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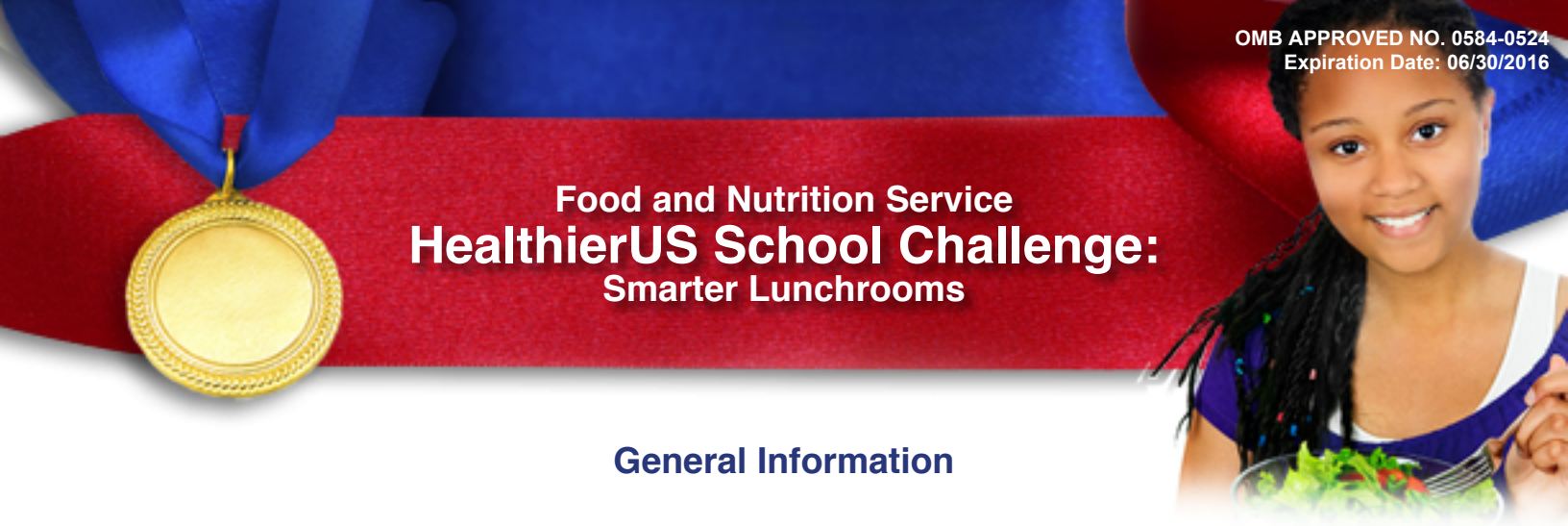

Food and Nutrition Service

HealthierUS School Challenge: Smarter Lunchrooms

General Information

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Research and Analysis, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0524). Do not return the completed form to this address.

The HealthierUS School Challenge:Smarter Lunchrooms (HUSSC: SL) is a voluntary certification initiative recognizing those schools enrolled in Team Nutrition that have created healthier school environments through promotion of smarter lunchrooms, nutrition, and physical activity. Schools receiving a HUSSC award will commit to meeting the criteria throughout their 4-year certification period. Recognized schools receive a plaque with a certificate signed by the Secretary of Agriculture, a display banner, recognition on the Team Nutrition Website, and a monetary incentive.

After being awarded, schools should work with their school district's financial management/budget staff to verify their DUNS Number and District's Tax ID (EIN) Number within the System for Awards Management (SAM) https://www.sam.gov. Monetary incentives are awarded on a quarterly basis and once the school is formally announced as an award winner, a banking information request form will be sent for the school district to complete by the end of that quarter. Submit the complete and accurate form to USDA/FNS Team Nutrition staff for information verification and payment processing via electronic funds transfer to the award-winning school(s). **Incorrect or inadequate information and the failure to ensure the information contained in the SAM is correct and current will delay the processing of the funds payment to your district, and may even result in the elimination of your ability to receive the award funds.**

☐ **Recognized as a Healthy Schools Program school in SY 2014-2015 or later.**
Awardee should submit a copy of their HSP recognition certificate with their HUSSC: SL application in lieu of completing application ONLY if they want to be automatically awarded at the HUSSC: SL Bronze level.

