



CONNECTICUT STATE  
DEPARTMENT OF EDUCATION

# TUESDAY TIDBITS

August 2015

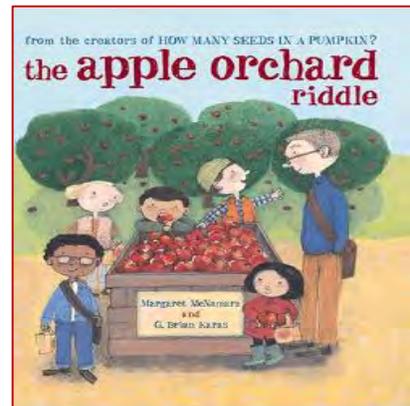
*Tuesday Tidbits* is the CSDE's weekly e-mail for Connecticut school nutrition sponsors. It provides simple suggestions, reminders, resources and advice to help run a successful school nutrition program. Previous editions are available on the CSDE's [Tuesday Tidbits](#) Web page.

## August 4, 2015: Connecticut Grown for Connecticut Kids Week, October 4 - 10, 2015

*Now is the time to start planning your CT Grown menu so you're ready when school starts in the fall!*

The Connecticut State Department of Education (CSDE) wants to hear about the delicious, Connecticut grown items you are serving in your cafeterias. In addition to highlighting items on your menu, consider the following suggestion to help you celebrate the great things you do and reach out to make the *classroom to cafeteria connection*.

1. The designated book for the 2015 Ag Literacy Event is **The Apple Orchard Riddle**, which targets grades 1-4 and is sponsored by the Connecticut Agriculture Education Foundation. Lesson plan and corresponding activities are also provided. Connect with one or more first through fourth grade classrooms and find a teacher interested in having the book read in their class. If you are one of the lucky districts that have a Regional Agricultural Education Program, contact the director to see if a student volunteer will read the book. Your high school might also have a list of students willing to volunteer their time to meet community service requirements. You or one of your staff can be the volunteer reader, too!



2. Contact Monica Pacheco at [monica.pacheco@ct.gov](mailto:monica.pacheco@ct.gov) for a *Volunteer Reader Form* through the Connecticut Coordinator for Ag in the Classroom. Once completed, a copy of the book and corresponding lesson plan and activities will be provided.
3. Use one of the attached recipes, which has the crediting information included. Serve on the same day the book is being read in the classroom. Or offer fresh apples that day.
4. For information on local apple growers and information about varieties of apples grown in Connecticut, visit the [Connecticut Department of Agriculture](#) Web site.
5. Students will be excited to try a recipe with apples, connecting the story with what's being served in the cafeteria that day. This is a great way to get students to try them!
6. Invite me to your event! I am the Farm to School representative for the CSDE and I would love to see what great things are going on in your district. Contact Monica Pacheco at [monica.pacheco@ct.gov](mailto:monica.pacheco@ct.gov).

## TUESDAY TIDBITS, continued

### August 11, 2015: Smarter Lunchrooms No Time to Train

Let the Smarter Lunchrooms Movement help make your school nutrition team smarter, too! *No Time to Train: A Year of 10-Minute Workshops for Lunchroom Staff* is a series of mini-workshops was developed in response to trainers' concerns about finding time and funding to train complete food service teams. This workshop series can help lunchroom staff understand and implement Smarter Lunchrooms concepts. The lessons also generate enthusiasm, build teamwork, incorporate effective communication techniques, and can make each lunchroom a dynamic, inviting space where students select, eat, and enjoy healthier food choices.



### August 18, 2015: Get a jump start on your master list for school year 2015-16!

All children listed on the direct certification list for your district as of July 1, 2015, are eligible for free meals for the entire 2015-16 school year. You can access your district's direct certification list on the [Direct Certification Web Application](#).

When a sponsor directly certifies a student as eligible for free meals, the sponsor must send an eligibility notification to the student's household. The CSDE's sample eligibility notification letter is available at [www.sde.ct.gov/sde/lib/sde/word\\_docs/deps/nutrition/forms/dcparentnotif1.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/forms/dcparentnotif1.doc). To save time, you may want to edit the letter to include language such as: *"Please note, since your child has been identified as eligible to receive free meal benefits, you are not required to fill out a USDA application for this school year."* This can help reduce your work as the school year quickly approaches.

Remember to also check the students in your case management section – every student counts!

### August 25, 2015: National School Lunch Week, October 12-16, 2015

The NSLW 2015 theme is "School Lunch Snapshot" It's about sharing the best, real images of today's school lunch—fresh fruits and veggies, whole grains, milk, and smiling students. It provides a great opportunity for SNA members to capitalize on using social media to promote your program to parents and students, too! To start planning for your event now, get your toolkit at <http://schoolnutrition.org/nslw/>.



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# TUESDAY TIDBITS

September 2015

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## September 1, 2015: Start the School Year with a Solid Plan for Meal Charges

We have all heard the saying "the best defense is a good offense," right? School nutrition programs should apply that adage to the problem everyone experiences...unpaid meal charges. The two articles below provide thoughtful information about how to handle meal charges in your school meals programs.

- [Get What You're Owed: Managing Unpaid Meal Charges](#)
- [Strategies to Bring Negative Balances Back to Black](#)

## September 8, 2015: School Breakfast Program Outreach Required

The Healthy, Hunger-Free Kids Act of 2010 establishes requirements for conducting outreach in the School Breakfast Program (SBP). Schools participating in the SBP must inform families of the availability of breakfasts.

Notification of the availability of breakfast must be relayed prior to, or at the start of, the school year via information packets, and must accompany the free and reduced price meal applications sent to each household for the new school year. In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year. Acceptable outreach activities include announcements on the public address system and/or distributing printed or electronic materials to families and school children. For more information, see the U.S. Department of Agriculture's [Memo SP 40-2011](#), *Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program*.



Below are some resources for messages and fliers you can personalize and use to promote the SBP in your schools:

- <http://www.fns.usda.gov/sbp/marketing-ideas#flyers>
- <http://www.fns.usda.gov/sbp/discover-school-breakfast-toolkit>
- <https://www.educateiowa.gov/documents/school-breakfast-program/2014/08/twitter-toolkit>

## TUESDAY TIDBITS, continued

### September 15, 2015: The Edit Check Worksheet

The purpose of an edit check is to prevent over claims and meal-counting problems *before* the claim is submitted for payment to the Connecticut State Department of Education (CSDE).

**The edit check must be performed on the daily meal counts prior to the placement of the monthly claim for reimbursement.** The number of free, reduced and paid eligible students must be updated as changes occur and an appropriate attendance factor must be applied. This edit check may be done manually or automated through a Point-of-Sale (POS) system. Check with your POS company to see if your system has this ability, and confirm that it is functioning correctly and the correct attendance factor is applied as required by USDA regulations.

Sample edit check forms are located on the State Department of Education “[Forms](#)” Web page, under “E.” These forms are for use if the POS does not have an edit check function, or if another meal counting system is used.

**An edit check must be performed for every claim submitted to the CSDE and the edit check form kept on file with the claim for CSDE review.**

### September 22, 2015: Attendance Factors

When completing the daily edit check required by USDA regulations, an attendance factor (AF) must be applied to the number of free, reduced-price and paid eligible students enrolled in each school/site. The local school food authority (SFA) is required to calculate the local attendance factor that applies to their specific school/district.

The AF is the percentage of students present on any given day, averaged over a month, and is calculated as follows:

$$\frac{\text{Enrollment} \times \text{Operating Days in the Month}}{\text{Total Absences for the Month}} = \text{AF}$$



The diagram shows a purple rectangular box containing the formula  $\frac{A-B}{A}$  followed by a closing curly brace  $\}$  and a smaller black-bordered box containing the text "AF Formula".

