

**CASBO EASTERN SECTION
CHILD NUTRITION R&D COMMITTEE,
ANAHEIM 2011**



**IMPLEMENTING
PROVISION II
FOR
ELEMENTARY
BREAKFAST
ONLY**

This report has been prepared by the Eastern Section, CASBO Child Nutrition Research and Development Committee. It has not been reviewed for approval by State CASBO and is not an official statement of CASBO. The information contained in this publication is intended to be used solely as a guide.

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Implementing Provision II For Elementary Breakfast Only

Present By:
Robert Quanstrom
Director of Food Services
Val Verde USD

Food For Thought

Traditionally:

- ❑ Districts that have implemented the USDA Provision II program have had high Free and Reduced Schools (90%) plus.
- ❑ They have implemented both Lunch and Breakfast programs at the same time. (I could not find a school that had implemented breakfast only).

Food For Thought

Traditionally:

- ❑ Districts used savings from decreased paperwork to offset the reduced income for paid meals. (Meal applications do not need to be submitted for the next three years).

None of these reasons factored into my decision to implement this program for breakfast only. In fact some of our schools were as low as 65% Free and Reduced.

Food For Thought Outline of Presentation

- ▣ Digesting the Federal Meal Plans
 - Overview of the USDA Provision II Guidance Procedures
- ▣ Distilling the Data
 - Would *Provision II for Breakfast* work for your School District?
- ▣ Paying the Food Bill
 - Cost Analysis
- ▣ Reaping the Harvest
 - Expected Outcomes – Non Base Years
- ▣ Grocery list of Things to Do
- ▣ Resources

Digesting the Federal Meal Plans

Overview of the USDA Provision II Guidance Procedures

- ▣ Provision II is:
 - Site Based - Each School site qualifies Individually
 - Program Based – Can be implemented for NSLP (Lunch) *and/or* SBP (Breakfast)
 - Simplified Meal Claiming (Non-Base year) is based on % of Base Year Meal *Participation not* on % of Site F&R
- ▣ Provision II Schools:
 - May go back to standard procedures at any time
 - Have no required minimum percentage of children enrolled to eligible for Free or Reduced priced meals

Digesting the Federal Meal Plans

Overview of the USDA Provision II Guidance Procedures

- Provision II Schools:
 - Establish Base Year Data. (Year 1)
 - First Year – the Standard Point of Sale – meal collection procedures are used. (Claim meal reimbursement by Free, Reduced or Paid meal status)
 - Households submit Meal Applications .
 - Must serve meals to *all* participating children at no charge (A public notification must be sent to all households).
 - Usually starts at the beginning of the school year, but may apply and get approval for “delayed implementation” from state agency.

Digesting the Federal Meal Plans

Overview of the USDA Provision II Guidance Procedures

- Provision II Schools:
 - During non Base Years (Years 2 – 4)
 - Reduced application burdens (no meal applications are required).
 - Reduced meal counting and claiming procedures (Individual student ID's and their meal status are not used).
 - Meal Claiming is done by percentage of base year data (if 90% of meals claimed in base year are free, then 90% of all meals served in non-base years are claimed for Free Reimbursement)

Digesting the Federal Meal Plans

Overview of the USDA Provision II Guidance Procedures

- Provision II Schools: At the end of year 4
 - May request another 4-year extension if the income level of the school's populations has remained the same or improved only slightly.
 - Or Re-apply with the State and start a new Base year with Meal Applications and Point-Of-Sale meal claiming procedures.
- The Child Nutrition Reauthorization Health, Hunger-Free Kids Act of 2010.
 - Allows for schools who have 40% or more directly certified students to eliminate paper applications.

Digesting the Federal Meal Plans

Overview of the USDA Provision II Guidance Procedures

- Provision II Schools: Must Evaluate
 - Whether the savings in administrative costs associated with reducing application burdens and simplifying meal counting and claiming procedures under Provision II offset the cost of providing meals to all children at no charge.

Distilling the Data

Would *Provision II for Breakfast* work for your School District?

Important Things to Know

- Meal participation and the % of Free and Reduced students participating is different between breakfast and lunch.
- Breakfast Programs are underutilized by needy students when compared to the lunch program.
- Breakfast programs have more time constraints than lunch programs.
- We are in a "Perfect Storm" environment for Food Service. (Free and Reduced rates have increased and more meals are being served)

Distilling the Data

Would *Provision II for Breakfast* work for your School District?