General Information Continued

Tips for Completing Application:

1. You can submit your application two ways:

- Submit the application and supporting documentation in a 3-ring binder to your State Child Nutrition Agency.
- Submit the application and supporting documentation electronically to hussc@ars.usda.gov

2. When more space is needed to accommodate for additional days of the week or to provide more information, schools and residential child care institutions (RCCI's) can attach additional pages as needed.

3. Multiple schools can apply under the same district application when all of the following apply:

- The same nutrition education, physical education, and physical activities are provided or offered (according to the grade level).
- The same Smart Snacks foods and beverages were sold throughout the cafeteria and/or school campus. Submit:
  a.) One Smart Snacks Worksheet with a listing of foods available and
  b.) One set of supporting documentation.
- Each individual school follows the district's wellness policy.

In addition, each school within the District must submit a Smarter Lunchroom Self-Assessment Score Card, individual School Wellness Policy Worksheet (if applicable) and complete the Other Criteria for Excellence Checklist, which are both included in the application. **If a district finds that their schools has different nutrition education, physical education, physical activities, competitive foods, or wellness policies, they can still apply as a district, but must make note of those items that differ among the schools on the application worksheets and submit additional documentation for those schools with the district application.**

Each District must submit an Application Cover Sheet reflecting the name of the District with a completed District School List form.

FNS HealthierUS School Challenge:
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Application Cover Sheet

Application for: ☐ Bronze ☐ Silver ☐ Gold ☐ Gold Award of Distinction

*** The school name on the Award Certificate will be typed exactly as written in the School Name section below.** Please ensure that the entire name with any appropriate punctuation is clearly indicated. Award Certificates will not be re-printed due to an incorrect or illegible school name.

PRINT OR TYPE ALL INFORMATION

? School Name

School District

School Address

Grades in School (list)

more info. Contact Person's Name and Title

Contact Person's Phone Number & Email

Date Submitted to State Agency

Reminder Save Your Work!

FOR OFFICE USE ONLY
State Agency

State Child Nutrition Director Approval: _____
Signature Date

Reviewed by: _____ Phone: _____

Reviewer's Email: _____

Email of the State Child Nutrition Director: _____

Regional Office

FNS Region: _____ Reviewed by: _____

Child Nutrition Director Approval: _____
Signature Date

FNS Headquarters

Application received HQ: _____ Reviewed by: _____

Decision/Date: _____ Award period: _____

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General Criteria Worksheet	Yes	No
Are you a Team Nutrition School? (check our Team Nutrition directory at: http://teamnutrition.usda.gov/schoolsdb/srchpage.asp) Print and enclose a copy of each school(s) Team Nutrition enrollment form. If your school is not a Team Nutrition School, complete the Online Enrollment Form and submit a copy with your HUSSC application.	☐	☐
Have all corrective actions from your school's most recent State review of your school meals program been completed? If not, please contact your State Agency.	☐	☐
Is your school currently meeting school meal pattern requirements for the National School Lunch Program and School Breakfast program as specified in 7 CFR 210 and 220?	☐	☐
Is your School Food Authority certified to receive the additional six cent performance-based reimbursement (Healthy Hunger-Free Kids Act 2010)?	☐	☐
Is your school implementing Smarter Lunchroom techniques in six areas (Fruits, Vegetables, Entrees, Milk, Sales of Reimbursable Meals, and School Synergies) as defined on the Smarter Lunchrooms Self-Assessment Scorecard? The number of techniques from the scorecard that the school must implement is dependent upon the award level. Documentation that the school is meeting this criteria shall include a copy of the completed score card and a brief summary with 2-3 photos describing the school's overall Smarter Lunchroom effort. **-Bronze applicants must select at least 30 action items.** **-Silver/Gold applicants must select 50 action items.** **-Gold Award of Distinction applicants must select 70 action items.**	☐	☐
Does your school meet the Average Daily Participation (ADP) criteria for breakfast and lunch? No ADP requirement for Bronze. **Breakfast: Elementary and Middle School ADP:** 35% Gold and Gold Award of Distinction, 20% Silver **High School ADP:** 25% Gold and Gold Award of Distinction, 15% Silver **Lunch: Elementary and Middle School ADP:** 75% Gold and Gold Award of Distinction, 60% Silver **High School ADP:** 65% Gold and Gold Award of Distinction, 45% Silver *Both the breakfast and the lunch ADPs should be reported for the same month.*	☐	☐

