

Ontario's Student Nutrition Program Guidelines

2018 Edition

Ministry of Children and Youth Services

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Purpose of the Program Guidelines

The Student Nutrition Program (SNP) Guidelines (“Program Guidelines”) provide information to SNP Lead Agencies to support the effective administration of provincial funding for breakfast, snack, and lunch programs in their areas.

The Program Guidelines provide details about ministry requirements for provincial SNP funding and helpful information that assists Lead Agencies in meeting their contract requirements with the Ministry of Children and Youth Services (MCYS) for the SNP.

Key information in the Program Guidelines includes the following themes:

- Eligibility criteria;
- Service delivery models;
- Program administration;
- Funding;
- Sourcing and selecting food for the program;
- Effective practices for program staff; and
- Reporting requirements.

Lead Agencies may choose to share the Program Guidelines with Community Partnership Committees (where established), subcontracted organizations, and other local program partners to help identify the expectations that the ministry has in the delivery of the SNP.

In meeting their contractual requirements, Lead Agencies are responsible for communicating information contained in these guidelines and implementing approaches to ensure that provincially funded SNPs are delivered locally in accordance to the guidelines, while being reflective of local communities.

Additional resources and informational materials may be developed by Lead Agencies, their subcontracted partners and/or Community Partnership Committees (where established) to support programs in meeting the ministry requirements outlined in the Program Guidelines.

Context: Ontario’s Student Nutrition Program

The SNP helps provide school-age children and youth across Ontario with access to nutritious meals and/or snacks in schools and community locations so that they are engaged in their learning, experience a sense of belonging at school, and develop healthy eating habits.

Canadian evidence has linked eating breakfast and higher diet quality (including adequate vegetable and fruit intake) to academic performance.¹ Research has also

¹ Sampasa-Kanyinga, H. and H.A. Hamilton, Eating breakfast regularly is related to higher school connectedness and academic performance in Canadian middle- and high-school students. *Public Health*, 2017. 145: 120-123.

found that school food programs can reduce differences in fruit and vegetable consumption between children across households based on socio-economic indicators.²

Provincial funding for the SNP is administered through MCYS to 14 Lead Agencies.

MCYS works in partnership with the Ministries of Education, Health and Long-Term Care and Agriculture, Food and Rural Affairs to support the delivery of effective student nutrition programming.

Eligibility criteria

The following eligibility criteria must be met by schools or community locations in order to receive provincial SNP funding from SNP Lead Agencies and/or other subcontracted organizations:

- Schools or community locations have a safe location to prepare and serve food to school-age children and youth, in accordance with the requirements of the local Public Health Unit.
- Schools or community locations agree to serve meals and snacks in accordance to the [Guiding Principles](#) outlined in the SNP [Nutrition Guidelines \(2016\)](#) and strive to offer the most healthful food based on the evidence-informed Nutrition Guidelines.
- One or more coordinator (staff or volunteer) exists to provide oversight and leadership in administering the program in the school or community location.
- Schools and community locations deliver an SNP that is:
 - Universally accessible and non-stigmatizing;
 - Sensitive to faiths and cultures of children, youth, and their families;
 - Supported by fundraising and partnership development within the broader community; and that
 - Encourages child and youth participation in the design and delivery of the program (where feasible).

Provincial funding may not be available to support all schools or community locations that meet this eligibility criteria. Lead Agencies are responsible for determining which program locations will receive provincial funding to administer breakfast, snack, or lunch programs in accordance with the eligibility criteria and available funding.

Lead Agencies are encouraged to share information with each other about charitable partners that also support breakfast, snack, and lunch programs in Ontario.

Key Information

- “School-age children and youth” includes children and youth enrolled in Full Day

² Ahmadi N, Black JL, Velazquez, et al. Associations between socio-economic status and school-day dietary intake in a sample of grade 5-8 students in Vancouver, Canada. *Public Health Nutrition* 2014; 18 (5): 764-73.

Kindergarten through the completion of the Ontario Secondary School Diploma.

- “Universally accessible programs” means that all children and youth are eligible to participate in the SNP at a school or community location that offers the program.
 - No child or youth should be turned away based on their family’s ability to contribute to the program or because they are perceived to not be “in need” of the program.
 - Universally accessible program models look different across the province to meet unique local needs and circumstances.
 - A universally accessible program does not mean that every child or youth enrolled in a school is served by the SNP.
 - See [Table 2](#) for more information about how to support universally accessible SNPs.
- Provincial SNP funding for privately funded schools is subject to approval by the ministry.
 - Lead Agencies must submit a funding request on behalf of a local interested private school in writing to the MCYS Early Child Development Branch.
 - Only requests that include quantitative information to support socio-economic need will be considered.
- Beginning in the 2014-15 school year, all new programs must be school-based.
 - New community locations without an existing SNP (for example, community centres, local faith centres) are only eligible for provincial funds if they house programs for a local school that does not have adequate space or infrastructure to support an SNP.
 - Lead Agencies and/or community partners may continue to fund programs in community locations that were established prior to 2014-15.
- After school programs, weekend food programs, and summer school programs are **not eligible** to receive provincial SNP funding.
 - Lead Agencies are encouraged to share information about available funding sources to support these programs where there is a need and desire to offer meals or snacks.
- Where possible, program sites are encouraged to establish a committee of volunteers to oversee the administration of the program.
 - Some committees include interested volunteers, school staff, students, and other community members.
 - Committees can support and fundraising activities, recruit volunteers, plan activities to get students engaged in the delivery of the program, and perform other program duties as required.

Service Delivery Models

Meal Types funded by MCYS

- Programs offer breakfast or morning meals, lunches, and/or snacks.
- A meal (breakfast, morning meal, and lunch programs) contains at least:
 - One serving from a minimum of three out of the four food groups of *Canada’s Food Guide (2007)*, including one serving of vegetables and/or fruit **and** one serving of milk and alternatives. One serving of grain products **or** meat and alternatives is also required at every meal.
- Breakfast programs serve meals to children and youth before the start of the school day.
- Morning meal programs offer meals to children and youth after the morning bell.
- A snack contains a minimum of two food groups of *Canada’s Food Guide (2007)* with a minimum of one serving of vegetables and/or fruit at every snack.
 - Snacks can be offered at any point in the school day.

Program Models

- A variety of SNP models exist.
- Program providers are encouraged to select a model that best meets their needs, infrastructure, and capacity.
- Models supported by provincial funding include, but are not limited to, the three common examples listed in Table 1.

Table 1: Common SNP program models.

Delivery Approach	Grab & Go	Bin Program	Sit Down
Description of model	<p>Meals or snacks are provided in a central location.</p> <p>Individual servings are pre-arranged in brown bags or bins for easy access.</p> <p>Children and youth may help themselves to the meals or snacks.</p>	<p>A bin is provided to each classroom that contains all the meals or snacks for a particular class and/or group of children and youth interested in participating in the program.</p> <p>Meals or snacks may be handed out to students or left in a central location in the classroom for children</p>	<p>Children and youth are served and eat together before or during the school day.</p> <p>Meals may be served “cafeteria style” where students line up to obtain their meals and/or served to all children and youth.</p>

Delivery Approach	Grab & Go	Bin Program	Sit Down
		and youth to help themselves.	
Ideal Setting	Large programs serving many children and youth and locations without a central space to prepare or serve meals and eat collectively.	Programs with limited space and a large number of students.	Locations with kitchen facilities that have space for dining and the adequate volunteers.
Benefits	<p>Model is the simplest to administer.</p> <p>Food is accessible quickly.</p> <p>Note: Many grab & go programs find that offering foods in individualized servings work well in this model.</p> <p>This approach may require additional support from community partners and/or the local Public Health Unit to ensure that the most healthful options are included.</p>	<p>Children and youth can eat with their peers in the classroom, allowing opportunities to integrate healthy eating into the curriculum.</p> <p>Anecdotal information suggests that children and youth who eat with their peers may be more open to trying new healthy foods.</p>	<p>A variety of food items can be offered through sit down programs (such as hot and cold meals).</p> <p>Some evidence exists suggesting the impact on health and educational benefits of mid-morning meals (after the bell) where children and youth eat together.</p>

Did you know?

