

An aerial photograph of a city, likely Fargo, North Dakota, showing a mix of urban buildings, green spaces, and a river with a bridge. The image is partially obscured by a white rectangular box containing the title text.

BTSW Administrator & Recordkeeper Update



Lynelle Johnson, Director
Rhonda Amundson, School Nutrition Program Manager
Scott Egge, Technology Coordinator

Agenda

- Fall 2025 Training and Updates
- State 225 Updates
- Direct Certification-Medicaid
- Reimbursement Rates and Pricing Meals
- Buy American

"Across The Desk" Monthly Updates

- Designed for Administrators, Recordkeepers, Food Service Directors
 - Monthly – Second Tuesday of the Month
 - 2:00 p.m. Central Time
 - Registration Required
- Kitchen Counter Conversations for School Nutrition Staff
 - Third Tuesday of the Month 2:00 p.m. Central Time

DPI “Office Hours”

- August & September
 - Starts September 2
 - Teams Link will be sent out
 - No Registration Necessary
- Answer questions about Direct Certification
 - Medicaid, Approving Applications, State 225, etc.,

Administrator Handbook!

- Administrator/Recordkeeper Handbook
- Packaged with Production Records
- One-Two Per School

“State 225” Expanded Eligibility Guidelines

- Transition from State 200 to State 225
- School Software programs must be updated

State 225 Information

State 200

Year 1 (2023-24) 1688 Students Were Eligible

Year 2 (2024-25) 1783 Students Were Eligible

Highlight success stories for Legislators

New State Eligibility Percentage 2025-2027: “State 225”

SY Free Reduced Info For 25-26 Is on DPI Website

Cannot Accept Applications Until July 1, 2025

Remember: Applications MUST Be Determined Within
10 Days of Receiving Them!

“State 225” Information

HB 1013 DPI Appropriations Bill

- Not in ND Century Code. Must be renewed at the next Legislative Session in 2027
- Use State Expanded Income Eligibility Guidelines when approving applications
- -IMPORTANT- Categorize students in the eligibility category in which they qualify.
- Four Categories of Applications – Free, Reduced, State 225, Denied
- Applications that are approved for State 225 are not subject to Federal Verification
- Some Funding Formulas, such as ERATE, are based on Federal Eligibility only

Commonly Seen on Review

- Students are "Carried Over" beyond 30 day limit
- Applications approved incorrectly.
 - State Qualified Students are noted as Free
 - Reduced Students are noted as State 225
- Meals claimed in the wrong category
- Reduced Students being charged .40 for Lunch
- Direct Certification List not viewed regularly
- Information not reported in PowerSchool in a timely manner

Reminder!

School should set student meal price in software system for Reduced and State Free to \$0 for breakfast and lunch.

Direct Certification - Medicaid

- Medicaid Direct Certification was implemented on November 17th, 2024
- Students can now be considered Free or Reduced through Direct Certification-Medicaid
- New Indicator on STARS Direct Cert Report
- We are working with DHHS to resolve discrepancies with student eligibility

STARS

State Automated Reporting System



Direct Certification 2023 - 2024

Status: NOT APPLICABLE

Sections

Broadcast Notifications

Matched Notifications

Tools

Export to CSV

Student Lookup

Export to PDF

Main Contact

Contact: Linda Schloer

Email: [ES](#)

Phone: 701-328-4565

[Print Page](#)

[Help](#)

[STARS Home](#) > [Direct Certification](#) > Matched Notifications

Shadow with Full Control

Direct Certification Matched Student Eligibility Notifications

Enter search criteria and then click on the search button.

[Filter Search Results](#)

First Name Begins With:

Last Name Begins With:

Date of Birth:

Direct Cert Enrollment Start Date:

End Date:

Case Number:

School:

Search

Export

To Mass Enroll Check the items to edit and click a Link at the top or bottom of the grid.

Use the link(s) below to mass enroll selected student notifications.

