Ontario's Student Nutrition Program Guidelines

Ontario

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PURPOSE OF THE PROGRAM GUIDELINES

Ontario's Student Nutrition Program Guidelines outline the key elements of provincially funded breakfast/morning meal, snack or lunch programs including:

- Program principles and funding criteria;
- Service delivery models;
- Program food;
- Funding and administration; and,
- Data requirements.

Ontario's Student Nutrition Program Guidelines are applicable to all Lead Agencies, flow-through agencies, community partnerships and local sites supporting and/or offering breakfast, lunch or snack programs with provincial funding.

The Student Nutrition Program Nutrition Guidelines (2008) are an important companion document to the Program Guidelines. The Student Nutrition Program Nutrition Guidelines (2008) are available at:
http://www.children.gov.on.ca/htdocs/English/topics/schoolsnacks/nutrition_guidelines.aspx

CONTEXT: ONTARIO'S STUDENT NUTRITION PROGRAM

The goal of Ontario's Student Nutrition Program (SNP) is to help provide nutritious meals and snacks to children and youth to support their learning and healthy development.

Research has established that proper nutrition, particularly during the morning hours, plays an important role in supporting learning. There are a variety of reasons why young people start their day hungry including lengthy commutes, hectic family routines in the morning, lack of hunger upon rising and poverty. Regardless of the reason, the program aims to support children and youth to be ready to learn. Participation in student nutrition programs is associated with positive educational outcomes including improved academic performance, reduced tardiness and improved student behaviour.[1]

Student Nutrition Programs are also an opportunity to encourage long-term healthy eating habits beyond participation in the program. Research indicates that breakfast consumption at school is associated with improved dietary quality and protection against negative health outcomes.[2]

See Appendix F for a glossary of terms commonly used throughout the Student Nutrition Program Guidelines.

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[1] For more information about the benefits of student nutrition programs see: Muthuswamy, E. 2012. "Feeding Our Future: The First- and Second-Year Evaluation." Toronto District School Board.

[2] Clark, M. A. & Fox, M. K. (2009). Nutritional quality of the diets of U.S. public school children and the role of the school meal programs.Journal of the American Dietetic Association, 109(2 Supplement 1), S44-S56.

STUDENT NUTRITION PROGRAM PRINCIPLES

Local programs are eligible to receive MCYS funding if they meet the following program principles:

Universal access to programs.
- All children and youth at each SNP site have the opportunity to access the program; and,
- Programs are non-stigmatizing and do not single out participating children and youth.[3]

Safe and nutritious food is served.
- The foods offered (whether purchased or donated) are nutritious and follow the SNP Nutrition Guidelines (2008);
- Food offered is sensitive to faiths and cultures of children, youth and their families;
- Student Nutrition Program facilities follow and respect public health regulations; and,
- Supply sources of program food adhere to industry best practices related to food safety and traceability (See Appendix A).

Community Involvement.
- Local stakeholders are engaged in the design, implementation and administration of the program so that programs can address specific site and community needs;
- Child and youth participation is encouraged as much as possible;[4]
- Parents and/or caregivers are welcomed and encouraged to support and contribute (financially and/or volunteering) to programs according to their ability; and,
- Fundraising and partnership development within the broader community occurs to increase the funding base of the program.

In addition to adhering to program principles, local programs receiving MCYS funding must:
- Demonstrate to Lead Agencies or flow-through agencies that program criteria are being met (e.g. participate in site visits, teleconferences);
- Provide financial reports on the use of provincial funding;
- Report program data to the Lead Agency or flow-through agencies and respond to requests for information as required;
- Adhere to any financial requirements as determined by the Lead Agency and/or flow-through agency (e.g. have a separate bank account for the program).

Adherence to program principles does not guarantee that every grant request will be funded. Lead Agencies, community partnerships and/or flow-through agencies must consider available funding when determining program eligibility.

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[3] Non-stigmatizing programs enable all children and youth to access the program, regardless of socioeconomic status. Stigmatizing programs include identifying and/or providing meals or snacks to targeted children and youth at a particular site believed to be "in-need" in a manner that is visible to peers.

[4] Examples of child and youth participation include attending the program, being consulted on the menu, assisting in food preparation, assisting in clean-up and promoting the program to peers.

