

Nourishing News



IDAHO STATE DEPARTMENT OF EDUCATION CHILD NUTRITION PROGRAMS

OCTOBER 2009



Direct Certification Online Web Page



Direct Certification Online Application



Direct Certification User Manual

This publication has been sent to all:

- School Food Service Directors
- School Food Service Kitchen Managers

Direct Certification Process

UPCOMING TRAINING OPPORTUNITIES

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Personal Management for Child Nutrition Programs

NSLP Healthy Edge

Cooking with Whole Grains



To sign up for Child Nutrition trainings or for more information, visit our training web site: www.databasesdoneright.com/nutrition/

- CIRCULATE TO: Superintendent Principal
 School Nurse Health Teacher Kitchen Staff

Standardized Recipe Components Required components

1. **Recipe title** – adequately describes the recipe
2. **Recipe category** – recipe classification based on USDA or operation-defined categories: i.e. main dishes, grains/breads
3. **Ingredients** – products used in a recipe
4. **Weight/Volume of each ingredient** – quantity of each ingredient used listed in weight and/or volume
5. **Preparation instructions** – directions for preparing the recipe
6. **Cooking temperature and time** – the cooking temperature and time, if appropriate
7. **Serving size** – amount of a single portion in volume and/or weight
8. **Recipe yield** – amount (weight or volume and number of servings) of product that is available for service at the completion of production.
9. **Equipment and utensils to be used** – cooking and serving equipment to be used in preparing and serving the recipe



A Message from the Director

The Idaho State Department of Education, Child Nutrition Programs, is happy to announce the unveiling of the New Electronic Direct

Certification (DC) process in August 2009. Under this New Direct Certification process school districts compare information from their student information system to Idaho State Department of Health and Welfare database to certify children receiving Food Stamps or TAFI as categorically eligible for free school meals in the Idaho Child Nutrition Programs. This system is very secure and only authorized users who have a need to know will be granted access. This system allows access to very sensitive information and the password absolutely CANNOT be shared with anyone. A School Food Authority can have access to more than one district but must justify the need. Please refer to the Idaho Direct Certification User Manual that was mailed to your office in August 2009 outlining the authorization process.

Training began in August 2009 (both via webinars and on-site) on how the Electronic Direct Certification software works. If you have not had a chance to view either of the two webinars provided, they have can be seen at the Idaho Live website, http://www.idahodigitalllearning.org/webapps/portal/frameset.jsp?tab_tab_group_id=_41_1. Regional training occurred throughout the months of August and September 2009. You can also find additional resources on the Idaho Direct Certification process at:

<http://www.sde.idaho.gov/site/cnp/nslp/directCert.htm>

Resources at this site include a Direct Certification User Manual which provides on-line screen shots outlining step by step instructions and other helpful information.

USDA studies have shown nationwide that Electronic Direct Certification can increase efficiency, lower costs, and improve program integrity by reducing paperwork and increasing the percentage of eligible students who are certified for free meals. Schools and school districts that use electronic Direct Certification have fewer applications to process. If you have not had a chance to register please do so at your earliest convenience. Remember, children's families who are directly certified do not have to complete an application at their local school district. Electronic Direct Certification was designed primarily to improve National School Lunch Program access and administrative efficiency.

In summary, thank you for all of the input and support you have provided during this implementation. This newsletter discusses the Electronic Direct Certification process and provides additional insight as needed. Remember, we are here for you. Let us know if you have any questions concerning this program. Thanks for all you do for Idaho children to provide healthy meals and quality service. You are important and we appreciate you!

Sincerely,

Colleen Fillmore PhD, RD, LD
CNP Director



The Electronic Direct Certification Program

Lynda Westphal, MHS, Coordinator

By now everyone has received the Direct Certification User Manual and has hopefully received access to the Electronic Direct Certification software program. I hope you have found this application useful for certifying the children in your district.

With this system we expect to have real time data so you can look up students in groups or individually and get

the best, most current data that is possible. Remember that the more information you include in data upload, the better chance for a match to Department of Health and Welfare data. The criterion for matching is included on the Direct Certification web page and you can use this document to see the information that is critical to the success of your matching. You can get there by going into the Child Nutrition Program's web page, then clicking on the Direct Certification link.

It is the Idaho State Department of Education's intention to have this software application link up to the new Statewide Student Data system being developed in the next few years so you will not be required to upload information.

Remember, if you ever experience a problem, let us know immediately. There may be someone else experiencing the same problem and we are striving to make this process as frustration free as possible. We want this to be a good experience for all sponsors.

Confidentiality and Direct Certification

Mary Jo Marshall, BS, Coordinator



The Electronic Direct Certification which identifies student's eligibility for free meals under the National School Lunch Program (NSLP) based on a match between

school district enrollment data and the Department of Health and Welfare food stamp data was unveiled in August, 2009.