[Enrolled](#)

[Not Enrolled](#)

<input type="checkbox"/>	Name	Gender	Date Of Birth	Age	State ID	Address	City	State	Case Number	Direct Cert Enrollment Date
--------------------------	------	--------	---------------	-----	----------	---------	------	-------	-------------	-----------------------------

Direct Certification

Status: NOT APPLICABLE

Sections

Broadcast Notifications

Matched Notifications

Tools

Export to CSV


Student Lookup

Functions

Export

Main Contact

Contact: Linda Schloer

Email: 

Phone: 701-328-4565

 [Print Page](#)

 [Help](#)

[STARS Home](#) ► [Direct Certification](#)

Export

Available Exports:

Direct Certification Students ▼

Selected Export Description:

Export list of Direct Certification students for a district

Direct Certification Broadcast Student Eligibility Notifications

Please review the list of student(s) provided below.

Students eligible for Directly Certified free meal benefits not matching a district enrollment are displayed on the Broadcast Notification List of the five closest school districts to the student's address.

1. If a student on the Broadcast Notification list is **Not Enrolled** in your district, check the box in front of the student(s) blue underlined name(s) or the mass selection box in the top left of the table and click 'Not Enrolled.'
2. If a student on the Broadcast Notification list **Is Enrolled** in your district, click on the blue underlined name of the student.

The Enrolled button will be inactive. To activate the Enrolled button, enter the student's name into the simple student search section below the enrollment buttons to find the student in your enrollment.

If the student's name shows in the search results, the district may click on the student's last name (blue).

Once the student's name is found, the Enrolled button will be active. Click the Enrolled button to add the student's name to the district's Direct Certification list.

You will be asked if you want to enroll the student with non-matching information. Click on OK.

To Mass Decline Check the items to edit and click the Link at the top or bottom of the grid.

Use the link below to mass decline selected student notifications.

[Not Enrolled](#)

<input type="checkbox"/>	Name	Gender	Date Of Birth	Age	State ID	Address	City	State	Case Number
<input type="checkbox"/>		M	12/17/2020	3				ND	
<input type="checkbox"/>		F	3/25/2019	5				ND	
Use the link(s) below to mass decline student notifications. Not Enrolled									

By acknowledging a student on the Direct Certification list as enrolled within the district, the district also acknowledges that the student is receiving free meal benefits through USDA Child Nutrition Programs.

Current Indicators

DHS-FS (SNAP)

DHS-AF (TANF)

New Indicators

DHS-MF (Medicaid Free)

DHS-MR (Medicaid Reduced)

O	P	Q	R
DirectCertEnrollmentDate	CaseNu	DHSSou	EligibleDate
9/6/2023	208206	DHS-MR	7/2/2023
9/6/2023	208206	DHS-FS	7/2/2023
1/28/2024	407612	DHS-MF	1/28/2024
9/6/2023	266619	DHS-FS	7/2/2023
9/6/2023	266619	DHS-FS	7/2/2023
9/6/2023	266619	DHS-FS	7/2/2023
9/6/2023	266619	DHS-FS	7/2/2023
10/8/2023	477089	DHS-AF	10/8/2023
10/8/2023	477089	DHS-AF	10/8/2023
9/6/2023	404085	DHS-FS	7/2/2023

Lunch status

Full pay (P)

Application #

(no status)

Date Submitted

Full pay (P)

Date Responded

Reduced (R)

Lunch ID

Free (F)

Current balance

Exempt (E)

Temporary (T)

Free-DC (FDC)

Reduced-DC (RDC)

\$ 0.00

ORDER of PRECEDENCE

Eligibility Type	Benefit Type	Description	PowerSchool Indicator
STARS	DHS-FS	SNAP benefit indicated by NDDPI	Free-DC (FDC)
STARS	DHS-AF	TANF benefit indicated by NDDPI	Free-DC (FDC)
Categorical	Foster	Foster Indicated by School	Free-DC (FDC)
Categorical	Migrant	Migrant Indicated by School	Free-DC (FDC)
Categorical	Homeless/Runaway	Homeless or Runaway Indicated by School	Free-DC (FDC)
Categorical	Extended Eligibility	Extended Eligibility Indicated by School	Free-DC (FDC)
STARS	DHS-MF	Medicaid Free (<130) benefit indicated by NDDPI	Free-DC (FDC)
Application	FREE < 130	Free Income by Application	Free (F)
STARS	DHS-MR	Medicaid Reduced (<185) benefit indicated by NDDPI	Reduced-DC (RDC)
Application	REDUCED < 185	Reduced Income by Application	Reduced (R)
Application	STATE 200 < 200	State 200 Income by Application	Exempt (E)
Application	PAID > 200	Paid - OVER Income by Application	Full Pay (P)