SERVICE DELIVERY MODEL

Site Locations:

- Program sites receiving MCYS grant funding include elementary and secondary schools, alternative secondary programs and other community locations (e.g. community centres, faith or cultural centres).
- Beginning in the 2014-15 school year, all new programs must be school-based.[5] New community locations without an existing SNP are only eligible for provincial funds if they house programs for a local school that does not have adequate space or infrastructure to support a SNP. Lead Agencies and/or community partners may continue to fund programs in community locations that were established prior to 2014-15.

Delivery Models:

- At the local level, a variety of program models exist including, but not limited to "grab 'n go" programs, nutritious food bins delivered to the classroom and sit-down meals or snacks.
- The development and implementation of the program model requires local input so programs can be tailored to meet the individual needs of the program site. Lead Agencies and/or flow-through agencies must ensure that sites are aware of different program models and are supported in selecting and implementing a program model that is best suited for each program setting.

Meal Types funded by MCYS:

- Programs offer breakfast or morning meals, lunches and/or snack programs.
- Programs are meal based, rather than site based (i.e. a school that offers a lunch and snack program is one site with two programs).
- A meal (i.e. 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 with a minimum of one serving of vegetables and/or fruit and one serving or milk or milk alternatives at every meal. A minimum of one serving of grain products or meat or alternative is required at every meal.
  - o Breakfast programs serve meals to children and youth prior to the start of the school day.
  - o 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 with a minimum of one serving of vegetables and/or fruit at every snack.
- Ministry expansions of the program since 2008-09 have focused on breakfast or morning meal programs. Lead Agencies may continue to fund pre-existing lunch and snack programs.[6]

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[5] Note: School-based programs also include alternative education programs that are offered in schools or other community locations. Eligible schools must be publicly funded.

[6] In 2014-15, Lead Agencies will be receiving funding for some snack programs to convert to full breakfast/morning meal programs. Lead Agencies may continue to fund snack programs in sites that were unable to convert to a full breakfast or morning meal.

Program Types:

- Non-Designated programs are 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 are also non-designated funding programs. Non-designated programs receive provincial funding to support up to 15 per cent of program costs.
- Designated programs are higher-needs breakfast or morning meal programs that were identified by the ministry in 2008-09, 2013-14 and 2014-15 using socioeconomic and academic data. Designated programs are encouraged to offer breakfast or morning meals every day that children and youth attend school. Designated programs receive provincial funding to support 15 per cent of program costs.

Program sites may choose to integrate SNPs with other food and nutrition-related programs (e.g. school gardens, food literacy, culinary programs etc) to encourage learning and skill development. Within these integrated models, MCYS Student Nutrition Program grants are provided to support the provision of nutritious meals and snacks only.

SNP FOOD

Nutritious Program Food:

The SNP Nutrition Guidelines establish a province-wide standard to assist the selection of nutritious foods provided by SNPs and help promote healthy eating habits amongst children and youth.

The SNP Nutrition Guidelines encourage providers to adhere to several key principles related to program food including:

- Offering vegetables and/or fruit with every meal and/or snack;
- Selecting Ontario grown and/or produced foods when possible and available;
- Celebrating cultural diversity by serving a variety of healthy foods from different cultures;
- Providing drinking water to children and youth; and,
- Responding to and/or referring queries related to individual needs, unique medical needs, food allergies and other special circumstances.

The SNP Nutrition Guidelines contain helpful resources to assist SNP providers in selecting nutritious foods for breakfasts, lunches and snacks including sample menus, serving sizes and information about nutrition facts labelling. A copy of the SNP Nutrition Guidelines (English and French versions) can be obtained at the ministry website:
http://www.children.gov.on.ca/htdocs/English/topics/schoolsnacks/nutrition_guidelines.aspx

Food Safety:

Precautions must be taken to ensure food safety for meals and/or snacks offered to children and youth.

Ontario's SNP Nutrition Guidelines (2008) outline safe food handling practices, including:

- Preparing, storing and serving foods and beverages, using safe food handling practices and in accordance with Ontario Food Premises Regulation;
- Ensuring SNP providers always wash their hands with soap before and after preparing and serving food;
- Sanitizing all surfaces where food is prepared and/or served or cover with a clean table cloth;
- Being equipped with a separate handwashing sink with warm running water and soap for children and youth; and,
- Encouraging all children and youth to wash their hands with soap and water prior to eating.

