



OSNP School Food Delivery (SFD) Manual

2024/2025



WHAT IS SFD?

In 2020/2021 the Ontario Student Nutrition Program (OSNP) – Southwest (SW) region rolled out the School Food Delivery (SFD) Program as part of a COVID-19 response. During this time, schools were encountering challenges when attempting to purchase safe and affordable food and produce items to operate their Student Nutrition Program (SNP). SFD offered a solution to shopping, food-preparation, and volunteer restrictions by safely delivering prepared and packaged food directly to the doors of the school. SFD has since evolved outside of COVID-19 restrictions to offer a cost-savings menu of primarily whole and unwashed produce and at times, other items.



OSNP schools have the opportunity to enroll in the SFD program to receive a delivery of two fresh produce items per week at a reduced cost to the school; OSNP pays a portion and the school pays a portion. OSNP Food and Logistics Coordinators procure fresh produce in bulk at wholesale pricing for the SFD program which are then delivered by the Distributor. All schools follow the same menu, which is whole and unwashed. Schools also have the opportunity to purchase additional supplementary items at competitive pricing through the Distributors' online ordering system.

For the 2024-2025 school year, OSNP has partnered with Produce Express located in Woodstock Ontario to service all SFD schools in the OSNP-SW region.

BENEFITS...

TO THE SCHOOL

- Products meet Ministry of Children, Community, and Social Services (MCCSS) nutrition guidelines.
- Mitigates risk by ensuring temperature-controlled delivery
- Reduces reliance on school staff and volunteers to shop for food
- Quality assurance and guaranteed replacement from the Distributor
- The absence of a delivery fee when purchasing supplementary items through the Distributor's online website, acting as a "one stop shop"
- Reduced burden of reporting, budgeting, and menu planning at the school level.

OF THE DELIVERY MODEL

- Compliant with food safety standards and regulations
- Supports the local economy (e.g., Ontario farmers/growers)
- Reduces carbon footprint
- Provides a direct avenue for food donations to reach schools
- Ability for OSNP to work with our delivery partner to stock and highlight unique new products or culturally inclusive foods
- Bulk purchasing for the entire Southwest Region allows our Food and Logistics Coordinators to leverage larger quantities at lower prices and negotiate large food donations

SFD SCHEDULE

The SFD schedule is broken down into 3 phases:

- Phase 1: October, November, December
- Phase 2: January, February, March
- Phase 3: April, May, June

Schools have the option to enroll or withdraw from the SFD program between phases. Please note, if a school decides to withdrawal from the SFD Program and has pre-paid for all three phases, the amount will be converted into credits with the Distributor.

PARTICIPATING IN SFD

- SNPs utilize two categories of funding, The OSNP Grant and School Generated Funds
 - **The OSNP Grant***: SNPs in Ontario operate as a cost shared model. The OSNP Grant is seed funding for student nutrition programs.
 - **School Generated Funds**: Schools are required to fundraise to ensure their program has the appropriate amount of funding, food, and resources.
- The SFD Program is an opportunity for schools to pre-purchase produce for an entire phase (or full school year) with their School Generated Funds, for delivery right to the doors of the school.
- By enrolling in the SFD Program, your school will receive an invoice for the school's portion of SFD Program costs to receive 2 fresh produce (or other) items weekly for that Phase. The OSNP Grant covers a portion of the SFD Program Cost and the remaining balance will be sent to the school for payment with School Generated Funds. Schools must pre-pay for each phase.

FOOD PROCUREMENT

OSNP GUIDELINES

- All food products served to students in the SFD program meet the OSNP's Nutrition Guidelines 2020 set by MCCSS
- OSNP-SW works with provincial partners to review new products, tailor the products to meet guidelines and negotiate bulk pricing. These products then become available to SFD programs, which are not always available in retail stores.
- The guidelines reflect current research and best practices in balanced eating
- OSNP's nutrition guidelines assist programs to choose foods that align with Canada's Food Guide recommendations

WEEKLY MENU

- The SFD menu is based on cost, seasonality, and availability
- The SFD menu is updated on a weekly basis, available at: <https://osnp.ca> → Direct Delivery Programming → School Food Delivery (SFD) → Weekly Menu

SAMPLE MENU

- There are 2 models which can be followed by schools:
 - **Snack Model**: 1 Veg/Fruit + 1 other food group - SFD stream: Veg/fruit items are delivered and whole grain and/or protein items must be purchased.
 - **Meal Model**: 1 Veg/Fruit + 2 other food groups - SFD stream: Veg/fruit items are delivered and both whole grain and protein items must be purchased.
- A sample menu can be viewed by visiting <https://osnp.ca> → school portal → Resources → Sample Menu

**The OSNP Grant refers to all OSNP flowed funding, including both core and third party funding*

RISK MANAGEMENT

ALLERGIES

- SNPs must follow their school's anaphylaxis policy, which includes anaphylaxis emergency plans for students with allergies. Consult the school's principal for more information.
- Schools provide a list of all food items prohibited from entering their school due to anaphylaxis allergies, with Principal sign off, as part of their grant renewal. This list is consulted by OSNP as part of each weekly delivery, providing substitutions when necessary.
- For any allergy changes, schools are to notify OSNP-SW promptly at osnp@von.ca, or contact their local CDC.
- If a weekly delivery includes an item which cannot be distributed due to allergies, schools are to notify the delivery driver of the item(s) which cannot be served and ask the driver to take it away with them. Schools are to report the situation to osnp@von.ca as soon as possible.

