

2016 SCHOOL FOOD SUPPORT INITIATIVE: Click Here To Start

Chef Ann Foundation

Food Service Team Information

Food Service Director's Name*

Character Limit: 250

Food Service Director's Title*

Character Limit: 100

Food Service Director's Email*

Character Limit: 100

Food Service Director's Phone*

Character Limit: 20

Number of years working in District*

Character Limit: 10

Number of years in current position*

Character Limit: 10

Additional Name

Name of person filling out and submitting this application, if not the Food Service Director.

Character Limit: 100

Additional Title

Title of person filling out and submitting this application, if not the Food Service Director.

Character Limit: 100

Additional Email

Email of person filling out and submitting this application, if not the Food Service Director.

Character Limit: 100

Additional Phone

Phone of person filling out and submitting this application, if not the Food Service Director.

Character Limit: 20

Food Service Department's Immediate Report: Name*

Character Limit: 100

Food Service Department Immediate Report: Department**Character Limit: 100***Food Service Department Immediate Report: Title****Character Limit: 100***Food Service Department Immediate Report: Email****Character Limit: 100***Food Service Department Immediate Report: Phone****Character Limit: 100***Food Service Department Immediate Report: Email****Character Limit: 100***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 enter contact information for up to six Food Service Department Administrative and Management Team members.

Team Member #1: Name*Character Limit: 50***Team Member #1: Title***Character Limit: 50***Team Member #1: Email***Character Limit: 50***Team Member #1: Number of Years in District***Character Limit: 10***Team Member #1: Number of Years in Current Position***Character Limit: 10*

*If there are no additional team members that need to be entered, please collapse the Food Service Administrative and Management Team question group and move on to the Food Service Department question group.

Team Member #2: Name

Character Limit: 50

Team Member #2: Title

Character Limit: 50

Team Member #2: Email

Character Limit: 50

Team Member #2: Number of Years in District

Character Limit: 10

Team Member #2: Number of Years in Current Position

Character Limit: 10

*If there are no additional team members that need to be entered, please collapse the Food Service Administrative and Management Team question group and move on to the Food Service Department question group.

Team Member #3: Name

Character Limit: 50

Team Member #3: Title

Character Limit: 50

Team Member #3: Number of Years in District

Character Limit: 10

Team Member #3: Number of Years in Current Position

Character Limit: 10

*If there are no additional team members that need to be entered, please collapse the Food Service Administrative and Management Team question group and move on to the Food Service Department question group.

Team Member #4: Name

Character Limit: 50

Team Member #4: Title

Character Limit: 50

Team Member #4: Email

Character Limit: 50

Team Member #4: Number of Years in District

Character Limit: 10

Team Member #4: Number of Years in Current Position

Character Limit: 10

*If there are no additional team members that need to be entered, please collapse the Food Service Department Administrative and Management Team question group and move on to the Food Service question group.

Team Member #5: Name

Character Limit: 50

Team Member #5: Title

Character Limit: 50

Team Member #5: Email

Character Limit: 50

Team Member #5: Number of Years in District

Character Limit: 10

Team Member #5: Number of Years in Current Position

Character Limit: 10

*If there are no additional team members that need to be entered, please collapse the Food Service Administrative and Management Team question group and move on to the Food Service Department question group.

Team Member #6: Name

Character Limit: 50

Team Member #6: Title

Character Limit: 50

Team Member #6: Email

Character Limit: 50

Team Member #6: Number of Years in District

Character Limit: 10

Team Member #6: Number of Years in Current Position

Character Limit: 10

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: 100

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: 100

Food Service Department Social Media Information

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

Character Limit: 200

District Enrollment*

What is the District's current student enrollment?

Character Limit: 6

District Eligibility and Meal Counts*

Please upload a record that reflects the following information **by Site** for School Year 2015-16:

- Site Name or Number
- SiteType (grades served)
- Site's SY 2015-16 Enrollment by Eligibility
- Site's Number of Service Days for Breakfast and for Lunch
- Site's Total Participation by Meal Type (breakfast, lunch) by Site

You can download this sample [HERE](#) for reference.

*Please Upload Data in Excel Format.

Character Limit: 5 | File Size Limit: 2 MB

Academic Calendar*

Please upload a pdf of the district's 2016-17 academic calendar.

File Size Limit: 1 MB

Operational Type*

Is your food service program self-operated or contract managed? (Meaning your district has a contract with a Food Service Management Company to provide meal services)

Choices

Self Operated

Contract Managed

School Food Support Initiative 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.