SFAs may choose to calculate one AF for the district or a separate AF for each school. One annual AF may be calculated based on a typical month in the most current school year, March for example, and this factor may be used all school year, or SFAs may calculate a new AF each month. The AF must be calculated at least annually.

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## TUESDAY TIDBITS, continued

September 29, 2015: SNACT Fall Training

### ***SNACT Regional Training***



**Start the fall off right with regional training from SNACT!**

**We have several training opportunities planned across the state that are FREE to SNACT members. Dinner will be provided by the evening's sponsor.**

Click [HERE](#) to see the full list of trainings

Click [HERE](#) to register for a training

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# TUESDAY TIDBITS

October 2015

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## October 6, 2015: National Farm to School Month and Food Day

October is National Farm to School Month. There's still time for you to highlight local, Connecticut Grown produce and products on your October menu.

### Food Day – October 24, 2015

The Connecticut Academy of Nutrition and Dietetics is promoting their second year's celebration of Food Day, hoping to have an even BIGGER celebration throughout the state! Food Day provides a common ground for building the food movement. This year's theme is "Toward a Greener Diet," inspiring millions of Americans to change their diets and our food policies.



### Here is how schools can get involved:

- Hold a "green" apple crunch event around October 24, 2015:
  - Organize an event at one or more of your schools- everyone simultaneously crunches into a local apple to raise awareness about eating better diets for our health and the environment, access and affordability of fruits and vegetables, and supporting local farmers.
  - You can register your event at [www.eatrightct.org/applecrunch](http://www.eatrightct.org/applecrunch). The Connecticut Academy of Nutrition and Dietetics will be pitching local news to cover Apple Crunch events!
- Be sure to tag @EatRightCT #CTAppleCrunch #FoodDayCT in your Food Day social media posts!

## October 13, 2015: Time Requirements for Lunch Periods

USDA regulations **REQUIRE** that lunch is served during specific hours of the school day.

- State law requires the provision of a daily lunch period for all students.
- Schools participating in the National School Lunch Program (NSLP) must offer lunches **between 10:00 a.m. and 2:00 p.m.**, as required by federal law, unless the school food authority has requested a waiver from the Connecticut State Department of Education (CSDE). Waiver requests must be submitted by **July 1** of each school year, and must be submitted on an annual basis.

Refer to CSDE [Circular Letter C-9](#) (2007-2008) *Federal and State Requirements for Provision and Timeframe of Daily Lunch Period for Students*.

# TUESDAY TIDBITS, continued

## October 20, 2015: 2016 Youth School Garden Grant

The 2016 Youth School Garden Grant is available at  
<https://survey.garden.org/index.php?sid=44285&newtest=Y&lang=en>.



Since 1982, National Gardening Association has awarded Youth Garden Grants to 5,416 schools, nonprofits, and youth programs across the United States contributing over 2.9 million dollars in funding to youth gardening initiatives. This year, Youth Garden Grant is sponsored by NGA's generous donor base with contributions from Ames, Bonnie Plants, Cloudfarm, Eartheasy, Ecotonix, Gardener's Supply Company, High Mowing Organic Seeds, Rain Bird, and SmartPot.

### WHO IS ELIGIBLE TO APPLY

The 2016 Youth Garden Grant is an award designed to support school and youth educational garden projects that enhance the quality of life for students and their communities. Any nonprofit, school, or youth program planning a new garden program or expanding an established one that serves at least 15 youth between the ages of 3 and 18 is eligible to apply. The selection of winners is based on demonstrated program impact and sustainability.

### SUBMISSION PROCESS

**Due Date:** Applications must be submitted by **December 1, 2015**. The application is completed through an online survey system.

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# TUESDAY TIDBITS, continued

## October 27, 2015: Annie's Grants for Gardens Application



### Grants for Gardens Application

Annie's offers grants for school gardens that connect children directly to real food. These funds can be used to buy gardening tools, seeds or other needed supplies.

Thirty schools will receive \$2,500. Three schools (must be returning Grants for Gardens applicants who have received a grant from us in the past five years) will receive \$5,000. Winners will be selected and notified in February 2016.

The deadline to apply to Annie's 2015 Grants for Gardens program is December 4, 2015 at 11:59 PM (PST). For more information, visit <http://www.annies.com/giving-back/school-gardens/grants-for-gardens/grant-application>.

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November 2015

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## November 6, 2015: Healthy Celebrations and Fundraising

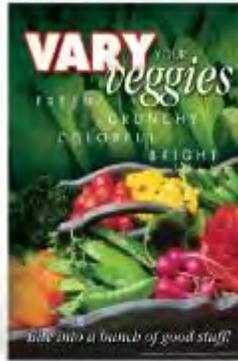
The fall and winter holidays are coming soon and now is the time to provide guidance to school staff and administrators about the many ways to promote a healthy nutrition environment. Holiday celebrations at school provide a unique opportunity to make healthy eating fun and exciting for students. In addition, healthy fundraising alternatives are an important part of providing a healthy school environment. Here are some ideas for promoting healthy eating beyond the cafeteria walls.

- Remind school administrators about the federal and state requirements related to foods and beverages served to students, as well as fundraising regulations.
- Advocate for the inclusion of strong language in the Local Wellness Policy to address healthy celebrations, fundraising and the use of food rewards.
- Collaborate with school staff to create fun and healthy celebrations for students.
- Share the resources below with school administrators and promote their distribution to school staff, parents and fundraising organizations.
  - [Healthy Celebrations](#)
  - [Healthy Fundraising](#)
  - [Alternatives to Food Rewards](#)
  - [Make Celebrations Fun, Healthy & Active: 10 Tips to Creating Healthy, Active Events](#)



# TUESDAY TIDBITS, continued

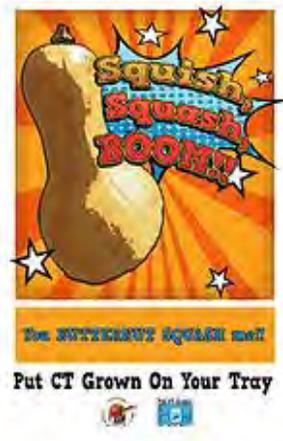
November 10, 2015: Marketing is a Key to School Nutrition Success



Are you doing your best to promote the healthy meals you serve every day? Colorful signage and posters make any serving line more inviting and interesting for students. Sometimes spending money on promotional materials will reward your program with an improved image and increased participation.

**Learning ZoneXpress** offers a wide variety of solutions for your foodservice programs. Covering a range of topics from breakfast to fruits and veggies and MyPlate, these teaching tools are perfect for your cafeteria. Spice up your decor and front of the line signage with colorful posters and bulletin board kit displays, and reward kids with fun incentives. For more information, visit <http://www.learningzonexpress.com/school-foodservice.html?p=10>.

The **Start with Half a Cup** Web site has some great posters to download and print, as well as marketing ideas for the fruits and vegetables you serve every day. For more information, visit <http://www.swhacct.org/>.



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## TUESDAY TIDBITS, continued

### November 17, 2015: Creating Packaging Ideas

*Try these creative packaging ideas shared by Wallingford School Food Services*

The Food Service Department in the Wallingford Public Schools just introduced their own version of the “Lunchable.” This type of packaging is super kid-friendly and allows you to create a variety of combinations that appeal to different palates.

Wallingford also introduced these great cup sets for raw veggies and hummus packaged together. This makes the cashier’s job a little easier because they know students have at least ½ cup of vegetables on the tray. The hummus fits in the cup over the veggies and a lid tops it off.

Food Service Director, Sharlene Wong, reports that students love these new packaging ideas and are taking more raw veggies.

Thank you for sharing, Wallingford!