SUSPECTED UNSAFE FOODS

If a school suspects unsafe food, they are required to follow the steps below:

1. Stop service and take the food item(s) away from all students
2. Remove items from area and contain items to ensure no further contamination
3. Call the PHI asap to report this issue
4. Notify osnp@von.ca and the local CDC to report the issue as soon as possible

DELIVERY EXPECTATIONS

- It's the school's responsibility to ensure someone is available/present to accept deliveries. Once food items are delivered, the first point of contact accepting the delivery must complete the following:
 - Inspect all boxes/cases of food for spoilage, quantities, etc.
 - Acknowledge delivery and that you will inspect all boxes/cases by providing your name to the driver for record.
 - Ensure the food is properly stored.
 - Once delivery has been made, the contact on file with Produce Express will receive an email notification that delivery has been completed

FOOD SAFETY & STORAGE

- SNPs are food premises and must comply with Ontario Food Premises Regulation 493/17.
- Food items must be stored securely before, during, and after delivery. The Distributer uses refrigerated trucks to maintain safe temperatures.
- Once food products are dropped off and in possession of the school, schools assume the risk and responsibilities.
- At least one member of a school's team must have completed the Food Handlers Certification. Certifications require renewal every 5 years. Free online certification specific to Student Nutrition Programs is available at <https://osnp.ca/food-safety/>
- SNPs must follow First In First Out (FIFO) and Hazard Analysis Critical Control Point (HACCP) procedures
- A Produce Storage Guide detailing optimal storage location, length, and helpful hints can be found [here](#)
- A Food Safety Guide outlining food safety requirements, safe food handling tips, and produce prep tips can be found [here](#)
- Toronto Public Health offers a [Food Safety Equipment](#) resource outlining food safety requirements and equipment needed for different types of SNPs.
- Extra food can not be sent home. The risk of foodborne illness can increase when food is not in a controlled environment.
- Schools are encouraged to store extra shelf stable items on hand in case of supply chain or delivery disruptions.
- Schools are encouraged to consult their [Local Public Health Inspector](#) (PHI) for more information regarding preparing, serving, and storing food safely

SEASONALITY & ONTARIO GROWN

- Ontario foods are served when possible.
- Seasonal produce is served when possible and is more cost-effective, providing an added benefit for SNPs.
- Choosing foods that are in season and Ontario grown/sourced can help reduce carbon emissions produced during transportation.
- Choosing Ontario grown/sourced foods assists our local economies, leverages additional support from governing bodies, increases eligibility for grants, and teaches students about what grows around them.
- For more information regarding produce in season, checkout Foodland Ontario's [Availability Guide](#).



COST BREAKDOWN 2024.25

Food items are procured at an average of \$0.50 per unit (inclusive of delivery). Per unit costs change based on the season, variety of items offered, and, of course, inflation.
2 food items per week = Approx. \$1.00/week.

SUBSTITUTIONS & ENHANCEMENTS

Regional partners, such as Breakfast Club of Canada, occasionally approach OSNP-SW with partnerships and donations. The SFD program is well equipped to accept, distribute and deliver large quantities of both perishable and non-perishable foods, such as: yogurt, applesauce, hard-boiled eggs, and/or granola bars.

ONLINE ORDERING: PRODUCE EXPRESS

- Produce Express offers a school specific catalog of OSNP approved items selected by our Food and Logistics Coordinators in collaboration with OSNPs Registered Dietitian Committee for online order. All additional items are purchased with School Generated Funds and delivered alongside your SFD items. Reach out to your CDC or directly to produce express schools@fresherproduce.ca to get set up with a Produce Express account!
- Delivery fees will be waived for all orders exceeding \$150. Orders placed below this minimum will be subject to a \$25 delivery fee
- The deadline to order additional food items is Wednesday at 11:59pm for delivery the following week.
- SFD schools will automatically be enrolled to receive weekly email notifications from Produce Express with the approximate time of delivery each week.
- Orders are placed by following 3 main steps:
 1. Login, browse the school catalog, and place your order on our website at <https://wholesale.fresherproduce.ca/login>
 2. Get your order delivered right to your school.
 3. Let your students enjoy fresh and healthy snacks!
- For more information, visit <https://produceexpress.ca/schools/>

PROGRAM SUPPORT

CONTACT YOUR LOCAL CDC

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CONTACT PRODUCE EXPRESS

The school team is happy to help!
Email: schools@fresherproduce.ca
Phone: 519-539-9333

SFD INFO

- About SFD:
<https://osnp.ca/school-food-delivery-program/>
- SFD FAQ:
<https://osnp.ca/resources/>
- SFD Information Session:
<https://osnp.ca/workshops/>