List ADP for Breakfast calculated based on attendance: more info.

_____ **Month/Year:** _____

List ADP calculated for Lunch based on attendance: more info.

_____ **Month/Year:** _____

Reminder Save Your Work!

The State Agency and FNS reserve the right to verify all information on the application and reject applications that are incomplete or otherwise fail to provide factual information.

FNS HealthierUS School Challenge:
Smarter Lunchrooms

Smart Snack Worksheet

All Award Levels: Must meet *Smart Snack in School Nutrition Standards*. All foods and beverages sold to students during the school day* meet or exceed the USDA's nutrition standards for all foods and beverages sold to students (commonly called Smart Snacks in School.) This includes a la carte, vending, school store, snack or food carts and any food-based fundraising (school follows fundraising exemptions and guidance set by their State agency, which also must adhere to the federal Smart Snacks in School requirements.)

Use the Smart Snack Calculator to analyze foods and beverages sold to students during the school day (http://healthymeals.nal.usda.gov/smartsnacks). Provide a copy of the calculator results, along with the product nutrition facts labels and ingredient statement with the HUSSC: SL application.

Additional Smart Snacks Criteria

Bronze and Silver

- **Meets Smart Snacks criteria as defined in 7 CFR Parts 210 and 220.**
  The school offers training on Smart Snacks criteria annually and all individuals who are involved in the sale of foods to students on the school campus during the school day. Use the space provided below to briefly describe the training that is offered.

- **The school does not advertise or market foods and beverages that do not meet the Smart Snacks criteria to students (e.g. signs and marketing materials promoting these foods are not visible to the students on the school campus during the school day.)**
  Documentation of meeting these criteria includes evidence of a written policy and/or written communication/training for school staff and parent organizations. Describe below how the school meets these criteria and provide documentation with HUSSC: SL application.

Smart Snack Worksheet Continued

Gold
Meets criteria for Bronze and Silver and

- **The school only permits food-related fundraisers that meet USDA's Smart Snack standards, even if the State allows exemptions.** Provide a brief statement to explain how the school meets these criteria with a list of food-related fundraisers and product labels and ingredient statements (if applicable.)

- **If foods and beverages are sold to students on the school campus at events outside of the school day (e.g. sporting events, after-school activities, award ceremonies), then water, fruit, and/or vegetables are also offered and promoted as options.** Documentation of meeting these criteria includes a written school policy and/or instruction for those that sell foods to students on the school campus. Provide a brief statement below and a copy of this documentation and/or instructions with the HUSSC: SL application as evidence that the school is meeting the criteria.

Gold Award of Distinction
Meets Gold Criteria and

- **The majority (greater than 50%) of school-sponsored fundraising events conducted outside of the school day** includes only non-food items or only foods and beverages that meet or exceed USDA's Smart Snacks in School nutrition standards.**
  Documentation includes list of school-sponsored fundraisers during the past year and written policy or guidance. Submit documentation with HUSSC: SL application.