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# TUESDAY TIDBITS, continued

## November 24, 2015: Great Resources to Promote Connecticut Apples in your School Meals Programs



Download some colorful and informative FREE materials to promote those wonderful Connecticut Grown apples you are serving in school meals. The [Connecticut Apple Marketing Board](#) has a robust Web site with some great posters, fliers and graphics you can use and share with classroom teachers. Check out these great resources today!

### Granny Smith



A crisp hard apple with a tart and acidic taste makes the Granny Smith one of the most popular baking apples. Discovered by Anne Smith in 1860 as a chance seedling. Ripens in October.



### How Do Apples Grow?



Abby and Juan will take you on an adventure through a year in a Connecticut orchard.



### Macoun



With their wine-red color with gold accents, Macouns are highly regarded for their aroma and sweet-tart, juicy flavor. Excellent for snacks and desserts and good for all culinary uses. Developed in 1909 from Jersey Black and McIntosh parents. Ripens in mid-September.



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## December 1, 2015: Have you heard about the U.S. Food Waste Challenge?

The U.S. Department of Agriculture (USDA) stresses the importance of careful menu planning and production practices in the lunch and breakfast programs to reduce food waste and improve consumption of healthy foods. Even with careful planning, schools may have excess food from time to time. USDA strongly encourages schools to donate leftover foods to appropriate nonprofit institutions, provided this practice is not prohibited by state or local laws or regulations. Food donation has been a longstanding policy in all Child Nutrition Programs. For more information, see USDA's [Memo SP-11-2012, Guidance on the Food Donation Program in Child Nutrition Programs](#).

**To register your school** as a participant in the [U.S. Food Waste Challenge](#), complete and submit the U.S. Food Waste Challenge form.



[Download Infographic](#)

Schools across the country are stepping up to the challenge with innovative new programs such as:

- using techniques listed on [Smarter Lunchrooms Self-Assessment Scorecard](#) to help reduce food waste;
- setting up a sharing table for kids to place items they are not going to consume (milk and packaged or pre-portioned items);
- letting kids self-serve and self-portion;
- working to ensure kids have ample time to eat;
- collecting excess wholesome food after mealtimes to donate to food pantries;
- using wholesome excess foods for classroom cooking projects;
- composting food waste for school gardens;
- collaborating with local farmers on composting or food-scrap projects; and
- joining the Environment Protection Agency (EPA) Food Recovery Challenge to work with an expert to measure and reduce food waste.

## TUESDAY TIDBITS, continued

### **December 8, 2015: Engaging Parents in Promoting Healthy School Environments**

The Centers for Disease Control and Prevention (CDC) has developed a set of resources called [Parents for Healthy Schools](#) to help schools and school groups (e.g., parent teacher associations (PTA), parent teacher organizations (PTO), school wellness committees) engage parents to create healthy school environments. These resources educate parents about:

- school nutrition environment and services;
- school-based physical education and physical activity; and
- managing chronic health conditions in school settings.

They also provide parents with practical strategies and actions to improve the school health environment, and suggestions for ways to track progress in engaging parents in change the school health environment.

### **December 15, 2015: Assessing Staff Levels**

How Long Does It Take To Make 25 Chef's Salads? When was the last time you completed a task analysis to determine the steps and time it takes to make your chef's salads? How long does it take your staff to set-up and take down a serving line? Prepare 350 cheeseburgers? If you are like most schools, it has been a long time since you have measured productivity.

Working smarter, not harder, with work simplification is a great way to increase staff efficiency while maintaining high quality in your operation and increasing staff morale.

Take a serious look at your work processes. Where is productivity low? Where is time being wasted? Where can you save money and energy? Once you know the answers to these questions, you can begin your own work simplification process, and see how this will improve your operation, costs and bottom line, and staff's morale.

For more information about assessing your current staffing levels, see the article, "[How Long Does It Take to Make 25 Chef's Salads?](#)" by Kim Hofmann, RDN, LD.

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## TUESDAY TIDBITS, continued

### **December 22, 2015: Promoting School Health: Whole School, Whole Community, Whole Child**

The ASCD (**Association for Supervision and Curriculum Development**) and Centers for Disease Control and Prevention (CDC) encourage schools to use the [Whole School, Whole Community, Whole Child](#) (WSCC) model as a framework for improving students' learning and health. The WSCC model builds on elements of the traditional coordinated school health approach and the whole child framework by:

- responding to the call for greater alignment, integration and collaboration between education and health to improve each child's cognitive, physical, social and emotional development;
- incorporating the components of a coordinated school health program around the tenets of a whole child approach to education; and
- providing a framework to address the symbiotic relationship between learning and health.

The WSCC model is an ecological approach that is directed at the whole school, with the school in turn drawing its resources and influences from the whole community and serving to address the needs of the whole child.

### **December 29, 2015: Health Inspections Required**

USDA regulations require each site participating in the National School Lunch or School Breakfast Program to receive **at least two health inspections each *school* year.**

If you have not received the first inspection by now, you should write to your local health department to remind them of this requirement. While the CSDE recognizes that there may be difficulty in obtaining the two food safety inspections, we would like to stress that you are responsible for requesting such inspections and documenting such efforts. Retain a copy of the letter or e-mail sent to the local health department to document your attempt to comply with this regulation.

A sample food safety letter for health inspections is available on the CSDE's [Food Safety](#) Web page. It is the last bullet, "Sample Letter to Request Food Safety Inspection," located under the "Schools" section.

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January 2016

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## January 5, 2016: Healthy Celebrations



**Bring healthy classroom celebrations to your school in 2016!** The Greeley-Evans (Colorado) School District 6 has some wonderful innovative programs to promote student wellness in their schools, including a list of ways to celebrate in the classroom and stay compliant with USDA and Local Wellness Policy requirements.

In addition to providing specific guidance regarding foods that comply with USDA Smart Snacks requirements, the district Student Wellness Policy Committee has various “**Healthy Classroom Party Kits**” that classrooms can borrow (at no cost) to build some fun into a classroom celebration, moving the focus away from the food. These kits are kid-friendly, and often include an active component. Kits include dinosaur and body bingo kits, a charades kit, a dance party kit, and even an outdoor fun kit. The district even has a “smoothie bike” for classroom use!

Check out their [Student Wellness](#) Web page and watch a [video](#) about the wellness activities happening in their schools

# TUESDAY TIDBITS, continued

**January 12, 2016: Lights, Camera, Breakfast!**



The Action for Healthy Kids' [Lights, Camera, Breakfast Contest](#) gives schools the opportunity to highlight their alternative school breakfast programs that help students start the school day with a nutritious meal. [Eligible schools\\*](#) are invited to showcase their alternative school breakfast programs in action through a creative one-minute video that could win them a grand prize of \$5,000 to put toward their school breakfast and health and wellness programming. Videos will be judged based on creativity, overall quality of submission, the best demonstration of alternative breakfast, and connection to the School Nutrition Association's 2016 National School Breakfast Week theme of "Wake Up to School Breakfast."



Two runners-up will each receive \$1,000 and seven third-prize winners will each receive \$200. The contest is made possible by Kellogg Company Fund, a proud supporter of our School Grants for Healthy Kids.

Entries will be accepted between October 8, 2015 and January 22, 2016 (deadline extended). Winners will be announced and awarded in March 2016.

## **January 19, 2016: Basics at a Glance: Valuable Resource for School Kitchens**

Do all of your school kitchens have this very useful poster hanging near the production area? This colorful 17-inch by 22-inch poster offers "at a glance" information on recipe abbreviations, measurement conversions, portioning tools, and steamtable pan capacity. You can download the [Basics at a Glance](#) poster from the Institute for Child Nutrition's Web page, or call the Institute for Child Nutrition at 800-321-3054 to have some free copies sent to your door!



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## TUESDAY TIDBITS, continued

### January 26, 2016: Creative Bento-Box Lunch

Check out this kid-friendly 'Bento-Box Lunch' choice offered every day in the Old Saybrook elementary schools.