There are many reasons why young people start their day hungry. These include long commutes to school, busy family routines in the morning, not feeling hungry in the morning, early morning sports practices, and poverty.

Eating nutritious food at school is associated with positive educational outcomes, including improved academic performance, reduced tardiness, and improved student behaviour.

- Support program sites in selecting the best model that meets their needs and strengths. This may include:
 - Sharing information about the different program models, their benefits, and ideal settings through the Community Development Coordinators; and

- Implementing a “program-to-program” information sharing system where schools or community locations share information about their program models, benefits, and approaches to address implementation barriers to other locations that may be considering implementing a program and/or changing their program model.
- Other models may be implemented that are not reflected in Table 1.
- Table 2 lists questions and tips that Lead Agencies can use to determine whether a program meets the ministry’s criteria regarding universal accessibility.

Table 2: Key questions for program to determine universal accessibility.

Questions	Tips
<p>Will all students be participating in the breakfast/snack/lunch program(s)?</p> <ul style="list-style-type: none"> ● If yes, then the program meets the criteria for universal accessibility. ● If no, ask for more information to determine whether the criteria for universal accessibility has been met. Consider the following questions: <ul style="list-style-type: none"> ○ How will you provide all students that wish to participate in the program the option to participate? ○ How will you ensure that all students that wish to participate can access the program? ○ How will you ensure that children and youth are encouraged to participate in the program? 	<ul style="list-style-type: none"> ● Children and youth are best positioned to determine whether they would like a nutritious meal or snack through the program. ● When programs are not serving all children and youth, consider the location of the program from the perspective of the child or youth. Students should feel encouraged to access the program without feeling singled out by their peers. ● School administrators can get parent councils involved in determining the best program model that meets school needs and capacity. ● Getting children and youth involved in the design and delivery of the program (where appropriate) may help encourage students to participate and reduce any perceived stigma.

Other Information

- Ministry expansions of the program in 2008-09, 2013-14 and 2014-15 focused on breakfast or morning meal programs.
 - All new programs created during this time and other programs receiving enhanced funding (see [Funding](#)) are encouraged to:
 - a. offer full meals (three food groups);
 - b. offer meal programming during the morning hours; and
 - c. operate the program five days per week.
- SNPs are an opportunity to promote healthy eating for school-age children and

youth. Programs may choose to integrate SNPs with other food and nutrition-related programs (such as school gardens and culinary programs) and/or the curriculum to encourage learning and skill development.

- School administrators and educators in collaboration with local Public Health Units are best positioned to determine whether the SNP can be delivered in an integrated manner. Common examples of integrated programming that some schools choose to implement include:
 - Involving children and youth in meal planning, shopping, and/or food preparation as a way to encourage skill-building and apply the curriculum.
 - Delivering SNPs in the classroom within lessons as a way to promote healthy eating.

Within these integrated models, provincial SNP funding is provided to support the provision of nutritious meals and snacks only.

Student Nutrition Program Food

Nutritious Program Food

The [SNP Nutrition Guidelines \(2016\)](#) (“Nutrition Guidelines”) help program providers to choose healthy food for the program and are an important companion document to the Program Guidelines.

Programs are required to adhere to the [Guiding Principles](#) and are encouraged to offer the most healthful food based on the evidence-informed Nutrition Guidelines.

The Nutrition Guidelines include information about foods to serve and avoid in the program, as well as other helpful information and resources including sample menus, serving sizes, safe food handling, and storage, preparation, and nutrition tips.

Ensuring that all programs and/or community partners have access to the Nutrition Guidelines is an important step in encouraging their use.

Lead Agencies can email onsnpguidelines@ontario.ca to order print copies of the Nutrition Guidelines and the Pocket Guide. The ministry works with Lead Agencies to support the distribution of the nutrition guidelines and does not ship directly to schools or community locations.

The Nutrition Guidelines are protected by Crown copyright, which is held by the Queen’s Printer for Ontario. Lead Agencies must contact onsnpguidelines@ontario.ca if they wish to adapt the guidelines. The request must include why the Lead Agency is seeking to adapt content from the guide. The ministry may also request information about efforts to promote the full implementation of the Nutrition Guidelines.

Food Safety

The Nutrition Guidelines provide important information about [safe food handling practices](#).

Lead Agencies support programs in achieving compliance to the Ontario Food Premises Regulation 562 (O. Reg 562/90) by collaborating with and facilitating connections between programs and Public Health Unit(s).

Local Public Health Units determine the requirements regarding program equipment and infrastructure (for example, number of hand-washing sinks) based on information about the food served in the program, how food is prepared, and other relevant conditions.

Public Health Units also have expertise in supporting menu planning and supporting safe food handling practices for program volunteers.

Food Procurement

Program food must be purchased and/or accepted from sources that are safe. See [Appendix A](#) for helpful information about identifying safe food sources.

Food and Logistics Coordinators, in collaboration with community partners (if applicable), develop SNP procurement strategies, protocols, and/or approaches in their respective areas of the province that best meet local needs and circumstances.

Procurement strategies incorporate a combination of approaches for sourcing program food including, but not limited to:

- Centralized, wholesale, or bulk purchasing;
- Partnering with suppliers, distributors, community food hubs, local businesses, or not-for-profits;
- Shopping by local volunteers;
- Sourcing from farmers and/or farmer's markets;
- Partnering with the foodservice sector;
- Acquiring food donations; and
- Participating in large- or small-scale discount and/or coupon programs.

Procurement strategies should reflect best practices related to food safety and traceability including:

- Keeping records to document food sources when engaging in centralized, wholesale or bulk purchasing supplied to local program sites;
- Requiring local sites to maintain a record of food sources and refrigerate any perishable products immediately upon receiving;
- Educating volunteers responsible for food shopping about safe food transportation practices (see [Appendix B](#)); and

- Sourcing minimally processed foods (for example, produce that has been pre-peeled or cut) from a supplier that is Hazard Analysis and Critical Control Points (HACCP) certified or recognized under the Global Food Safety Initiative (GFSI) benchmarking scheme.

Only food that can be reasonably consumed or frozen in the appropriate timelines should be sourced. Packaged food and beverages must be unopened and display a best before date or expiry date that has not yet passed.

For additional information regarding safe food storage for shelf stable foods, perishable foods, refrigerated and cooked foods, please refer to the [Nutrition Guidelines](#).

Program Administration

Funding

Provincial investment in the program provides a foundation to enable communities to leverage additional donations from program partners and maximize the proportion of funding allocated to nutritious food. Lead Agencies, subcontracted organizations, Community Partnership Committees (where established), and/or local programs are responsible for fundraising and developing partnerships with parents/caregivers, local businesses, charities, farmers, and municipalities to support local SNPs.

Annualized provincial funding is intended to support expenditures in three main areas:

1. Program Costs:

Program costs include food and consumable supplies such as soap, napkins, and utensils.

