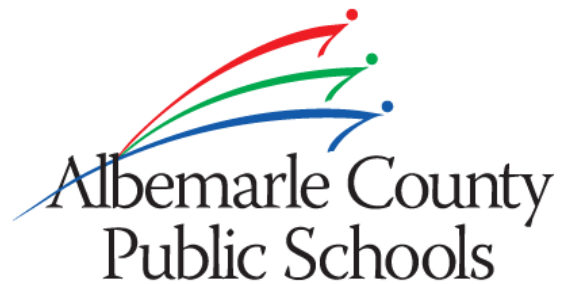


Child Nutrition Program



November, 2013

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EXECUTIVE SUMMARY

The Albemarle County Public Schools Child Nutrition Program (CNP) provides an overview of the CNP operations which include some updates and department performance indicators.

The CNP is a self-sustaining program committed to providing appealing and nutritious meals for customers in a cost efficient manner. Our goal is to ensure the nutritional and financial integrity of the program as well as accountability of cafeteria operations and to enhance the nutritional education of all students. As part of the National School Lunch Program, meals are prepared in 24 school cafeterias. The National School Breakfast Program is available in 23 schools with Virginia Murray elementary being the newest addition this school year. Catering and contract services are also provided as additional revenue sources.

The CNP processes over 2000 meal applications each year and has seen an increase in the percentage of students eligible for free and reduced meals. Meals are available at a reasonable price. Students pay \$1.35 for breakfast and just \$2.30 for lunch at the primary grade and \$2.55 at the secondary grade. A student eligible for reduced meals pays \$.30 for a breakfast and \$.40 for a lunch.

The CNP is regulated by local, state and federal agencies. The local health department conducts inspections in each of our cafeterias at least twice a year. All cafeteria management staff and several food service associates maintain ServSafe Certification in food safety and sanitation. In addition to regular State and Federal reviews, the CNP performs self-audits to verify compliance of cash register procedures, banking procedures, and overall quality of all cafeteria operations and performance.

Customer service as well as student and employee education and wellness are of specific focus for the CNP team. The CNP works in partnership with both school administration and the community in an effort to enhance nutritional education for students and to support a healthy school climate through promotions and activities. We are pleased to have incorporated several nutrition and wellness promotions and participate in school health fairs.

Educational opportunity for professional growth and personal wellness are regularly incorporated into the program training sessions. The CNP team members have shown their interest and enthusiasm as active members of the School Nutrition Association (SNA) and have participated in several learning opportunities that support their professional growth and personal wellness.

GOALS

The CNP's overall goals are to ensure the nutritional and financial integrity of the program as well as accountability of cafeteria operations and to enhance the nutritional education of all students and staff. The CNP recognizes the importance of a team that is attentive to their personal wellness and professional development and works to incorporate this focus in training sessions. It is with ongoing assessment of the cafeteria operations in which plans are made to best serve our customers in a cost efficient manner to support a healthy school climate. With these goals in mind the Child Nutrition Team is focusing on customer service and feedback, as well as student and employee education and wellness.

PROGRAM OVERVIEW

Albemarle County Child Nutrition Program (CNP) is a self-sustaining program operating under the National School Meal Program with an operating budget of over 4.8 million dollars.

- As part of the National School Meal Program, the main service provided by the CNP is providing breakfast and lunch to County students and staff. The CNP is also a part of educating students and team members through promotions and programs on nutrition and wellness. The CNP also generates revenue through providing catering and contract services to the County and community.
- During 2012-13, the CNP served 283,622 student breakfasts and 1,080,259 student lunches. Our meal participation this school year on average is 10% for breakfast and 45% for lunch. Nutritious and well-balanced meals are prepared in 24 school cafeterias for all students, staff and visitors. Burley Middle School cafeteria prepares school meals to those students at Charter Middle School, Murray High School and Enterprise. Jouett Middle School prepares school meals for those students at Ivy Creek Prep School. The National School Breakfast Program is available in 23 schools with Virginia Murray Elementary School being the newest addition this school year.
- The CNP processes over 2000 meal applications each school year. Eligibility for free and reduced meals is based on the USDA Income Eligibility Guidelines which considers both household size and income scale. Presently, 29.53% of Albemarle County students are eligible for free or reduced meals, as compared to 27.28% this time last year. Meals are provided to students at a reasonable price. Students eligible for reduced meals pay only \$.30 for breakfast and \$.40 for lunch. A full paid student pays only \$1.35 for breakfast, \$2.30 for a primary grade lunch and \$2.55 for a secondary grade lunch.

