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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, N.H. 03301

March 13, 2025

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

1. Pursuant to RSA 124:15 and contingent upon approval of Requested Action #2, authorize the Department of Education to establish a temporary full time 13-1190 MISC BUS OPS SPECS-4 (SOC 13, Pay Band 5) position for the purpose of supporting the Team Nutrition Training Project Grant and United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) program effective upon Fiscal Committee and Governor and Council approval through June 30, 2025. 100% Federal Funds.
2. Authorize the Department of Education to accept and expend United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) Fiscal Year (FY) 2024 Team Nutrition Training Project Grant in the amount of \$66,603 from the United States Department of Agriculture, effective upon Governor and Council approval through June 30, 2025. 100% Federal Funds.

Funds to be budgeted as follows:

Team Nutrition Training Grant
Account: 06-56-56-562010-XXXX0000

Class	Description	FY25 Budget Request
Income		
000-404489-16	Federal Funds	\$66,603
Expenditures		
020-500200	Current Expenses	\$1,500
026-500251	Organizational Dues	\$120
027-582703	Transfers to DOIT	\$2,849
028-582814	Transfers to General Services	\$1,497

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029-500290	Intra-Agency Transfers	\$100
037-500174	Technology- Hardware	\$3,000
038-500177	Technology-Software	\$400
039-500191	Telecommunications	\$217
040-500800	Indirect Costs	\$3,510
041-500801	Audit Fund Set Aside	\$67
042-500620	Additional Fringe Benefits	\$2,336
050-500109	Personal Service Temp Appoint	\$6,679
059-500117	Personal Services-Full Time Temp.	\$22,514
060-500601	Benefits	\$18,014
066-500544	Employee Training	\$200
070-500704	In State Travel Reimb	\$1,000
072-500577	Grants Federal	\$1,000
080-500710	Out of State Travel Reimb	\$600
102-500731	Contracts for Program Services	\$1,000
	Total	\$66,603

EXPLANATION

The New Hampshire Education Department (NHED), Bureau of Student Wellness and Nutrition, Office of Nutrition Programs and Services (ONPS) received the competitive United States Department of Agriculture (USDA) Team Nutrition Training Grant. This three-year grant will help NHED build capacity for implementation of the USDA Final Rule, "Child Nutrition Programs: Meal Patterns Consistent with the 2020-202 Dietary Guidelines for Americans".

The NHED was awarded \$799,206.00 for the USDA Team Nutrition Training Grant. The Department is requesting appropriation of \$66,603.00 for the use in the remainder of Fiscal Year 2025. Remaining funds will be requested of the FY26/27 budget, or we will come back to fiscal committee to appropriation those funds.

The USDA Final Rule finalizes long-term school nutrition requirements based on the goals of the Dietary Guidelines for Americans, 2020-2025, robust stakeholder input, and lessons learned from prior rulemakings. Notably, this rulemaking gradually phases in added sugars limits for the school lunch and breakfast programs and in the Child and Adult Care Food Program, updates total sugars limits for breakfast cereals and yogurt to added sugars limits. This rulemaking addresses a variety of other school meal requirements, including establishing long-term milk and whole grain requirements. Finally, this rule includes provisions that strengthen the "Buy American" requirements. While this rulemaking takes effect school year 2024-25, USDA is gradually phasing in required changes over time. Program operators are not required to make any changes to their menus until school year 2025-26 at the earliest.

With the Team Nutrition Training Grant, NHED will provide training and technical assistance to school nutrition professionals throughout the state to enable them to prepare and serve healthy meals that appeal to children. NHED will conduct both in-person and virtual trainings as well as contract with an outside organization to assist in creating an in-depth toolkit that focuses on the updated USDA nutrition standards, provide sample menus and recipes, and provide tips for implementation of the USDA Final Rule.

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NHED also plans on awarding sub-grants to School Food Authorities to be able to purchase allowable kitchen supplies to assist in the modernization of the meal pattern.

NHED is also requesting a temporary position to be created to work on this grant. This grant requires one full time staff member and one staff member to be involved at 25%. A currently approved position will be utilized for the 25% requirement and the second position, required at 100% will be paid fully from the federally funding grant. This 100% full time position is planned to expire when the grant expires, September 30, 2027, the position will be closed unless other federal funds become available. No general funds will be requested to support this position.