- I started out doing a cost study on implementing Provision II at four or five Elementary School sites.
- When I talked to Ed Services and told them that they would have to collect their own Free and Reduced Data for Provision II schools, I met a lot of resistance. (USDA guidelines prohibit the Food Service staff from collecting data in non-base years)
- When I looked at my meal participation data for Elementary Breakfast and Lunch and did a cost Analysis. I estimated that I could do Provision II for Breakfast only for our 13 Elementary school sites for the same cost as doing Provision II for Breakfast and Lunch at only four school sites.

Distilling the Data

Would *Provision II for Breakfast* work for your School District?

Elementary Participation Data

School Year	Elementary School Sites				Total for 13 School Sites
	1	2	12	13	
2009/2010	1	2	12	13	
Enrollment	713	705	750	692	9,110
Free	343	574	556	317	5,819
Reduced	164	97	140	132	1,725
Paid	206	34	54	243	1,566
Site F & R %	71%	95%	93%	65%	83%
Breakfast Participation %	20.8%	35.1%	29.5%	29.2%	30.1%
% of Brk Meals Served to F&R	92.9%	98.7%	99.1%	88.9%	95.7%
Lunch Participation %	67.4%	84.7%	84.5%	71.5%	77.8%
% of Lunch Meals Served to F&R	81.4%	97.1%	95.5%	77.8%	88.8%

Distilling the Data

Would Provision II for Breakfast work for your School District?

- By implementing Provision II for Breakfast only
- We have the flexibility to stop the program anytime it is determined it is not cost effective.
 - The Department is still collecting lunch applications for lunch and able to provide Free and Reduced data to Ed Services.
 - We can easily re-implement a POS meal claiming, since we are still using one for lunch.
 - We will not have a decrease in Free and Reduced applications. *(It is problematic to send household letters stating that they get Free meals at the same time asking them to return meal applications).*

Paying the Food Bill

Cost Analysis

- Important Things to Know
- Food Cost is usually less than 45% of the budget.
 - School District's Labor cost is semi-fixed and more expensive than most other food service operations .
 - Increased participation relates to lower labor cost.
 - School Districts that have eliminated the Reduce Co-Payment have documented increased participation.
 - Coachella Valley experienced a 78% increase in breakfast participation after they implemented Provision II. (From 28.7% participation to 51.2% participation)

Paying the Food Bill

Cost Analysis

- My original Cost Analysis last July was that the department would lose approximately \$40,000 to \$60,000 in Paid breakfast meal income for all 13 school sites.
- After analyzing the data through February of 2011. The total cost will be \$46,000 this year.

Paying the Food Bill

Cost Analysis

When compared as an Income Per Meal analysis. The department receives 10 cents less per meal to provide free breakfast for all Elementary School sites.

Provision II - Income Per Meal changes
Weighted for current meal Reimbursement Rates

Month	Income Per Meal
February 2010	\$1.91
February 2011	\$1.81

Reaping the Harvest

Expected Outcomes - Non Base Years

- o What Happens when you send letters home saying that every Elementary student gets Free Breakfast?
- o The Answer is:
 - o The Paid students increase but not significantly.
 - o (May vary by District)
- o District wide breakfast meal participation went from 95.7% Free and Reduced to 92.5% Free and Reduced.
- o Or the paid meal category participation went from 4.3% to 7.5%.

Reaping the Harvest

Expected Outcomes - Non Base Years

School Year	School Sites				Total for 12 School Sites
	1	2	11	12	
2010/2011					
Enrollment	696	700	707	728	9,143
Free	337	589	565	403	6,260
Reduced	113	62	80	96	1,184
Paid	246	40	62	229	1,690
Site F & R %	64.66%	93.00%	91.23%	68.54%	81.4%
Breakfast Participation %	22.45%	39.04%	25.58%	29.89%	30.3%
% of Brk Meals Served to F&R	88.12%	98.38%	95.34%	85.75%	92.5%
Lunch Participation %	65.30%	89.36%	81.99%	71.68%	77.4%
% of Lunch Meals Served to F&R	81.04%	97.31%	96.81%	80.90%	85.2%

Note: One school site was closed and boundaries were changed.

