**Directions:**

* **REPLACE all highlighted text with your unique information or delete it if it doesn’t meet your needs**
* **If you want to delete a section right click and select “delete row’**

**Your School/ District Here!**

**FOOD SERVICE 101**

|  |  |  |
| --- | --- | --- |
| **The food service program operates in:**  **#** high schools **#**  middle schools &  **#**  elementary schools  The district is made up of nearly  **#**  students | | |
| **Mission, Vision, Values** | | |
| * Link Website, Menus, and Social Media | | |
| **School Meals Are FREE FOR ALL!** | | |
| * Since Fall 2022, the State pays for the difference of all school meals that Federal Reimbursements don’t cover. * School lunches, breakfasts, and snacks are reimbursed by the federal government based on the student’s meal benefit. * In the state of Maine, a “paid” or “reduced” student does not pay their portion of the meal charge; the state covers the breakfast and lunch portion. * However, School Nutrition Departments are currently responsible for collecting School Meal Benefit Forms. They support the **whole** school district. * **It’s still important to fill out your paperwork! Here is why:**   **It helps your school and community!**  Household income helps to determine state and federal funding to support your school’s educational, nutrition, and enrichment programs.  **You could get extra money for groceries!**  Eligible families can receive grocery benefits through the Pandemic EBT program. Learn more at feedkids.me  **It’s quick, private, and online!**  Fill out the form at nlappscloud.com today. Contact your school nutrition department with any questions. | | |
| **School Meal USDA Requirements** | | |
| * **5 components** in school meals: **protein, grain, fruit, vegetable, and dairy** * **Breakfast:** 3 components required, 4 items offered.   + Meal reimbursed if student takes **3 items** (1 must be fruit) * **Lunch:**  5 components required and offered   + Meal reimbursed if student takes **3 items** (1 must be a fruit / vegetable)   + Offer 2 different milk choices (varying fat content)   + Vegetable pattern every week: dark green, starch, bean, orange /red, & other | | |
| **Food Service at a Glance:** | | |
| **EXAMPLE: *All schools serve*** *only whole grain, a daily* ***vegetarian*** *option, lean meats, zero trans fats, limited saturated fats, limited sodium, low fat or fat free dairy, and nothing fried.* | | |
| **NAME OF ELEMENTARY SCHOOL(S)** | **NAME OF MIDDLE SCHOOL(S)** | **NAME OF HIGH SCHOOL(S)** |
| **Production** | | |
| Describe production here  *Examples:*   * *Meals prepared and packed at a central kitchen* * *Meals prepared on site* * *Meals prepared on site (limited storage and equipment)* * *Meals prepared on site* * *(order and receive own products, prepare, serve and clean own kitchen)* |  |  |

|  |  |  |
| --- | --- | --- |
| **Breakfast** | | |
| Free for all students | Free for all students | Free for all students |
| Describe serving model here  *Examples:*   * *Served in the cafeteria before school* * *Served in classrooms as “breakfast after the bell”* * *Served as “grab and go”* |  |  |
| List what you offer or serve  *Example:*   * *Offer: fruit, grain, milk* |  |  |

|  |  |  |
| --- | --- | --- |
| **Lunch** | | |
| Free for all students | Free for all students | Free for all students |
| Explain the daily lunch options  *Examples:*   * *Main entree* * *2 main entrees options* * *vegetarian option* * *vegan option* * *sunbutter and jelly* * *Deli bar* |  |  |
| List Salad Bar Option  *Examples:*   * *Fruit & Vegetable Bar* * *Full Salad Bar* * *No Salad Bar* |  |  |
| Length of Lunch |  |  |
| List other dietary guidelines your program meets if applicable  *Examples:*   * *No pork products* * *no gelatin* * *All real beef* * *No nuts or nut products* |  |  |

|  |  |  |
| --- | --- | --- |
| **Local and Scratch Cooked:** | | |
| List which items your kitchen scratch cooks  *Examples:*   * *Chili* * *Marinara sauce* * *Mashed potatoes* * *Hummus* * *Muffins* |  |  |
| List which local items you use  *Examples:*  *LOCAL items used when in season*  *strawberries (Fairwind Farms), tomatoes (Liberation Farms), milk (Oakhurst)*  *apple (Brackets)*  *peaches (Brackets)*  *tofu (Heiwa)*  *pizza crust (Amato’s)*  *Harvest of the Month program featuring local Maine items.* |  |  |

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| **Other Federal Nutrition Programs** |
| * **Community Eligibility Provision (CEP):**   + A provision based on data from the Department of Health and Human Services that allows schools in high-poverty areas to serve free breakfast and lunch to all students. Schools are CEP-eligible if their identified student percentage (ISP), the percentage of students directly certified for free meals, is at least 40%. School districts must reapply every 4 years to participate.   + Schools in NAME OF DISTRICT that currently qualify: **SCHOOL A, SCHOOL B, SCHOOL C** * **Special Provision II**   + Special Provision 2 is a four-year program that allows any school to serve universal free breakfast and lunch for 3 years while only collecting school meal benefit applications for the first year.   + Schools in NAME OF DISTRICT that currently qualify: **SCHOOL A, SCHOOL B, SCHOOL C** * **USDA Fresh Fruit & Vegetable Program (FFVP):**    + Offers students fruits or vegetables that they may not be exposed to at home.   + The state invites schools that qualify to participate (based on their F&R percentage). Schools can then apply for the program.   + Cannot be served in conjunction with the school meals program, so it is served in the classroom between meal periods.   + Schools in NAME OF DISTRICT that currently qualify: **SCHOOL A, SCHOOL B, SCHOOL C** * **Afterschool Snack Program (ASSP):**   + After School Snack Program available to schools based on their F&R percentage   + Schools in NAME OF DISTRICT that currently qualify: **SCHOOL A, SCHOOL B, SCHOOL C** * **Child and Adult Care Food Program At-Risk (CACFP At-Risk)** known as “(ex: Supper, Super Snack, etc)”:   + “... CACFP at-risk is a federal program that ...provides reimbursements for meals served to children and youth participating in afterschool care programs.” (USDA definition)   + Schools in NAME OF DISTRICT that currently qualify: **SCHOOL A, SCHOOL B, SCHOOL C** * **Summer Meals:**    + Briefly describe how you offer summer meals *Example: PPS Food Service and The Opportunity Alliance provide meals at 20 sites across Portland during the summer months* |
| **Other Programs under the School Nutrition Department** |
| *Examples:*   * *Wellness Policy (extras such as ‘Walk to School’, etc)* * *Farm to School Coordinator/ Program* |
| **Community Partners** |
| **Full Plates Full Potential** partners with us to provide grants and technical support  Add other partners here such as nutrition partners, AmeriCorps programs, etc |

**For School Board/ Internal District Use Only:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staffing** | | | | | | |
| # of staff in your department | | | | | | |
| The current year budget for all programs staff: | | | | | | |
| **FTE** | **PTE** | **Role** | **Salary** (in thousands of $) | **Non-Salary** (in thousands of $) | **TOTAL EXPENSE** | **NOTES** |
|  |  | Kitchen Staff |  |  |  |  |
|  |  | Administration |  |  |  |  |
|  |  | Other |  |  |  |  |
|  |  | Other |  |  |  |  |

**Other Ideas for Presentation**

* Claim for reimbursement (represent paperwork)
* List of responsibilities in the Director job description (responsibilities & operation of the program)
* Marketing examples (menu, social media, etc)
* Additional Programming: Taste Testing, planning menus with kids