Lead Agencies and/or flow-through agencies are encouraged to consult with their local Public Health Unit so that program sites are compliant with public health regulations, obtain information about nutritious program food and access information and/or training on safe food handling practices for program volunteers.

Program providers that operate programs in schools must also consult and adhere to school board and school policies, including those related to food preparation and food allergies.

For more information, see Ontario's Student Nutrition Program Nutrition Guidelines at: http://www.children.gov.on.ca/htdocs/English/topics/schoolsnacks/nutrition_guidelines.aspx

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.

In consultation with flow-through agencies (if applicable) or community partners, Lead Agencies are responsible for developing 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:

- Shopping by local volunteers;
- Centralized, wholesale or bulk purchasing;
- Partnerships with suppliers, distributors, community food hubs, local businesses, not-for-profits;
- Sourcing from farmers and/or farmer's markets;
- Partnerships with the foodservice sector;
- Acquiring food donations; and,
- Participation 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);
- Sourcing minimally processed foods (e.g. 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.

Lead Agencies must pre-approve local decisions to source produce directly from farms. Farms should be certified (CanadaGAP or Safe Quality Food) or adhere to food safety best practices as outlined in the checklist in Appendix C.

Only food that can be reasonably consumed or frozen in the appropriate timelines should be sourced, and 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, refer to Ontario's SNP Nutrition Guidelines (2008).

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, flow-through agencies, community partnerships and local sites are responsible for fundraising to cover the remaining program costs through partnerships with parents/caregivers, local businesses, charities, farmers and municipalities.

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

1. **Program Costs:**

MCYS funding for designated programs is provided to support 15 per cent of program costs. MCYS funding for non-designated programs is provided to support up to 15 per cent of program costs.[7]

Within both designated and non-designated programs, program costs include food and consumable supplies (e.g. soap, napkins, utensils, etc).

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[7] Beginning in 2014-15, additional annualized funding was made available to every Lead Agency to help address rising food costs in Ontario. Lead Agencies are responsible for allocating the new funding to address local needs and circumstances. While Lead Agencies may choose to provide additional funding to non-designated programs, the new funding does not eliminate the program's distinct funding models (designated vs. non-designated).

Individual grant allocations to sites are determined by Lead Agencies, flow-through agencies (if applicable) and/or community partnerships based on locally developed funding formulas that include, but are not limited to number of program participants, number of operating days and meal type. Lead Agencies and/or flow-through agencies are permitted to purchase program food on behalf of individual program sites (i.e. centralized and/or bulk purchasing on behalf of local programs).

2. **Staffing:**
Each Lead Agency receives annualized provincial funding for program staffing including Lead Agency SNP Coordinator(s), 1 FTE Food and Logistics Coordinator and Community Development Coordinators.* MCYS funding for staffing may include salaries/wages, benefits and other necessary operating expenses (e.g. travel).
Job titles of program staff vary across Ontario.

Lead Agency SNP Coordinators 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, flow-through agencies, or incorporated community partners who are members of the community partnerships. 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 full time equivalents or part-time Community Development Coordinators is determined by the Lead Agencies, taking into consideration the local administrative structure of the program.

3. **Allocated Central Administrative Funding:**
Allocated central administration is the cost associated with governing and operating an organization and includes salary and benefits of staff and office expenses. Allocated central administration does not include those program administration functions that directly support service to the client (e.g. front-line workers).

Lead Agencies are able to spend a maximum of 10 percent of pre-2008 provincial funding and funding allocated for Food and Logistics Coordinators on allocated central administration, in accordance with the Transfer Payment Accountability Directive.

Unallowable Program Expenses
The following programs/services may not be funded using annualized funding allocated for SNPs:
- Child care facilities;
- Community kitchens;
- Program Marketing;
- Nutrition Education[8]; and,

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[8] 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.

- 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.

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 partnerships (flow-through agencies), incorporated community partners, school boards, directly to schools, or a combination of approaches depending on the local administrative structure. Funding to local program sites occurs through a grant application process using locally determined funding formulas.

Local Program Governance:

A local Community Partnership comprised of local stakeholders (e.g. farmers, businesses, public health personnel, school boards, school staff, volunteers, parents or caregivers and other interested community members) is encouraged to assist in administration, decision-making and fundraising for local programs.

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 partnerships are present.

