

## Introduction to the Child Nutrition Programs Script

1. Thank you for joining this training session on the Introduction to USDA Child Nutrition Programs. This is a prerecorded webinar that can be stopped or paused at any point. To get started make sure your speakers are on and turned up. You will use the pause button located at the bottom left-side of the screen to pause the webinar and the stop button to start the webinar over. You can adjust the volume using the speaker key located on the right.

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2. This webinar is designed for schools wanting basic information about the USDA Child Nutrition Programs in the state of Indiana.

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3. By the end of this webinar, you should have a basic understanding of the mission, history, and funding for USDA Child Nutrition Programs for lunch and breakfast. Additionally, you will learn the different ways that your school can participate in the program.

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4. USDA Child Nutrition Programs help schools receive both reimbursement and food for **eligible** meals to students. The webinar series on Moodle will go into specific detail about what makes up an eligible meal. For now, just keep in mind that an **eligible meal is determined by the United States Department of Agriculture (USDA)**, the federal agency that distributes the taxpayer supported funding and oversees the National School Lunch and Breakfast Programs.

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5. The Indiana Department of Education Office of School and Community Nutrition works with schools to make a difference in children's lives through healthy eating. Research has shown that poor nutrition habits are partly to blame for the growing childhood obesity epidemic. Research has also shown that children and adolescents who participate in the National School Lunch Program are found to have higher quality dietary intake, which in turn leads to better behavior in class, better test scores, less absenteeism, and overall healthier children.

In fact, overweight children are absent from school two to three times more often than their healthy weight peers. This translates to poor academic achievement.

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6. The National School Lunch Act was signed by President Harry S Truman in 1946. In 1966, the Child Nutrition Act established the School Breakfast Programs and was signed by Lyndon B Johnson. The **important** thing to keep in mind is that **the policies** that are discussed in the remaining webinars mainly **come from the federal government**, which distributes the primary funding for the program.

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7. Meals served in the National School Lunch Program must provide 1/3 of a child's nutritional requirements for the day for nutrients such as protein, vitamin A, vitamin C, iron, calcium, and also for calorie needs. Schools are able to provide these nutritional requirements by properly implementing the required meal pattern of the National School Lunch Program. The meal pattern Moodle webinar series will train or instruct schools on how to develop and implement compliant menus. It is very important to make sure to properly implement the lunch meal pattern because this is one of many areas evaluated that can lead to disallowance of meals claimed for reimbursement during a State Review.

The **funding** each school receives is based **on the number of reimbursable meals actually served, not prepared**. The lunch meal pattern determines what comprises a reimbursable meal.

One **important thing** to always keep in mind is that the program supports meals **only** for students. Reimbursements may not subsidize adult meals. Adults can purchase meals, but they must pay full price for the meals.

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8. One question for new schools entering the program is how much should be charged for a meal and how are schools paid?

First, all Child Nutrition Programs are reimbursement programs. Schools receive reimbursement for each eligible paid, free, or reduced lunch that they serve. Schools determine if a student is paid, free, or reduced through the free and reduced price application process. The Free and Reduced Price Process Webinar on Moodle provides instruction on how to determine a student's eligibility. A proper application approval system is necessary to ensure that there is accuracy for claiming and counting daily meals.

Schools may only claim one lunch per child per day. If a child would like a second lunch, the school must be careful to not claim that meal. The student must be charged the full (adult) price for the second meal. To view the reimbursement rates for lunch, go to [doe.in.gov/snp](http://doe.in.gov/snp) under the title Pricing and Reimbursement Rates.

For pricing guidance, a school must follow these rules under the National School Lunch Program. A free lunch is truly a free lunch, you cannot charge anything. Students eligible for a reduced lunch **cannot** be charged more than 40 cents. Due to new guidelines regarding price equity, school corporations must determine the cost of a full priced meal by taking the free reimbursement rate and subtract the paid reimbursement rate.

