



Rich Township High School District

Food Service Department

Annual Report

April 21, 2020

Submitted by Betsy Williams



## Rich Township High School District 227

### Food Service Department

#### **Vision Statement**

We envision a program of excellence that provides a sound nutritional foundation for every student to enhance their ability to learn and prosper in the school environment and beyond.

#### **Mission Statement**

The mission of the Food Service Department is to provide the daily nutritional needs of our students and staff through quality food and service in a safe and sanitary environment, to support their educational success.

## **Food Service Overview**

The Food Service Department operates as a “Self-Op” program in which all meals are prepared and served onsite and all operations are managed by the district food service office within a planned balanced budget. All expenses are charged directly to the program and all revenues go back into the food service program to pay operating costs including food, supplies, labor, technological support, repairs and equipment expenses. As participants in the NSLP, we receive revenue for every student meal served in the form of both Federal and State reimbursement. We receive the maximum reimbursement rate as we fall into the “severe need” category as defined as having more than 60% of our student population eligible for free or reduced meals.

## **Summary of National School Lunch Program**

The purpose of the National School Lunch Program (NSLP) is to safeguard the health and well-being of the nation's children, as declared in 1946 by Congress in the National School Lunch Act. The National School Lunch Program makes it possible for schools to serve nutritious inexpensive meals to students each day. Schools may also serve meals during summer months. Schools receive reimbursement for all meals which meet meal pattern requirements specified by the USDA in regulation CFR 210. Schools may qualify for higher "severe need" reimbursements if a specified percentage of their meals are served free or at a reduced price. In addition, meals must meet the USDA Dietary Guidelines for Americans when averaged over a week. ISBE Nutrition Programs and Services provide technical assistance and guidance to schools to ensure that the food service program operates in accordance with the regulations of the National School Lunch Program. The NSLP also includes the School Breakfast Program.

**Breakfast Meal Pattern**

	Preschool	Grades K-5	Grades 6-8	Grades 9-12
<b>Food Components</b>	<b>Amount of Food per Week (minimum per day)</b>			
Fruits (cups)	2½ (½)	5 (1)	5 (1)	5 (1)
Vegetables (cups)	May count toward Fruits requirement.	May credit toward Fruits requirement. <sup>1</sup>		
Grains (oz. eq. unless otherwise indicated)	1 ¼ slices/servings (½ slice/serving) or 1¼ cup (¼ cup)	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz. eq.)	May substitute for Grains up to 3 times per week.	May credit toward Grains requirement if at least 1 oz. eq. of Grains is offered.		
Fluid milk (cups)	3 ¾ (¾)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>				
Min-Max Calories (kcal)	N/A	350-500	400-550	450-600
Saturated Fat (% of total calories)	N/A	<10	<10	<10
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>				
Sodium Target 1 (mg) (through SY 2023-24)	N/A	≤540	≤600	≤640
Sodium Target 2 (mg) (effective July 1, 2024)		≤485	≤535	≤570
<i>Trans</i> fat	N/A	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving. (This does not apply to naturally occurring <i>trans</i> fats, present in some meat and dairy products.)		

<sup>1</sup> Vegetables are not required in the SBP, but schools may choose to offer vegetables in place of fruits. To offer starchy vegetables in place of fruits, at least 2 cups of red/orange, dark green, legumes, or "other" vegetable subgroups must also be offered on a menu within the week. Effective February 15, 2019, through June 30, 2021, Federal funds may not be used to enforce this provision. This means that, through June 30, 2021, schools may offer any vegetable in place of fruits at breakfast, including potatoes and other starchy vegetables, without including vegetables from other subgroups in the weekly menus (Further Consolidated Appropriations Act, 2020, Section 749).

----- USDA is an Equal Opportunity Provider, Employer and Lender

**Lunch Meal Pattern**

	Preschool	Grades K-5	Grades 6-8	Grades 9-12
<b>Food Components</b>	<b>Amount of Food per Week (minimum per day)</b>			
Fruits (cups)	1½ (¾)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups)	1½ (¾)	3¾ (¾)	3¾ (¾)	5 (1)
Dark Green	N/A	½	½	½
Red/Orange		¾	¾	1¼
Beans and Peas (Legumes)		½	½	½
Starchy		½	½	½
Other		½	½	¾
Additional Vegetables to Reach Total		1	1	1½
Grains (ounce equivalents (oz. eq.), unless otherwise indicated)		1 ¼ slices/servings (¾ slice/serving) or 1½ cup (¾ cup)	8-9 (1)	8-10 (1)
Meats/Meat Alternates (oz. eq.)	7½ (1½)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid Milk (cups)	3¾ (¾)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>				
Min-Max Calories (kcal)	N/A	550-650	600-700	750-850
Saturated Fat (% of total calories)	N/A	<10	<10	<10
Sodium Target 1 (mg) (through SY 2023-24)	N/A	≤1,230	≤1,230	≤1,230
Sodium Target 2 (mg) (effective July 1, 2024)		≤935	≤1,035	≤1,080
<i>Trans</i> Fat	N/A	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving. (This does not apply to naturally occurring <i>trans</i> fats, present in some meat and dairy products.)		