ROLES AND RESPONSIBILITIES

Agency/Organization Roles and Responsibilities:

Roles and responsibilities of Lead Agencies, community partnerships and/or flow-through agencies may vary depending on the local administrative structure of the program.

Ministry of Children and Youth Services
- Establish provincial policy, standards and guidelines for existing and new programs;
- Develop and monitor service contracts with Lead Agencies;
- Allocate budget to Lead Agencies;
- Liaise with Lead Agency staff;

- Collect and analyze program data; and,
- Monitor and evaluate activities.

SNP Lead Agency
- Grant allocations to sites based on eligibility requirements established by the ministry;
- Flow provincial funds to local programs and/or community partners in an equitable, fair and transparent manner;
- Fundraise and develop partnerships with regional and local sponsors and charities;
- Manage and distribute in-kind donations, donated food and gifts;
- Support local programs and/or flow-through agencies with data reporting and collection;
- Submit quarterly service reports to the MCYS/MCSS Regional Offices and other program data as requested by the ministry;
- Consult with community partnerships for decision-making impacting local programs (where applicable);
- Work with the local Public Health Unit to support program delivery through site visits, education, workshops and other resources;
- Pre-approve local decisions to source produce directly from farms;
- Support new sites in establishing SNPs as required;
- Conduct assessments (e.g. site visits, other) to evaluate the efficiency and effectiveness of local programs;
- Employ a Lead Agency coordinator(s) to oversee regional program management of sites receiving provincial funding;
- Employ a Food & Logistics Coordinator to oversee food procurement, distribution and storage practices and support efficient food procurement;
- Employ or allocate funding for Community Development Coordinators to support program sites.

Community Partnership Committees (where applicable – roles and responsibilities will vary depending on local administrative structure)
- 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;
- Develop grant application and distribution processes at the local level;
- Support fundraising and the development of partnerships with local sponsors;
- Establish linkages with local Public Health Unit to support program delivery through nutrition education, workshops, consultation, site visits and participation on community partner committees;
- Employ Community Development Coordinators (if incorporated) or provide funding to incorporated members of the community partnership for Community Development Coordinators to support local programs.

Note: Some community partnership committees may be incorporated entities and act as flow-through agencies for SNP funding. See flow-through agency responsibilities below.

Flow-Through Agency (where applicable – roles and responsibilities will vary depending on local administrative structure)

- Allocate funds to local programs (where applicable);
- Fundraise and develop partnerships with regional and local sponsors;
- Report program data to Lead Agencies and provide support to local sites with data reporting and collection;
- Conduct assessments (e.g. site visits) to evaluate the efficiency and effectiveness of local programs;
- Engage in centralized or bulk purchasing for local programs (where applicable);
- Employ Community Development Coordinator(s) and/or provide funding for Community Development Coordinators to support local programs.

Where possible, program sites are encouraged to establish a committee to oversee the administration of the program at the local site. Comprised of interested volunteers, school staff, students and other community members, the committee is responsible for organizing fundraising activities, applying for funding, planning the menus and budget, communicating with parents and coordinating volunteers.

Lead Agencies, flow-through agencies and/or community partnerships are encouraged to maintain ongoing communication to share knowledge and experience in delivering SNPs.

Program Staff:

Ontario's Student Nutrition Program relies on volunteers to deliver programs locally. The ministry provides funding for program staff employed by Lead Agencies, community partnerships and/or community partners depending on the local program administrative structure. Decisions to provide funding to an organization that is not listed above for Community Development Coordinators, will be considered by MCYS upon submission of a business case/rationale.

The following descriptions reflect three staff positions supported by ministry funding. Job titles, roles and responsibilities may vary regionally, depending on local community circumstances.

1. SNP Lead Agency Coordinator

- Provide regional strategic management for provincially funded SNPs;
- Liaise with external funders;
- Build partnerships with local businesses and charitable organizations in support of local SNPs;
- Verify collected program data;
- Determine and administer grant allocations to community partners and/or program sites;
- Promote effective relationships with local community partnerships (where applicable);
- Encourage collaboration amongst a variety of community partners;
- Promote local SNPs;
- Engage in activities to monitor outcomes of local programs;

- Network and liaise with SNP Lead Agencies across the province; and,
- Implement strategies to encourage program efficiencies.