- The CNP continues to work in partnership with both school administration and the community in an effort to enhance nutrition education for students and to support a healthy school climate. Each school year, cafeterias provide promotions during National School Breakfast Week, National School Lunch Week, Farm-to-School Week and National Nutrition Month. Individual cafeterias also provide additional promotions and participate in school health fairs, as they coordinate with the student groups and activities at their school.
- Educational opportunities are provided regularly for our team members to foster growth in their skill and knowledge as well as to encourage interest in their personal wellness. All cafeteria management staff, as well as several food service associates, maintains a ServSafe Certification. This certification is awarded after completion of this food safety and sanitation course and receiving a passing score. Education and training is provided each August at our Back-to-School employee meeting, regular manager meetings, Virginia School Nutrition annual workshops, School Nutrition Association (SNA) membership and conferences, SNA local chapter meetings and Albemarle County's learning catalogue courses. Frequent training topics include food preparation techniques, managing personnel skills, customer service, wellness and food safety.
- The CNP is regulated by local, state and federal agencies. Each cafeteria receives at least two food safety and sanitation inspections every school year by the Thomas Jefferson Area Health Department. A State Administrative Review is conducted each year to ensure and verify that our program is abiding by all state and federal regulations of the National School Meal Program. A Federal Administrative Review and a School Meal Initiative Review is conducted every 3 years, which in essence is a very large scale version of the State Administrative Review plus a nutritional analysis of our menu. The CNP also performs self-inspections and audits by conducting annual accountability reviews, periodic cash register and deposit audits, as well as a Five Star Quality and Performance Inspection at least twice a year. Five Star Quality and Performance Inspections are used in assessing individual cafeteria operations, quality of service, food safety and sanitation practices, record-keeping, customer service and marketing.
- The USDA implemented new regulations for the National School Meal Program as required by the Healthy, Hunger-Free Kids Act of 2010 (*Appendix I, II*). These regulations were finalized in January 2012. Changes to the breakfast and lunch meal patterns began during 2012-13 school year, with gradual changes to be implemented through 2022-23. Albemarle County CNP is in compliance with all current regulations as noted under 2012/13, and 2013/14 on appendix I.

PERFORMANCE INDICATORS

- Lunch participation August through October 31, 2013

	Lunches served	Eligible for meal type	Participation
Free	124,668	158,908	78.45%
Reduced	21,672	30,619	70.80%
Full Paid	154,241	472,325	32.60%
	300,564	661,852	45.40%

The lunch participation in proportion to enrollment is 1 ½ percentage points less year-to-date in 2013 as compared to the same time period in 2012. Although the percentage of lunch participation is reduced in all eligibility types, the most reduction is in reduced and full paid students.

Lunch participation is measured and studied by district and by individual school. Some identified factors influencing lunch participation are menu items and changes in meal regulations, number of students per lunch period and length of lunch line, open campus, economy and customer service. After review of data and individual cafeteria operations, adjustments have been made to menu options specifically at the high school. Cafeteria serving line set up and wait time for lunch line are reviewed for efficiencies in service.

- Accident reports

During the school year of 2012-13, there were 19 accidents reported within the CNP. Three of the nineteen accidents resulted in work time missed.