  List attached and documentation included with application. ☐

FNS HealthierUS School Challenge:
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Nutrition Education Worksheet

☐ Healthy School Program (HSP) Award Recipients: Submit a copy of your HSP National Recognition Award from the Alliance for a Healthier Generation in lieu of completing this section. Your HSP award must be dated within a year of your HUSSC: SL application.

Elementary Schools:

Is Nutrition Education provided to all full-day students in all grades? ☐ Yes ☐ No

more info.

Briefly describe below how nutrition education is provided to all students and:

- Is part of structured and systematic unit of instruction.
- Incorporates Team Nutrition curricula and materials.

Middle and High Schools Gold and Gold Award of Distinction:

Briefly describe below how nutrition education is offered to:

- Middle school students in at least two grades. Nutrition education offered must incorporate latest Dietary Guidelines for Americans and MyPlate and Team Nutrition materials.
- High school students in at least two courses required for graduation. List the courses below. Nutrition education must be part of a structured and systematic unit of instruction within the two courses. Nutrition education must be consistent with latest Dietary Guidelines for Americans and MyPlate.

Middle and High Schools Bronze and Silver:

Briefly describe below how nutrition education is offered to:

- Middle school students offered in at least one grade. Nutrition education offered must incorporate latest Dietary Guidelines for Americans and MyPlate and Team Nutrition materials.
- High school students in at least two courses required for graduation. List the courses below. Nutrition education must be part of a structured and systematic unit of instruction within the two courses. Nutrition education must be consistent with latest Dietary Guidelines for Americans and MyPlate.

All grades and award levels should utilize multiple channels of communication, including classroom, cafeteria, and home/parents. Describe below.

Grades	Description of Nutrition Education Efforts	Communication Channel Used

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Physical Education Worksheet-Elementary Schools

☐ Healthy School Program (HSP) Award Recipients: Submit a copy of your HSP National Recognition Award from the Alliance for a Healthier Generation in lieu of completing this section.

☐ Let's Move Active Schools (LMAS) Award Recipients: Submit a copy of your LMAS Recognition Award in lieu of completing this section.

Physical Education

Does your school provide physical education (PE) classes to all full-day students throughout the school year? ☐ Yes ☐ No

- ☐ Bronze/Silver: A minimum average of 45 minutes* physical education per week.
- ☐ Gold Award: A minimum average of 90 minutes* physical education per week.
- ☐ Gold Award of Distinction: A minimum average of 150 minutes* physical education per week.

*Up to 45 minutes (Gold/Gold Award of Distinction,) *up to 20 minutes (Bronze/Silver,) of the PE requirement may be met by providing structured physical activity planned by a certified PE teacher and implemented by a classroom teacher or school administrator. All students must participate in the physical activities, which must be at least moderate-intensity and in increments of at least 10 minutes. If utilizing the structured physical activity option, you must provide a description below.

Physical Education Details

Grades	List the average number of minutes/week that physical education is provided throughout the school year for each grade specified	Description of Physical Education Offered

FNS HealthierUS School Challenge:
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Physical Education Worksheet-Middle and High Schools

☐ **Healthy School Program (HSP) Award Recipients:** Submit a copy of your HSP National Recognition Award from the Alliance for a Healthier Generation in lieu of completing this section.

☐ **Let's Move Active Schools (LMAS) Award Recipients:** Submit a copy of your LMAS Recognition Award in lieu of completing this section.

Middle School: Briefly describe below how your school offers structured physical education classes to at least two grades.

High School: Briefly describe below how your school offers structured physical education classes in at least two courses. List the courses below.

Physical Education	
Grades	**Description of Physical Education Offered**

FNS HealthierUS School Challenge:
Smarter Lunchrooms

Physical Activity Worksheet

☐ **Healthy School Program (HSP) Award Recipients:** Submit a copy of your HSP National Recognition Award from the Alliance for a Healthier Generation in lieu of completing this section.

☐ **Let's Move Active Schools (LMAS) Award Recipients:** Submit a copy of your LMAS Recognition Award in lieu of completing this section.