Food service director, Maureen Nuzzo, purchased many colorful pencil boxes to hold these fun meals. The boxes are available at a very low cost and are tough enough to be run through the dish machine. Each day, a different cold meal choice is offered in the Bento-box. All items are individually wrapped before being placed in the box. Each box contains 1-2 ounce equivalents of meat/meat alternates and grains, ½ cup of fruit and ½ cup of vegetable, making the box a reimbursable meal.



There is also clear signage on the line letting students know that they may also select an additional vegetable and a milk with their “bento-meal” to ensure compliance with meal pattern requirements.

For more information, see [Old Saybrook's menus](#). Thanks for sharing this great idea, Maureen!

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February 2016

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## February 2, 2016: Calculating Grain Serving Sizes

Menu planners have two options for determining the appropriate serving size for grain products in school meals. One method uses the weights or volumes in the USDA ounce equivalents chart and the other uses the total weight of creditable grains.

### Method 1 – Weights or Volumes

Use the [USDA ounce equivalents chart](#) to determine the appropriate serving size weight or volume. The USDA ounce equivalents chart provides minimum weights for a wide variety of grain products. It divides products into nine groups (A-I) based on their average grain content.

- For groups A-G (baked goods), 1 ounce equivalent of grains must provide 16 grams of creditable grains.
- For groups H (cereal grains) and I (ready-to-eat breakfast cereals), 1 ounce equivalent of grains must provide 28 grams of creditable grains, or meet the specified weights and volumes.

Menu planners can only use this method if all grains in the product are creditable (whole and enriched), and the combined weight of any noncreditable grains does not exceed 3.99 grams per serving for groups A-G or 6.99 grams per serving for groups H-I.

### Method 2 – Creditable Grains

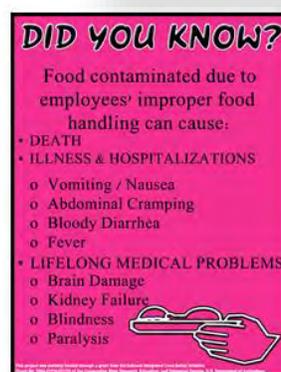
Determine the ounce equivalents of a product by calculating the creditable grains per serving. This method requires a [product formulation statement](#) from the manufacturer for commercial products, and a standardized recipe for school-made products. The combined weight of all noncreditable grains in one serving cannot exceed 3.99 grams per serving for groups A-G or 6.99 grams per serving for groups H and I.

For more information, see the CSDE's handout, [Calculation Methods for Crediting Grains](#), and "Grains" in section 2 of the CSDE's [Menu Planning Guide for School Meals](#).

## TUESDAY TIDBITS, continued

### February 2, 2016: Center of Excellence for Food Safety Research in Child Nutrition Programs

The Center of Excellence for Food Safety Research in Child Nutrition Programs provides science-based solutions to problems impacting food safety in child nutrition programs across the United States. Download food safety posters from <http://cnsafefood.k-state.edu/resources/food-safety-posters/>.



### February 16, 2016: Documenting Fruit Servings at Breakfast

**Are you *sure* your staff confirms that students take a ½ cup of fruit at breakfast?** On Administrative Reviews our consultants have found that production records for breakfast are not demonstrating that every student who takes a breakfast is also selecting the required ½ cup of fruit. This indicates that meals claimed for reimbursement did not meet the meal pattern requirements.

Food service directors should be conducting a simple check of school breakfast production records to be sure that *at a minimum* the same number of ½-cup fruit portions are served as the number of breakfasts claimed for that day.

In reality, we would expect there to be MORE fruit servings than meals claimed because all students in all age groups must be offered a full cup of fruit with their breakfast meal. **Additionally, there must be clear signage on the serving line informing students that they may take two fruit selections if all portions are ½ cup!**

### February 23, 2016: Grains Requirement

When serving an entree item such as *baked potato with toppings* or *mashed potato bowl*, you must also offer a dinner roll or other whole-grain rich item to meet the grains requirement for all age groups. At a minimum, a one-ounce equivalent grain serving must be planned to meet the daily grains requirement for grades K-8, and a two-ounce equivalent grain serving must be offered to meet the daily grains requirement for grades 9-12. All grains offered must be considered when assessing weekly minimums, as well. Remember, potatoes are a **starchy vegetable** in school meal menu planning. They do not contribute to the grains component.

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CONNECTICUT STATE  
DEPARTMENT OF EDUCATION

# TUESDAY TIDBITS

March 2016

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## March 1, 2016: Connecticut Moves Up in National Ranking for School Breakfast Participation

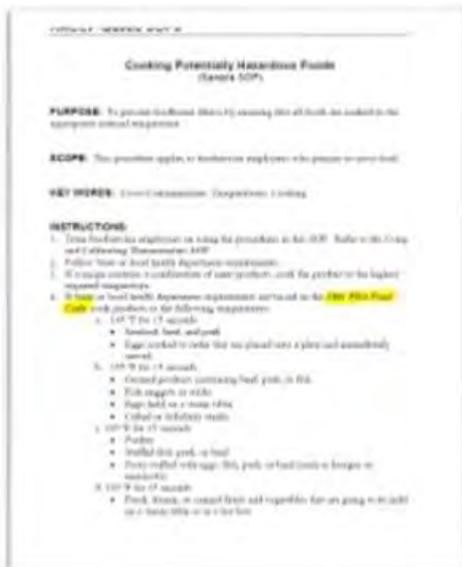
After being ranked at the bottom for ten years, Connecticut is no longer ranked last in the nation for the percentage of USDA National School Lunch Program (NSLP) schools that also participate in the School Breakfast Program (SBP). Connecticut jumped up four spots and is now ranked at 47 ([FRAC School Breakfast Scorecard](#)).

For detailed Connecticut specific information on School Breakfast, End Hunger CT! recently released the [2016 Connecticut School Breakfast Report Card](#). This report examines where each Connecticut town stands in providing breakfast to students at school, and provides strategies and resources to support further expansion of breakfast programs throughout the state.

If you would like some help starting or growing a SBP, the Connecticut Breakfast Expansion Team (CBET) is available to assist at no cost. To request CBET assistance, contact Jackie Schipke at [jackie.schipke@ct.gov](mailto:jackie.schipke@ct.gov) or 860-807-2123.

## March 8, 2016: Update HACCP Plan

When revising and updating your HACCP Plan each year, don't forget to reference the most current [FDA Food Code \(currently 2013\)](#) or the [CT Public Health Code](#).



# TUESDAY TIDBITS, continued

**Try this shortcut to update.** While in the full copy of your district specific [HACCP-Based Standard Operating Procedures](#), complete the following steps.

## HACCP-Based Standard Operating Procedures (SOPs)

Foodservice SOPs are written practices and procedures and are the basic ingredient to producing safe food. It is essential to train employees and emphasize the importance of following the procedures.

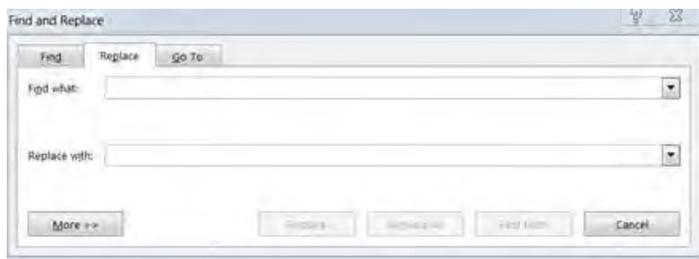
The National Food Service Management Institute (NFSMI) has developed HACCP-based SOPs in conjunction with USDA and FDA. Although the NFSMI SOPs include HACCP-based principles, you should remember that SOPs are only one component of an overall food safety program.

