

# Ontario Student Nutrition Program

# PROGRAM BINDER

2023/2024  
SCHOOL YEAR



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# ABOUT OSNP

## MANDATE

OSNP is mandated by the Ministry of Children, Community, and Social Services (MCCSS) to provide funding and support to schools to supply healthy snacks/meals during school hours.

## MISSION

To ensure students have access to nutritious and fulfilling food at school so that they have the fuel they need to succeed.

## IMPACT

“[Student Nutrition Programs] help provide school-age children and youth across Ontario with access to nutritious meals and/or snacks in schools so that they are engaged in their learning, experience a sense of belonging at school, and develop healthy eating habits.” – Student Nutrition Ontario



## NUTRITIOUS FOODS

Always refer to the MCCSS nutrition guidelines when purchasing food items for your program. Found on our website here: [www.osnp.ca/scvp-resources](http://www.osnp.ca/scvp-resources)

Look for foods that are:

- Minimally processed
- A good source of nutrients such as fiber, calcium, and iron
- Low in sugar, sodium, and saturated fat

Ensure a veg/fruit is offered with every snack or meal

## REPORTING

You are required to report on:

- The number of days the program operates
- The number of healthy snack/meals prepared that month (#students per day x #days)
- The number of volunteers supporting your program (including staff members) and the total number of volunteer hours
- Donated items and/or donated/fundraised/granted funds
- Receipts of food purchased and served in your Student Nutrition Program (SNP)

Each monthly report must be submitted by the 15th day of the following month

Below is a breakdown of reporting requirements for the School Food Delivery (SFD) and Traditional Grant streams.

**SFD Stream:** Invoices for items delivered through SFD DO NOT need to be uploaded. Receipts for items served as part of your OSNP program purchased by the school with fundraised/donated/granted dollars DO need to be uploaded.

**Grant Stream:** Traditional Stream: all receipts for purchases made with OSNP funds DO need to be uploaded, as well as receipts for items served as part of your OSNP program purchased by the school with fundraised/donated/granted dollars

## **FOOD SAFETY**

Safe Food Handling is an important part of running a Student Nutrition Program (SNP)

- Ensure Food Handlers Certification practices are followed when serving food in your SNP
- Keep track of the year the Certification was completed, as renewal is required every 5 years
- Food Handlers Certification is available through Ontario Public Health Units. As well, a list of Ministry of Health approved providers can be found here:  
<https://www.health.gov.on.ca/en/pro/programs/publichealth/enviro/>

**Ensure at least one member of your team is Food Handlers Certified**

## **FUNDRAISING**

As outlined in your OSNP Contract, your school is required to generate revenue in support of your SNP. OSNP grant funding is seed funding for your program, and is approximately enough to sustain one food group throughout the school year. This means that fundraising is required to supplement the program in order to meet requirements of serving two (snack) or three (meal) food groups.

If your Student Nutrition Program (SNP) is not supplemented with raised funds, it is not possible to operate at full capacity as required by OSNP and MCCSS.

*A fundraising resource will be available on our website: [www.osnp.ca/scvp-resources](http://www.osnp.ca/scvp-resources)*

**Aim to fundraise 15% of your total grant allocation to sustain a vibrant program**

## TRADITIONAL GRANT FUNDING

- Your school's grant allocation will be deposited in 3 installments, at the start of each program phase (Sept, Jan, April)
  - *Tip: budget your funding to finish up at the end of the phase it was deposited, you will receive a new deposit for the next phase. If you do not spend funds in the time-frame they are intended for, you risk the next deposit being reduced or held back in an attempt to avoid a surplus*
- All OSNP funds must be spent by the end of the school year, June 21, 2024. OSNP reserves the right to request that unspent funds be returned or removed from future grant deposits.
- Your spending is reflected in the receipts uploaded to your monthly reports, please ensure these are accurate.