(no status) - should be used for any student who does not receive meals at school

(ie. Homeschooled students, PreK students not offered a meal,)

REMINDERS REGARDING SCHOOL MEAL PAYMENTS

School food authorities:

- **Must** provide a free and accessible method for adding funds
- **Must** communicate the free method(s) for adding funds
- May decide not to charge the households any fees
- May cover cost of fees with funds from the general fund, outside donations, or, as applicable, the nonprofit school food service account

Summer EBT Update

- **What is Summer EBT?**

- Annual program that provides food assistance to households with school-aged children who are currently eligible for free/reduced meals
- Partnership between NDDPI and NDHHS
 - DPI does eligibility, HHS handles card issuance
- Each eligible student receives EBT card with \$120 (\$40 per month)
- Benefits can be used just like SNAP
- Benefits expire 122 days after issuance

Summer EBT Update

- How are students determined eligible
 - Streamline Certification – already eligible at school
 - SEBT Alternative Application
- Currently, SEBT cards are mailed to the address the school has on file. Contact information for parents is from the school information
- Update Emails in your system

Other Legislative Highlights

- **HB 1132 Whole and 2% Milk in Milk Dispensers**

Legislative Language from HB 1132:

The bill states that, **notwithstanding existing state and federal regulations**, a public school district or a **not-for-profit, nonpublic school approved by the Superintendent of Public Instruction** may establish a policy allowing the service of **whole, 2%, and flavored pasteurized milk** through a bulk milk dispenser.

Two Issues:

1. Bulk Milk Dispensers – No Problem
2. Whole and 2% Milk – Not allowed in SBP/NSLP

Other Legislative Highlights

Electronic Application Method required by July 1, 2026

SECTION 22. A new section to chapter 15.1-07 of the North Dakota Century Code is created and enacted as follows: **Electronic collection of free or reduced-price meal eligibility information - Requirements.**

1. Each school district shall annually provide an electronic form to all parents or guardians of enrolled students to collect household income information necessary to determine eligibility for free or reduced-price meals under the National School Lunch Program and other relevant federal and state assistance programs.
2. The electronic form must be made available to all parents or guardians at the beginning of the eligibility period or the beginning of each school year and must be designed to facilitate ease of completion and submission.
3. A school district shall offer a paper form upon request of a parent or guardian who prefers a non-electronic submission method.

SECTION 24. EFFECTIVE DATE. Section 22 of this Act becomes effective **July 1, 2026**

Options:

1. **Primero Edge for Free**
2. **Infinite Campus will be implemented in 2026 (has FRM)**
3. **Many other software companies to choose from**

Buy American

- Buy American has always been required
- Buy American requirement must be a part of all procurement for NSLP and SBP
- Beginning School Year 2025, there is a cap on Non-domestic Purchases
- Definition of Domestic Product:
 - Agricultural commodity grown and processed in the United States
 - A processed product must contain at least 51% ag products grown/raised/harvested in the United States.

○

Beginning	Nondomestic food purchases cap
SY 2025-2026	10%
SY 2028-2029	8%
SY 2031- 2032	5%

Guidance from USDA

1. Tighten solicitation specifications to include domestic product only
2. Make sure 'Buy American Provision' is in all solicitation clauses
3. Include 'Buy American Provision' in all contracts
4. Set up substitutions in order guides that are domestic.
5. Does not include Smart Snacks, Fresh Fruit and Vegetable program; any non-program purchase (teacher lounges, catering)
6. Does not include supplies
7. Review of this year's schools will be product based only; technical assistance provided for 10% cap
8. School's may submit a waiver if they will not be able to meet the waiver

Documentation for Buy American Exceptions

1. Anything on the FAR 25.104 list, no documentation needed
2. Any non-domestic product not on the FAR 25.104 list, needs a "Justification" sheet (why was it purchased)
3. A spreadsheet that is tracking ALL non-domestic food purchases
 - a) Track all non-domestic purchases both FAR 25.104 and 'Justified' Exceptions
 - i. A tracking tool is available.
 - ii. Leave out all FFVG and USDA Foods
 - b) Non-domestic purchases must be 10% of total food cost OR less

SY 2025-26 Reimbursement Rates

	Free	Reduced	Paid
Breakfast	\$2.46	\$2.16	\$0.40
Lunch	\$4.69	\$4.29	\$0.53
(Includes \$.09 Meal Pattern Certification)			
After School Snack	\$1.26	\$0.63	\$0.11
New Rates are Released in July Each Year			

ND Expanded Income Eligibility

(SY26 & SY27)

The State will reimburse schools for the reduced breakfast and lunch portion up to the free rate.