These SOPs are available in both Microsoft Word® format (.doc) and Adobe® Acrobat® Portable Document Format (.pdf) and are listed below. Clicking on an SOP will open it in a new window. The full HACCP-Based Standard Operating Procedures document may also be downloaded in its entirety either as a [Word document](#) or as a [PDF file](#). Please note that the complete document is extremely large and may take several minutes to download depending on your connection speed.

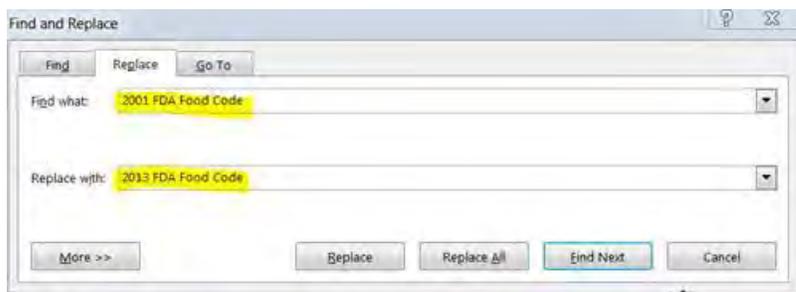
1. Press “**Control F**” and the “**Navigation**” window will appear. Click on the arrow next to the magnifying glass and select “**Replace.**”



2. The “**Find and Replace**” window will appear.



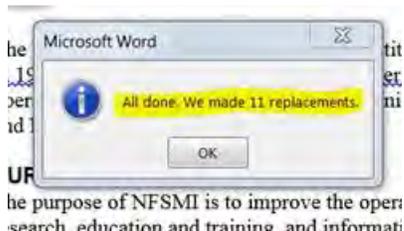
3. In the “**Find what**” field, enter the outdated language – 2001 FDA Food Code. In the “**Replace with**” field enter the updated language – 2013 FDA Food Code or CT Public Health Code. Click on “**Replace All.**”



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## TUESDAY TIDBITS, continued

- Microsoft Word will make all of the changes at once



- Don't forget to update the cover page and sign the updated SOPs! *The local HACCP plan is always reviewed as part of the new Administrative Review.*



### March 15, 2016: Free Food Safety Posters

To keep your staff focused on good food safety practices, you may want to change or update some of the posters you currently use as training tools and reminders. You can download some colorful posters with various food safety messages for your kitchens from the Web pages below.

- Institute of Child Nutrition Food Safety Mini Posters:  
<http://www.nfsmi.org/ResourceOverview.aspx?ID=74>
- USDA Food Safety Resources:  
<http://healthymeals.nal.usda.gov/resource-library/food-safety>



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## TUESDAY TIDBITS, continued

### March 22, 2016: UConn Rudd Center Study Shows School Breakfasts Support Healthy Weight

“Middle school students who eat breakfast at school - even if they have already had breakfast at home - are less likely to be overweight or obese than students who skip breakfast, according to a new study by the Rudd Center for Food Policy & Obesity at the University of Connecticut.” For more information, visit <http://www.uconnruddcenter.org/files/Pdfs/Press%20Release%20-%20BreakfastStudy%203-17-16.pdf>

If your school still does not participate in the School Breakfast Program (SBP), you can get free one-on-one assistance from the Connecticut Breakfast Expansion Team (CBET) to help you with planning, financing and marketing the SBP for your specific circumstances. To have someone from CBET help bring a healthy breakfast to your students, please contact Jackie Schipke at [jackie.schipke@ct.gov](mailto:jackie.schipke@ct.gov) or 860-807-2123.

### March 29, 2016: Handling Locally Grown Produce: Training Videos

Have you been working with local farms to bring more locally grown fruits and vegetables into your school meals programs? Kudos to you and your team!

You may want to check out “**Chop! Chop!**,” a new resource from the University of Wisconsin – Madison that includes a series of culinary skills training videos to use with your staff. These free training videos will help school food service staff use more fresh, locally-grown fruits, vegetables, and whole grains in school meal programs by introducing new foods, recipes and culinary skills. View all six videos, and obtain a variety of support resources and recipes for your programs at <http://www.cias.wisc.edu/chopchop>.

**USDA Professional Development Credits:** Complete the short evaluation survey provided on the Web site, and then record the video name, video length, and date viewed when logging the training toward your USDA professional development credits. All videos meet *learning objective code 2130 – Develop culinary skills necessary for school meal preparation*.

Don't forget about the many great fruit and vegetable resources available through the *Start with Half a Cup* initiative at <http://swhac.ct.gov/index.html>.



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CONNECTICUT STATE  
DEPARTMENT OF EDUCATION

# TUESDAY TIDBITS

April 2016

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## April 5, 2016: The Importance of Signage on the Serving Line

CSDE consultants conducting Administrative Reviews of school nutrition programs throughout the state have found that many schools are not providing instructional signage for students on the serving line. This is a common area requiring corrective action from the food service director.

Schools must have age-appropriate signage on the serving line that clearly informs students of what they may select with their FULL reimbursable meal, in addition to the minimum amounts required under offer versus serve.

The examples below show some areas where targeted signs are needed.

- **All Grade Levels:** Students must be offered a full cup of fruit at breakfast. If fruit is offered in  $\frac{1}{2}$ -cup portions, the school must post age-appropriate signs indicating that students may take two fruit selections. *Hint: don't forget about the juice limits!*
- **Grades K-8:** Students must be offered a  $\frac{3}{4}$ -cup portion of vegetables with each lunch. If vegetables are offered in  $\frac{1}{2}$ -cup portions, the school must post signs in the serving line indicating that students may select one or two vegetables to meet the minimum requirement of  $\frac{3}{4}$  cup.
- **Grades 9-12:** A full cup of fruit and a full cup of vegetables must be offered at the high school level. If fruits and vegetables are offered in  $\frac{1}{2}$ -cup portions, the school must post signs indicating that students may take two fruits and two vegetables with their meal. *Hint: Don't forget about the juice limits!*



## April 12, 2016: CSDE Grant Payment Report Resource

Have you ever wondered if you received your Child Nutrition Program monthly reimbursement, State Match or Healthy Food Certification monies? You can easily find out by running a **Grant Payment Report** accessible through the Bureau of Grants Management Web page. Follow these easy steps:

1. Go to: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2686&q=320634>.

# TUESDAY TIDBITS, continued

2. Click on “Grant Payment Report.”



3. Select your district from dropdown in “Section C: Vendor.” In “Section D: Grant Type,” select “School Lunch” and click “Submit.”



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# TUESDAY TIDBITS, continued

4. All payments made to the district will be listed.

Grant Name	Vendor	Sponsor	Invoice #	Entered On	Amount
Child Nutrition State Matching Grant	[REDACTED]	[REDACTED]	STMCH_PUB SEP2015	9/15/2015	[REDACTED]
School Breakfast Program	[REDACTED]	[REDACTED]	BFST [REDACTED] MAY2015-	8/20/2015	[REDACTED]
School Breakfast Program	[REDACTED]	[REDACTED]	BFST [REDACTED] JUN2015-	8/20/2015	[REDACTED]

## April 19, 2016: Direct Certification Contact Must Check Case Management File Weekly!

**PLEASE SHARE THIS MESSAGE WITH THE APPROPRIATE STAFF MEMBER:**

The CSDE finds that many districts are forgetting to check the “Case Management” page each week when downloading matches from the Direct Certification Web site. This list contains the names of students who are a high probable match, but it is the responsibility of the district to make the final determination for each student on this list.

**CSDE school nutrition consultants have found some districts with hundreds of unmatched students in their Case Management file.** This is a big concern because eligible students may not be getting the free meal benefits they need and are entitled to. This list must be checked weekly. After reviewing the names in Case Management and making determinations on a weekly basis, the “*Number of Direct Certification Records needing review*” field should be “0.” For more information about this process, please visit the CSDE [Direct Certification](#) Web page.