Funding amounts to individual programs are determined by Lead Agencies and subcontracted organizations (if applicable) with input from Community Partnership Committees by first determining a provincial **base funding amount** for each program location using a consistently applied locally developed funding methodology that may include, but not be limited to:

- a. the anticipated **number of participants** (for new programs) or **Average Daily Participation** (for existing programs),
- b. the **number of operating days**, and
- c. **meal type**.

The base funding amount should be allocated to all programs using up to 80% of the total provincial budgeted allocation for program food and consumable supplies.

Lead Agencies are to implement a differential funding model that provides **enhanced provincial funding** to programs with a demonstrated socio-economic and/or academic need.

A minimum of 20% (up to a maximum of 35%) of the Lead Agency's total allocation for food and consumable supplies for programs is to be used to determine the enhanced funding amount for programs with demonstrated socio-economic and/or academic need.

Lead Agencies are required to implement an approach to distribute enhanced provincial funding based on locally developed funding methodology that may include, but is not limited to:

- a. the anticipated **number of participants** (for new programs) or **Average Daily Participation** (for existing programs);
- b. **reported need** for funding by programs; and
- c. **external funding** administered to the program through the Lead Agency.

Example: A Lead Agency's total expenditures for food and consumable supplies is \$1 million to support 400 SNPs.

A provincial base funding amount to support all 400 SNPs is calculated using up to \$800,000. \$200,000 or more is used to provide enhanced funding (added to the base) to programs meeting the criteria outlined below.

New in 2018

- **Effective for the 2018-19 school year**, Lead Agencies (together with subcontracted organizations, if applicable, and Community Partnership Committees, where established) are eligible to assess the listing of programs on an annual basis to determine which programs are eligible for enhanced funding.
- Lead Agencies may provide **enhanced funding** to programs that were not formerly [designated](#) by adjusting within their provincial allocation.
- Programs are eligible for enhanced funding if the school in which they operate meets **one** of the following two criteria:
 1. The school is 6% **above** the provincial average for number of students who live in low income households using information publicly available on the Ministry of Education's [School Information Finder](#).

OR

2. The school performs poorer than the provincial average on **three or more** of the following factors using information publicly available on the Ministry of Education's [School Information Finder](#):
 - Students perform five points lower than the provincial average for Grades 3 or 6 student achievement in either reading, writing, or math (for elementary schools) and five points lower than the provincial average for Grade 9 achievement in math or Grade 10 achievement in literacy (for secondary schools);
 - The percentage of students whose parents have some university education is **below** the provincial average;
 - The percentage of students who live in lower-income households is **above** the provincial average;
 - The percentage of students whose first language is not English (if English school) or French (if French school) is **above** the provincial average;

- The percentage of students who are new to Canada from non-English or non-French speaking countries is **above** the provincial average.
- To determine eligibility for enhanced funding of an existing community location, use the above criteria for the closest school.
- If a school does not meet either of the two above criteria, Lead Agencies may submit the name of the school they feel is in need of enhanced funding, along with quantitative and qualitative information demonstrating program need, for decision by the Early Child Development Branch.
 - Lead Agencies may also submit the names of schools that do not appear in the Ministry of Education’s School Information Finder (e.g., rural schools and new schools without data) for decision by the Early Child Development Branch. Quantitative and qualitative information demonstrating program need and rationale for enhanced funding must also accompany the request.
- The ministry can provide a listing of schools recommended to receive enhanced funding based on available socio-economic and academic data, at the written request of the Lead Agency.

Background: Designated and non-designated programs

- Prior to 2018-19, the ministry had two streams of funding for SNPs: designated and non-designated.
- **Designated programs** were higher-needs breakfast or morning meal programs that were identified by the ministry in 2008-09, 2013-14 and 2014-15 using socioeconomic data, academic information, and local intelligence from Lead Agencies.
 - Designated programs were intended to receive **15 per cent of program costs**.
- **Non-designated programs** were breakfast, snack, and lunch programs that were funded by Lead Agencies prior to 2008-09. Programs added by Lead Agencies after 2008-09 that were not identified as designated by the ministry were also considered non-designated programs.
 - Non-designated programs received provincial funding to support **up to 15 per cent of program costs**, at the discretion of the Lead Agency.
- Prior to 2018-19, the identification of designated programs was static (i.e., a school identified as “designated” remained designated even if its socioeconomic status changed and a non-designated program could not receive designated status).

2. Staffing:

- Each Lead Agency receives annualized provincial funding for program staffing including 1 Full Time Equivalent (FTE) Program Lead, 1 FTE Food and Logistics

Coordinator, and Community Development Coordinators.³ MCYS funding for staffing may include salaries/wages, benefits, and other necessary operating expenses (e.g., travel).

- **Program Leads** and **Food and Logistics Coordinators** must be employed by the Lead Agency. Depending on the local program administrative structure, **Community Development Coordinators** may be employed by the Lead Agency or subcontracted organizations (for example, incorporated members of a local Community Partnership Committee).
- Lead Agencies may also pay Community Development Coordinators on a fee-for-service basis. Lead Agencies are responsible for determining the appropriate allocation approach for Community Development Coordinators based on local circumstances. The number of FTE Community Development Coordinators is determined by the Lead Agencies based on funding allocated by the ministry, taking into consideration the local administrative structure of the program.

3. Allocated Central Administrative Funding:

Allocated central administration costs refer to those costs associated with governing and operating an organization, including:

- Salaries/benefits of the Executive Director (ED) or other management staff who spend all or a portion of their time dedicated to administrative functions;
 - If the ED or other management staff spends a portion of their time providing direct care or clinical support/consultation, the salary should be pro-rated accordingly.
- Costs of secretarial functions that are not fully dedicated to the SNP;
- Costs of all Human Resources, Finance, Information Systems and Legal staff;
- Purchased professional services that are not program related, including all costs incurred in purchasing professional services for which the agency itself does not employ staff (e.g., fees for administrative or corporate legal work, audit or bookkeeping fees, costs to develop or maintain information systems);
- Office expenses, including computer costs, telephone, printing/copying, stationary, postage and courier, office equipment rental and repairs, periodicals, journals and microfilming;
- Advertising costs related to the recruitment of staff;
- Financing and fundraising costs;
- Insurance including the cost of fire, theft, damage, as well as bonding and liability insurance for staff, board members and volunteers;
- Fees paid to professional associations; and
- Where an agency has operations that cross jurisdictions, a pro-rated portion of

³ Job titles of program staff vary across the province.

staffing and occupancy costs for the head office (heat, hydro, utilities, mortgage/rent, realty taxes, HST).

Lead Agencies that deliver more than one MCYS-funded program must calculate Allocated Central Administration separately for the SNP funding (detail code: A513). To support Allocated Central Administration, Lead Agencies are eligible to spend a maximum of 10 percent of:

- Pre-2008 provincial funding (total provincial allocation amount);
- Funding allocated for the Food and Logistics Coordinator (2014); and
- Community Development Coordination enhancement (2015).

For questions about your agencies' eligible amount of Allocated Central Administration or supporting in determining the eligible amount, contact your Regional Office Program Supervisor.

Unallowable Program Expenses

The following programs/services may not be funded using annualized funding allocated for SNPs:

- Child care facilities;
- Community kitchens;
- Nutrition education⁴; and
- Food shipping costs that are not built into the cost of food (exception: if food is being donated, a reasonable cost for shipping is permitted).

One-Time Grants

One-time grants are occasionally made available by the ministry. When available, one-time grants support the purchase of equipment and non-perishable foods and/or meet other criteria set out by the ministry.

Lead Agencies are encouraged to keep track of equipment needs of programs funded by their organizations or any sub-contracted organizations.