2. Local Community Development Coordinator
- Assist with program expansion-related activities (e.g. contacting Schools and/or School Boards, assisting with application forms, provide program information, determine equipment start-up needs);
- Build local community capacity for designated and non-designated programs that require support;
- Help program sites recruit and train SNP volunteers;
- Support fundraising activities at the local level to leverage grants from MCYS and support the sustainability of programs;
- Provide information about ministry data requirements and collection methods to local sites;
- Support programs to implement the SNP Nutrition Guidelines (2008);
- Support the development of budgets for local programs;
- Inform local programs about program models and work with sites to select an appropriate model;
- Network and build partnerships with community partners; and,
- Facilitate parent and student engagement.

3. Food and Logistics Coordinator
- Develop effective regional food procurement strategies/approaches, tools or resources to ensure that food purchased centrally and/or by local community partners and individual program sites is safe and efficient;
- Purchase bulk food orders to be distributed to communities as needed (depending on local procurement approaches);
- Develop resources and strategies to improve the supply chain logistics, purchasing, inventory management, distribution and transportation of food products amongst existing local programs by fostering partnerships, aggregating products and people, and building economies of scale;
- Support the efficient sourcing, purchasing, and aggregation of food products within SNP by:
  - Facilitating wholesale or bulk orders;
  - Negotiating favourable pricing from local and large-scale businesses;
  - Facilitating economies of scale by bringing together growers or businesses to aggregate products;
  - Acquiring food donations; and
  - Delivering training to program volunteers around effective food purchasing strategies.
- Support the efficient storage, and distribution of food products within SNP from vendors/donors to central locations and/or program sites;
- Promote the consumption of locally and sustainably-produced foods, when available and practical;

- Provide broader support to SNP Lead Agency Coordinators and Community Development Coordinators as required;
- Carry out other duties as assigned by the Lead Agency to support SNP expansion-related activities;
- Provide broader support to enhance program sustainability as locally required; and,
- Work collaboratively with Food and Logistics Coordinators across Ontario to share information and leverage partnership opportunities.

Local Program Providers/On-Site Volunteers
- Deliver programs to children and youth;
- Submit grant applications to Lead Agencies or community partnerships that outline their annual program costs;
- Submit data requirements and information as requested to Lead Agencies;
- Serve nutritious food and refer to the SNP Nutrition Guidelines;
- Establish weekly menus;
- Arrange food shopping (according to local procurement approaches); and
- Access training and support from local Public Health Unit.

DATA REQUIREMENTS

All program sites, community partnerships and/or flow-through agencies receiving provincial funding for nutritious food grants must submit data to respective Lead Agencies and/or community partners.

Lead Agencies are required to submit data to their Regional Office on a quarterly basis corresponding to the MCYS fiscal calendar.

MCYS data requirements include:
1) **The number of children and youth served**
    o Number of children and youth participating in a breakfast or morning meal program in a designated community.
    o Number of children and youth participating in a lunch, snack or non-designated breakfast/morning meal programs.

The number of children and youth served is a cumulative number and a child or youth is reported once per site during the school year, regardless of their attendance status in the program. Average number of program participants and total school population will not reflect the unique number of program participants required and should not be used for reporting this data element.
- Example: if 15 children participate in a program from September to December, this would be reported as 15 children. If a site operates more than one program, any children and youth who access more than one program (e.g. breakfast and lunch) are counted once.

2) **The number of meals/snacks served**
    o Number of breakfast or morning meals served in designated communities.
    o Number of lunch, snacks, or non-designated breakfasts/morning meals served.

The number of meals/snacks served is a cumulative number.
- Example: if breakfast was served to 15 children on 10 occasions, then this would be counted as 150 meals/snacks served. If a site operates more than one program, meals served through both programs are included in the total.

Data Collection and Reporting

Data must be collected and reported separately for designated and non-designated programs. In sites with multiple programs (e.g. breakfast and lunch), data must be collected separately from each program while ensuring that children and youth who attend both programs are not double reported. Appropriate counting methods vary locally by program type (e.g. attendance sheets, class sizes, registration information etc.).

The frequency of data collection from program sites and/or flow-through agencies and any additional data elements to facilitate the necessary local evaluation of programs is determined by the Lead Agencies.