Direct Certification  
School District

Home Review Matched **Case Management** State Wide Search Upload Settings

Click the "Details" link below to view the details of the ticket

Number of Direct Certification Records needing review:

**Direct Certification**

Select	Client ID	First Name	Last Name	MI	DOB	Street Address	City	Town Code	Au Num	Benefit Source
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## TUESDAY TIDBITS, continued

### April 26, 2016: Time Requirements for Lunch Periods

Did you realize that lunch may only be served during specific hours of the school day? As a reminder:

- State law requires the provision of a daily lunch period for all students
- Schools participating in the National School Lunch Program must offer lunches **between 10:00 a.m. and 2:00 p.m.** as required by federal law, unless a waiver has been requested from the Connecticut State Department of Education (CSDE). Letters must be submitted by **July 1** of each school year to John Frassinelli, State Child Nutrition Director.

For more information, refer to CSDE [Circular Letter C-9](#) (2007-2008): Federal and State Requirements for Provision and Timeframe of Daily Lunch Period for Students.

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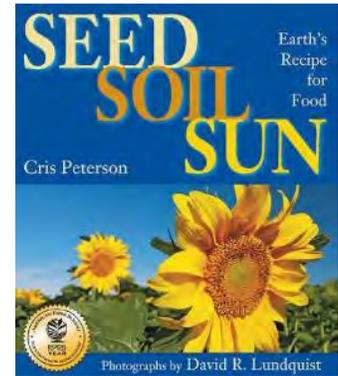
# TUESDAY TIDBITS

May 2016

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## May 3, 2016: Connecticut Grown for Connecticut Kids Week 2016 October 2-8, 2016

The Connecticut State Department of Education (CSDE) is pleased to announce that October 2-8, 2016 is **Connecticut Grown for Connecticut Kids Week**. Now is the time to start planning your menu to include more fresh local Connecticut grown products! The 2016 Ag Literacy Event book is *Seed, Sun, Soil*, by Chris Peterson and David R. Lundquist (photographer). It is a great way to make the classroom to cafeteria connection. More information about the book will be out soon! For more information, visit the CSDE's [Farm to School](#) web page.



## May 10, 2016: Summer Meals Outreach

The USDA requires ALL school nutrition sponsors to conduct Summer Meals Outreach. Schools communicate regularly and effectively with the families of children in your community. You can help reach out and connect these families with Summer Meals before the school year ends and continue to make a difference in the lives of your students all summer long. ***It is required that every school participating in the National School Lunch Program provide information to their community on the availability of Summer Meals, even if they are not a sponsor or site for Summer Meals.***

Childhood food insecurity remains at unacceptable levels across the country and children are most acutely at risk in the summer when they do not have access to school meals. There were 646 sites in the summer of 2015 across Connecticut offering free meals to children 18 years and younger, yet only 1 out of 4 of CT's children who qualify for free or reduced meals are being reached.

**PLEASE NOTE: Even if you do not have a Summer Meals program in your town, children ages 18 and younger may visit Open Summer Meals sites anywhere in the state to receive a meal. Please take the time to share this valuable information with the families in your community.**

**Please send the information home to families, include on your June menu and post on your Web site. The Web button codes are attached at the end of this document.**



## TUESDAY TIDBITS, continued

### May 17, 2016: School Garden Resource

*A great resource for school garden enthusiasts!*

Common Ground High School in New Haven has just updated their [School Garden Resource Center](#). This Web site includes tips, training and information on creating and maintaining a successful school garden.

**Share your garden profile or favorite lesson and connect with other school garden enthusiasts around the state!**



For more farm to school and school garden resources, visit the CSDE's [Farm to School](#) Web site or contact Monica Pacheco at 860-807-2086.

### May 24, 2016: Back to School Nutrition Promotion Kit

Order your back to school promotion kit today! The New England Dairy & Food Council is developing a 2016-17 Back to School Nutrition promotion kit for school cafeterias. This kit will be shipped in September and will include posters and resources to help promote your school meal programs and overall student wellness. If you work at the district level, you are welcome to request kits for each of your schools but please limit your order to one kit per school. ***Reserve your free Back to School Nutrition kit today- deadline is June 15, 2016!***

If you have any questions, please contact:

Amanda Aldred, RD, SNS  
School Nutrition Specialist  
New England Dairy & Food Council  
PO Box 848  
Naugatuck, CT 06770  
P: (203) 723-8924  
F: (203) 723-5431  
[aaldred@newenglanddairy.com](mailto:aaldred@newenglanddairy.com)  
[www.NewEnglandDairyCouncil.org](http://www.NewEnglandDairyCouncil.org)

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## TUESDAY TIDBITS, continued

### May 31, 2016: Check Computer Generated Letters to Households

If you are using a computerized system to generate your parent notification letters, make sure you check the content of those letters to determine if they comply with *current* USDA regulations. Many computerized systems do not automatically update the letters annually, which results in the USDA nondiscrimination statement and possibly other language being outdated. **This is a common finding during Administrative Reviews.**

To check your letters, go to the CSDE's [Forms](#) Web page and look under "A" for *Application Forms for Free and Reduced (School Year 2016-17)*. Compare the language in your computer-generated letters with the letters that the CSDE updates annually. If you see differences, work with your software company to update the letters so they comply with current USDA regulations.

For more information, refer to the [USDA Eligibility Manual for School Meals](#).

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## Connecticut Summer Meals Button Instructions

### What Is a Summer Meals Button?

A Summer Meals Button is an image you can add to your website that promotes free, federal Summer Meals Programs for kids 18 years old and younger in Connecticut. The image is hyperlinked to the Summer Meals Location Finder at [www.CTSummerMeals.org](http://www.CTSummerMeals.org). The Location Finder is a searching tool that uses an address, town, or zip code to locate Summer Meals locations and displays the results in both a Google Map and as a list with all of the pertinent information (location, hours, meals served, etc.) included.

### How Do I Add a Summer Meals Button to my Website?

Below are four different sizes of Summer Meals Buttons for you to select from (thumbnail, small, medium, and large sizes). To add any of these to your website you can: (1) copy one of the html codes below and paste it into your website's html coding in a desired location; or (2) copy one of the images below, then insert the image onto your website and hyperlink the image to [www.CTSummerMeals.org](http://www.CTSummerMeals.org).

#### Thumbnail Image (55 pixels high)



**Html Code:**

```
<a href="http://www.ctsummerfood.org/location-finder"></a>
```



#### Small Image (150 pixels high)



**Html Code:**

```
<a href="http://www.ctsummermeals.org"></a>
```



➔ Medium Image (250 pixels high)



**Html Code:**

<a href="<http://www.ctsummermeals.org>"></a>



➔ Large Image (400 pixels high)

**Html Code:**

<a href="<http://www.ctsummermeals.org>"></a>

**Contact**

Shannon Yearwood, Director of Child Nutrition Programs  
End Hunger Connecticut!  
(860) 560-2100 Ext. 309  
[syearwood@endhungerct.org](mailto:syearwood@endhungerct.org)



CONNECTICUT STATE  
DEPARTMENT OF EDUCATION

# TUESDAY TIDBITS

June 2016

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## **June 7, 2016: School Breakfast Menu Planning Ideas for Next Year (1)**

As this school year comes to an end, we know that you are already making plans for improvements to your school meals programs for next year. The most successful school nutrition programs are constantly changing, adapting and improving. For the final three *Tuesday Tidbits* this year, we will be providing you with three examples of how to change your school breakfast menu to keep your program fresh. **This week we are featuring a breakfast menu with a three-week cycle rotation.**

Attached is the sample menu in a PDF and editable format, as well as instructions. All items on this menu are not "real" products; the menu planner must have product documentation demonstrating proper crediting of each item. This menu is an example of a breakfast menu that incorporates a variety of offerings, demonstrates some creative breakfast menu items, and provides a clear explanation of what a breakfast meal includes.