## SCHOOL FOOD DELIVERY (SFD)

- Your school will receive a weekly delivery of two fresh produce items, purchased with your OSNP grant allocation (held back and not deposited to the school) and a buy-in from the school.
  - Your CDC will inform you of your school's buy-in amount.
- You will receive an invoice from Produce Express at the beginning of the school year for your buy-in for the entire school year which must be paid in order to participate in SFD.
  - If you choose to opt-out between phases your remaining buy-in amount will be converted into Produce Express credits and you will receive your traditional grant deposit
- All items will be unwashed and whole
- In order to make changes to your delivery, please reach out to your CDC before Tuesday at 12pm of the week before that delivery
- The weekly menu is available on our website: [www.osnp.ca](http://www.osnp.ca) under the Direct Delivery Programming tab, under School Food Delivery
- Our delivery partner for the 2023/2024 school year is Produce Express. Additional items can be ordered here to be delivered alongside your SFD delivery.
  - All orders have a \$75 minimum and must be placed by 11:59PM the Wednesday before delivery
  - For any inquiries or to create an account, call (519) 539-9333 ext. 7 or email [schools@fresherproduce.ca](mailto:schools@fresherproduce.ca)

Regardless of the program stream (SFD or Traditional Grant), your school will be enrolled in either a snack or meal program, each requires:

## SNACK MODEL

- **1 Veg/fruit + 1 other food group** (Protein or Whole grain)
  - These food groups will be reflected in uploaded receipts



### SFD Stream:

- Veg/fruit items are delivered
- Whole grain and/or protein items must be purchased

### Traditional Stream:

- Veg/fruit items must be purchased
- Whole grain, and/or protein items must be purchased

## MEAL MODEL

- **1 Veg/fruit + 2 other food group** (Protein & Whole grain)
  - These food groups will be reflected in uploaded receipts



### SFD Stream:

- Veg/fruit items are delivered
- Both whole grain and protein items must be purchased

### Traditional Stream:

- Veg/fruit, whole grain, and protein items must be purchased

*All items must meet MCCSS Nutrition Guidelines. A sample menu can be found at: [www.osnp.ca/scvp-resources](http://www.osnp.ca/scvp-resources)*

## PHASE 1: SEPT, OCT, NOV, DEC

- Traditional Grant Stream programs will receive the first installment of their grant deposit
- SFD buy-in payment is due **October 9, 2023**
- SFD programs will begin to receive Veg/Fruit deliveries on **Oct 2nd, 2023**
- Site visits will take place Oct-Dec
- The Great Big Crunch is **October 19th, 2023!**
- Opportunity for Traditional Grant Stream programs to opt-in to Phase 2 of SFD, your CDC will be in touch

## PHASE 2: JAN, FEB, MARCH

- Traditional Grant Stream programs will receive the second installment of their grant deposit
- **March is Nutrition month!**
- Opportunity for Traditional Grant Stream programs to opt-in to Phase 3 of SFD, your CDC will be in touch

## PHASE 3: APRIL, MAY, JUNE

- Traditionally funded programs will receive the third and final installment of their grant deposit
- **VON week is celebrated in May!**
- **The first week of June is local food week!**
- The final week of SFD deliveries is **June 10th, 2024**
- All programs will complete a program renewal application with the option to enroll in Phase 1 of SFD for the 2024/2025 school year



## SITE VISITS

We want to come see the great work you are doing! The annual site visit is intended to provide support to your Student Nutrition Program (SNP) as well as check-in on operations to ensure your program is well equipped for success.

- Your CDC will reach out to set up an in-person site visit around Oct/Nov, this will occur a minimum of one time per year
- Focus will be on the topics of Nutrition, Food Safety, Equity/Inclusion, Engagement, Program Planning, Program Sustainability, and Food Literacy. Reference Appendix \_\_\_ Gold Standard Student Nutrition Program for examples in each category.
- Prepare to go through day to day operations with your CDC and be ready with any questions or comments

*A sample site visit form is available on our website:  
[www.osnp.ca/scvp-resources](http://www.osnp.ca/scvp-resources)*



## YEAR END

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

- Take an inventory of foods left in your pantry and/or fridge around May, check expiry dates
- Aim to have spending completed by June 21, 2024, and prepare to have your June report completed by June 30, 2024
  - *Tip: reference your Year to Date report to keep track of funds and to make sure your receipts match*
- Your CDC will reach out to discuss surplus funding and leftover gift cards and vouchers

## YOUR LOCAL CDC

### CHATHAM-KENT

**Rasanna Waldram**  
(226) 626-2884  
rosanna.waldram@von.ca

### SARNIA-LAMBTON

**Leslie Palimaka**  
(519) 384-9028  
leslie.palimaka@von.ca

### ELGIN

**Laura Bos**  
(226) 385-7896  
laura.bos@von.ca

### OXFORD

**Laura Bos**  
(226) 385-7896  
laura.bos@von.ca

### GREY-BRUCE

**TBD**  
TBD  
TBD

### HURON-PERTH

**Brittany McDonald**  
(519) 476-2719  
brittany.mcdonald@von.ca

### WINDSOR-ESSEX

**Robin Tetreault**  
(226) 759-3714  
robin.tetreault@von.ca

**Michelle Bonadonna**  
(226) 757-2072  
michelle.bonadonna@von.ca

### LONDON-MIDDLESEX

**Jody Winegarden**  
(519) 521-5976  
jody.winegarden@von.ca

**Katherine Hoogendoorn**  
(519) 671-6258  
katherine.hoogendoorn@von.ca

## FOOD SAFETY

If you have an immediate food safety concern please contact your local Public Health Inspector contact below, or your local Public Health Unit to ask for the Public Health Inspector on duty:

### CHATHAM-KENT

**Scott Dawson**  
(519) 352-7270 ext. 2445  
scottda@chatham-kent.ca

### SARNIA-LAMBTON

**Jenna Armitage**  
(519) 383-8331 ext. 3556  
jenna.armitage@county-lambton.on.ca

### ELGIN

**Rachel Dunbar**  
(519) 631-9900 ext. 1331  
rdunbar@swpublichealth.ca

### OXFORD

**Public Health Inspection  
General Line**  
(519) 421-9900 Ext 3520

### GREY-BRUCE

**Public Health General**  
519-376-9430 Option #4  
publichealth@publichealth  
greybruce.on.ca

### HURON-PERTH

**Jessica VanGeffen**  
1-888-221-2133 ext. 2299  
jvangeffen@hpph.ca

### WINDSOR-ESSEX

**Jenny Tan**  
(519) 258-2146 ext. 1463  
jtan@wechu.org

### LONDON-MIDDLESEX

**Environmental Health Line**  
(519) 663-5317  
inspections@mlhu.on.ca

### When do my monthly reports need to be completed?

By the 15th of the following month. For instance, your September report is due by October 15th.

### What receipts do I need to upload?

All receipts for items served as part of your OSNP program, purchased with OSNP funds and/or fundraised/donated/granted funds need to be uploaded.

### I receive an error message when attempting to upload receipts, what do I do?

This likely means the file you are attempting to upload is too large. Try uploading multiple smaller files as opposed to one large one. Please note: only PDF, JPG, and PNG file types are accepted.

### How do I report different types of funding?

- **OSNP grant funding** is from the provincial government, specifically, the Ministry of Children, Community, and Social Services. The sum of these funds DOES NOT need to be inputted on your monthly report nor noted as a donation. Please upload receipts of all purchases made with these funds.
- **Toonies for Tummies** gift cards are from the Grocery Foundation and allocated through OSNP. The sum of these funds DOES NOT need to be inputted on your monthly report or notated as a donation. Please upload receipts of all purchases made with these funds.
- **Breakfast Clubs of Canada (BCC)** funding is from Breakfast Clubs of Canada and allocated through OSNP. The sum of these funds DOES NOT need to be inputted on your monthly report or notated as a donation. Please upload receipts of all purchases made with these funds.
- **Granted funds** (ex. Presidents Choice Children's Charity) are applied for by the school and granted to the school. These funds DO need to be inputted on your monthly report. In the month funds are received, input the lump sum under Section D. "Funding Received at School Level, grant or Presidents Choice Grant". Please upload receipts of purchases made towards your OSNP program with these funds.
- **Fundraised funds** are funds raised by the school. These funds DO need to be inputted on your monthly report. In the month funds are raised, input the lump sum under

Section D. “Funding Received at School Level, In-School Fundraising”. Please continue to report lump sum amounts the same way for subsequent fundraisers, in the month they were raised. Please upload receipts of purchases made towards your OSNP program with these funds.

- **Donated funds** are funds donated directly to the school by parents or community organizations/service clubs. These funds DO need to be inputted on your monthly report. In the month funds are received, input the lump sum under Section D. “Funding Received at School Level, Parent Donations or Corporate or Community Donations”. Please continue to report lump sum amounts the same way for subsequent donations, in the month they were donated. Please upload receipts of purchases made towards your OSNP program with these funds.
- *Please note: Granted, fundraised, and donated funds should be used according to expectations assigned upon acquisition. All purchases made toward your OSNP program must meet MCCSS Nutrition Guidelines*

### What are day to day operations?

- Shopping, preparing, and serving program food
- Recording the number of days run, snacks/meals served, volunteer hours, and all receipts for the month
- Submitting completed monthly reports on time (by the 15th of the following month)
- Establishing weekly menus based on MCCSS Nutrition Guidelines
- Fundraising and submitting grant applications to support your SNP