Lead Agencies may be requested to submit information on an ad-hoc basis as requested by the ministry, including but not limited to:

1) The location of each site including Ministry of Education school ID (if applicable), program type;
2) Allocations by sites;
3) Program participants by sites;
4) External funding received by Lead Agencies;
5) Implementation status of new breakfast and morning meal programs;
6) Supports provided for designated program sites; and,
7) Activities of the Food and Logistics Coordinator (including information about procurement approaches).

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 B 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: 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 as many of these criteria on the farm as possible.*

Checklist for Sourcing Produce from Farms

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

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? 　　o E.g. with potable water, soap, single use paper towels and trash can 　　o 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)	☐ YES ☐ NO
Hand washing 　Are workers trained and required to wash hands? 　　o E.g. prior to starting work, after breaks, handling dirty or contaminated material, smoking, eating, drinking, using a handkerchief/tissue and using the toilet	☐ YES ☐ NO
Toilet facilities 　Are fully stocked, operational toilet facilities provided for packing house and field workers? 　　o E.g. toilet facilities or transportation to toilet facilities are provided for field workers and toilet paper is always available	☐ YES ☐ NO

2) Pest Control 　Is a pest control program in place? 　　a. In the packing and storage areas: 　　　o E.g. insect and vermin traps present and monitored, family pets are prohibited	☐ YES ☐ NO
b. In the field: 　　　o I.e. Workers monitor for signs of pest contamination during harvesting. Areas where there is evidence of pest contamination are left unharvested 　　　o E.g. evidence of pests includes: droppings, nests, tracks, chew marks.	☐ YES ☐ NO

3) Water
    Is overhead irrigation water tested and does it meet the accepted guideline?
        o Guideline: < 100 CFU *E. coli*/100ml
        o Must see a water test record dated within the last six months.
	☐ YES
	☐ NO
	☐ 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?
        o Standard: 0 cfu *E. coli*/100ml
        o Must see a water test record dated within the last six months
	☐ YES
	☐ NO

4) Soil Additives* (manure, composted manure)
    Is manure used as a soil additive?
      o If Yes, answer 4a
      o Check NA if commercial fertilizer or no fertilizer is used.
	☐ YES
	☐ NO
	☐ NA

4a) Is there a minimum of 120 days interval before harvest after raw manure has been applied?	☐ YES ☐ NO
Is manure compost used as a soil additive? o If Yes, Answer 4b, 4c, and 4d	☐ YES ☐ NO ☐ 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) *Guidelines for Compost Quality*?	☐ YES ☐ NO
4c) If manure is composted by the farmer on site, are proper composting methods being followed? o 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.	☐ YES ☐ NO
4d) Uncomposted manure/compost piles are NOT located beside or next to produce production areas or uphill of water sources	☐ YES ☐ NO

5) Sanitation
    Are food contact surfaces regularly washed and rinsed with potable water and then sanitized?
        o E.g. harvest totes/containers, equipment, tools, transport vehicles (if applicable), food storage containers, and rooms
	☐ YES
	☐ NO

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:
http://www.canadagap.ca/

Safe Quality Food Institute:
http://www.sqfi.com/

Public Health Units:
http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx

Food Safety (OMAFRA):
http://www.omafra.gov.on.ca/english/infores/foodsafe/safety.html

*Composting Information (OMAFRA):
http://www.omafra.gov.on.ca/english/landuse/composting.html

APPENDIX D: Historic Program Funding

Programs established prior to June 2008
Existing programs and new programs that were outside of designated programs are funded for up to 15 percent of the overall cost of the program. This includes funding for SNP Lead Agency Coordinators and up to 10 percent for allocated central administration.

The funding formula takes into consideration key factors to support children and youth. Variables incorporated into the formula included:
- Northern and rural areas and the higher cost of food in these regions;
- Vulnerable children and youth;
- Regions with widely distributed populations;
- Varying income levels across the province; and
- Areas expected to experience high population growth.

Programs established post June 2008
Ministry funding beginning in 2008-09 for designated programs is allocated for 15 percent of program costs for each full-time breakfast and morning meal program.

Programs implemented in 2013-14 under the Healthy Kids Strategy and in 2014-15 and 2015-16 under the Poverty Reduction Strategy are designated programs. To prevent stigmatizing participating sites, Lead Agencies are required to maintain confidentiality of the names of designated programs.

In 2008, funding was also made available for local Community Development Coordinator(s).

