



Department  
of Education

John R. Kasich, Governor  
Michael L. Sawyers, Acting Superintendent of Public Instruction

January 29, 2013

The Ohio Department of Education, Office for Child Nutrition is requesting proposals from Ohio schools on the National School Lunch Program to assist in the implementation of Smarter Lunchroom Techniques in their school cafeterias.

Funds from this United States Department of Agriculture's Team Nutrition Training Grant (USDA TN) will provide selected schools with up to \$2,500 to implement changes in their cafeteria to promote increased student choices of whole grains, fat-free or low-fat dairy products, fruits, vegetables and legumes. Success stories and lessons learned from this project will be shared across Ohio in a manual – **Smart Choices for School Meals that Move** – a guide to assist school food service personnel to assess, implement, and evaluate their own smarter lunchrooms.

In addition to funding, schools will be assisted with cafeteria changes through the support of faculty from a local university as well as staff of the Smarter Lunchrooms Movement at Cornell University.

If interested, please complete the attached Team Nutrition Application Packet on pages 5-7.

An informative Smarter School Lunchroom webinar will be held from **1:30-2:30 pm on February 11, 2013** to provide further information on the Smarter Lunchroom Initiative and to answer any questions on the Smarter Lunchroom Mini-Grants.

The applications must be postmarked by **Friday March 1, 2013** and mailed to Susan Patton at the address below. Fifty Team Nutrition mini-grants will be awarded March 8, 2013.

Register for the Smarter Lunchroom Mini-Grant Webinar, through CRRS.

Please don't hesitate to contact Susan Patton for further questions.

*Susan Patton*

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## **TEAM NUTRITION SMARTER LUNCHROOM OVERVIEW**

### **I. SMARTER SCHOOL LUNCHROOM OVERVIEW**

The Cornell Center for Behavioral Economics in Child Nutrition Programs has documented best practices for increasing student consumption of healthy foods and new offerings. Smarter school lunchroom strategies include moving and highlighting more nutritious food groups such as fruits and vegetables, naming and displaying vegetables with catchy titles, highlighting the entrée on the lunch line, and implementation of healthy choices lines. School food service personnel, with support from faculty of local universities, will analyze their current cafeteria landscape, identify opportunities for improvement, implement interventions that align with school resources, and track changes in student food choice and consumption.

### **II. OUTCOME OF TEAM NUTRITION SMARTER LUNCHROOM MINI-GRANTS**

The anticipated outcome of this Team Nutrition grant will be the increase in student consumption of select healthy foods. Changes in food choice will be facilitated by slight and sustainable changes in the cafeteria set-up.

Each school will complete the following:

- An audit of the current cafeteria environment
- Implementation of 2 to 3 cafeteria strategies to promote healthy food selection
- Food waste measures before and after implementation of the smarter lunchroom techniques

Schools selected to participate in the project will work with a graduate student and faculty member from one of the following universities: Bowling Green State University; Case Western University; The Ohio State University, University of Akron and Wright State University. University graduate students will assist in the cafeteria audit, food consumption/waste data collection, consultation on smarter lunchroom strategies, and preparation of evaluation reports.

Staff from the Cornell Center for Behavioral Economic in Child Nutrition Program will supply training (via webinars), data collection tools and processes, and consultation.

### **III. SMARTER SCHOOL LUNCHROOM INTERVENTIONS FOR SCHOOLS TO IMPLEMENT**

The Cornell Center for Behavioral Economics in Child Nutrition Programs encourages strategies that are easy to implement and create measured outcomes in student nutrition behaviors. Smarter lunchroom strategies address one of the following environmental cues:



A training session, along with one-on-one support from Smarter Lunchroom trainers, will introduce food service staff and school wellness committee members to these principles and corresponding strategies.

Schools will be asked to implement 2 to 3 cafeteria strategies to promote student selection and consumption of whole grains, fat-free or low-fat dairy products, fruits, vegetables and legumes.

The actual methods selected will occur after the completion of a cafeteria audit and initial food consumption evaluation. The audit and assessment will help food service staff and school wellness team members identify areas for improvement.

In spring 2013, all schools will complete the cafeteria audit, review school wellness policies, complete staff training, and collect at least one day of food waste data.

During the 2013 – 2014 academic year, schools will implement 2 to 3 specific smarter lunchroom strategies, and track the short term and long term impact on student food selection and consumption.

A tentative timeline of Team Nutrition mini-grant activities/ deliverables is attached in Figure 1 on page 8.

Please remember there will be assistance to schools for these mini-grant activities.

#### **IV. ALLOWABLE EXPENSES THAT CAN BE INCLUDED IN THE BUDGET**

Each selected school will receive between \$2,000 to \$2,500. This amount is expected to cover costs for the implementation of two to four sustainable changes in the school cafeteria. The actual items will depend on the lunchroom strategies selected by the school. A budget and corresponding implementation plan will be submitted by May 30, 2013 (so you do not need to include the budget in this application packet). The following items are examples of allowable expenses within this Team Nutrition Smarter School Lunchroom mini-grant.

- Food for taste tasting of new cafeteria recipes and/or offerings.
- Chef/foodservice team for cooking demos or classes.
- Promotional/education supplies such as posters and stickers to promote targeted food items.
- Menu boards or other promotional items to display reimbursable school meals and or encourage targeted food items like fruit and vegetable selections.
- Printing of items such as student passports to record fruit/vegetable purchases.
- Supplies to make promotional videos and other graphic supplies to promote nutritious foods or make menus appealing.
- Display containers or equipment needed to improve appearance, visibility, or convenience of targeted food items.
- Trays, plates or similar cafeteria serving items that assist in managing serving size, appearance, or convenience of targeted food items.

