# SNP Memo #2018-2019-33

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: March 8, 2019

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Dr. Sandra C. Curwood, RDN, ***Sandy***

## SUBJECT: Frequently Asked Questions for School and Child Nutrition Programs

### Civil Rights

1. **Why do we need the Nondiscrimination Statement?**

All USDA federal child assistance programs must include a public notification system to inform applicants, participants, and potentially eligible persons of the program availability, program rights and responsibilities, the policy of nondiscrimination, and the procedure for filing a complaint.

A Superintendent’s memo is forthcoming on this topic.

1. **What documents need the full version of the Nondiscrimination Statement?**

The nondiscrimination statement must be included on all material regarding all Child Nutrition Programs that are produced for public information, public education, or public distribution. At a minimum, the full version of the Nondiscrimination Statement must be on the application form, notification of eligibility or ineligibility, notice of adverse action form, program (home) web page, and any public information, including program literature. As a general rule, the Nondiscrimination Statement needs to be included on any information that could possibly impact program participation. The nondiscrimination statement does not need to be included on school and child nutrition program menus.

1. **When can we use the short version of the Nondiscrimination Statement?**

The short version of the Nondiscrimination Statement can only be used in special circumstances. If the size of the material is too small to include the full statement, the material will at a minimum, include the following statement in print in the same size as the text: “This institution is an equal opportunity provider.”

### Meal Pattern

1. **What is the requirement for students who take more fruits and vegetables than allowed with the entrée they select for lunch? Can the cashier remove the extra items?**

Regulations found at 7 CFR§210.10(k)(2) require schools that offer a variety of reimbursable lunches, or provide multiple serving lines, must make all required food components available to all students, in every lunch line, in at least the minimum required amounts. This does not mean every line must have the same menu items. Schools should do their best to display proper signage of the components and choices that make up each reimbursable meal offered. Cashiers should monitor and ensure that each student receives a reimbursable meal. Best practices would allow students to take additional fruits and vegetables to encourage the consumption of a variety of foods and also emphasize portion control to students through signage, marketing, and promotional materials. Include teachers in the information sharing to provide the opportunity to support healthy eating habits in the school nutrition programs.

1. **I serve preschoolers; do I have to follow the Pre-K meal pattern?**

If your preschoolers are co-mingled, meaning that they eat with other grade levels, then you do not have to follow the Pre-K meal pattern. Co-mingled students are served in the same area and at the same time presenting a challenge to determine if the child is a preschooler. When preschoolers are served meals in a different area or at a different time than K-5, schools must follow the preschool meals pattern as outlined in parts 7CFR 210.10(o)(3), 210.10(p), and 220.8(o). The operation to serve the K-5 meal pattern to preschoolers is only allowed when preschoolers are co-mingled with K-5 students during meal service.

1. **What are some of the important differences between school lunch and preschool meal patterns?**

A few differences are that, the preschool meal pattern does not allow for the option of flavored milk to children under the age of six. In addition, there are sugar limits to breakfast cereals and yogurt. Breakfast cereals must contain no more than six grams of sugar per dry ounce and yogurt no more than 23 grams of total sugar per six ounces. Offer vs serve is only an option for at-risk afterschool participants and not for breakfast and lunch.

### Professional Development

1. **Does an interim school nutrition director have to meet the professional standards for a newly hired school nutrition director?**

Yes. The designated school nutrition program administrator must meet the hiring standards. If an interim SNP director is in place, the assigned VDOE SNP Regional Specialist should be notified. Additionally, recruitment information should also be forwarded to VDOE.

1. **What does the Virginia Department of Education (VDOE) consider part-time?**

For the professional standards for school nutrition, USDA considers part-time staff working less than 20 hours per week. Your school division may have a different way to categorize part-time staff, but when tracking training requirements, all staff working 20 hours or less per week would have to meet the annual requirements of part-time.

If you have any questions, please contact the regional specialist assigned to your school division.

SCC/bdb/lj