In 2013, each Lead Agency received funding for 1 FTE Food and Logistics Coordinator to support more efficient food purchase, distribution and storage, to be employed by the Lead Agency.

APPENDIX E: Policy Q&As

1. **What is the role of MCYS in selecting new program sites?**
   - In 2009, 2013 and 2014 the ministry identified higher-needs programs for targeted expansion. Decisions to create additional non-designated programs are made by Lead Agencies and/or community partnerships based on available funding and applications received.

2. **How does MCYS identify new sites that are eligible for receiving a Student Nutrition Program?**
   - New programs are determined based on a combination of socioeconomic and academic factors. Feedback and local intelligence from SNP Lead Agencies is considered when identifying designated programs.

3. **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. Funds for designated programs must be reallocated to higher-needs schools as determined by Lead Agencies and/or community partnerships.

4. **Does Policy Program Memorandum (PPM) 150 (Ministry of Education) apply to Student Nutrition Programs?**
   - 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 reside at the local level (i.e. Lead Agency, community partnership, School Board or site).

5. **Do Lead Agencies, flow-through agencies and/or community partnerships determine funding allocations for designated programs?**
   - Yes, Lead Agencies and/or community partnerships determine allocation amounts for both designated and non-designated programs based on locally developed funding criteria.

6. **Are Lead Agencies required to provide MCYS funding to every eligible site that applies?**
   - No. Lead Agencies, flow-through agencies and/or community partnerships are responsible for managing the grant application and allocation process in a fair and transparent manner. Lead Agencies and/or community partnerships are responsible for determining the number of programs to fund based on eligibility, the number of applications and funding. Lead Agencies and community partnerships are encouraged to consider program sustainability when determining the number of programs to fund each year.

7. What is the role of the ministry in selecting/replacing flow-through agencies?

- Lead Agencies are responsible for decisions related to community partners who receive MCYS funding. The selection process to replace existing flow-through agencies must occur in a fair and transparent manner. Lead Agencies may choose to engage their respective MCYS Regional Offices in the selection/replacement process.

APPENDIX F: 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 prior to 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* or *Canada's* Food Guide (*First Nations, Inuit and Métis*) 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 or alternative 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 (e.g. 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.

Community partners:
Local businesses, public health units, community agencies, service clubs, School Boards and other interested community members supporting local SNPs. Depending on the local administrative structure, School Boards or incorporated community partners may receive funding from Lead Agencies to administer to local program sites and/or employ Community Development Coordinators.

Community partnerships:
Local advisory committees comprised of community partners. Lead Agencies consult with community partnerships to plan and make decisions regarding local programs. Depending on the local administrative structure, incorporated community partnerships may receive funding from Lead Agencies to administer to local program sites (see flow-through agency definition). Lead Agencies are accountable to MCYS for funding to local community partnerships.

Designated programs:
Programs identified by the ministry in 2008, 2013, 2014 and 2015 where children and youth are known to have a high needs for the program. Designated programs must offer breakfast or morning meals.

Flow Through Agency:
Sub-contracted incorporated community partners or community partnerships that receive funding from the Lead Agency to support local programs. Flow-through agencies are locally selected by Lead Agencies and are accountable to the Lead Agency for MCYS funding. Lead Agencies are accountable to MCYS for all funding allocated to flow-through agencies.

Lead Agency:
14 transfer payment agencies that have service contracts with a MCYS Regional Office as the lead Student Nutrition Program delivery partner in their respective areas of the province. Lead Agencies are responsible for administering and allocating provincial funding for the program at the local level. In 2005, Lead Agencies were selected in each region amongst existing government transfer payment agencies through an expression of interest.

Lunch:
Lunch programs offer meals to children and youth 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* or *Canada's Food Guide* (*First Nations, Inuit and Métis*) 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 <u>or</u> meat or alternative 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 food groups with at least one serving from the vegetables and fruit food group and at least one serving from the milk and alternatives food group.

Meal:
A meal (i.e. 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* or *Canada's Food Guide* (*First Nations, Inuit and Métis*) with at least one serving from the vegetables and fruit food group and at least one serving from the milk and alternatives food group.

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

One site may offer more than one program (i.e. a school that offers a lunch and snack program is one site with 2 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* or Canada's Food Guide (*First Nations, Inuit and Métis*) with at least one serving from the vegetables and fruit food group.

Universal access:
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.