- Time for foodservice or extra staff for gathering data on food sales, plate waste, or write up of activities.
- Other ideas that are approved by ODE and fit within the Team Nutrition sub-grant guidelines



## **Team Nutrition Smarter Lunchroom Application Packet**

Please complete the following information and mail with postmark to Susan Patton by **March 1, 2013**.

Mail to:

Susan Patton  
Ohio Department of Education  
25 South Front St MS 303  
Columbus, OH 43215-4183

### **A. SCHOOL INFORMATION**

1. Name of School applying for application with IRN

- School and School IRN
- School District
- Address of school to include street address, city, and zip

2. Contact Person for correspondence with the grant and title

- Contacts name, title, phone (with area code) and email address

3. School Demographics to include:

- School Enrollment
- Grades served
- Percentage of Free/Reduced

4. Provide documentation that your school is enrolled as a USDA Team Nutrition school. If your school is not enrolled, the application can be accessed and completed at the following USDA Team Nutrition web site: <http://teamnutrition.usda.gov/team.html>.

### **B. CAFETERIA INFORMATION - please include the following in a description of your school's cafeteria**

- Number of (reimbursable) meals served – lunch
- Number of food serving times
- Current food use track system
- Do you provide Offer vs Serve?
- Has your foodservice director attended ODE's new USDA meal guidelines training and the .06 cents certification workshop?
- Has your school applied for the .06 cents reimbursement for school meals?
- Has your school received the .06 cent reimbursement for you school meals?
- Has your school achieved a HealthierUS School Challenge Award in the past? What level?

## C. SCHOOL REQUIREMENTS

These Team Nutrition mini-grants seek to take established evidence-based strategies and implement and evaluate the impact of these strategies in additional “real world” settings. The dissemination and evaluation of these strategies into various communities can improve the nutrition behaviors of students and staff, as well as add to the knowledge base of the how and under what conditions these evidence-based strategies work best.

The following requirements will allow the Ohio Department of Education to evaluate Smarter Lunchroom techniques, and offer best practices advice to school wellness staff across the state. Building an evidence-based knowledge base also allows school staff to advocate for policy and or other supporting resources.

### 1. School Involvement

- a. Your school’s School Wellness Committee involvement is crucial in the Team Nutrition Smarter School Lunchroom grant activities. School wellness committees should include, but not limited to, a classroom teacher, physical education teacher, parent, foodservice director, and student representative.
  - Provide names and positions of the School Wellness Team
  - Agree to review the current school wellness policy and work with the graduate student(s) to update as needed to align with requirements and implementation set forth in the USDA’s Local Wellness Policy and include goals for nutrition promotion and how your school will inform and update the public.
  - Please attach your USDA’s Local Wellness Policy
- b. Please describe previous Team Nutrition or wellness projects and outcomes.
- c. Please provide an explanation of your interest in this Team Nutrition Smarter School Lunchroom mini-grant.

### 2. Letters of Support

- a. Provide in a support letter(s) your school’s acceptance for:
  - Guidance and coordination from a graduate assistant to follow protocol and agree from foodservice manager for documentation of sales.
  - Graduate students from a local university to collect food waste data at least quarterly. Note: the evaluation protocol will be approved by the university’s committee for research (called the Institutional Review Board). When requested, all schools will need to supply a letter of support.
  - Collection of photos of current food service area and cafeteria for inclusion in **Smart Choices for School Meals that Move** – a guide to assist school food service personnel to assess, implement and evaluate their own smarter lunchrooms.
  - Agree to work towards a Bronze Award in the HealthierUS School Challenge. ODE will provide assistance to schools.
  - Provide letter of support for the School Wellness Team’s involvement in grant activities and include willingness to attend informative webinars provided through the Ohio Department of Education from the Wellness Team leader
  - Provide support letter(s) from Community partners that can assist with grant activities.

**SCORING GUIDE**

- Completion of School and Cafeteria information (10 points)
- Letters of support for Smarter Lunchroom Activities (C2a) (25 points)
- Answers to School Requirements - School Involvement (C1a-c) (65 points)

**Figure 1. Team Nutrition mini-grant tentative timeline of grant activities with deliverables <sup>a</sup>**

	February 2013	March 2013	April 2013	May 2013	June/August 2013	September/October	November/December	February 2014	March / April 2014	May 2014	June / July 2014
Mini-grant applications & notifications											
Cafeteria audit											
School Wellness Policy review											
Review audits & discuss school goals											
Staff (School Wellness Team) training											
Identify comparison school(s)											
Food waste data collection											
Submit implementation plan and budget											
Implementation and evaluation of one Smarter Lunchroom strategy <sup>b</sup>											
Food waste data collection (as needed)											
Smarter Lunchroom Strategy 1											
Food waste data collection (as needed)											
Food waste data collection (as needed)											
Food waste data collection (as needed)											
Smarter Lunchroom Strategy 2											
Food waste data collection (as needed)											
Food waste data collection (as needed)											
Complete HUSSC application											
Consult with university on evaluation report.											
Consult with university on Success Story report(s).											

<sup>a</sup> Organizationally, ten schools will be assigned to work with one university. Thus, actual implementation dates will vary slightly across the cohort of 10 schools.

<sup>b</sup> In the spring (early April), a minimum of two schools from each cohort will be encouraged to implement one smarter lunchroom strategy to serve as a pilot for the fall.