During the first quarter of 2013-14, there were 3 accidents reported within the CNP. One of the three accidents resulted in work time missed. The CNP developed a Standard Operational Procedure for handling accident reports, which includes assessing individual accidents, and any additional preventative measure that will be taken specific to the accident.

FINANCIAL DATA

- CNP receives USDA commodity food entitlement based on rate of 22.75 cent per student lunch served. Albemarle County CNP covers delivery, storage and processing cost associated with commodity foods. Although commodity foods are not free, they do help control our food cost and are a great benefit to the school meal program.
- The CNP currently contributes \$112,500 to the school board operating budget.
- The CNP typically runs labor expense between 53-55 % and food/supplies at 38-40 %.
- The CNP revenue typically runs 45% federal and state funds, 53% sales and 2% contract/catering.

Jan. 2012

Implementation Timeline for Final Rule***"Nutrition Standards in the National School Lunch and School Breakfast Programs"***

Implementation of most meal requirements in the NSLP begins SY 2012-2013. In the SBP, the meal requirements (other than milk) will be implemented gradually beginning SY 2013-2014.

New Requirements	Implementation (School Year) for NSLP (L) and SBP (B)						
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2022/23
Fruits Component							
• Offer fruit daily	L						
• Fruit quantity increase to 5 cups/week (minimum 1 cup/day)			B				
Vegetables Component							
• Offer vegetables subgroups weekly	L						
Grains Component							
• Half of grains must be whole grain-rich	L	B					
• All grains must be whole-grain rich			L, B				
• Offer weekly grains ranges	L	B					
Meats/Meat Alternates Component							
• Offer weekly meats/meat alternates ranges (daily min.)	L						
Milk Component							
• Offer only fat-free (unflavored or flavored) and low-fat (unflavored) milk	L, B						
Dietary Specifications (to be met on average over a week)							
• Calorie ranges	L	B					
• Saturated fat limit (no change)	L, B						
• Sodium Targets ○ Target 1 ○ Target 2 ○ Final target			L, B			L, B	L, B
• Zero grams of trans fat per portion	L	B					
Menu Planning							
• A single FBMP approach	L	B					
Age-Grade Groups							
• Establish age/grade groups: K-5, 6-8, 9-12	L	B					
Offer vs. Serve							
• Reimbursable meals must contain a fruit or vegetable (1/2 cup minimum)	L		B				
Monitoring							
• 3-year adm. review cycle		L, B					
• Conduct weighted nutrient analysis on 1 week of menus	L	B					

Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs – Jan. 2012

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 ^a	Grades 6-8 ^a	Grades 9-12 ^a	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food ^b Per Week (Minimum Per Day)					
Fruits (cups) ^{c,d}	5 (1) ^e	5 (1) ^e	5 (1) ^e	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^{c,d}	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark green ^f	0	0	0	½	½	½
Red/Orange ^f	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) ^f	0	0	0	½	½	½
Starchy ^f	0	0	0	½	½	½
Other ^{f,g}	0	0	0	½	½	¾
Additional Veg to Reach Total ^h	0	0	0	1	1	1½
Grains (oz eq) ⁱ	7-10 (1) ^j	8-10 (1) ^j	9-10 (1) ^j	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	0 ^k	0 ^k	0 ^k	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^l	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal) ^{m,n,o}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) ^{n,o}	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^{n,p}	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans fat ^{n,o}	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.					

^aIn the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-2013 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).

^bFood items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ¼ cup.

^cOne quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

^dFor breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups as defined in §210.10(c)(2)(iii).

^eThe fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-2015).

^fLarger amounts of these vegetables may be served.

^gThis category consists of “Other vegetables” as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

^hAny vegetable subgroup may be offered to meet the total weekly vegetable requirement.

ⁱAt least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012-2013), and in the SBP beginning July 1, 2013 (SY 2013-2014). All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-15).

^jIn the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013-2014).

^kThere is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

^lFluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

^mThe average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

ⁿDiscretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

^oIn the SBP, calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013-2014).

^pFinal sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfast