

2024-25 Letter of Agreement - Operational and Financial Administration Requirements

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

This document outlines the operational requirements known as Part 1 and the financial administration requirements known as Part 2. The information and requirements outlined in the **2024-25 Letter of Agreement, below**, have been determined and approved by the Ottawa Network for Education School Breakfast Program (ONFE SBP) and your school board (your school board representative name is provided at the conclusion of this Letter of Agreement).

ACTION REQUIRED:

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

PART 1: OPERATIONAL REQUIREMENTS

1. **Adhere** to the Ministry of Children, Community and Social Services (MCCSS) Student Nutrition Program Guidelines: [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).
- **Suggested Menus – pp. 34-38**

2. **Be mindful** that all schools operating a breakfast and/or snack program are deemed to be a Food Premise and are subject to inspection by Ottawa Public Health (OPH) under the Health and Protection and Promotion Act—Ontario Regulation 493/17: Food Premises.
 - **Review** the [Ottawa Public Health Letter of Support regarding ON Regulation 493/17](#). This letter details effective food safety measures for ONFE SBP that serve *low-risk foods* (low risk foods are defined in this letter). **Keep** a copy of this letter handy to facilitate any inspections conducted by OPH.
 - **Accept only** donated food that meet all the Nutrition Guidelines and come directly from a Hazard Analysis Critical Control Point (HACCP) certified facility. Donated food must be traceable (for food safety & recall purposes) and properly labelled with an ingredient list and nutritional information. **Do not** accept foods prepared off site (home), nor from emergency food systems/food banks.
 - Food recalls issued by the Canadian Food Inspection Agency will be communicated from your school board.
3. **Inform Parents/Guardians**

Inform parents/guardians about the program. Highlight that 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 have an opportunity to support 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 teachers, non-teaching staff, volunteers, Principals and Vice Principals. Involving students in the school team is highly encouraged.
 - Designate a PC to coordinate daily program operations and liaise with your assigned CDC from ONFE.
 - 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 the PC to complete two one-hour mandatory online training modules within the first week of operation. Since not all programs start on the same day, the deadline to complete the training modules is September 30th.
 - Recruit volunteers within your school community to support your In-School Team, using this [customizable template](#).
5. **Maintain** adherence 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.
 - Ensure your PC creates an emergency menu using this [template](#) to ensure continuity during unexpected disruptions.
6. **Adhere** to Your School's Annual Nutrition Budget and Financial Restrictions
 - Food prices are stabilizing but remain volatile. Financial administration is critical to ensure funds are managed effectively 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 to operate the program daily
8. **Adhere** to Reporting Requirements
 - Ensure your school's timely and accurate completion of monthly reports including total expenses and program information.
 - Complete any other reports, as requested e.g., renewals, surveys, food voucher usage, etc.

9. **Alert** your CDC when any of the following occurs:

- Principal's Leave of absence
- Loss of PC
- Change in OA
- Significant Increase/Decrease in student participation

PART 2: FINANCIAL ADMINISTRATION REQUIREMENTS

A school's budget is set annually by ONFE SBP. ONFE secures funding through a combination of public and private sources including donations and local fundraising efforts.

A. Funding Amount:

Your annual nutrition budget will be communicated in a separate e-mail by early September.

B. Funding Distribution & Schedule:

ONFE SBP transfers funding to your school board's Finance Department. This funding is transferred twice annually and will be deposited into your account accordingly.

C. Nutrition Account Code/Line:

Your school budget includes a designated nutrition account that shows your annual nutrition budget. If you are unable to locate it, please contact your finance department for assistance.

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 SBP for such inappropriate purchases.

E. Funding Restrictions:

Nutrition funds cannot be used to:

- Purchase kitchen equipment (small or large). Contact your assigned CDC at ONFE regarding any equipment requests.
- Pay for any food orders, handling, packing, delivery, service fees or tips. 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 to facilitate grocery delivery to your school if you deem it 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.

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 must be submitted during the reporting period between the 1st and the 10th day of each month for expenses incurred in the previous month. Late submissions hinder our reporting requirements.
- 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 MCCSS.



SIGNATURE PAGES

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Please complete, sign & return by September 8, 2024.

By signing below, I, [principal's name] _____, principal of [school name] _____ acknowledge that I have read and agree to adhere to both **Part 1: Operational Administration Requirements** and **Part 2: Financial Administration Requirements** outlined in this document.

I confirm that I have reviewed the information contained in this document with the following staff:

Office Administrator Program Coordinator

I confirm that I will:

- monitor my budget and contact my CDC if it is exceeding
- ensure my PC completes mandatory trainings by September 30th, 2024
- comply with the funding restrictions
- foster a non-stigmatizing environment for the SBP
- ensure reporting is done timely by staff
- inform my CDC of key changes
- only serve low-risks foods as defined in OPH's Letter of Support
- ensure food is prepared on site



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School Breakfast Program
Programme des petits déjeuners dans les écoles

► Please provide the additional program information requested below:

Anticipated Program Start Date: _____

Office Administrator Name: _____

Office Administrator Email: _____

Program Coordinator Name: _____

Program Coordinator Email: _____

Individual Responsible for **Submitting** Monthly Reports:

Office Administrator

Program Coordinator

Other, please provide name: _____

Email address: _____

PRINCIPAL SIGNATURE: _____

Date: _____

Please return the Signature Pages to your assigned CDC at ONFE via e-mail.