Administration of Provincial Funding

Provincial funds are administered through Transfer Payment agreements managed by the MCYS Regional Offices. Each Regional Office provides funds to one or more Lead Agencies. Lead Agencies provide funding to support local SNPs.

The local program administrative structure varies across Ontario. Lead Agencies may distribute funds to incorporated Community Partnership Committees (where established), incorporated community partners (may or may not be members of the

⁴ Educating children and youth about the benefits of healthy eating is included in the school curriculum and communities are encouraged to obtain health and nutrition related educational resources from the local Public Health Unit.

Community Partnership Committee), School Boards, directly to schools, or a combination of approaches depending on the local administrative structure.

Funding to local program occurs through an application process.

Local Program Governance

A local Community Partnership Committee comprised of local stakeholders (e.g., businesses, public health personnel, School Boards, school staff, volunteers, parents or caregivers, and other interested community members) is encouraged to provide advice to SNP Lead Agencies to support effective program delivery, which may include (but is not limited to) advice about fundraising for local SNPs, recommendations about enhancing capacity to deliver SNPs, improving nutritional quality of food served, and program evaluation activities.

Formalized processes for decision-making and governance are managed locally by Lead Agencies and respective partners. Lead Agencies are accountable for the management and use of provincial program funds through transfer payment agreements.

Lead Agencies are encouraged to engage relevant stakeholders as much as possible to support and benefit local programs regardless of whether formalized Community Partnership Committees are present.

Risk Assessments

MCYS has a standard risk assessment process and tool for assessing and managing risk associated with all agencies receiving Transfer Payment funding.

Regional Offices are required to complete the risk assessment tool on SNP Lead Agencies on a three year cycle, unless the agency has been exempted under the Transfer Payment Risk Assessment criteria.

This process provides significant insight for Boards of Directors, senior managers, and ministry staff about the risk profile of your organization to support the continuous improvement of service delivery, decision-making, performance, and accountability.

Roles and Responsibilities

Agency/Organization Roles and Responsibilities

Ministry of Children and Youth Services

- Establish provincial policy, standards and guidelines;
- Help build capacity of Lead Agencies to support the effective delivery of Student Nutrition Programs;
- Develop and monitor service contracts with Lead Agencies;
- Distribute funding to Lead Agencies;
- Liaise with Lead Agency staff and external program partners;

- Collect and analyze program data;
- Monitor and evaluate activities and share provincial program data back with program partners to inform local continuous quality improvement activities; and
- Share information with partner ministries to support effective development of provincial policy.

SNP Lead Agency

- Roles and responsibilities are outlined in the ministry's service agreement with the Lead Agency (see [Appendix C](#)).

Community Partnership Committees (where established)

Note: Roles and responsibilities will vary depending on the local administrative structure. The following are examples of common functions of Community Partnership Committees across Ontario:

- Meet and provide support and advice to Lead Agencies regarding local programs;
- Work with Lead Agencies to administer local guidelines and criteria for grant applications;
- Encourage new members to join community partnerships;
- Provide advice to Lead Agencies regarding local application processes and funding amounts;
- Support fundraising and the development of partnerships with local sponsors;
- Establish links with local Public Health Unit to support program delivery through nutrition education, workshops, consultation, site visits, and participation on community partner committees; and
- Employ Community Development Coordinators (if incorporated) or provide funding to incorporated members of the community partnership for Community Development Coordinators to support local programs.

Program Staff

Ontario's Student Nutrition Program relies on volunteers to deliver programs locally. The ministry provides funding for three staffing positions that support the regional administration of Student Nutrition Programs:

- Program Leads;
- Community Development Coordinators; and
- Food and Logistics Coordinators.

Roles and responsibilities of ministry-funded staff are included in the ministry's service agreement with the Lead Agencies (see [Appendix C](#)).

Job titles may vary regionally, depending on local community circumstances.

Lead Agencies are permitted to redistribute funding amounts across the three staffing positions from year-to-year as needed. Funding to support program food costs allocated by the ministry **cannot** be used to increase staff costs.

Practices across the province that are examples of Lead Agencies meeting their requirements outlined in the service agreement with the ministry are listed in Table 3.

Table 3: Examples of practices for each of the three ministry-funded positions.

Program Lead	Community Development Coordinator	Food and Logistics Coordinator
<ul style="list-style-type: none"> • Pre-approving annual work plans of subcontracted Community Development Coordinators that outline priority areas for information sharing and capacity-building of programs. • Developing annual reports to showcase program successes to new and existing external funders. • Developing and monitoring agreements with subcontracted partners that clearly define requirements for funding, based on information in the program guidelines. • Hosting quarterly/ monthly meetings with all program staff in the respective area to share information across a broad range of themes. 	<ul style="list-style-type: none"> • Developing annual work plans that focus information sharing and capacity-building activities on observations from recent program site visits and other relevant program data. • Documenting results of site visits. Identifying areas of opportunity and identifying goals to address priority areas. Documenting progress made towards achieving goals. • Pairing schools or volunteers across new and existing programs to support peer-to-peer learning. 	<ul style="list-style-type: none"> • Developing an inventory of procurement approaches across existing programs. • Surveying program volunteers to determine: a) interest in participating in new procurement opportunities; b) documenting the administrative benefits of centralized procurement reported by programs; and c) sharing locally reported benefits across programs. • Working with Public Health Unit(s) to identify listings of products (grain, milk and alternatives, and meat and alternatives) for program sites that reflect the “Serve” listing of foods in the Nutrition Guidelines where there is limited capacity to serve whole foods and/or prepare meals from scratch.

Program Volunteers

Examples of key functions include:

- Shopping, preparing, and serving program food;
- Submitting grant applications to Lead Agencies or community partnerships that outline their annual program costs;
- Submitting data requirements and information as requested to Lead Agencies and/or subcontracted partners;
- Establishing weekly menus based on advice from local Public Health Unit(s);
- Arranging food shopping (according to local procurement approaches); and
- Accessing training and support from local Public Health Unit(s).

Data Requirements

Measuring Performance in Ontario’s SNP

The ministry monitors performance in Ontario’s Student Nutrition Program using three key sources of information:

1. Quarterly and year-end financial information about revenue and expenditures using the Ministry of Children and Youth Services’ Transfer Payment Budget Package;
2. Service data reported in the Transfer Payment Budget Package; and
3. An annual qualitative narrative report.

Program outcomes are indicated in Figure 1.