Reaping the Harvest

Expected Outcomes – Non Base Years

- Next year I will be claiming 92.5% of all the Elementary breakfasts for free and reduced reimbursement.
- Students will be able to get through the breakfast lines faster (I will not have to use POS computers, just a Hand Counter).
- Even if more paid students participate, or if my demographics change I will still be able to claim 92.5% for reimbursement (base year data).
- I estimate that only a 5% increase in participation will pay for the loss of income for the paid breakfast meals. (At a little higher Food cost, but a little lower Labor cost).

Grocery List of Things to Do

- Do a Cost Analysis.
 - Expect your Paid meals to go up slightly.
- Determine the political mood of your District.
 - Talk to the District Administrator and School Site principals to gather support.
- Check with your district administrator to see if there are going to be any school site boundary or grade changes.

Grocery List of Things to Do

- Talk to your Child Nutrition Consultant.
 - Get a firm commitment if you are going to do "Delayed" implementation".
- Write new meal claiming procedures.
- Write letters to households for changes.

Grocery List of Things to Do

Consider Timing

- With the new regulations mandating increased prices for lunches, would the School Board be more receptive if you utilized the Provision II regulations to provide free breakfast to all?
- Are the new regulations going to cost more?
- Are you going to make operational and or menu changes when you free up your labor from the cash register position?

Resources

- Provision II Guidance Manual
 - At: <http://www.cde.ca.gov/ls/nu/sn/mgmb.asp>
- Sample New Meal Count procedures for Provision II
- Sample Letter to parents for the changes.

Merci

Questions?

Grazie

THANK YOU

Gracias

Dielen Dank

**VAL VERDE UNIFIED SCHOOL DISTRICT
FOOD SERVICES DEPARTMENT**

ELEMENTARY SCHOOL SITES

PROVISION “2” BREAKFAST MEAL COUNTS AND

LUNCH COMPUTERIZED MEAL COUNT/COLLECTION PROCEDURE

BREAKFAST MEAL COUNTS;

During the **Base Year** (2010-2011 school years) meal counts and claiming will be the same as the **Lunch Meal Counts** listed below, with the exception that, regardless of the children’s free, reduced price or paid eligibility category, all children are served meals at no charge.

During all **Non-Base Years**, meal counts will be performed at the end of the service line, by the cafeteria worker using a Hand Tally Counter. The cafeteria worker will tally the counter one time for each student that selects the menu items desired as he/she passes through the tray line as per “Offer vs. Serve” meal selection options. Dropped meals are replaced, but the replacement meal is not claimed for reimbursement. If a student purchases a second meal, it is not claimed as a reimbursable meal.

During all **Non-Base Years**, meal counts will be entered in the Point-of Sale (POS) computer system as a *bulk entry* into the day’s Breakfast meal participation data. For the Monthly Claim Form, sales data is prorated into categories, free, reduced price or paid by applying the base year monthly or annual claiming percentages.

LUNCH MEAL COUNTS;

Free and Reduced price meal applications are processed in the Food Services (FS) office. Student eligibility is downloaded to the cafeteria computer via VVUSD Information Technology (IT) network. Each day the school site shares information with the FS WinSnap Meal Application *processing* software system. The cafeteria sends meal participation data to FS and FS sends any changes in student eligibility status or school site transfers to the Cafeteria computer

To speed service and to augment the prevention of overt identification, students are given the option to pre-pay for their meals. A credit account is set-up in the computer system. As a student purchases meals, the account is debited for the amount of the meal. Students are notified when their account balance is Low.

The process for monitoring and recording meal transactions for National School Breakfast and Lunch meal programs is described as follows. The student selects the menu items desired as he/she passes through the tray line as per “Offer vs. Serve” meal selection options. The Cafeteria Worker verifies that the student has selected a reimbursable meal, if the meal is incomplete; the student is encouraged to complete the meal. If the student elects to not complete the meal, the student’s meal participation is deleted from the computer.

If a student attempts to visit the point of service two times within the same meal period, the screen will display “*Second Use*,” The student will then be denied a second reimbursable meal.

Meal participation data is collected as each student keys in their unique 3-6 digit student meal account number into the keypad. Keypads are Located at the cafeteria point of service computer. As students enter their meal account number into the keypad, the student’s name and amount the student must pay is displayed on the cashier’s screen. The cashier terminal screen will display the amount of money due for “paid” students. The student’s account will automatically be debited the cost of a meal. If, there is not enough money in the account to cover the amount of the meal, the cashier then determines if the student’s account can be debited the cost of the meal, or should receive a “mini meal” (partial meal, not claimed) when the debit ceiling has been reached. Each transaction is recorded in the computer by meal eligibility.