Physical Activity

Elementary Schools: Describe the additional daily physical activity opportunities provided to students (such as recess). Indicate time allotted for any routine activities. If the physical activity was used as "Structured Physical Activity" for counting towards the PE requirement, it cannot be listed here also.

Middle and High Schools: Describe how school provides students in all grades opportunities to participate in physical activity (intramural/interscholastic sports or activity clubs) and actively promotes participation in physical activities to all students throughout the school year.

Physical Activity Details

Grades	Describe Physical Activity Provided

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School Wellness Policy Worksheet

Provide a copy of the school's local wellness policy with the HUSSC: SL application. If following a district wellness policy, provide a copy.

List three ways your school is working to meet School/District Wellness policy goals. For example, completing and reporting the results of the School Health Index self-assessment process, including local wellness policy goals in your school improvement plan, school wellness committee meets every other month, etc.

1.

2.

3.

Describe how parents, students, school administration and staff, and the community are involved in the implementation of the School/District Wellness policy at your school.

If your school has implemented wellness practices that are stricter than what is stated in your school district's local wellness policy, please explain.
(For example your school does not sell competitive foods.)

Briefly describe how your school demonstrates a commitment to neither deny nor require physical activity as a means of punishment.
(For example, students who misbehave are not denied recess.)

Briefly describe how school demonstrates a commitment to prohibit the use of food as a reward.
(For example, food is not used to reward students for good behavior or for the completion of an assignment.)

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Other Criteria for Excellence Checklist

Select from any option and submit supporting documentation with the application:

- ☐ Bronze: Must select at least two of the 14 options.
- ☐ Silver: Must select at least four of the 14 options.
- ☐ Gold: Must select at least six of the 14 options.
- ☐ Gold Award of Distinction: Must select at least eight of the 14 options.

Program Outreach Excellence	✓
School implements innovative practices to increase SBP participation, such as Breakfast in the Classroom, Grab and Go options, or vended reimbursable breakfasts. *Provide a brief description and (if available) photo*.*	☐
School operates an afterschool program that participates in the Afterschool Snack Program or at-risk afterschool meals component of the Child and Adult Care Food Program (CACFP). *Provide a brief description.*	☐
If percentage of free- or reduced-students is 50% or more, Summer Food Service Program is available. *Provide a brief description.*	☐
Implement the Community Eligibility Provision (CEP), if economically feasible. (For more information on CEP, click on this link http://www.fns.usda.gov/school-meals/community-eligibility-provision).	☐

FNS HealthierUS School Challenge:
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Other Criteria for Excellence Checklist Continued

Excellence in School and Community Involvement in Wellness Efforts	✓
Provides annual training to before and afterschool program staff on physical activity and nutrition. *Provide a brief description.*	☐
All school staff receives annual training on wellness policies and ways to promote nutrition and physical activity. *Provide a brief description.*	☐
School partners with one or more community groups or SNAP Education providers to promote wellness. *Provide a brief description and include names of specific community groups.*	☐
Students are engaged (via student advisory council, student wellness team, or similar student interest groups) in wellness efforts and have the opportunity to provide input on school food, marketing of school meals, and physical activity options. Input from students (when feasible) should be taken and put into action. *Provide a brief description.*	☐
School informs public on amount of time allotted for eating lunch. Solicits input from students and community members on the amount of time that is adequate for eating lunch. *Provide a brief description.*	☐
The school offers an afterschool class, workshop, or club for students or families focused on healthy cooking techniques. These types of events could take place weekly, monthly, quarterly, or seasonally. *Provide a brief description.*	☐

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Other Criteria for Excellence Checklist