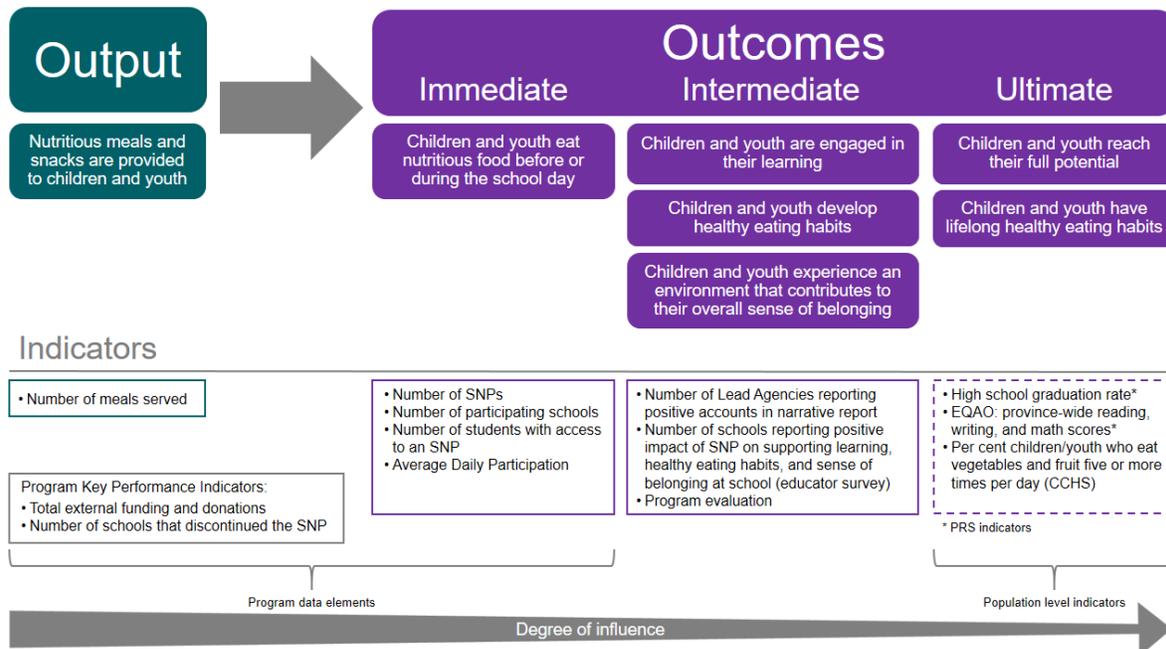


Figure 1: Program logic model

Financial Reporting

Financial Information is reported in the ministry’s Transfer Payment Budget Package. The ministry uses Detail Code A513 for all associated Student Nutrition Program financial and service data reporting.

Because external funders supporting SNPs do not operate on the ministry’s fiscal calendar, only program revenue and expenses associated with the provincial funding allocation for the program should be reported in the Transfer Payment Budget Package.

The ministry monitors total external revenue for each SNP Lead Agency by requiring that it be reported in the “Service Data” tab in Q2. See data element six in [Table 4](#) for more information about what to report as external revenue. Do not report external revenue in the Revenue Worksheet.

Your financial reporting to the Regional Office must clearly identify the amount allocated to local programs for food and consumable supplies. Please record this information in row G (Other Transactions) in the Expenditures Worksheet and write the following description “**Payments to Programs.**” Do not include other funding in this row beyond allocations to programs for food and consumable supplies.

For questions about the Transfer Payment Budget Package, please contact your Regional Office Program Supervisor.

Service Data

Effective April 2018, there are seven data elements reported by Lead Agencies in the ministry’s Transfer Payment Budget Package, as outlined in Table 4.

Table 4: Data elements and details.

Data Element	Key Details
1. Number of Student Nutrition Programs (Q1, Q3, Q4)	Total number of provincially funded Student Nutrition Programs. Include community program locations, private schools, and federally funded schools in this count. This information is not cumulative (e.g., do not add Q3 figure to Q4 amount). Enter the number corresponding to each quarter. The short name for this data element in the ministry’s Transfer Payment Budget Package is NUMPRGRMS#.
2. Number of Participating Schools	Total number of provincially funded schools that receive funding for a Student Nutrition Program. All schools must have a unique school identifier. Exclude community program

Data Element	Key Details
(Q1, Q3, Q4)	<p>locations, private schools, and federally funded schools from this count.</p> <p>The ministry will work with Lead Agencies to identify this number for the first reporting period.</p> <p>This information is not cumulative (e.g., do not add Q3 figure to Q4 amount). Enter the number corresponding to each quarter.</p> <p>The short name for this data element in the ministry's Transfer Payment Budget Package is PARTSCHLS#.</p>
<p>3. Number of Meals Served</p> <p>(Q1, Q2, Q3, Q4)</p>	<p>Number of meals and snacks served in all Student Nutrition Programs (data element #1) during each quarter.</p> <p>Estimated meals prepared equals the total number of meals served (# per day x # of program days per quarter). See Table 5 for helpful information about estimating the number of meals prepared based on the program model.</p> <p>For snack programs, count one snack as one meal using the above criteria.</p> <p>This information is not cumulative (e.g., do not add Q3 figure to Q4 amount). Enter the number corresponding to each quarter.</p> <p>The short name for this data element in the ministry's Transfer Payment Budget Package is MESNSV#.</p>
<p>4. Average Daily Participation</p> <p>(Q1, Q3, Q4)</p>	<p>Number of meals served in all Student Nutrition Programs (data element #1) divided by the number of program operating days. Calculated by Lead Agencies three times per year using proxy information from one month:</p> <p>Calculate Average Daily Participation for each individual program (number of meals served for month divided by the number of program operating days per month) for the months of April (Q1), October (Q3), and February (Q4). Perform this calculation for every program (data element #1) and add for all programs to identify the Average Daily Participation for your Lead Agency.</p>

Data Element	Key Details
	<p>For sites with multiple programs, calculate Average Daily Participation for each individual program and use the higher amount when determining the total.</p> <p>An Excel template is available to support Lead Agencies in calculating Average Daily Participation. To access the Excel file, contact your Regional Office Program Supervisor.</p> <p>This information is not cumulative (e.g., do not add Q3 figure to Q4 amount). Enter the number corresponding to each quarter.</p> <p>The short name for this data element in the ministry's Transfer Payment Budget Package is AVEDLYPRT#.</p>
<p>5. Total Number of Students With Access to the SNP</p> <p>Q2 (for current school year)</p>	<p>Total school enrollment of all provincially funded schools with SNPs, as provided to Lead Agencies by schools in the program application for the year (if applicable) or other reporting mechanism.</p> <p>Only include enrollment for schools counted in data element #2 (Number of Participating Schools).</p> <p>The short name for this data element in the ministry's Transfer Payment Budget Package is TTLACCSNP#.</p>
<p>6. Total External Funding and Donations</p> <p>Q2 (for previous school year)</p>	<p>Total external funding received by Lead Agencies to support local SNPs from: a) national charitable partners, b) local private sector contributions to Lead Agencies, c) municipal funding, d) Lead Agency fundraising initiatives or other local contributions.</p> <p>Include information for community partners (if applicable) and programs (such as parent contributions, local fundraising and food donations) if available/collected by the Lead Agency as part of existing reporting.</p> <p>For donated food and program supplies, use estimated in-store value.</p> <p>This information will not be used to alter provincial allocations to Lead Agencies.</p> <p>The short name for this data element in the ministry's Transfer Payment Budget Package is TTLFUNDO#.</p>

Data Element	Key Details
<p>7. Number of Schools that Discontinued the SNP</p> <p>(Q1, Q2, Q3, Q4)</p>	<p>Number of provincially funded schools that have chosen to no longer run an SNP. A school must have been receiving provincial funding for an SNP at the start of the school year and discontinued the program during the same school year to be included in this count. Exclude: a) school closures, b) school amalgamations, c) schools that have more than one program and discontinued one program.</p> <p>Lead Agencies will be requested to provide general observations about program closures in the annual narrative report.</p> <p>Data element is cumulative.</p> <p>The short name for this data element in the ministry's Transfer Payment Budget Package is NODISSNP#.</p>

See [Appendix D](#) for additional information and reporting examples.