Adult Meal Pricing 25-26

Pricing Schools:

- Lunch
 - .98 Higher than the Highest Student Price
 - (\$.53 Paid Reimbursement + \$.45 USDA Foods Value)
- Breakfast
 - \$.40 Higher than the Highest Student Price

Non-Pricing Schools:

- Lunch:
 - \$5.14 for Regular School
 - \$5.16 for Severe Need School
- Breakfast
 - \$2.46 for Regular School
 - \$2.94 for Severe Need School

Setting Student Meal Prices

- Student Meal Prices – No requirement to increase unless you had a negative balance in Food Service Account
- Consider Costs, Food Service Fund Balance, Market

Non-Discrimination Statement

This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or;
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

More Questions?

DOD VS. FFVP

The Fresh Fruit & Vegetable Grant Program vs The USDA DoD Fresh Fruit and Vegetable Program

Fresh Fruit & Vegetable Program (FFVP)

- **Grant Program** used to increase fresh fruit and fresh vegetable consumption in elementary schools that participate in the National School Lunch Program (NSLP).
- Schools place orders with their **vendors or suppliers**.
- Schools **submit a claim for reimbursement** for the cost of produce, supplies and labor.
- Schools serve fresh fruit and vegetables during the school day snack as a **separate serving from any other reimbursable meal**.

USDA DoD Fresh Fruit & Vegetable Program

- Allows schools to use USDA Foods **entitlement dollars** to buy fresh fruit and vegetables
- Schools place orders in **FFAVORS**, USDA's web-based ordering system.
- DoD order cost is **deducted from** your USDA Foods **entitlement dollars** allocated to the DoD program.
- Schools can serve fresh fruit and vegetables only during **breakfast and/or lunch**

USDA Fresh Fruit And Vegetable Program

Service Time

- During the normal school day

- Not during Breakfast or Lunch

- Not after school

- At least twice a week

School-wide Publicity (newsletters, bulletin boards, announcements)

Buy American/Buy Seasonal

Not intended for a Salad Bar – can use leftovers for salad bar only

SNP Renewals

- Waiver for PLE
- Certifying civil rights training
- Prime Vendor
- Site Area – attendance factor
- Update the list of individuals, eliminate duplicates, etc.,
- After School Programs must include Enrichment Activities and must be held after school
- **S**NP renewal needs to be done before any claims can be filed
 - Before October 1st or before September 1st if claiming 10 or more school days in August.

Professional Standards

1. Hiring Waiver for Food Service Director who does not have School Nutrition experience

✓ “majority of responsibilities for school district’s
food service”

✓ Sanitation Certification

2. Professional Development Hours for Nutrition Staff

Foodservice Director: 12 hours

Kitchen Manager: 10 hours

Fulltime (20+ hrs/wk): 6 hours

**Parttime (>20 hrs/wk & year-round support for success & safety
of program): 4 hours**

Key Areas of School Nutrition Program Management	School District Person and/or Department Ultimately Responsible for Success
Food Service Account and Financial Management	
Food Production and Operation Management	
Food Security, Sanitation and Safety	
Food Service Procurement and Inventory Management	
Human Resource Management	
Kitchen Facilities and Equipment Management	
Menu and Nutrition Management	
School Nutrition Program Management and Accountability	
School Nutrition Program Marketing and Communication	
Technology and Information Systems for School Nutrition Programs	

Local Wellness Policies/Triennial Assessment

Changes made to requirements in 2017

- Designated lead
 - Enforces Smart Snacks
 - Approves the 3 noncompliant Fundraisers
 - Initiates Triennial assessment
 - Makes policy/assessment public
- Standards for classroom treats.
- Marketing/advertisements for non-Smart Snack compliant food.