Sample (editable) production records for this three-week cycle are available upon request. If you would like copies, please e-mail Jackie Schipke at [jackie.schipke@ct.gov](mailto:jackie.schipke@ct.gov).

*These resources are supplied courtesy of the Connecticut Breakfast Expansion Team (CBET).*

## **June 14, 2016: School Breakfast Menu Planning Ideas for Next Year (2)**

This is the second of the three *Tuesday Tidbits* this month where we are providing you with examples of possible changes to your school breakfast menu in the new school year. **This week we are featuring a breakfast menu with a one-week cycle rotation.**

Attached is the sample menu in a PDF and editable format, as well as instructions. Again this week, all items on this menu are not "real" products; the menu planner must have product documentation demonstrating proper crediting of each item. This menu is an example of a breakfast menu that incorporates a variety of offerings, demonstrates some creative breakfast menu items, and provides a clear explanation of what a breakfast meal includes.

Sample (editable) production records for this one-week cycle are available upon request. If you would like copies, please e-mail Jackie Schipke at [jackie.schipke@ct.gov](mailto:jackie.schipke@ct.gov).

*These resources are supplied courtesy of the Connecticut Breakfast Expansion Team (CBET).*

## TUESDAY TIDBITS, continued

### **June 21, 2016: School Breakfast Menu Planning Ideas for Next Year (3)**

This is the third and final *Tuesday Tidbit* where we are providing you with an example of different types of breakfast menus that you could use in the new school year. **This week we are featuring a breakfast menu that offers the same seven entrée choices every day.**

Attached is the sample menu in a PDF and editable format, as well as instructions. Remember, all items on this menu are not “real” products; the menu planner must have product documentation demonstrating proper crediting of each item. Since the breakfast menu is the same every day, this menu incorporates a larger variety of daily offerings, demonstrates some creative breakfast menu items, and provides a clear explanation of what a breakfast meal includes.

**This week we also included an example of focused signage for the serving line to prompt students to select a reimbursable breakfast.** You will notice that this signage coordinates with the breakfast menu design and theme.

Note: This type of menu could get boring and should be revised several times during the school year to reinvigorate the breakfast program. Offering a variety of choices and introducing new entrée items can build participation and interest.

A sample (editable) production record for this menu is available upon request. If you would like a copy, please e-mail Jackie Schipke at [jackie.schipke@ct.gov](mailto:jackie.schipke@ct.gov).

*These resources are supplied courtesy of the Connecticut Breakfast Expansion Team (CBET).*

### **June 28, 2016: The Afterschool Snack Program**

Does your district have a lot of activities occurring after the end of the regular school day? Are some of these educational or enrichment activities? The Afterschool Snack Program (ASP) helps children get the nutritious foods they need in a safe, supervised environment. The USDA provides reimbursements for snacks served during after school programs offering enrichment or education activities. The ASP operates as an extension of the National School Lunch Program (NSLP). Any school operating the NSLP may also offer the ASP. For many children this may be their only access to healthy foods after the school day ends.

To learn more about this USDA nutrition program, visit the CSDE Web page for the [Afterschool Snack Program](#). The ASP may operate in one or more schools in the district, and may begin at any time during the school year. Contact Jackie Schipke at [Jackie.schipke@ct.gov](mailto:Jackie.schipke@ct.gov) or 860-807-2123 with any questions.

***THIS IS THE FINAL TUESDAY TIDBIT FOR THIS SCHOOL YEAR.*** *Tuesday Tidbits will begin again on August 9, 2016, for the 2016-17 school year. Have a great summer!*

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# BREAKFAST FOR SCHOLARS

## Instructions for Using Three-Week Cycle Menu and Production Records



*The food choices on the menu and in red on the production records are NOT real products, and are only intended as examples. Menu planners must adjust the menu and production record to accurately reflect the meals being served in their schools. This resource is made available courtesy of CBET.*

- Plan the three-week cycle menu to meet student preferences, production capabilities, product availability, etc.
- Confirm the correct serving size and meal pattern contribution for each planned menu item. Be sure **all** grain items are whole grain-rich. Evaluate the price point for all planned entrees to meet your expected food cost.
- Type the entrée menu choices into the menu template to reflect the actual items served. Each entrée choice on this menu equals 2 ounce equivalents (oz eq) of grains. This meets the School Breakfast Program (SBP) meal pattern requirements for all grade levels (K-12).
- In the first column, type in the actual weeks each menu week will be offered. This is optional, but will save time because the menu only needs to be printed/published two to three times each school year. This sample menu covers September through December.
- Type in the daily entrée choices into the Production Record template for each day of each week of the three-week cycle. The red cells on the production records are fabricated for the invented products on the menu.
- Type in the product to be used or recipe for each entrée item. If you are referencing a recipe, it must be on file, and accessible to the food preparation staff in the school kitchen. The menu planner must keep product information on file documenting the meal pattern contribution for **all** processed food items served.
- Type in the portion size to be served and the crediting information.
- The cells for the fruit selections are purposely left blank so that school staff can accurately complete this section based on the fruit (or vegetable) selections offered each day. The menu planner could choose to specify the fruits (vegetables) on the cycle menu. In this case, type in the fruit variety planned, and the product and serving size information.
- A minimum of two varieties of milk must be offered with each meal. The two allowable unflavored varieties are listed. The menu planner should specify the brand. Fat-free flavored milks are also allowed. Add these as needed to match your offerings.
- A meat/meat alternate such as yogurt or cheese may be substituted for a grain in the SBP meal pattern as long as one “true” grain is planned. Examples on this menu are animal crackers and yogurt, peanut butter/sun butter and jelly sandwich, and muffin and string cheese.
- The planned menu uses descriptive names for the breakfast entrees to better promote the foods to students. These may be changed to better match the age group of students in the school. Visit the [Smarter Lunchrooms Movement Web site](#) for more ideas to promote your program for little or no cost.
- Menu planners can change all fields and the layout of the sample production records to meet their needs. After making any changes, print out all pages and read carefully for accuracy. Since this cycle menu will be used to document the service of reimbursable meals, the menu planner must confirm that all information is correct. The accompanying production records must also be evaluated for accuracy.

# BREAKFAST FOR SCHOLARS

Daily Entrée Selections					
Weeks	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9/3 9/24 10/15 11/5 11/26 12/17	Jumbo blueberry muffin  Creamy nut butter and jelly sandwich  Five cereal choices and grahams	<b>HOT START TUESDAY</b> Egg and cheese wrap  Wacky waffle sticks  Toasty flavored or plain bagel and toppings	Honey sweet breakfast bar  Very berry yogurt with animal cracker dippers  Favorite cold cereals and crunchy crackers	<b>HOT START THURSDAY</b> Warm cinnamon bun  Cheese omelet with a mini corn muffin  Toasty flavored or plain bagel and toppings	<b>PERFECT PARFAIT DAY!</b> <i>Blue Moon Parfait</i> and animal crackers  Soft pretzel and cheese stick  Kid-friendly cereals and animal grahams
9/10 10/1 10/22 11/12 12/3	Cinnamon crunch muffin  Greek yogurt and graham dippers  Toasty flavored or plain bagel and toppings	<b>HOT START TUESDAY</b> Warm cheese-filled pretzel  Egg and cheese sandwich  Favorite cold cereals and crunchy crackers	Honey-oat breakfast round  Creamy nut butter and jelly sandwich  Toasty flavored or plain bagel and toppings	<b>HOT START THURSDAY</b> Pancake and sausage wrap  Egg, ham and cheese on an English muffin  Favorite kid cereals and crunchy crackers	<b>PERFECT PARFAIT DAY!</b> <i>Peachy Keen Parfait</i> and cinnamon crackers  Fruit-filled strudel  Toasty flavored or plain bagel and toppings
9/17 10/8 10/29 11/19 12/10	Fruit-filled breakfast stick  Creamy nut butter and jelly sandwich  Kid-friendly cereals and crunchy grahams	<b>HOT START TUESDAY</b> French toast sticks  Bagel and egg sandwich  Toasty flavored or plain bagel and toppings	Mini-cinni muffins  Fruited yogurt with cinnamon pita chips  Favorite cold cereals and crunchy crackers	<b>HOT START THURSDAY</b> Creamy fruity oatmeal  Hard-boiled egg with whole-grain biscuit  Toasty flavored or plain bagel and toppings	<b>PERFECT PARFAIT DAY!</b> <i>Very Berry Parfait</i> and crunchy granola  Cream cheese bagel stick  Five cereal choices and crunchy crackers

Choose one of the three daily entrées offered.