Determining the Number of Meals Served

- The number of meals served reported to the ministry by Lead Agencies is based on information about the estimated number of meals prepared by programs.
- To promote consistency in approach across the province, Lead Agencies are encouraged to request the following information from every provincially funded SNP:
 - The number of meals prepared on an average day; and
 - The number of days the program ran in the quarter.
- Based on this information, Lead Agencies are encouraged to calculate the number meals served for every program and add the total for their catchment area.
 - **For example:** Program Location 1 operates a breakfast program and reported preparing an estimated average of 50 meals per day and operated 60 days this quarter. Program Location 2 operates a breakfast program and a lunch program. The location reported preparing an average of 20 meals per day in the breakfast program and operated 40 days this quarter and reported preparing an average of 100 meals per day in the lunch program and operated 40 days this quarter. The Lead Agency will report 7,800 as the total number of meals served to the ministry for the quarter.
 - **Rationale:** Program Location 1: 50 meals x 60 days = **3,000** meals served + Program Location 2: 20 meals [breakfast] x 40 days = **800** meals served + 100 meals [lunch] x 40 days = **4,000** meals served.

- Generally, the number of children and youth that programs use for meal planning purposes is a good indicator for the number of meals prepared.
 - Based on this principle, you can use the information in Table 5 to help estimate the number of meals prepared on an average day for each program model:

Table 5: Tips for estimating the number of meals prepared for each of the three program models.

Grab & Go	Bin Program (in classroom)	Sit Down Meals
<ul style="list-style-type: none"> • Ask: How many meals/snacks are prepared on an average day? • The response should reflect how many meals are put out (i.e., brown bags or other) and not how many meals are taken by children and youth. • The volunteer responsible for packing the bags and/or placing the meals/snacks may be the best source for this information. 	<p><u>One bin per day:</u></p> <ul style="list-style-type: none"> • Ask: How many meals/snacks are placed in the bins each day? • The response may reflect total school enrollment (<u>only</u> if the program serves every child/youth) or program demand (e.g., a program coordinator will place 24 meals in a bin for a classroom of 30 students, if generally 24 meals are eaten) in programs that don't serve every child/youth. <p><u>One bin for multiple days:</u></p> <ul style="list-style-type: none"> • Ask: How many days does the bin generally last before being replenished? How many meals/snacks were prepared for the bin during that time period? • The volunteer responsible for packing the bins may be the best source for this information. 	<p><u>Programs where children and youth are seated and served their meals or snacks:</u></p> <ul style="list-style-type: none"> • Ask: How many meals/snacks are prepared on an average day? • The volunteer responsible for serving the meals to children and youth may be the best source for this information. <p><u>Programs where children and youth line up for a meal or snack:</u></p> <ul style="list-style-type: none"> • Ask: How many children/youth do you expect to come through the line on an average day? • The volunteer responsible for preparing the meals and/or supervising the program (if applicable) may be the best source for this information. • Assume one meal is prepared per child. While there may be circumstances where some children have more than one meal or some take less than the required number of food groups, the number of meals prepared should generally correspond to program demand.

Narrative Report

The narrative report enables the ministry to monitor key trends, identify best practices and collect anecdotal examples of program successes through quotes and stories.

Each Lead Agency is responsible for completing one narrative report on an annual basis in October. The narrative report template is provided by the Regional Office.

Program data is an important tool to guide quality improvement activities, support strategic planning of Lead Agencies and their subcontracted partners, and inform work planning activities for program staff.

Completing the narrative report is an opportunity to reflect with local program partners on how data will inform program activities.

For support completing your narrative report, contact your Regional Office Program Supervisor.

APPENDICES

APPENDIX A: Identifying Safe Food Sources

Grocery Stores, Wholesalers and Distributors

- Suppliers to these facilities should be CanadaGAP or HACCP certified.
- When considering a partnership with a wholesaler or distributor, look for proof of certification.

Food Service (e.g., caterers)

- These facilities are inspected by the local Public Health Unit.
- Check your local Public Health Unit's website for a list of inspected facilities and inspection reports.

Farmer's Markets

- These suppliers are under the authority of their respective Public Health Units.
- Contact the local Public Health Unit for questions or concerns related to a particular farmer's market. See [Appendix E](#) for specific information on sourcing produce from farms.

Community Food Hubs

- These premises may be inspected by their respective Public Health Unit.
- Contact your local Public Health Unit to find out if a specific program or facility is inspected.

APPENDIX B: Transportation of Program Food

- As much as possible, food should be delivered directly to the SNP site.
- Transport vehicles should be clean and well-maintained.
- Perishable and refrigerated products must be kept cool during transit.
- Produce must be loaded and stored to minimize physical damage and risk of contamination.
- Food products and non-food items should be kept in separate areas of the vehicle.

APPENDIX C: Staff Roles and Responsibilities

Excerpt from ministry Service Agreement with Lead Agencies

The Service Provider will appoint an individual as the **Program Lead** of the Student Nutrition Program. The Service Provider will ensure the Program Lead carries out the following responsibilities:

- Providing leadership and support to all Program Staff;
- Liaising with external funders including regional, provincial, and national charities to support programs sites;
- Building partnerships with local businesses for in-kind support, funding, or services that benefit local Student Nutrition Programs by promoting the program directly with local businesses or working through Community Partnership Committees (where established);
- Participating in local Community Partnerships Committee meetings (where applicable);
- Communicating the Program Guidelines to Community Partnership Committee members (where established), subcontracted organizations (if applicable) and all program staff and implementing approaches to ensure that Student Nutrition Programs are delivered locally in accordance with the Program Guidelines;
- Sharing information about the program with Public Health Unit(s) and School Boards and building partnerships to support program delivery; and
- Collaborating with Program Leads across Lead Agencies to share information about effective practices.

The Program Lead will be the ministry's contact person for the purposes of this service contract.

The Recipient will also appoint an individual as the **Food and Logistics Coordinator** of the Student Nutrition Program. The Service Provider will ensure the Food and Logistics Coordinator carries out the following responsibilities:

- Developing resources and regional strategies to improve the supply chain logistics, purchasing, inventory management, distribution, and transportation of food amongst student nutrition programs;
- Supporting the efficient sourcing, purchasing, and aggregation of food products within the Student Nutrition Program by:
 - Facilitating wholesale or bulk orders that adhere to evidence-based information in the [Student Nutrition Program Nutrition Guidelines 2016](http://www.children.gov.on.ca/htdocs/English/documents/studentnutrition/SNP-nutrition-guidelines-2016.pdf) (<http://www.children.gov.on.ca/htdocs/English/documents/studentnutrition/SNP-nutrition-guidelines-2016.pdf>);
 - Negotiating favourable pricing from local and large-scale businesses;
 - Facilitating economies of scale by bringing together growers or businesses to

- aggregate products;
- Adhering to food safety best practices;
- Acquiring food donations; and
- Developing and delivering training to program volunteers around effective food purchasing strategies.
- Supporting the efficient and safe storage, and distribution of food products within SNP from vendors/donors to community food hubs and/or program sites;
- Promoting the consumption of locally and sustainably-produced foods, when available and practical;
- Supporting Program Lead and Community Development Coordinators (as required);
- Carrying out other duties as assigned by the Program Lead to support the implementation of new programs (as required);
- Approving decisions to of subcontracted organizations or programs sites to source produce for the program directly from farms. Farms must be certified (CanadaGAP or Safe Quality Food) or adhere to food safety best practices (i.e., respond “Yes” to all applicable questions in the sample checklist in [Appendix E](#) of the Program Guidelines or similar checklist that contains at minimum the questions included in Appendix E of the Program Guidelines);
- Providing food cost information to programs sites staff and volunteers or Community Development Coordinators to support the development of program budgets;
- Tracking equipment needs in new and existing program sites, as required; and
- Working collaboratively with Food and Logistics Coordinators across Ontario to share information and leverage partnership opportunities.

