

## 2022-23 Letter of Agreement - Operational and Financial Administration Requirements

**Please share with your In-School Breakfast or Snack Program Team Members**

- \* Principals are required to read the **2022-23 Letter of Agreement**
- \* The information and requirements contained in the *2022-23 Letter of 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 *2022-23 Letter of Agreement*. Please contact the Community Development Coordinator assigned to your school for information and support.

The *2022-23 Letter of Agreement* has two parts. **Part 1:** Operational Requirements and **Part 2:** Financial Administration requirements.

**ACTION REQUIRED:** Principals: Please complete and return the Signature Sheet at the end of the *2022-23 Letter of Agreement* after reading the document.

### **PART 1: OPERATIONAL REQUIREMENTS**

#### **1. Follow Nutrition Guidelines, COVID-19 Safety Protocols, & Food Safety Protocols**

Adhere to the Ministry of Children, Community and Social Services Student Nutrition Program: Nutrition Guidelines.

- a. Read this hyperlinked document:** [Student Nutrition Program - Nutrition Guidelines \(2020 Version\)](#).  
Pay special attention to the following sections:

- Guiding Principles; pp. 4-5
- Food & Beverage Choice Tables; pp.6-16 (particularly to the “Do Not Serve” sections of each page)

- b. Read this hyperlinked document:** [COVID-19 Safety Protocols and Delivery Models](#)

- c. 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.

- Read the Appendix 1: Ottawa Public Health Letter of Support RE: Ontario Regulation 493/17 Food Premises** This letter from Ottawa Public Health (OPH) outlines effective food safety measures, as per Ontario Regulation 493/17, for Ottawa Network for Education School Breakfast Programs serving *low-risk foods*. (Low risk foods are defined in detail in this letter). If your school is serving any foods that are not included on the list, please contact your CDC as soon as possible.

- d. **Food Donations:** Any food donated to your breakfast or snack program must meet all the Nutrition Guidelines and come directly from a HACCP certified facility. Donated food must be traceable (for food safety & recall purposes) and be properly labelled with an ingredient list and nutritional information. Donations **cannot be sourced** from individuals preparing food at home, nor from the emergency food system/food banks.

## 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 the tasks associated with running a breakfast or snack program. Building an *In-School Team* will ensure adequate support is available to provide smooth daily operations, and long-term program stability and sustainability.
- An *In-School Team* may be composed of EAs, teachers, custodians, OAs, volunteers, Principals and Vice Principals.
- 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* review the training materials & resources that will be provided by ONFE SBP.

## 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 served daily;
- Number of days program operated;
- Number of people and hours spent operating the program.

## 7. Adhere to Reporting Requirements

- Monthly program information and expenditure reports, including copies of all receipts/invoices are due no later than the 10<sup>th</sup> day of each month, for expenses incurred in the previous month.
- Complete all other reports, as requested e.g., food voucher usage, etc.

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## PART 2: FINANCIAL ADMINISTRATION REQUIREMENTS

### A. Account Code/Line:

- Your school has a **nutrition account** that appears in your school budget for the cash component of your annual nutrition budget. If you cannot find it, please contact your finance department.

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

- All schools will receive nutrition funding in the form of cash. Some schools will also receive a portion of funding in grocery cards.
- The cash component of your funding will be transferred via the school board.
- Grocery cards will be delivered before the end of November 2022.
- Grocery cards are an important part of your annual budget. These funds are fundraised locally by our dedicated partners. Please begin spending grocery cards soon after receipt. All your grocery cards must be spent by May 31, 2023.
- Grocery cards hold a monetary value. They must be stored in a locked area.
- Your school is responsible for repayment of ANY lost grocery cards, or inappropriate purchases.

### C. Funding - Payment Schedule:

- Your school's 2022-23 annual nutrition budget was communicated in a separate, recent 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:
  - 1<sup>st</sup> Allocation Funds - September 2022: 50% (approximately) of your annual nutrition budget. (You will receive more than 50% of your overall budget before November if your school also receives part of your funding in grocery cards.)

- 2<sup>nd</sup> Allocation Funds – January 2023: 25% (approximately) of your annual nutrition budget.
- 3<sup>rd</sup> Allocation Funds - April 2023 25% (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, packing, delivery, or service fees. This includes but is not limited to any click and collect/curbside pickup fees, or fees associated with grocery delivery services (e.g., Instacart, Uber Eats, or Skip the Dishes).
- 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.
- 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.
- **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:

- All 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 10<sup>th</sup> 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 & invoices must be scanned and uploaded directly into Webtracker.
- Print a copy of each Monthly Expenditure Report for your records.
- All physical receipts and printouts 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, Community and Social 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.



**Jane Murr**

Manager, Data & Administration  
Community Development Coordinator  
School Breakfast Program | Ottawa Network for Education  
(on behalf of Carolyn Hunter, Director, ONFE School Breakfast Program)

SAMPLE

**Appendix 1 – Will be inserted when PDF'd**

SAMPLE

**SIGNATURE PAGE**

**2022-23 Letter of Agreement - Operational and Financial Administration Requirements**

**Please complete, sign & return by September 30, 2022.**

After reviewing the *2022-23 Letter of Agreement* document in detail, please return it to your schools ONFE SBP Community Development Coordinator via e-mail.

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: \_\_\_\_\_

Office Administrator Email: \_\_\_\_\_

Program Coordinator Name: \_\_\_\_\_

Program Coordinator Email: \_\_\_\_\_

Individual Responsible for Submitting Monthly Reports: \_\_\_\_\_

Anticipated Program Start Date: \_\_\_\_\_