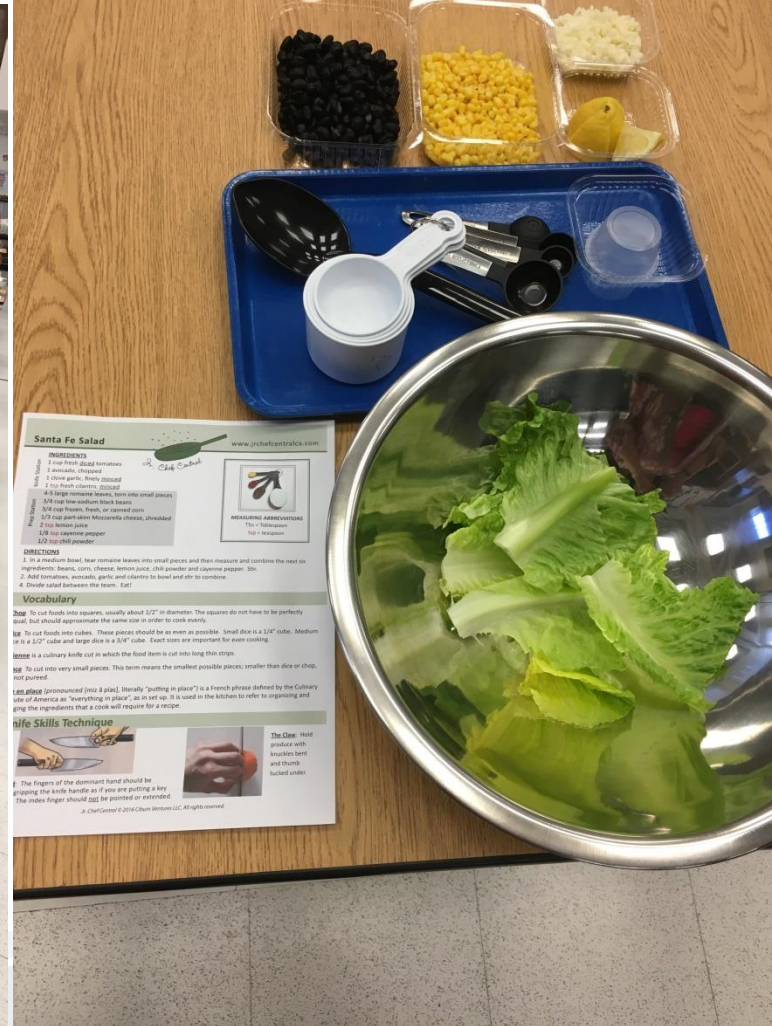
½ cup of cooked black eyed peas has 11 % Daily Value (DV) for calcium.

Glossary of Nutrients to define calcium.

is mineral helps build strong bones and healthy teeth.

Use a thinking map to describe the way beans taste, look, feel, and smell. You can use Appendix 1 (Adjectives Describing Fruits and Vegetables) to

Jr Chef Assembly in Elk Grove USD





Questions?

Nutrition Education costs:

NutrEdExpenditure@cde.ca.gov

All other costs:

snpcafefundquestions@cde.ca.gov



Training Credits: Nutrition Education Expenditure Assessment

- **Key Area:** Administration (3000)
 - **Training Topic: Financial Management** (3300)
 - **Learning Objective:** Resource management in accordance with federal, state, and local regulations and administrative review (3320)

Training Time Credited = 0.5 hour



Thank you !



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