The Recipient will either employ or subcontract **Community Development Coordinator(s)**. The Service Provider will ensure the Community Development Coordinator(s) carries out the following responsibilities:

- Communicating provincial eligibility criteria outlined in the Program Guidelines to program sites. Assessing adherence to eligibility criteria through site visits and/or audio or video contact with programs sites. Building capacity of programs sites to meet eligibility criteria by sharing information and effective practices with program site volunteers;
- Supporting programs in delivering effective and sustainable breakfast, snack and/or lunch programs by implementing strategies to share knowledge and resources with programs volunteers. This may include developing written or online program resources and organizing and hosting workshops on topics including (but not limited to) volunteer recruitment, fundraising, student engagement, data reporting, and budgeting;
- Supporting programs in implementing the Student Nutrition Program Nutrition Guidelines 2016;

- Supporting schools and School Boards to implement new programs (as required based on funding availability). This may include, but is not limited to, contacting schools and/or School Boards to determine interest, sharing information about the Student Nutrition Program, assisting with the completion of locally developed application forms, and determining equipment needs;
- Sharing information about program models in accordance with the Program Guidelines and working with school staff, parent councils, and/or program volunteers to select an appropriate model based on local needs, capacity, and infrastructure;
- Supporting fundraising activities at the local level to support the sustainability of programs;
- Providing information about provincial reporting requirements and collection methods (as outlined in the Program Guidelines) to local sites, monitoring submissions, and following up where reporting is outstanding;
- Providing support to the Food and Logistics Coordinator to implement procurement strategies/approaches in schools and community locations as required; and
- Building partnerships with and other local, regional, and provincial Community Development Coordinators across the province to share effective practices.

APPENDIX D: Additional Information – Data Elements

Table 6: Examples and rationale for data elements.

Data Element	Example/Scenario	Collection Rationale
1. Number of Student Nutrition Programs	-	Measures program reach. Includes community locations, private schools and federally funded schools in this count (i.e., information missing from data element #2).
2. Number of Participating Schools	-	Enables the ministry to measure program reach relative to total number of provincially funded schools.
3. Number of Meals Served	<p>A grab and go program prepares 20 brown bags and 19 are taken. The total number of meals served should be recorded as 20.</p> <p>A bin of food is delivered to each classroom and contains 50 meals. The total number of meals served should be recorded as 50.</p> <p>Program volunteers prepare 50 breakfasts. Two students request additional servings. The total number of meals served should be 50.</p>	Measures program reach. Lead Agencies use this information in the Average Daily Participation calculation.
4. Average Daily Participation	<p>School 1 operated a breakfast program every day in the month of May. It served 500 meals in 20 days.</p> <p>School 2 receives funding for two programs. It</p>	Measures program reach. <u>Rationale:</u> ADP for School 1 is 25 (500 meals/20 days). ADP for School 2 is 83 (1,000 meals/12 days). Total ADP is $83 + 25 = 108$.

Data Element	Example/Scenario	Collection Rationale
	<p>operated a lunch program 3 days per week per the month of May. It served 1,000 meals in 12 days. It also operated a breakfast program 2 days per week serving 300 meals in 8 days.</p> <p>Total Average Daily Participation is 108. See Rationale for a breakdown of this calculation.</p>	<p>Note: For School 2, an ADP of 83 was used to because it is the higher amount (for the lunch program).</p> <p>The ADP for the breakfast program in School 2 was 38 (300 meals/8 days) and so it was not used for the purpose of calculating total ADP with School 1.</p>
<p>5. Total Number of Students With Access to the SNP</p>	<p>-</p>	<p>Enables the ministry to measure program reach relative to the total number of school-age children in provincially funded schools across Ontario.</p>
<p>6. Total External Funding and Donations</p>	<p>-</p>	<p>Key Performance Indicator.</p> <p>Enables the ministry to better identify broader program costs and track provincial external funding leveraged.</p>
<p>7. Number of Schools that Discontinued the SNP</p>	<ul style="list-style-type: none"> • 2 schools closed • 1 school amalgamated • 1 school decided not to operate the program • 1 school indicated that it will not re-apply for funding next year <p>The total number of discontinued programs should be reported as 1.</p>	<p>Key Performance Indicator.</p> <p>Helps measure program sustainability.</p>

APPENDIX E: Sourcing Produce from Farms

Note: If farms are not CanadaGAP or Safe Quality Food (SQF) certified, the following checklist contains minimum best practices to help determine whether the farm is safe for sourcing SNP produce.

Lead Agencies may choose to develop and/or utilize locally developed tools as long as they include content noted below. A representative from the Lead Agency should verify or observe all of these criteria on the farm, by responding “yes” to the below questions in the checklist.

Checklist for Sourcing Produce from Farms

Farm Name: _____ Date of Visit: _____
 Farm Address: _____ Phone Number: _____
 Farm Owner/Manager: _____

<p>1) Hand Washing and Toilet Facilities Hand washing stations Are fully stocked hand washing stations with appropriate signage provided in the packing house and with portable toilets in the field? ○ E.g. with potable water, soap, single use paper towels and trash can ○ If running water is not available, sanitizing hand wipes and liquid sanitizer are provided with a waste receptacle (i.e. with portable toilets in the field)</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Hand washing Are workers trained and required to wash hands? ○ E.g. prior to starting work, after breaks, handling dirty or contaminated material, smoking, eating, drinking, using a handkerchief/tissue and using the toilet</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Toilet facilities Are fully stocked, operational toilet facilities provided for packing house and field workers? ○ E.g. toilet facilities or transportation to toilet facilities are provided for field workers and toilet paper is always available</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>2) Pest Control Is a pest control program in place? a. In the packing and storage areas: ○ E.g. insect and vermin traps present and monitored, family pets are prohibited</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>b. In the field: ○ I.e. Workers monitor for signs of pest contamination during harvesting. Areas where there is evidence of pest contamination are left unharvested ○ E.g. evidence of pests includes: droppings, nests, tracks, chew marks.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

3) Water Is overhead irrigation water tested and does it meet the accepted guideline? ○ Guideline: < 100 CFU <i>E. coli</i> /100ml ○ Must see a water test record dated within the last six months.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Is water used for post-harvest cleaning and sanitizing, cooling, ice making and final product rinse tested and does it meet the potable water standard? ○ Standard: 0 cfu <i>E. coli</i> /100ml ○ Must see a water test record dated within the last six months	<input type="checkbox"/> YES <input type="checkbox"/> NO

4) Soil Additives* (manure, composted manure) Is manure used as a soil additive? ○ If Yes, answer 4a ○ Check NA if commercial fertilizer or no fertilizer is used.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
4a) Is there a minimum of 120 days interval before harvest after raw manure has been applied?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is manure compost used as a soil additive? ○ If Yes, Answer 4b, 4c, and 4d	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
4b) If manure compost is purchased from a supplier, does the farmer have a Letter of Assurance indicating that the purchased compost meets Canadian Council for Ministers of the Environment (CCME) <i>Guidelines for Compost Quality</i> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4c) If manure is composted by the farmer on site, are proper composting methods being followed? ○ A core temperature of 55°C or 130°F is maintained for a period of fifteen consecutive days or more, turning at three day intervals with a minimum of five turnings.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4d) Uncomposted manure/compost piles are NOT located beside or next to produce production areas or uphill of water sources	<input type="checkbox"/> YES <input type="checkbox"/> NO

5) Sanitation Are food contact surfaces regularly washed and rinsed with potable water and then sanitized? ○ E.g. harvest totes/containers, equipment, tools, transport vehicles (if applicable), food storage containers, and rooms	<input type="checkbox"/> YES <input type="checkbox"/> NO
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I confirm that the information provided above is accurate to the best of my knowledge.

