

Letter of Agreement - Operational and Financial Administration Requirements

ACTION REQUIRED by September 12, 2019

Principals are required to read and return a signed copy of the **2019-20 Letter of Agreement - Operational and Financial Administration Requirements** [referred to as the *Agreement*]. By signing the *Agreement*, the principal agrees to adhere to all terms. **The signature page is at the end of the *Agreement*.**

- * The information and requirements contained in the *Agreement* have been determined and approved by the ONFE School Breakfast Program (ONFE SBP) and your school board.
- * Resources are available for ALL aspects of the *Agreement*. Please contact the Community Development Coordinator assigned to your school for information and support.

The *Agreement* has two parts. **Part 1:** Operation Administration requirements and **Part 2:** Financial Administration requirements.

PART 1: OPERATIONAL ADMINISTRATION REQUIREMENTS

1. Follow Nutrition Guidelines & Food Safety Protocols

Adhere to both the (1) Ministry of Children, Community and Social Services Student Nutrition Guidelines and, (2) the ONFE SBP - Ottawa Nutrition Guidelines Enhancements (ONGE). Collectively, these two documents are referred to as the **Nutrition Guidelines**.

- a. **Read this hyperlinked document:** [Student Nutrition Program - Nutrition Guidelines 2016](#). Pay special attention to the following sections:
 - i. Guiding Principles; pp. 5-8
 - ii. Food & Beverage Choice Tables; pp.9-19 (particularly to the “Do Not Serve” sections of each page)
 - iii. General Guidelines; pp.24-33 (particularly to page 24 “Safe Food Handling, Storage & Preparation”)
- b. **Read this hyperlinked document:** [ONFE SBP - Ottawa Nutrition Guidelines Enhancements \(ONGE\)](#).
- c. **Food Donations:** Any food donated to your breakfast or snack program must meet all the Nutrition Guidelines. Donated food must be traceable (for food safety & recall purposes), be properly labelled with an ingredient list and nutritional information. Donations cannot be sourced from the emergency food system/food banks.
- d. **Food Safety:** All schools operating a breakfast and/or snack program are deemed to be a Food Premise and are subject to inspection, at any time, by Ottawa Public Health under the Health Protection and Promotion Act - Ontario Regulation 493: Food Premises. The overall goal of Ontario Regulation 493 is to make sure food is kept safe to prevent foodborne illness. The regulation sets out the requirements that food premise owners and operators must follow, and covers safe food handling, cleaning and sanitizing, operations, and maintenance.

2. Inform Parents/Guardians

Inform parents/guardians about the program. Note: The program is non-stigmatizing and does not single out or turn away students. All children at a participating school have the opportunity to participate.

Parents/guardians should also be given the opportunity to contribute to the program through time and/or financial contributions.

3. Build an In-School Team to Operate the Program and Meet Regularly

- One person cannot reasonably complete all of the tasks associated with running a breakfast or snack program. Building an In-School Team will ensure adequate staff and volunteer support is available to provide smooth daily operations, and long-term program stability and sustainability.
- An In-School Team may be composed of parents, community volunteers, EAs, teachers, custodians, OAs.
- Designate a Program Coordinator to coordinate daily program operations and liaise with the ONFE SBP Community Development Coordinator.
- At the beginning of the school year, meet with your In-School Team to delegate responsibilities, review the annual nutrition budget, Nutrition Guidelines, Letter of Agreement, program requirements, and reporting processes.
- Meet regularly throughout the year to review the annual nutrition budget (rate of spending) as well as to discuss issues, challenges and opportunities.
- It is strongly recommended that one member of your In-School Team attend the fall training session offered by ONFE SBP and Ottawa Public Health, especially if no member of your team has attended a session in the last 3 years.

4. Adhere to Program Operation Dates and Frequency of Service Requirements

- Begin your school's Breakfast or Snack program as soon as possible after the start of the school year and end the program no earlier than 2 weeks before the last day of the school year.
- Operate 5 days/week throughout the school year.

5. Adhere to Your School's Annual Nutrition Budget and Financial Restrictions

Financial administration is a critical component of your program. Please refer to the detailed information provided in **Part 2: Financial Administration Requirements**.

6. Track Monthly Program Information

- Number of meals prepared daily;
- Number of days program operated;
- Number of hours spent operating the program.

7. Adhere to Reporting Requirements

- Monthly program information and expenditure reports, including copies of all receipts are due by the 10th day of each month, for expenses incurred in the previous month.
- Complete all other reports, as requested e.g. food voucher usage, etc.

