

Get Schools Cooking Application

Chef Ann Foundation

Application Instructions

Get Schools Cooking (GSC) provides a broad range of support to participating districts, offering peer to peer relationships, training opportunities, and technical assistance provided primarily through an unbiased and independent in-depth assessment of your food service program, a systems improvement grant and ongoing support and analysis for two years.

GSC requires a high level of engagement and wants to identify districts that are ready for or are already supporting change in their districts to provide healthier and whole food meal options as well as nutrition learning opportunities for their students. Top candidates for this program will be able to demonstrate that the district leadership and community are supportive of food service improvement and program development.

Program Eligibility:

- Districts must be firmly committed to working towards a scratch-cooked and fresh, whole foods approach to their meal program.
- Districts must demonstrate support from district leadership.
- All schools must participate in the National School Lunch Program.
- Food service department must be self-operated.
- Districts must have an enrollment of at least 3000 and serve between 4 and 30 schools.

This application must be completed by the Food Service Director.

Project Name*

Name of Project.

Character Limit: 100

Food Service Team Information

Food Service Director's Name*

Character Limit: 100

Food Service Director's Title*

Character Limit: 100

Food Service Director's Email*

Character Limit: 254

Food Service Director's Phone*

Character Limit: 50

Number of years working in district*

Character Limit: 10

Number of years in current position*

Character Limit: 5

Food Service Department's Immediate Report: Name*

Character Limit: 100

Food Service Department Immediate Report: Department*

Character Limit: 50

Food Service Department Immediate Report: Title*

Character Limit: 50

Food Service Department Immediate Report: Email*

Character Limit: 254

Food Service Department Immediate Report: Phone*

Character Limit: 50

Number of year's working in district*

Character Limit: 10

Number of years in current position*

Character Limit: 10

Food Service Administrative and Management Team Information*

Please list the name, title, and role of all members of the Food Service Department Administrative and Management team (not including the school site teams).

Character Limit: 10000

Food Service Department Information

District Name*

What is the full and legal name of the applicant district? (For example: Highland Hills School District)

Character Limit: 200

District Website*

Please provide the url for your school district.

Character Limit: 2000

Food Service Department Website*

Please provide the url for your Food Service Department website.

Character Limit: 2000

Food Service Department Social Media Information

Please provide a link to the Food Services Facebook and other social media pages, if applicable.

Character Limit: 1000

District Enrollment*

What is the District's current student enrollment?

Character Limit: 50

District Eligibility and Meal Counts*

Please upload a record that reflects the following information **by Site** for School Year 2016-17:

- Site Name or Number
- Site Type (grades served)
- SY 2016-17 Enrollment by Eligibility by Site
- Number of Service Days for Breakfast and for Lunch by Site
- Total Participation by Meal Type (breakfast, lunch) by Site

Character Limit: 1000 | File Size Limit: 2 MB

Preschool Programs

If you provide meals to preschool age children that are not counted as part of your total district enrollment, please provide the following additional record.

- Preschool Name or Number
- Preschool SY 2016-17 Enrollment by Eligibility by Site
- Preschool Number of Service Days for Breakfast and for Lunch by Site

- Preschool Participation by Meal Type (breakfast, lunch, snack, dinner) by Site

Character Limit: 1000 | File Size Limit: 1 MB

Academic Calendar

Please upload a pdf of the district's 2018-19 academic calendar if available.

File Size Limit: 1 MB

Grant Details

Why Get Schools Cooking?*

Please describe why you are applying for this grant. Include why you feel your team and your district leadership are ready to be part of this program. Describe your department vision and why you feel the activities of GSC support your goals for sustainable food service improvement in your district.

Character Limit: 10000

Department Details

Operational Model*

Please describe the operational model in your district. For example, the number of schools that receive deliveries and produce their own meals; the number of schools that operate as regional production locations; the number of schools they ship to; the number of meals shipped by each production site; whether breakfast and lunch are shipped; the type of delivery (hot, cold, truck type); the day of delivery/ day before, etc.

Please include if you operate a food service warehouse and describe how it serves the schools sites. For example, are all food and supplies delivered to a central warehouse and shipped to the school locations? If you are operating a central kitchen, describe the system, how many sites it serves, what type of meals are shipped (bulk, individually packaged, etc.).

Character Limit: 10000

School Site Facilities*

Please describe the approximate age of your school and/or central kitchen facilities and what type of improvements or equipment replacement has occurred (if any) over the last 10 years. Please include if your district is currently or planning to start bond projects that will impact school facilities (kitchens and dining rooms).

Character Limit: 5000

Food Service Department Staffing Configuration*

Please upload a document that provides the following information by school site:

- School Name/Number
- Age Groups Served
- Position Title
- Number of annual days
- Hours Assigned by Position
- Start Times by Position
- Finish Times by Position

Food Service Administrative and Support Positions including Clerks, Drivers, Warehouse:

- Name
- Title
- Daily Hours
- Number of annual days

File Size Limit: 2 MB

Unions*

Are the food service employees represented by a union or association?

Choices

Yes

No

Federal Programs*

Please indicate which of the following programs your district participates in? (Check all that apply.)

