



Bullitt County Public Schools

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Shepherdsville, Kentucky 40165

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Fax 502-543-3608
www.bullittschools.org

DATE: June 5, 2019

TO: Mr. Jesse Bacon, Superintendent *JB*

FROM: Angela Voyles, Director of School Food Service *AV*

RE: Request for Signature of Child Nutrition Program (CNP) Application Documents

Each year Bullitt County school food services must apply to the Kentucky Department of Education (KDE) in order to participate in the National School Lunch Program (NSLP), the School Breakfast Program (SBP) and the Afterschool Care Snack Program (ASCP). I am requesting the review and signature of the attached documents needed as part of the KDE application for participation.

Please let me know if you need additional information regarding this request.

B. Sytan

Procurement Certification

All School Food Authorities

I certify the federal regulations of the USDA's Child Nutrition Program as administered by the Division of School and Community Nutrition have been followed by the Bullitt County Public Schools, Board of Education. The following identifies the regulations that must be followed for each program:

- 7 CFR 210 National School Lunch Program
- 7 CFR 220 School Breakfast Program
- 7 CFR 215 Special Milk Program for Children
- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

I understand that in order to participate in the USDA's Child Nutrition Programs each School Food Authority is required to have on file a Procurement Plan.

I further understand that, if these regulations are not followed, any disallowed purchases may be subject to recoupment and I jeopardize the Child Nutrition federal funding received by Bullitt County Public Schools District.


Food Service Director

6/5/19
Date

Finance Officer

Date

Superintendent

Date

Chairman of Board

Date

NSLP Indirect Cost

The Bullitt County Public Schools Board of Education:

(Check which is applicable for your district.)

1. X Will collect indirect cost from food service at the non-restricted rate approved by KDE.
2. Will collect indirect cost at a rate less than the non-restricted rate approved by KDE.
3. Will not collect indirect cost from food service.

Adjustments:

1. X Did not make adjustments to the indirect cost pool.
2. Made adjustments to the indirect cost pool.

Adjustments made include MUNIS codes:

We understand that the non-restricted rate issued by the KY Department of Education for our district will be used to calculate the indirect cost. We also understand that the indirect cost should be transferred **monthly** and **cannot exceed the allowable amount**. We understand that this document is valid for the current school year and will be renewed yearly.

Superintendent's Signature

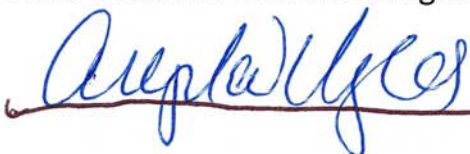
Date

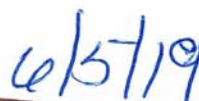
Finance Officer's Signature

Date

Child Nutrition Director's Signature

Date





Community Eligibility Provision Intent to Participate

Public School Districts

I certify that Bullitt County Public Schools hereby intends to participate in the Community Eligibility Provision offered by the USDA's National School Lunch Program. By doing so I agree that the following policies and procedures shall be abided by:

- a. Cover with non-Federal funds any costs of providing free meals to all students that exceed the Federal reimbursement (e.g., a la carte sales, catering, district's general fund).
- b. Eliminate collection of NSLP household applications for free and reduced price meals because meal reimbursement will be based on claiming percentages derived from the identified student percentage.
- c. Appoint a FRAM Coordinator to distribute, collect and process the household income form (HIF). Such processes will be developed and managed totally separate from the School Nutrition Program: no food service staff shall be used to process the HIF forms. It is expected that the form/request for household information for non-Program purposes would clarify its purpose, and affirmatively state that receipt of school meal benefits would not be affected by a household's decision to complete and return the form/request. The Division of District Support provides a form for this use along with further guidance on CEP for districts:
[http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-\(CEO\).aspx](http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-(CEO).aspx)
- d. Maintain documentation to validate April data reported annually that is utilized to determine the CEP claiming percentage(s):
 - ✓ Rosters for all schools used in April reporting. (All should be the same date. Dated April 1 or the last operating day in March whichever was used).
 - ✓ The electronic DC download history file.
 - ✓ Copies of the signed and dated homeless list, runaway list, migrant list, Federally Funded Head Start list and Foster Child list (if provided from authoritative agency outside of the direct certification download).

- ✓ Records that can validate the children who are directly certified through an extension of eligibility of another household member. These should be the same records that are used to identify and confirm the household composition that enabled the extension of eligibility. For public school sponsors, a student census report from Infinite Campus should provide this information and can be electronically archived. (Location in IC: Census>Reports>Census Verification; recommend including SSID and SSN on the report).

SCN will review these records during Administrative Reviews in order to validate the accuracy of the CEP claiming percentage(s) calculated. Failure to maintain the required documentation may result in fiscal and/or corrective action up and including termination from CEP.



Food Service Director



Date

Chairman of Board

Date

Superintendent

Date