User access to this software program is granted by the Idaho State Department of Education (SDE) to NSLP sponsor personnel on a "need to know basis."

Information obtained through access to eligibility data for the Food Stamp Program may only be disclosed to persons directly connected to the administration or enforcement of programs authorized under the National School Lunch Act.

Children's eligibility information obtained from the Electronic Direct Certification process must only be used for the purposes of confirming eligibility for the National School Lunch Program.

USDA regulations state that any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by Federal law (Section 9)(b)(2)(C) of the National School Lunch Act any information about a child's eligibility for free and reduced price meals or free milk shall be fined not more than \$1,000 or imprisoned for not more than 1 year or both.

When an employee of a NSLP sponsor requests access to the Electronic Direct Certification program through the registration process, they acknowledge that they will use information about children's participation in the Food Stamp Program only for the specific purposes of providing access to free meals or milk. They also agree that unauthorized use of free and reduced price meal and free milk information or further disclosure to other persons or programs is prohibited and a violation of Federal law which may result in civil and criminal penalties.

Families of students enrolled in your schools are assured of the confidentiality of the meal eligibility process. School officials may use information on a free or reduced priced meal application or from the Electronic Direct Certification process only to decide if a child should receive free or reduced price meals, or to receive benefits under other federal and state education programs.

The Idaho State Department of Education and the Department of Health and Welfare have systems in place to safeguard the data maintained on the SDE website. This information is regulated and protected to provide confidentiality and security for the children and families.

It is important for all of us to maintain professionalism and security in protecting this confidential information.

Verification Procedure

Anna Mae Florence, RD, LD, Coordinator

Now that Electronic Direct Certification is available in Idaho, it will influence how the verification process is handled.

Verification is **confirmation of eligibility** for free and reduced-price meals under the National School Lunch Program. School Food Authorities (SFA) are confirming with proof of paycheck stub or something similar, that the eligibility status determination is correct. So, sponsors are verifying with a small segment of those receiving benefits that they actually should be on the free and reduced price meal program.

There are exemptions to the verification process for those that do not need to be counted in the sample of applications approved for benefits. These include:

- Homeless, runaway, and migrant children identified by a homeless education liaison, shelter director, migrant education coordinator or other appropriate officials.
- Children directly certified by the Department of Health and Welfare through the new Electronic Direct Certification process.
- Students at RCCIs, with the exception of those who have

day students in attendance.

- Sponsors participating in the Special Milk Program that do not collect applications.
- Sponsors participating in the Provision programs for lunch who are operating a NON-BASE year.

All other applications will need to be counted together in a sample pool. The required sample size is based on the total number of approved applications on file as of October 1. The sample size depends on the number of paper applications, not the number of children represented.

By November 15th verification results must be entered into the correct area in CNP 2000. Sponsors have until February 15th to update the results. Sometimes some families respond later in the year.

For further information on verification, please check the Idaho School Food Service Manual and refer to Chapter 5.



Other possible components

1. **Contribution to the Food-Based menu planning system** – identifies the component the recipe contributes to and is applicable when using Traditional and Enhanced Food-Based Menu Planning Systems
2. **Nutrient analysis** – nutrients per serving
3. **Marketing guide** – suggested purchase quantities for ingredients that have a preparation loss or gain before they are ready to use in a recipe
4. **Food safety guidelines** – procedures designed to ensure the safe production and service of food
5. **Recipe variations** – alternative way of preparing the recipe
6. **Alternative ingredient** – ingredient that could be substituted for a listed recipe ingredient
7. **Optional ingredients** – ingredients that could be added to a recipe to enhance the flavor or acceptability

Adapted from *Measuring Success with Standardized Recipes*, NFSMI, 2002



The Joys of Standardized Recipes

Colleen Fillmore, PhD, RD, LD

Why have standardized recipes? What is the big deal? Have you ever been to your favorite restaurant and the food was different and disappointing from your earlier visit? Most likely this establishment did not have good standardized recipes. Students are no different. When students participate in your Child Nutrition Program they expect and want the quality product that they came in to eat. So, what are the benefits of standardized recipes?

According to *A Tool Kit for Healthy School Meals: Recipes and Training Materials*, some of the benefits of standardized recipes are:

- Consistent food quality
- Predictable yield – The planned number of servings will be produced.

- Customer satisfaction – Well developed recipes that appeal to students are an important factor in maintaining and increasing student participation.
- Consistent nutrient content – Ensures that nutritional values per serving are valid and consistent.
- Food cost control – Provides consistent and accurate information for food cost control.
- Efficient purchasing procedures – The quantity of food needed for production is easily calculated from the information on each standardized recipe.
- Inventory control – Predictable information on the quantity of food inventory that will be used each time the recipe is produced.
- Labor cost control – Efficient use of labor time and allow for planned scheduling of food service personnel for the work day.
- Increased employee confidence



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