It is department policy that each cafeteria site prints an updated student database each Friday. In the event of a power failure or computer malfunction, the cashier would check-off the numbers of each student on the student database list as they pass through the point of service with a reimbursable meal. When the computer is back on-line, the cashier would calculate the total number of free and reduced meals for *bulk entry* into the day’s meal participation data. Student accounts with pre-payments will be adjusted appropriately to reflect the day’s meal participation. The student database list is attached to the daily sales records for filing.

Dropped meals are replaced, but the replacement meal is not claimed for reimbursement. If a student purchases a second meal, it is not claimed as a reimbursable meal.

Meal participation of students going on a Field Trip is captured by using a class roster. The teacher places a check mark by each student’s name as he/she picks-up their sack lunch. The teacher collects the meal money from the students with “paid” meal eligibility in advance and then forwards the money to the Cafeteria staff upon return from the Field Trip. Also, when the field trip returns later in the day, the Cafeteria staff enters the student account identification numbers into the computer to account for those who selected a sack lunch in the same manner as described above in the case of a computer malfunction.

VAL VERDE UNIFIED SCHOOL DISTRICT FOOD SERVICES

To: Cafeteria Managers, Principals and Parents/Guardians

From: Robert Quanstrom, Director of Food Services

Date: 9/01/2010

**Re: ANOUNCING CHANGES TO:
The 2010/2011 School Year
FREE AND REDUCED PRICE POLICY STATEMENT
For Implementation of "Provision II" School Breakfast Programs at:
K-5 Elementary School Sites in the Val Verde Unified School District**

The Foodservice Department of Val Verde Unified USD operates under the National School Lunch Program and School Breakfast Program. These programs are administered by the United States Department of Agriculture which regulates the foodservice program. The VVUSD will operate the National School Lunch, School Breakfast and Snack programs under the National School Lunch Program.

As of September 1, 2010 At all K-5 (elementary) school locations within the district, The USDA/State approved PROVISION II meal claiming method will be used solely during the breakfast program. This means breakfast meals will be served at NO CHARGE to each child every school day. This meal program we will participate in is supported by federal and state reimbursements that are based on household income and eligibility. We are able to serve meals at Breakfast at no charge at the k-5 Elementary schools solely because households continue to submit meal applications during the Base Claiming School Year (2010/2011) for VVUSD Meal programs.

The

The PROVISION II meal programs will be for breakfast programs in the following K-5 Elementary school sites: **Avalon, Columbia, Lasselle, Manuel L. Real, Mary McLeod Bethune, May Ranch, Mead Valley, Rainbow Ridge, Sierra Vista, Triple Crown, Val Verde Elementary and Victoriano.**

It is expected that the PROVISION II breakfast meal programs for the K-5 Elementary School Sites will remain in effect until 2013/2014 School Year. For the school year 2014/2015 the VVUSD Food Service Department will apply for an extension based on the socioeconomic data supplied every year by the State Meal Direct Certification Process (Percentage of students Directly Certified for Meal Benefits), or other State approved documentation.

Meal claiming for the Provision II, Base Claiming Year (2010/2011 school year), will the same as Meal Claiming for Lunch Meals in the District, each student keys in their unique 3-6 digit student meal account number into the Point of Sale (POS) computer system.

The Provision II alternative claiming method will be used beginning the 2011/1012 school year and is expected to and potentially used in the K-6 elementary school sites thru the 2010/2011 school year.

The information provided by the household on the meal application is confidential and will be used only for the purposes in determining eligibility and verifying data.

The School Type A Meal Pricing System will be as follows:

	<u>Lunch</u>	<u>Breakfast</u>
Elementary Schools	NO CHARGE	NO CHARGE
Middle Schools	\$1.75 full pay .0 reduced	.75 full pay .0 reduced
High School	\$1.75 full pay .0 reduced	.75 full pay .0 reduced
Adult Meals—All Schools	\$2.85	\$1.45

The Val Verde USD will operate the School Breakfast , School Lunch and after school snack program under the National School Lunch Program.

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