SFSI requires a high level of engagement and wants to identify districts that are ready for or already supporting change in their districts that will provide healthier and whole foods based 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.

Why SFSI?*

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 SFSI support your goals for sustainable food service improvement in your district.

Character Limit: 10000

Production Model: Question #1*

What operational model best describes your department practices?

Choices

CENTRAL KITCHEN: One central kitchen facility prepares meals for the entire district

HYBRID: Some meals are prepared at all sites & some are shipped from a regional production facility

SOLO-PRODUCTION: All school sites have full service kitchens and prepare their own meals on-site

REGIONAL-PRODUCTION SITES w/ SATELLITES: Sites w/ more facilities prepare food for those with less

Production Model Question #2*

Does your district have any upcoming plans for construction that would alter or impact your current production model? For example; bond improvements for school construction; bond for central kitchen construction, etc. If yes, please describe.

Character Limit: 500

Production Model Question #3

If your district is providing meals by any method other than solo-production describe the model. For example, the number of 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.

Character Limit: 500

School Site Staffing Configuration*

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

School Name/Number; Age Groups Served; Position Title; Hours Assigned by Position; Start Times by Position; Finish Times by Position

Character Limit: 10 | 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)

Dinner Programs (CACFP)

Fresh Fruit and Vegetable Program (FFVP)

Head Start Programs (CACFP)

National School Breakfast Program (NSBP)

National School Lunch Program (NSLP)

Seamless Summer Program (SFSP)

Snack Programs (CACFP)

Summer Food Service Program (SFSP)

Grants*

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

Character Limit: 300

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: 1500

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: 1000

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: 500

Wellness Policy*

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

Character Limit: 50 | File Size Limit: 2 MB

Menu Details*

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; 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: 500

Menu Cycle Upload*

Please Upload the Following:

1. Planning documents for your SY 2015 -16 Breakfast and Lunch menu cycles
2. Planning document for your SY 2016 - 17 Breakfast and Lunch menu cycles
3. SY 2015-16 Breakfast Menu (what you shared with the public)
4. SY 2016-17 Breakfast Menu
5. SY2015-16 September Elementary and Secondary Lunch Menus (what you share with the public)

6. SY 2016-17 September Elementary and Secondary Lunch Menus (what you share with the public)

File Size Limit: 1 MB

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File Size Limit: 2 MB

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File Size Limit: 2 MB

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File Size Limit: 2 MB

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File Size Limit: 2 MB

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File Size Limit: 2 MB

HHFKA Impact 1*

What kind of impact did the regulation changes enacted as part of the Healthy Hunger Free Kids Act (HHFKA) have on your menu planning and procurement?

Character Limit: 250

HHFKA Impact 2*

Please describe how you tackled meeting the regulations and qualifying for the additional 6 cents and what your process has been annually since 2012 for ensuring your menus are meeting the regulations?

Character Limit: 250

Admin Review

What school year was your last Administrative Review?

Please upload a copy of your most recent Administrative Review.

Character Limit: 50 | 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: 5000

Vendors*

Do you have a single prime vendor, multiple vendors? Identify and describe.

Character Limit: 1000

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.

Character Limit: 10000

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

Choices

Yes

No

Do you have a separate produce purveyor?*

Choices

Yes

No

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

Choices

Yes

No

Velocity Report Upload*

Please upload velocity reports from two food vendors you spend the most money with reflecting the time period July 1, 2015 through June 30, 2016 purchase detail. The report should be in Excel and include the following information: item name; manufacturer name; item description; case and unit description; total units/cases purchased; total value unit/case sales (purchases); average unit or case cost.

Character Limit: 4 | File Size Limit: 2 MB

Fiscal Information

Fiscal Information: Document Upload #1*

Please upload for SY 2015-16 the actual Food Service Fund Total revenue summarized by object code.

File Size Limit: 1 MB

Fiscal Information: Document Upload #2*

Please upload for SY 2015-16 the actual Food Service Fund Total expenses summarized by object code.

Character Limit: 5 | File Size Limit: 1 MB

Fiscal Information: Document Upload #3*

Please upload your SY 2016 -17 Food Service Fund Budget for revenues and expenses summarized by object code.

Character Limit: 5 | File Size Limit: 1 MB

What accounting software system does your district use?*

Character Limit: 100

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

Choices

Yes

No

Do you use a digital Point of Sale Software?*

Choices

Yes

No

What brand software are you using for Point of Sale?*

Character Limit: 100

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: 500