

Get Schools Cooking 2019

Chef Ann Foundation

Application Instructions

****Please read the following information in its entirety before starting your application****

Get Schools Cooking provides a broad range of support to participating districts, offering 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. Below is a general program timeline. Please note that dates are subject to change.

- Application Closes: October 28, 2019
- District Interviews to Assess Readiness of Potential Districts: November 18 – December 6, 2019

**Districts will be notified via email if selected for a virtual interview. If selected, the district Food Service Director and their Supervisor are expected to attend.*

- Districts Notified Whether Selected: December 31, 2019
- Workshop in Boulder, CO: February 26-28, 2020

- On-Site District Assessments: March 2020 – April 2021

**Individual assessments are expected to take place within this timeframe and will be scheduled based on the availability of the assessment team and the district's calendar.*

- On-site Debrief and Strategic Planning: May 2020 – July 2021

**The assessment debrief and the strategic planning session is scheduled 3 weeks to a month after the district receives their assessment report.*

- Systems Assistance Grant Funds Awarded: Fall 2020 – Fall 2021

**Each district will be required to complete a short application outlining their plans for use of grant funds that align with their assessment and strategic planning.*

- Additional On-site Training and Off-site Technical Assistance: Fall 2020 – Spring 2022
- Year One Evaluation: Spring 2022
- Year Two Evaluation: Spring 2023

Get Schools Cooking 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 scratch cook 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 and show a need and interest in having an assessment of their program as described here. Get Schools Cooking does not provide on-site staff training during the on-site assessment. If assessment findings indicate a need for specific staff training, funds from the Systems Assistance grant can be used for training purposes.

Program Eligibility:

To apply, school districts must meet the following criteria:

- Be firmly committed to working towards a scratch-cooked and fresh whole foods approach to their meal programs.
- Demonstrate support for improvement from district leadership.
- Participate in the National School Lunch Program.
- Have a minimum district enrollment of 3000 students and serve between four and thirty schools.
- Run a self-operated food service program.

If you have additional documents you are unable to load into the application portal, please send them via email to CAF Director of Programs, Emily Gallivan, at emilyg@chefannfoundation.org.

Project Name*

Name of Project.

Character Limit: 100

Team Information

Food Service Director's Name*

Character Limit: 200

Food Service Director's Title*

Character Limit: 200

Food Service Director's Email*

Character Limit: 254

Food Service Director's Phone*

Character Limit: 15

Number of years working in district*

Character Limit: 3

Number of years in current position**Character Limit: 3***Food Service Department's Immediate Report: Name****Character Limit: 200***Food Service Department's Immediate Report: Department****Character Limit: 200***Food Service Department's Immediate Report: Title****Character Limit: 200***Food Service Department's Immediate Report: Email****Character Limit: 254***Food Service Department's Immediate Report: Phone****Character Limit: 20***Number of year's working in district****Character Limit: 3***Number of years in current position****Character Limit: 3***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: 2000

District Enrollment*

What is the district's current student enrollment?

Character Limit: 10

Average Daily Participation - Lunch*

What was the district's Average Daily Participation for lunch for the 2018-2019 School Year?

Character Limit: 10

Average Daily Participation - Breakfast*

What was the district's Average Daily Participation for breakfast for the 2018-2019 School Year?

Character Limit: 10

Free and Reduced Percentage*

What was the district's Free and Reduced percentage for the 2018-2019 School Year?

Character Limit: 10

District Enrollment and Eligibility*

Please upload a record that reflects your 2018-2019 Enrollment and Eligibility by School Site – please include the name of each school and the grades served.

File Size Limit: 2 MB

Meal Participation by School, by Meal Type*

Please provide a document that reflects the following data for the 2018-2019 School Year broken down **by School Site** (please summarize all of this data into one spreadsheet):

- Total breakfasts and total service days those meals reflect
- Total lunches and total service days those meals reflect
- Total snacks and total service days those reflect
- Total suppers and total service days those meals reflect
- Total A la Carte revenue for each school site.

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 2018-19 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

File Size Limit: 1 MB

Academic Calendar*

Please upload a pdf of the district's 2019-20 academic calendar.

File Size Limit: 2 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's vision and why you feel the activities of GSC support your goals for sustainable food service improvement in your district.

Character Limit: 10000

Workshop Dates*

Are you available to attend the kick-off workshop in Boulder, CO February 26-28, 2020? (The program covers travel expenses for two individuals from the district. It is expected that one of those individuals is the food service director.)

Choices

Yes

No

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: 10000

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 Staff:

- 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)

Supper 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: 5000

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: 10000

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: 5000

Wellness Policy*

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

Character Limit: 5000 | 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 to the next question set requesting your public menus for the month of April.

Menu Cycle Upload

Elementary Breakfast Cycle Menu

File Size Limit: 1 MB

Menu Cycle Upload

Elementary Lunch Cycle Menu

File Size Limit: 1 MB

Menu Cycle Upload

Middle School Breakfast Cycle Menu

File Size Limit: 1 MB

Menu Cycle Upload

Middle School Lunch Cycle Menu

File Size Limit: 1 MB

Menu Cycle Upload

High School Breakfast Cycle Menu

File Size Limit: 1 MB

Menu Cycle Upload

High School Lunch Cycle Menu

File Size Limit: 1 MB

Menus Shared with the Public*

Please upload copies of your April 2019 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: 5000 | File Size Limit: 2 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 2018-19.

Character Limit: 10000

Commodities*

For SY 2018-2019, how much was your total USDA commodity allocation? Please break down how much you allocated to each of the following categories:

- USDA Foods (Brown Box)
- Passed through to Processor for further processing
- DoD (Department of Defense Fruit and Vegetable program)
- USDA Pilot Project for Unprocessed Fruits and Vegetables (CA, CT, MI, NY, OR, VA, WA and WI)

Character Limit: 10000

Produce Purveyor*

Do you have a separate produce purveyor?

Choices

Yes
No

Local Growers and Producers*

Do you spend more than \$5000 per year with any regional or local growers and producers?

Choices

Yes
No

Fiscal Information

Fiscal Information*

Please upload a multi-year (SY 2015-16 to SY 2018-19) – Profit and Loss Statement that reflects Budget to Actual revenues and expenses for the Food Service Fund.

****Note:** Revenue and expenses should be summarized by object code. Please include beginning and ending balances for each year.

File Size Limit: 2 MB

Software*

What accounting software system does your district use?

Character Limit: 100

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 software point of sale for menu planning, recipe management, procurement, inventory management, site ordering and site production records? Please state brands and what functions you have implemented.

Character Limit: 2000