**Reimbursement Rates for the 2019-20 School Year**

<b>National School Lunch Program</b>	<b>60% or More + 6 cents</b>
Paid	\$0.41
Reduced- Price	\$3.10
Free	\$3.50
<b>School Breakfast Program</b>	<b>40% or More Severe Need</b>
Paid	\$0.31
Reduced-Price	\$1.90
Free	\$2.20
<b>Illinois Free Breakfast and Lunch Program</b>	
Per each free breakfast and/or lunch	\$0.04

**STUDENT PARTICIPATION RATES JANUARY – MARCH 2020**

School	Meal Type	Average Attendance	Average Meals Served	Participation Rate
Central	Lunch	877	619	71%
East	Lunch	685	480	70%
South	Lunch	730	565	77%

These figures represent the reimbursable lunch purchases made by free, reduced and paid students and does not include ala carte purchases for second helpings, side dishes or snack bar products.

### **Cost to Produce Meals**

School Districts participating in the National School Lunch Program are expected to operate not-for-profit programs. The cost of producing a school meal can differ from month to month and year to year due to such factors as fluctuation in market prices for food and supplies or the cost of needed repairs and equipment replacements. To help boost our operational revenue we rely on ala carte sales and income from special events. The average breakdown in costs for producing school meals:

Food	46%
Labor/Benefits	44%
Supplies/Other Costs	10%

(Other costs include repairs and maintenance, technology vendor fees, small equipment, professional development, promotion and marketing)

### **Eligibility for Free and Reduced Priced Meals**

Children from families with incomes at or below 130% of the poverty level are eligible for free school meals. Those with incomes between 130% and 185% of poverty level are eligible for reduced price meals (student pays 30 cents for breakfast and 40 cents for lunch). For the 2018-19 school year, 130% of the poverty level is \$32,630 for a family of four and 185% is \$46,435. Children from families with incomes over 185% of poverty pay full price for their meals.

The Food Service Department free and reduced percentages steadily increased over the two-year period of 2008 to 2010, and have remained relatively steady from 2011 through the current 2019-20 school year. Title 1 funding is based solely on the percentage of free and reduced students that attend the schools in our district.

### **The current 2019-20 Free and Reduced Rates are as follows:**

Rich Central 70.7%; Rich East 80.8%; Rich South 76.4% for a District Total of 75.6%

### **Food Service Department Current Staffing/Consolidation Changes**

The Food Service Department consists of a hard working, dedicated and welcoming group of individuals working together to serve nutritionally balanced meals to students at each of our three campuses every school day. Each team prepares meals for between 850-950 students daily (breakfast and lunch combined), along with many ala carte offerings. We also provide meals for the building staff and food for meetings and special events.

In planning for the consolidation of schools, 15 classified food service positions we eliminated for the 2020-21 school year. As we evaluated the staffing needs for next school year, adjusting according to projected enrollment and taking into consideration the new operational plans, we calculated the actual number of meal labor hours needed. The following two charts show a comparison of the current school year staffing to the projected staffing for school year 2020-21. As is shown, we will be eliminating 106.5 total hours following the elimination of the 15 classified positions and realignment of hours for remaining 30 positions.

**Staffing Comparison**

**Food Service Department Staffing  
Current 2019-20 School Year**

**Food Service Department Staffing  
Consolidation 2020-21 School Year**

**District Level:**

- **District Supervisor**
- **Food Service Bookkeeper**

**District Level:**

- **District Supervisor**
- **Food Service Bookkeeper**

**Building Level (3 sites- 15 employees each campus)**

- **Food Service Manager**
- **Head Cook**
- **Head Salad**
- **Head Baker**
- **11 Food Service Professionals**
- **6 District Hourly Substitutes**

**Building Level (2 sites- 15 employees each campus)**

- **Food Service Manager**
- **Head Cook**
- **Head Salad**
- **13 Food Service Professionals**
- **8 District Hourly Substitutes**

A comparison of positions and daily hours is shown below. A total of 106.5 hours is saved through the elimination of 15 positions and the realignment of hours for the remaining 30 classified team members.