Signature of Lead Agency Representative: _____ Date: _____

Signature of Farm Owner/Manager: _____ Date: _____

Helpful Resources:

- [CanadaGAP](#)
- [Safe Quality Food Institute](#)
- [Public Health Units](#)
- [Food Safety – Ontario Ministry of Agriculture, Food and Rural Affairs](#)

APPENDIX F: Qs & As

1. What happens when schools close or decide to no longer participate in Ontario's Student Nutrition Program?

- Decisions to reallocate funds when schools close and/or no longer participate in Ontario's Student Nutrition Program reside at the local level.
- Enhanced funding must be reallocated to higher-needs schools as determined by Lead Agencies and/or Community Partnership Committees (where established).

2. Does the Ministry of Education's Policy Program Memorandum (PPM) 150 apply to Student Nutrition Programs?

- No. PPM150 (Ontario's School Food and Beverage Policy) applies to all food and beverages sold in schools.
- Since SNPs are not required to charge on a per-meal/snack basis, decisions to adhere to PPM150 for SNP food is made by the Lead Agency, community partnership, School Board, or program site.

3. Are Lead Agencies required to provide MCYS funding to every eligible site that applies?

- No. Lead Agencies are responsible for determining the number of programs to fund based on eligibility, the number of applications, and available funding.
- Lead Agencies and community partnerships are encouraged to consider program sustainability when determining the number of programs to fund each year.

4. What is the role of the ministry in selecting/replacing subcontracted organizations that support the delivery of the SNP locally?

- Lead Agencies are responsible for decisions related to subcontracting, communicating ministry requirements to any subcontracted partners and implementing approaches to ensure that ministry requirements outlined in the program guidelines are adhered to.
- Although decisions to replace subcontracted partners reside with the Lead Agency, the ministry must be made aware of these decisions in advance. Approaches must be put in place to ensure no disruption of programming within local SNPs as a result of any changes in the local administrative structure of the program.
- Lead Agencies may choose to engage their respective MCYS Regional Offices in the selection/replacement process.

- 5. Some children and youth consume multiple meals in the SNP or multiple servings within the meal. How do I reflect this in the data reported to the ministry for the number of meals served?**
- In all cases, the number of reported meals served is to reflect the number of meals prepared.
 - Generally, the number of children and youth used for meal planning purposes is a good proxy for the number of meals prepared. See the chart on [Table 5](#) for additional information that can help estimate the number of meals prepared.
- 6. Many schools have more than one program (e.g., breakfast and lunch). How do I reflect this in the data reported to the ministry?**
- All programs are to be included in the “Number of Participating Student Nutrition Programs.”
 - Only schools with unique school IDs are to be included in the “Number of Participating Schools.”
- 7. How do I know which program locations to include in the “Number of Participating Schools?”**
- Include all provincially funded schools with a unique school ID. To determine whether a unique school ID exists visit the Ministry of Education’s [School Information Finder](#).
 - Federally funded schools (such as schools on reserves), programs in community locations and privately funded schools are not to be reflected in this number. These programs are included in the “Number of Participating Student Nutrition Programs.”
 - Lead Agencies may contact their Regional Office Program Supervisor for assistance.
- 8. Why is the ministry introducing enhanced funding and discontinuing the “designated” and “non-designated” program classification? How will this impact programs?**
- The 2015 program review identified that classifying programs as either “designated” or “non-designated” implied that there are two distinct programs and created confusion for external program partners and Lead Agencies.
 - The ministry is providing additional flexibility for communities to identify schools that need additional ministry support in delivering their SNP. Lead Agencies are enabled to better meet the needs of their communities by providing enhanced funding to programs that were not previously classified as “designated.”
- 9. How can I determine if a program is eligible for enhanced funding if it does not appear in the Ministry of Education’s School Information Finder (e.g., rural and alternative schools or new schools without data)?**

- Programs are eligible to receive enhanced funding if they meet the socio-economic and/or academic criteria outlined in the [Program Administration](#) section (pages 12 – 13) of these guidelines.
- For schools that do not appear in the Ministry of Education’s School Information Finder, Lead Agencies may submit the school’s name along with quantitative and qualitative information demonstrating rationale for enhanced funding to the MCYS’s Early Child Development Branch.

APPENDIX G: Glossary of Terms

Allocated Central Administration:

Allocated Central Administration is the cost associated with governing and operating an organization.

It does not include those program administration functions that directly support service to the client. Direct client service consists of functions involving interaction with the client and direct supports to client services such as supervision of direct care staff or front-line workers. Any administration costs that can logically be assigned to a program are considered program administration costs. Central administration costs include salary and benefits of staff and office expenses.

Breakfast:

A meal served to children and youth before the start of the school day. Breakfast programs offer at least one serving from a minimum of three out of the four food groups of *Canada's Food Guide (2007)* or *Canada's Food Guide – First Nations, Inuit and Métis (2007)* with at least one serving from the vegetables and fruit food group and at least one serving from the milk and alternatives food group. A minimum of one serving of grain products or meat and alternatives is also required at every meal.

Community-based program:

SNP program that is established within the community or offered by a service club or community organization but not a school (such as a community centre, faith or cultural centre).

Community Development Coordinator:

The Community Development Coordinator employed and/or paid by the community partnership, local community partner, or Lead Agency is responsible for supporting program development and capacity-building in local SNPs.

Lunch:

Lunch programs offer meals to children and youth at mid-day. Lunch programs offer at least one serving from a minimum of three out of the four food groups of *Canada's Food Guide (2007)* or *Canada's Food Guide – First Nations, Inuit and Métis (2007)* with at least one serving from the vegetables and fruit food group and at least one serving from the milk and alternatives food group. A minimum of one serving of grain products or meat and alternatives is also required at every meal.

Morning meal:

A meal served to children and youth in the first part of the school day once school has officially started. The meal is delayed due to bussing, school start times, extracurricular activities, etc. A morning meal is not a snack program because morning meal program offers a minimum of three out of the four food groups of *Canada's Food Guide (2007)* or *Canada's Food Guide – First Nations, Inuit and Métis (2007)* with at least one serving

from the vegetables and fruit food group and at least one serving from the milk and alternatives food group. A minimum of one serving of grain products or meat and alternatives is also required.

Meal:

A meal (breakfast, morning meal, lunch) contains at least one serving from a minimum of three out of the four food groups of *Canada's Food Guide (2007)* or *Canada's Food Guide – First Nations, Inuit and Métis (2007)* with at least one serving from the vegetables and fruit food group and at least one serving from the milk and alternatives food group. A minimum of one serving of grain products or meat and alternatives is also required.

Program:

A Student Nutrition Program which includes a breakfast program, a morning meal program, a lunch program, and/or a snack program. Each program is identified and counted separately when submitting local data.

Program frequency:

The number of days per week each program is offered.

Program location:

The location that offers program(s) to children and youth.

One program location may offer more than one program (for example, a school that offers a lunch and snack program is one program location with two programs).

School-based program:

A program offered and supported within a local community school to meet the needs of children and youth at that school site.

Snack:

A snack contains at least one serving from a minimum of two food groups of *Canada's Food Guide (2007)* or *Canada's Food Guide – First Nations, Inuit and Métis (2007)* with at least one serving from the vegetables and fruit food group.

Universal accessibility:

Every child and youth is welcomed to attend the program at the site regardless of his or her family's ability to contribute financially.

While parents/caregivers may be asked to voluntarily contribute to support the local SNP, no child is turned away from the program.