As mentioned in the previous slide, remember that **ADULT MEALS CANNOT BE SUBSIDIZED by student meal prices or a la carte sales**. It is recommended that adult prices should be at least 25 cents higher than the cost of a student meal. The easiest way to figure out how much to charge an adult for lunch is to add the cost of a student meal plus the commodity or Food Distribution Program food rate, where applicable. Eligible

schools can receive commodities foods from USDA that are offered at a discounted rate to help with food costs. It takes a full year of being on the National School Lunch Program before the school can start to receive commodities.

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9. If the school chooses to participate in the School Breakfast Program, the meal must provide  $\frac{1}{4}$  of a child's nutritional requirements for the day for specific nutrients and calorie needs. Also like the lunch program, schools are able to meet these nutritional requirements by properly implementing the required meal pattern for the National School Breakfast Program. Sponsors must demonstrate regulatory compliance at all times.

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10. Reimbursement and charging requirements of the breakfast program are similar to the lunch program.

Like the lunch program, schools receive reimbursement for each eligible paid, free, or reduced breakfast that they serve. Schools may only claim one breakfast per child per day so if a child would want an additional breakfast, they would need to be charged the adult price and this meal would not be included in the claim for reimbursement. To view the current reimbursement rates for breakfast, go to [doe.in.gov/snp](http://doe.in.gov/snp) under the title Pricing and Reimbursement Rates.

For pricing guidance, a school must follow these rules under the National School Breakfast Program: A free breakfast is a free breakfast; the meal is served at no charge to a student eligible for free meals unless that student wishes to have more than one breakfast. A student eligible for **reduced breakfast cannot be charged more than 30 cents**. For full paid breakfast students, you can use a slightly different method to figure out breakfast prices because there are no required regulations from USDA to determine paid breakfast prices. One way is to calculate daily breakfast costs from the production record and include wages, benefits, and other costs. Use these daily costs per breakfast to determine an average cost per person per breakfast over a reasonable period of time (at least one month). When a cost per breakfast is determined, the current paid student Federal reimbursement rate should be subtracted. The resulting balance is the minimum amount to charge for a full price student meal in order to attain a breakeven price. Or you can use the same theory behind determining a paid lunch price by taking the free breakfast reimbursement rate minus the paid breakfast reimbursement rate. For further guidance on pricing breakfast, go to [doe.in.gov/snp](http://doe.in.gov/snp) under the title Pricing and Reimbursement Rates.

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11. Our final section of this webinar goes over the different ways a school can participate. A school has two options. First, take on full program responsibility which requires signing an agreement with the Indiana Department of Education or second, be a site sponsored by another school.

If the school does decide to sign an agreement with the Indiana Department of Education, there are additional decisions to make. Will the school prepare meals at the school? Will they have another school prepare the meals? Or do they wish to contract with a catering company or Food Service Management Company to prepare meals? The best way to decide is to talk over the options with a School Nutrition Specialist. If a school needs to procure or bid for a catering company or Food Service Management Company, this process should be started as soon as possible. To make sure the proper paperwork and process is followed, please contact the State Agency if wanting to use a Food Service Management Company or catering company for your program.

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12. Now, let's review what we covered in this introductory webinar.

First, the amount of money USDA provides for a free, reduced, or paid breakfast or lunch (along with the value of commodities for lunch) is determined annually and can be found on Indiana Department of Education's website.

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13. Second, all school lunches must provide **1/3** and school breakfasts **1/4** of the children's nutritional requirements for the day. Schools are able to help meet these requirements through implementing the meal pattern for lunch and breakfast.

Third, students who are eligible for a reduced-price meal can be charged a maximum of **\$0.40** for lunch and **\$0.30** for breakfast.

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14. Finally, if the school wants to set up an agreement with the Indiana Department of Education, they must decide on whether to self-prepare school meals, contract school meals out with another school, use a catering company or use a food service management company.

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15. Thanks so much for joining this training session on the Introduction to USDA Child Nutrition Programs. For questions or concerns, please contact your State Agency at 317-232-0850 or 800-537-1142.