

2023-24 Letter of Agreement - Operational and Financial Administration Requirements

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

Dear Principal,

Welcome back! We hope you enjoyed a relaxing and fun summer break.

Thank you for returning your **Annual School Renewal Registration for 2023/24**. Your renewal request has been reviewed by the ONFE School Breakfast Program and we are pleased to confirm that your school will be receiving nutrition funding for the 2023-24 school year.

Please find our **Letter of Agreement** below. The purpose of this document is to outline the operational requirements known as Part 1 and the financial administration known as Part 2. The information and requirements contained in the **2023-24 Letter of Agreement** have been determined and approved by the ONFE School Breakfast Program (ONFE SBP) and your school board.

ACTION REQUIRED:

1. Read this document in its entirety including all the hyperlinks.
2. Complete, sign and return the Signature Sheet, found at the end of this document, to your school's Community Development Coordinator.
3. Share this document with your Program Coordinator and person responsible for reporting.

PART 1: OPERATIONAL REQUIREMENTS

1. Follow Nutrition Guidelines and Food Safety Protocols

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

- a. **Read the [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).
 - **Food Safety - pp. 22-24** 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 493/17: Food Premises. The overall goal of Ontario Regulation 493/17 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.
 - **Accepting Food Donations – p. 33** 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.

- **Suggested Menus – pp. 34-38**

- b. **Read the [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.

2. **Help Reduce Respiratory Virus Spread**

Simple actions can help mitigate the spread of respiratory viruses and other illnesses. Infected individuals should not prepare or handle food. Please ensure that all persons preparing and distributing food wash and sanitize their hands regularly.

3. **Inform Parents/Guardians**

Inform parents/guardians about the program. The program is non-stigmatizing and does not single out or turn away students. It is important that all students who need the program have access to it. You should also inform parents/guardians that they can contribute to the program through time and/or financial contributions. You can use our [customizable message templates](#).

4. **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, students, volunteers, Principals and Vice Principals. Involving students in the school team is highly encouraged.
- 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, become familiar with the 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.
- **NEW:** ONFE SBP requires one member of your *In-School Team*, preferably the Program Coordinator, to complete a Safe Food Handling Module. An attestation form will need to be submitted by the individual completing the training.
- If *In-School Team* members change throughout the year, please ensure that they are trained in the program requirements and safety protocols.
- Recruit volunteers within your school community to support your In-School Team, using this [customizable template](#).

5. 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.

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

- Food prices are expected to remain at elevated levels. Financial administration is critical to ensure operation until the end of the school year. Be mindful of funding restrictions in Part 2, Section E.

7. Track Monthly Program Information

- Number of meals prepared daily
- Number of days program operated
- Number of people and hours contribute to operate the program

8. Adhere to Reporting Requirements

- Ensure timely completion of monthly reports including total expenses and program information.
- Complete any other reports, as requested e.g., food voucher usage, etc.

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 & Payment Schedule:

- **NEW:** Schools will receive funds from ONFE, transferred via the school board Finance Department, into their nutrition account in two installments.
- If your school has remaining grocery cards from the 2022-23 school year, please use the cards by **October 31, 2023.**

C. Funding Amount:

- Your school's 2023-24 annual nutrition budget will be communicated in a separate e-mail and updated in your online account (Webtracker) by early September.

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.
- A school that continually purchases food items that do not meet the Nutrition Guidelines may be asked to reimburse the ONFE School Breakfast Program for such inappropriate purchases.

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). You can; as principal, cover these fees through a different line account for your school in order to facilitate grocery delivery to your school if you deem necessary.
- 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.
- Program expenses that exceed your annual nutrition budget are your school's responsibility.
- If your school experiences an increase in student participation, immediately contact your school's Community Development Coordinator.

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 10th day of each month for expenses incurred in the previous month.
- Copies of all receipts & invoices must be scanned and uploaded directly into Webtracker.
- 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.

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

SIGNATURE PAGE

2023-24 Letter of Agreement - Operational and Financial Administration Requirements

Please complete, sign & return by September 8, 2023.

After reviewing the **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 Part 1: 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: _____