ND Template for Triennial Assessment

LOCAL Wellness Policy Assessment Form

School Building: _____ Committee Chair: _____ Date: _____

Each school will conduct at least a triennial review of the Wellness Policy to measure the building's consistency with the policy throughout the school district. The review will be completed by the principal with input from students, teachers and staff and will serve as the basic compliance assessment. Assessments will be reviewed by the Superintendent and the district Wellness Committee.

The assessment must be made available to the public. List the website address or other method that the public can access a copy of this assessment and/or the local wellness policy? _____

Finally, the assessment must indicate if the school/district is in compliance with the local wellness policy and making progress toward goals. Fill the following table with compliance and note any progress.

A required component of the assessment is how the current wellness policy compares to model wellness policies. Indicate the model policy language that the local wellness policy uses:

____ ND School Board Assoc.
____ Alliance for a Healthier Gen.
____ Natl Alliance for Nut. & Act.
____ CDC School Wellness Tool
____ Other: _____

Nutrition Education Goals			
1. Students in grades K-12 receive nutrition education that teaches the skills necessary to adopt healthy eating habits?	Yes	No	Comments:
2. Students receive consistent nutrition messages throughout the school?	Yes	No	Comments:
3. District health education curriculum standards and guidelines include both nutrition and physical education?	Yes	No	Comments:
Physical Fitness Goals			
1. Students are given the opportunity for physical activity during the school day in addition to physical education classes, (i.e., daily recess, classroom activities, etc.)	Yes	No	Comments:
2. Students are given the opportunity for physical activity through a range of before and/or after school programs?	Yes	No	Comments:
Nutrition Goals			
1. USDA guidelines set for food and beverages in the food service program are being followed?	Yes	No	Comments:
2. Guidelines set for food and beverages sold to students outside of the food service program are being followed?	Yes	No	Comments:
Other School Based Activities to promote Student Wellness			
1. The school provides a clean and safe environment for students and staff?	Yes	No	Comments:
2. Students have access to free drinking water throughout the school day?	Yes	No	Comments:
3. The school district has a health professional or counselor available to students?	Yes	No	Comments:

Citation: Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, Sec 204. Local school wellness policy implementation.

Smart Snacks

1. District wide

Midnight to ½ hour after last bell.

Food & Beverage restrictions – (K-5)/(6-8)/(9-12) grade groups

2. Someone must track fundraisers

Only applies to NON-Compliant Smart Snack nutrition food

Sold to Students to eat during school day

Magazine sales, Fruit sales, Rake-a-thons, etc.

ND: Three – 1 day per building per school year



Exempt Food Fundraiser Tracking Tool

School Year: _____

School District: _____

School Building: _____

Schools that participate in the National School Lunch Program (NSLP) must follow Smart Snacks standards when selling foods to students outside of the reimbursable meal programs during the school day. This rule went into effect as of July 2015 as part of the Healthy, Hunger-Free Kids Act. As part of the mandate, states can allow a few fundraisers that do not meet the Smart Snack standards.

North Dakota allows a maximum of three (3) non-compliant Smart Snack fundraisers exemptions with a duration of one day, per building in each school district, per school year. The fundraiser exemptions are optional but must be tracked if used. Optional exempt food fundraisers may not operate in the foodservice area during mealtimes so as not to directly compete with reimbursable meals. Also note that fundraisers selling items that meet Smart Snacks standards or those selling non-food items may be sold any day at any time, unless the School District's Local Wellness Policy is more restrictive. For more information on Smart Snack requirements, please visit <https://www.fns.usda.gov/school-meals/smart-snacks-school>. Approval for the fundraiser should be authorized by the person designated in the school district's Local Wellness Policy.

Exempt Fundraiser #1	Approved by:
Date of event:	Organization name:
Description of products sold:	
Exempt Fundraiser #2	Approved by:
Date of event:	Organization name:
Description of products sold:	
Exempt Fundraiser #3	Approved by:
Date of event:	Organization name:
Description of products sold:	

This institution is an equal opportunity provider.

Financial Management

- **Excess Funds:** having more than 6 months Operating Expense in fund, extra 25% bump.
- Food service account cannot be negative.
- **Fund Transfers:** transfer from food service to general if paid \$ out of general



NORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**

THANK YOU

Contact information