OSNP BEST PRACTICES

Reporting:

➢ Submit your monthly online report before the 15th day of the following month.
➢ Upload your receipts each month as part of your monthly reporting. This receipt upload function is very simple (scan and upload) and allows us to eliminate all other financial reports!

Timelines for spending OSNP funds

➢ All funding flowed from OSNP in September must be spent by March 31st
➢ Grant Deposits occur in September (September to March funding) and April (April to June funding)
➢ All monthly reporting and receipt uploads must be up to date in order for your school's next round of funding to be released.

Best Practice Tips

➢ Ensure all foods purchased and served to students meet SNP guidelines
➢ Complete online monthly reports by the 15th day of the following month
➢ Keep track of program numbers and volunteers (you can use the chart provided)
➢ Ensure at least *one* member of your team has completed Safe Food Handling Training
➢ Prepare and post a program menu for ease of shopping and preparation, and to help address allergy concerns
➢ Connect with your local Community Development Coordinator on a regular basis
➢ Connect with your local public health unit to ensure you are following safe food handling and food safety guidelines.

Note:

Please contact your local Community Development Coordinator if there are any changes to your program application:

➢ Increase or decrease in number of students participating
➢ Delay in start date
➢ Change of program type (Meal, Blended or Snack)
➢ Change to Program Coordinator or Principal
➢ Funding shortfalls

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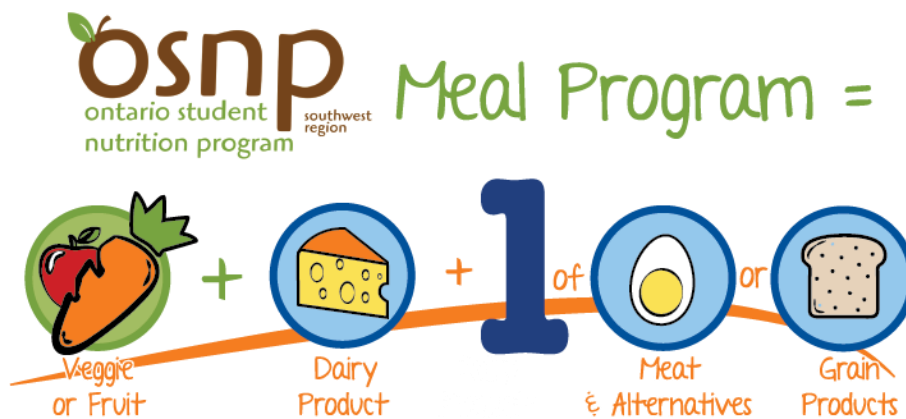southwest region

PROGRAM MODELS

OSNP Healthy Snack Program

OSNP Blended Program

OSNP Meal Program

Role of the Community Development Coordinator

The role of your Community Development Coordinator (CDC) is to provide you with support and assistance to properly operate your Ministry Funded Student Nutrition Program (SNP). This includes assistance with grant applications, renewals, daily program operations, completion of online statistical reporting and receipt upload, food and menu planning, special events, fundraising and many other programming opportunities that will benefit the students involved in your SNP program.

In addition to the above, your CDC will meet with you at least once annually to review and discuss the following SNP elements in a scheduled Site Visit:
- ➢ Program model and operational details
- ➢ Food compliance to SNP guidelines
- ➢ Food Safety Certification assistance
- ➢ Food Procurement, how and where foods are purchased
- ➢ Volunteer needs, management and training
- ➢ Fundraising strategies
- ➢ Budget review and reconciliation
- ➢ Monthly reporting assistance and review
- ➢ Program challenges and successes
- ➢ A variety of other comments, concerns, etc.

How to Prepare for a Site Visit

- ➢ Ensure all reporting and receipt uploads are up to date
- ➢ Ensure work spaces, including kitchen are organized and clean
- ➢ Prepare a list of questions or comments for the CDC
- ➢ Have your monthly or weekly menu ready for review / posted in food preparation area
- ➢ Book time with your principal and other key players before the meeting to review any concerns
- ➢ Prepare a list of all donors / potential donors ready for review
- ➢ Have safe food handling certificate available
- ➢ Ensure OSNP records are ready for review
- ➢ Prepare a list of suppliers / locations food is purchased
- ➢ Ensure information on all food programs in the school is readily available
- ➢ Create a wish list of equipment needs

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Closing your Program for the Summer

For a smooth transition into the next school year, take some time to close up your SNP before summer break.

Check out these helpful tips:

<u>Food</u>
➢ In May, take an inventory of foods left in your pantry and fridge. Plan your final weeks' menus based on what foods you still have left and only purchase what is needed in order to stretch your food dollar
➢ In June, check the expiry date on all foods in your pantry and fridge and use, donate or discard any items that will expire over the summer months
➢ Ensure the custodian is aware if you are storing foods in the fridge or freezer over the summer, in case of power outages etc.

<u>Equipment and Facilities</u>
➢ Ensure all counters, equipment, appliances and utensils are clean and safely stored or locked up for the summer
➢ Take an inventory of items and let your local CDC know of items you may need for next year (Wish list)

<u>Paperwork and Finances</u>
➢ Complete and review all monthly reports by July 15th
➢ Ensure all receipts for April – June are uploaded by the July 15th deadline
➢ In May, assess all vouchers still remaining and create a plan to use them by the program end date
➢ If you have left over vouchers please return to your local CDC asap so they can be reallocated on to other programs in a timely manner

<u>Plan for next year</u>
➢ Meet with your Principal, Teachers, EAs, Volunteers and anyone else involved in the program to discuss next year's program, roles and duties