School Food Service Excellence	✓
School Food Service Manager is a certified food handler (local or national certification). *Provide a copy of certification.*	☐
School Nutrition Program Director meets or exceeds the minimum education standards required by the Professional Standards final rule requirements. *Provide a brief description.*	☐
All school nutrition program directors, managers, and staff meet or exceed the annual continuing education/training hours required by the Professional Standards final rule requirements. *Provide a brief description.*	☐
School is implementing at least one aspect of the Farm to School initiative (schools may choose one or more): ■ Local and/or regional products are incorporated into the school meal program ■ Messages about agriculture and nutrition are reinforced throughout the learning environment ■ School hosts a school garden ■ School hosts field trips to local farms ■ School utilizes promotions or special events, such as tastings, that highlight the local/regional products. *Provide a brief description.*	☐
School has joined the U.S. Food Waste Challenge to recognize efforts to reduce food waste. *Provide a brief description.*	☐

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Review Committee Verification Form

For individual school applications only

Please read the following statement and add your name and date below if you agree:
We have reviewed this application, and we agree that our school meals are healthy and appealing to our students. We attest to the accuracy of the information provided in this application. We agree to maintain the nutrition excellence, physical education/activity, and other criteria for excellence standards and procedures indicated in this application for the duration of our certification as HUSSC: SL awardees. Furthermore, we agree to cooperate with USDA and other organizations upon request to publicize our efforts.

Foodservice Manager's Name/Address	**Email Address**	**Date**
Team Nutrition Leader's Name	**Email Address**	**Date**
District Food Service Authority Name/Address (Foodservice Director)	**Email Address**	**Date**
Representative of the School's Parent Organization	**Email Address**	**Date**
Physical Education/Health Teacher's Name	**Email Address**	**Date**
Principal's Name/Address	**Email Address**	**Date**

Please submit your completed application and documentation to your State Child Nutrition Agency.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Research and Analysis, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0524). Do not return the completed form to this address.

FNS HealthierUS School Challenge:
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Review Committee Verification Form

For simplified school district applications only

Please read the following statement and add your name and date below if you agree:

We have reviewed this application, and we agree that our school meals are healthy and appealing to our students. We attest to the accuracy of the information provided in this application and attest that it applies to all schools in the district unless otherwise noted. We agree to maintain the nutrition excellence, physical education/activity, and other criteria for excellence standards and procedures indicated in this application for the duration of our certification as HUSSC: SL awardees. Furthermore, we agree to cooperate with USDA and other organizations upon request to publicize our efforts.

Superintendent Name	Email Address	Date

District Food Service Authority Name/Address (Foodservice Director)	Email Address	Date

Representative of the District's Parent Organization Name	Email Address	Date

Please submit your completed application and documentation to your <u>State Child Nutrition Agency.</u>

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Research and Analysis, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0524). Do not return the completed form to this address.

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Application Check-off Sheet

Please include the following information in your Application:

___ **Application Cover Sheet (pg 3)**

Table of Contents (pg 4)

___ **General Criteria Worksheet (pg 5)**

___ **Smart Snacks Worksheet (pg 6-7)**

___ **Nutrition Education Worksheet (pg 8)**

___ **Physical Education Worksheets (pg 9-10)**

___ **Physical Activity Worksheet (pg 11)**

___ **School Wellness Policy Worksheet (pg 12)**

___ **Other Criteria for Excellence Checklist (pg 13-15)**

___ **Review Committee Verification Form (pg 16-17)**

___ **Check-off Sheet (pg 18)**

Please submit the following additional documentation:

___ Copy of the School Wellness Policy (if school does not have its own and follows a District Wellness Policy, please submit a copy).

___ Smart Snacks documentation including Alliance for a Healthier Generation Smart Snacks Calculator results, along with product nutrition fact labels and ingredient statements or recipes to verify that the Smart Snacks criteria have been met.

___ Completed Smarter Lunchrooms Scorecard and Documentation

School District Financial Manager

more info.

Name: _____

Email: _____

Phone Number: _____

Thank you for applying for the HealthierUS School Challenge: Smarter Lunchrooms
For more information, visit the Team Nutrition Website: www.teamnutrition.usda.gov