**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**

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| --- |
| **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)*
 |  |  |

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| **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*
 |  |  |

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| **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*
 |  |  |

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| **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 supportAdd other partners here such as nutrition partners, AmeriCorps programs, etc |

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

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| **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