Breakfast includes your choice of an entrée, 1 or 2 fruit selections (but only 1 can be juice) and your choice of milk.

All for one price: \$1.50

*Students that qualify for free or reduced-price meals get breakfast for free!*

A variety of seasonal fresh fruit, chilled canned fruit and 100% fruit juice is offered daily.

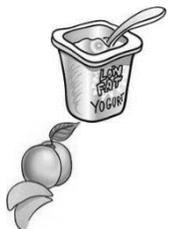
Daily milk choices: Fat-free milk, low-fat milk or fat-free chocolate milk



Tuesdays and Thursdays:  
Look for special HOT  
breakfast items!

**TO DO YOUR BEST...EAT BREAKFAST!**  
**EVERY DAY!!**

Creamy fruit  
and yogurt  
parfaits every  
Friday!



# BREAKFAST BUNDLES

## Instructions for Using the One-Week Cycle Menu and Production Records



*The food choices on the menu and in **red** on the production records are NOT real products, and are only intended as examples. Menu planners must adjust the menu and production record to accurately reflect the meals being served in their schools. This resource is made available courtesy of CBET.*

1. Plan the week's menu to meet student preferences, production capabilities, product availability, etc.
2. Confirm the correct serving size and meal pattern contribution for each planned menu item. Be sure all grain items are whole grain-rich. Evaluate the price point for all planned entrees to meet your expected food cost.
3. Type the entrée menu choices into the menu template to reflect the actual items served. Each entrée choice on this menu equals 2 ounce equivalents (oz eq) of grains. This meets the School Breakfast Program (SBP) meal pattern requirements for all grade levels (K-12).
4. Type in the daily entrée choices into the Production Record template for each day of each week. The **red** cells on the production records are fabricated for the invented products on the menu.
5. Type in the product to be used or recipe for each entrée item. If you are referencing a recipe, it must be on file, and accessible to the food preparation staff in the school kitchen. The menu planner must keep product information on file documenting the meal pattern contribution for all processed food items served.
6. Type in the portion size to be served and the crediting information.
7. The cells for the fruit selections are purposely left blank so that school staff can accurately complete this section based on the fruit (or vegetable) selections offered each day. The menu planner could choose to specify the fruits (vegetables) on the cycle menu. In this case, type in the fruit variety planned, and the product and serving size information.
8. A minimum of two varieties of milk must be offered with each meal. The two allowable unflavored varieties are listed. The menu planner should specify the brand. Fat-free flavored milks are also allowed. Add these as needed to match your offerings.
9. A meat/meat alternate such as yogurt or cheese may be substituted for a grain in the SBP meal pattern as long as one "true" grain is planned. Examples on this menu are animal crackers and yogurt, peanut butter/sun butter and jelly sandwich, and muffin and string cheese.
10. The planned menu uses descriptive names for the breakfast entrees to better promote the foods to students. These may be changed to better match the age group of students in the school. Visit the [Smarter Lunchrooms Movement Web site](#) for more ideas to promote your program for little or no cost.
11. Menu planners can change all fields and the layout of the sample production records to meet their needs. After making any changes, print out all pages and read carefully for accuracy. Since this cycle menu will be used to document the service of reimbursable meals, the menu planner must confirm that all information is correct. The accompanying production records must also be evaluated for accuracy.



# Rise and shine Breakfast Menu



## INSTRUCTIONS FOR PERSONALIZING THIS MENU and PRODUCTION RECORD

*The food choices on this menu, and in red on the production record, are NOT real products and are only intended as examples. The menu planner must adjust the menu and production record to accurately reflect the meals being served in their school. This resource is made available courtesy of CBET.*

- ✓ **Plan the daily menu to meet your student preferences, production capabilities, product availability, etc.**
- ✓ **Confirm the correct serving size and meal pattern contribution for each menu item planned. Be sure ALL grain items are whole grain-rich. Evaluate the price point for all planned entrees to meet your expected food cost.**
- ✓ **Type the entrée menu choices into the menu template to reflect the actual items served.** *Each entrée choice on this menu equals at least 2 ounce equivalents (oz eq) of grains, meeting the School Breakfast Program meal pattern requirements all grade levels (K-12).*
- ✓ **Type in the daily entrée choices into the Production Record template for the day (the red cells on the production record are fabricated for the invented products on the menu).**
- ✓ **Type in the product to be used or recipe for each entrée item.** *If you are referencing a recipe, the recipe must be on file and accessible to the food prep staff in the school kitchen. Product information documenting the meal pattern contribution must be kept on file by the menu planner for all processed food items served.*
- ✓ **Type in the portion size to be served and the crediting information.**
- ✓ **The cells for the fruit selections are purposely left blank so that school staff can accurately complete this section based on the fruit (or vegetable) selections they offer each day.** *The menu planner could choose to specify the fruits (vegetables) on the cycle menu. In this case, type in the fruit variety planned and the product and serving size information.*
- ✓ **A minimum of two varieties of milk must be offered with each meal.** *The two allowable unflavored varieties are listed. The menu planner should specify the brand. Flavored milks are also allowed. Add these as needed to match your offerings.*
- ✓ **Remember, a meat/meat alternate such as yogurt or cheese, may be substituted for a grain in the SBP meal pattern as long as one “true” grain is planned.** *Examples on this menu are: animal crackers & yogurt; egg & cheese on an English muffin.*
- ✓ **You will notice that the planned menu used descriptive names for the breakfast entrees to better promote the foods to the students. These may be changed to better match the age group of students in the school. Visit the [Smarter Lunchrooms Movement](#) for more ideas to promote your program for little or no cost.**
- ✓ **Menu planners can change all fields and the layout of this sample production record.** *After making any changes, print out all pages and read carefully for accuracy. Since this menu will be used to document the service of reimbursable meals you must confirm that the information on it is correct.*



# THE RISE and SHINE BREAKFAST MENU

ALL ENTREES AVAILABLE DAILY -- CHOOSE ONE

Warm Cinnamon Bun

Honey Sweetened  
Breakfast Round

Hot Egg & Cheese  
on an English Muffin

Kid Favorite Cereals

with

Fun Shaped Grahams

Toasty Bagel Choices

with

Tasty Toppings

*Peanut Butter, SunButter, Light Cream Cheese, Jelly*

Kid-Sized

Mini Maple Pancakes

Fruity Yogurt

with

Animal Cracker Dippers

Breakfast includes your choice of an entrée, 1 or 2 fruit selections (but only 1 can be juice) and your choice of milk.

**All for one price: \$1.50**

*Students that qualify for free or reduced-price meals get breakfast for free!*

A variety of seasonal fresh fruit, chilled canned fruit and 100% fruit juice is offered daily.

Daily milk choices: fat-free, low-fat, or fat-free chocolate

start YOUR day Right  
with Breakfast!