The following appropriation authorities are being requested:

Class	Class Description	Explanation
020	Current Expenses	Appropriation for materials and supplies that will be used by staff.
026	Organizational Dues	Appropriation for annual membership fees.
027	Transfers to DOIT	Appropriation for monthly DoIT support costs.
028	Transfers to General Services	Appropriation for payments to general services.
029	Intra-Agency Transfers	Appropriation for internal program support.
037	Technology- Hardware	Appropriation for new and replacement desktop hardware.
038	Technology-Software	Appropriation for new computer software.
039	Telecommunications	Appropriation for data, voice and network payments.
040	Indirect Costs	Appropriation to meet the State of NH Statewide Cost Allocation Plan Obligations.
041	Audit Fund Set Aside	Appropriation is based on .1 percent of the grant.
042	Additional Fringe Benefits	Appropriation for post-retirement costs at the current rate of 7.46 percent.
050	Personal Service Temp Appoint	Appropriation for .25 FTE of an existing NHED position.
059	Temp Full Time	Appropriation for salary costs to fund a new temporary full-time position request.
060	Benefits	Appropriation for benefit costs for permanent and temporary staff.
066	Employee Training	Appropriation for costs of continuing professional education classes for State employees.
070	In State Travel Reimb	Appropriation for staff travel to attend in-state meetings, presentations, and technical assistance.
072	Grants Federal	Appropriation for the distribution of funds to grant sub-recipients.
080	Out of State Travel Reimb	Appropriation for staff travel to attend out-of-state meetings, conferences, and presentations.
102	Contracts for Program Services	Appropriation for contracts with providers of evaluation services, technical assistance, and trainings.

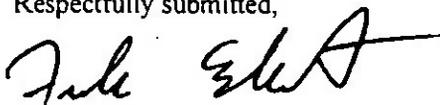
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The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

- 1) List of personnel involved:
One requested temporary position, #9T3373 13-1190 Miscellaneous Business Operations Specialists-4, paid at 100% through the grant
- 2) Nature, Need, and Duration:
Requirement of the grant that the state must have one full time staff member working on the throughout the period of the grant ending on September 30, 2027.
- 3) Relationship to existing agency programs:
This grant relates to the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) that the Office of Nutrition Programs and Services Administers.
- 4) Has a similar program been requested of the legislature and denied?
No.
- 5) Why wasn't funding included in the agency's budget request?
This is a newly awarded grant to the Department
- 6) Can portions of the grant funds be utilized?
Yes. The requested position would be paid 100% with federal funds that was provided by this grant.
- 7) Estimate the funds required to continue this position(s):
\$96,000.00 Salaries and Benefits

In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Frank Edelblut
Commissioner of Education



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
54 Regional Drive, Suite 5
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

LORRIE A. RUDIS
Director of Personnel
(603) 271-3261

January 29, 2025

Angela Kane, Human Resources Administrator
Department of Education
101 Pleasant Street
Concord NH 03301

Regarding: Request to establish a full-time temporary 13-1190 Miscellaneous Business Operations Specialists-4, Pay Schedule SOC13, Pay Band 5 – position #9T3373

Dear Ms. Kane:

The Division of Personnel approves the Department of Education's (DOE) request received on 1/23/2025 to establish position #9T3373 as a full-time, temporary position classified as 13-1190 Miscellaneous Business Operations Specialists-4, pending funding approval.

This position will serve as a Child Nutrition Training Program Specialist for the Bureau of Student Wellness, Office of Nutrition Services and Programs, ensuring compliance with USDA federal and state regulations. It is fully funded by the USDA's three-year Team Nutrition Training Grant for implementing the USDA Final Rule for Child Nutrition Programs.

The specialist will provide training and technical assistance to school nutrition professionals as the USDA gradually incorporates its Final Rule and Buy American requirements. This role involves researching and evaluating federal and state laws to ensure compliance, developing policies and procedures, and creating technical assistance documentation. The specialist will also facilitate workshops and seminars while collaborating with inter- and intra-agency committees to promote better nutrition for children and adults.

These duties align with similar positions within the same Occupational Group and level across the state and fit within the agency's proposed organizational structure. Your agency will be responsible for bringing the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Division of Personnel Operations Section at CentralHRProcessing@nh.gov.

Sincerely,


Marianne Rechy
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel

**New Hampshire Department of Education
FISCAL SITUATION
FY 2025**

06-56-56-562010-XXXX0000 Team Nutrition Training Grant	
Total Federal Authorization	\$799,206.00
Less Expenditures thru 6/30/2024	\$0.00
Remaining Authorizations to Budget	\$799,206.00
Less: Current FY 2025 Budget Authorization	\$0.00
Total Available for Budgeting	\$799,206.00
Available to Budget at Later Date	\$732,603.00
Requested Action	\$66,603.00

<u>Grant Award Number</u>	<u>Award Amount</u>	<u>Expenses thru 6/30/24</u>	<u>Balance</u>
202424N350330	\$ 405,710.00	\$ -	\$ 405,710.00
202423N350330	\$ 393,496.00	\$ -	\$ 393,496.00
			\$ 799,206.00