PART 2: FINANCIAL ADMINISTRATION REQUIREMENTS

A. Account Code/Line:

- **OCDSB:** Your school board has assigned a [BRF account](#) to your school budget for the cash component of your annual nutrition budget.
- **OCSB:** All nutrition revenue and expenses in your school's budget should be kept separate and coded to the [Breakfast Program category](#) under [School Cash Accounting](#).

B. Funding Structure – Cash and Grocery Cards (as applicable)

- Most schools will receive nutrition funding in the form of cash. Some schools will also receive grocery cards.
- The cash component of your funding will be transferred via the school board. Please note that monthly expenses (non-grocery cards) reported to ONFE SBP must match your **schools** balance.
- Grocery cards will be delivered by your Community Development Coordinator before the end of October 2019.
- Grocery cards hold a monetary value. They must be signed for upon receipt and stored in a locked area.
- Unspent grocery cards must be returned by the end of the school year.
- Your school is responsible for repayment of ANY lost grocery cards, or inappropriate purchases.

C. Funding - Payment Schedule:

- Your school's 2019-20 annual nutrition budget was communicated in the September "Welcome Letter" e-mail and can be viewed at any time in your online ([Webtracker](#)) account.
- Cash component of your nutrition funding will be issued to you in three allocations:
 - 1st Allocation Funds - September 2019: 50% (approximately) of your annual nutrition budget (you will receive more than 50% in September if your school also receives part of your funding in grocery cards.)
 - 2nd Allocation Funds - February 2020: 30% (approximately) of your annual nutrition budget.
 - 3rd Allocation Funds - April 2020: 20% (approximately) of your annual nutrition budget.

D. Funding Usage:

- Nutrition funds are to be used exclusively for the purchase of breakfast or snack foods that are in accordance with the Nutrition Guidelines. Daily supplies such as soap, food wrap, etc. may also be purchased.

E. Funding Restrictions:

Nutrition funds cannot be used to:

- Purchase kitchen equipment (small or large). Contact your ONFE SBP Community Development Coordinator regarding any equipment requests.
- Pay for any food order handling fees or delivery costs.

- Cover costs for school-wide special meals.
- Pay for the cafeteria to operate your program.
- Stock-up on items for the following year.
- Purchase grocery cards for the following year.

F. Annual Nutrition Budget Monitoring:

- Monitor your annual nutrition budget regularly; do not exceed it. As a spending guide, it is strongly recommended to pro-rate your annual nutrition budget to no more than approximately one tenth of the total amount (cash and cards included) per month.
- Review the status of your budget and your rate of spending throughout the school year.
- Program expenses that exceed your annual nutrition budget are your school's responsibility.
- Only use the funding that you need. Unused funds are returned to ONFE SBP through your school board at the end of the school year.
- **If you have any budgetary questions or concerns at any time during the school year contact your ONFE SBP Community Development Coordinator IMMEDIATELY.**

G. Reporting Requirements:

- Nutrition expenses must be tallied monthly and reported to the ONFE SBP using our **web-based reporting system** ([Webtracker](#)). Monthly reports are due by the 10th day of each month for expenses incurred in the previous month. Additional reporting instructions will be sent to you by the end of September.
- Copies of all receipts must be scanned and uploaded directly into Webtracker.
- Print a copy of each Monthly Expenditure Report for your records.
- All physical receipts and print-outs of Monthly Expenditure Reports should be kept on file at your school location, be retained for 7 years on-site and be available for review/audit by ONFE and the Ministry of Children and Youth Services.

If you have any questions, please contact your **ONFE SBP Community Development Coordinator**.

We look forward to working with you to provide students with a healthy start to their school day.



Carolyn Hunter

Director, Ottawa School Breakfast Program
Ottawa Network for Education

See following for Signature Page

SIGNATURE PAGE

2019-20 Letter of Agreement - Operational and Financial Administration Requirements

**Please PRINT signature page of this document PRIOR to signing.
Return by September 12, 2019.**

After reviewing the Agreement in detail, please return it to the ONFE SBP by fax at 613-726-3443, or e-mail to your Community Development Coordinator.

By signing this page I, [please print principal name] _____, principal of [school name] _____ agree to adhere to both Part1: Operational Administration Requirements and Part 2: Financial Administration Requirements described within.

I have reviewed the information contained in this document with my school's: **Office Administrator**
Program Coordinator

PRINCIPAL SIGNATURE: _____ **Date:** _____

Please provide the additional program information requested below:

Office Administrator: _____

Program Coordinator Name: _____

Program Coordinator Email: _____

Individual Responsible for Submitting Monthly Reports: _____

Anticipated Program Start Date: _____