Choices

After School Care Snack Program (ASCSP)

Snack Programs (CACFP)

Dinner Programs (CACFP)

Fresh Fruit and Vegetable Program (FFVP)

National School Breakfast Program (NSBP)

National School Lunch Program (NSLP)

Summer Food Service Program (SFSP)

Seamless Summer Meals Program

Grants*

Briefly describe the status of any grants that are still in process.

Character Limit: 1000

Program Changes*

Describe efforts that the food service department, district and community have made to improve the quality of your school meal programs in the last five years. This may include staff professional development and training, menu changes, methods of meal service, equipment replacement, adoption or changes in district policies, schedules or support to food service; adoption of new programs such as farm to school, school gardens, cooking classes or participating in community events related to health and wellness.

Character Limit: 5000

Challenges*

Describe the primary challenges that the food service department faces in providing healthy meals to students and how your team and the district have been addressing them.

Character Limit: 5000

Key Partnerships*

Please describe any key partnerships (parents groups, wellness committees, community, businesses, organizations) that support the goals of the food service program through aligned activities like nutrition education, building gardens, providing marketing support, etc.

Character Limit: 1000

Wellness Policy*

Please upload a copy of your current wellness policy or provide a link to it.

Character Limit: 500 | File Size Limit: 1 MB

Menu Details

Menu Information*

Please describe your menu planning process. Include:

- Whether you are planning menus month to month or annually
- If you are planning and operating with a cycle menu and how many weeks your cycle is
- How your menus are differentiated by grade level
- How many entrée choices you have
- Salad bar use and planning
- How many of your entrees are made from scratch, etc. If cooking from scratch, please, describe some examples of scratch-cooking in your program.

Character Limit: 10000

Please Upload your menu cycles for breakfast and lunch by age group for the current school year. If you do not use cycle menus, skip the next Question.

Menu Cycle Upload

Elementary Breakfast Cycle Menu

File Size Limit: 2 MB

Menu Cycle Upload

Elementary Lunch Cycle Menu

File Size Limit: 2 MB

Menu Cycle Upload

Middle School Breakfast Cycle Menu

File Size Limit: 2 MB

Menu Cycle Upload

Middle School Lunch Cycle Menu

File Size Limit: 2 MB

Menu Cycle Upload

High School Breakfast Cycle Menu

File Size Limit: 2 MB

Menu Cycle Upload

High School Lunch Cycle Menu

File Size Limit: 2 MB

Menus Shared with the Public*

Please upload copies of your January 2018 Lunch Menus

File Size Limit: 1 MB

File Size Limit: 1 MB

File Size Limit: 1 MB

A La Carte Sales*

Please describe a la carte sales in your district. For example; How reliant is your food service budget on a la carte sales? Do all schools sell a la carte items? What types of foods do you sell? (packaged snacks, ice cream, types of drinks).

Character Limit: 5000

Admin Review

Admin Review*

What school year was your last Administrative Review?

Please upload a copy of your most recent Administrative Review. Include detail and corrective action plans, if applicable.

Character Limit: 1000 | File Size Limit: 1 MB

Procurement

Procurement Process*

Please describe your procurement process: Include who is primarily responsible for the day to day process of procurement, including what the ordering and receiving process is in the district for sites and with vendors. In addition, identify who is developing bids and RFPs annually, whether the district is a member of a cooperative purchasing program and how your state supports the school district through the process of planning and using USDA commodities (direct delivery and passthrough (diversion to processing)). **Please be specific.**

Character Limit: 10000

Vendors*

Please list your Food Vendor company names: Product type (Food/ Supply/ Both/ Milk/ Produce) and annual expense by vendor for SY 2016-17.

Character Limit: 5000

Commodities*

For commodities, do you pass through a majority of your commodity value to processors or order USDA Foods (brown box)? Include your total allocation and how much is allocated for brown box commodities versus diverted for processing. Alternately you may upload a detail of the district's Commodity Received Report which should include: total allocation, product name and number, cases, weight, total cost of item.

Character Limit: 5000

Commodities Upload

File Size Limit: 1 MB

Fruit and Vegetable Program*

Do you allocate any of the USDA allocation to the Department of Defense Fruit & Vegetable Program?*

Choices

Yes

No

Produce Purveyor*

Do you have a separate produce purveyor?*

Choices

Yes

No

Local Growers and Producers*

Do you work with any regional or local growers and producers?

Choices

Yes

No

Fiscal Information

Fiscal Information*

Please upload a multi-year (SY 2014-15 through SY 2016-17) Budget and Actual Report for the Food Service Department. Revenue and expenses should be summarized by object code. Please include starting and ending balances for each year in the report.

File Size Limit: 1 MB

Software*

What accounting software system does your district use?

Character Limit: 250

Reports*

Do you have access to the accounting system to view and export reports?

Choices

Yes

No

Point of Sale*

Do you use a digital Point of Sale Software?

Choices

Yes

No

Software Brand*

What brand software are you using for Point of Sale?

Character Limit: 100

Food Service Software*

Are you using a K-12 back-office software for menu planning, recipe management, procurement, inventory management, site ordering and site production records?

Choices

Yes

No

Please Describe*

Identify the software company, the modules you own, how you have been using it and identify the key personnel for software interface and training.

Character Limit: 2000