### Food Service Staffing 2019-20

<b>Current Staffing</b>	<b>Rich Central</b>	<b>Rich East</b>	<b>Rich South</b>	<b>Total Hours</b>
<b>Positions/Hours</b>	<b>Number of Staff</b>	<b>Number of Staff</b>	<b>Number of Staff</b>	<b>Daily Hrs 3 Sites</b>
8 hr Head Cook	1	1	1	24
8 hr Head Salad	1	1	1	24
7.5 hr Head Baker	0	1	0	7.5
7.5 hr Food Service Professional	5	7	6	135
7 hr Food Service Professional	2	0	1	21
6 hr Food Service Professional	2	1	2	30
5 hr Food Service Professional	4	4	4	60
<b>Totals</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>301.5 hours</b>

### Food Service Consolidation Staffing 2020-21

<b>Consolidation Staffing</b>	<b>Rich Central</b>	<b>Rich South</b>	<b>Total Hours</b>
<b>Positions</b>	<b>Number of Staff</b>	<b>Number of Staff</b>	<b>Daily Hrs 2 Sites</b>
8 hr Head Cook	1	1	16
7.5 hr Head Salad	1	1	15
7.5 hr Food Service Professional	4	4	60
7 hr. Food Service Professional	2	2	28
6 hr Food Service Professional	3	3	36
5 hr Food Service Professional	4	4	40
<b>Totals</b>	<b>15</b>	<b>15</b>	<b>195 hours</b>

## **Implementation of “MySchoolApps” On-Line Applications 2019-20**

The Rich Township District 227 Food Service Department implemented the new on-line Household Meal Benefits Application system in July of 2019. This new method allowed all families to apply for meal benefits through the myschoolapps.com website, and all applications were then electronically processed, saving time for our parents while saving the cost of labor hours for the food service department.

This was a very successful venture that was well received by our parents allowing them the ease of applying from their home computers while also speeding up the processing of their applications. It proved to be an efficient and accurate way for food service to process applications and allowed quick daily processing of benefits for our students.

Starting in the 2020-21 school year we will be moving to a new Community Eligibility Provision (CEP) in which all our students will be free and no applications will be necessary for meal benefits. Therefore, the on-line applications will no longer be needed and we will discontinue the use of “MySchoolApps” for future years.

## **Coming in 2020-21- Community Eligibility Provision**

The Community Eligibility Provision (CEP) provides an opportunity for schools and local educational agencies (LEAs) in high poverty areas to provide free breakfast and lunch to all students without the burden of collecting and processing school meal applications for free and reduced price meals. CEP was a key provision of the Healthy, Hunger-Free Kids Act (HHFKA) of 2010. Rather than taking school meal applications to make individual eligibility determinations, schools that have adopted CEP are reimbursed using a formula based on the percentage of students participating in other need-based programs.

Schools implementing the provision have experienced great success, allowing them to make numerous improvements to their school nutrition programs.

- Easing administrative burden. CEP allows eligible schools to provide breakfast and lunch to all students at no charge, without collecting school meal applications or monitoring eligibility when serving meals. This gives food service staff more time to focus on preparing nutritious meals their students will enjoy.
- Increasing participation. All children at CEP schools receive meals at no charge, incentivizing participation and increasing program revenues.
- Improving efficiency. CEP helps lunch lines move more quickly, allowing children more time to enjoy their meal.
- Eliminating stigma. Because all students eat at no charge, children at CEP schools are no longer identified as low-income in the lunch line, and no child at a CEP school will ever receive an “alternate” meal, or be denied a meal, due to a negative account balance.

- Fighting childhood hunger. Children attending CEP schools can count on two nutritious meals every school day, stretching families' limited food budgets and reducing hunger among our nation's children.

To be eligible for CEP, LEAs and schools are required to have an identified student percentage (ISP) greater than or equal to 40 percent (ISP  $\geq$ 40 percent) of enrolled students as of the most recent April 1. Identified students are those certified for free school meals without the use of school meal applications and not subject to verification, such as those directly certified through the Supplemental Nutrition Assistance Program (SNAP).

The Food Service Department is excited to be able to bring the CEP to Rich Township District 227. This new program will ensure that all our students will be able to receive a daily free breakfast and lunch, enabling us to bring the necessary nutritional benefits to every student in our district, regardless of their family's financial situation.

### **2020 Equipment Grant Award**

The Rich Township District 227 Food Service Department is pleased to announce that we have received notice from the Illinois State Board of Education that we have been chosen to receive a \$50,000 Equipment Grant for school year 2020. We are extremely honored to have been chosen to receive the grant out of the many hundreds of grant applications submitted to ISBE for consideration.

The grant will be used to add additional serving stations at both high school locations in order to provide additional healthy options to the breakfast and lunch menus, as well as to speed service as we consolidate three cafeterias into two. It will be exciting to enhance the present cafeterias as we welcome the new influx of additional students from the Rich East campus.

### **COVID-19 Emergency Food Program**

Due to the COVID-19 school closures, the Rich Township District 227 Food Service Team jumped in to immediate action to ensure all area children from the ages of 0-18 years of age would receive free breakfast and lunch on the days they would regularly have been in school.

Curb side "grab and go" service was implemented on the first day of school closures which was March 17, 2020. Multiple days of meals were handed out according to the distribution schedule. Staff members took all necessary precautions to ensure safety as they prepared to serve the nutritional needs of the area communities. Operating under the emergency guidelines of the *Seamless Summer Program*, providing our program with reimbursement through USDA and ISBE guidelines, we have been able to provide reimbursable meals to our students and their families as well as to all the children of the area communities.

With multiple meals being distributed on a semi-daily basis, district totals averaged approximately 1600-1900 meals per distribution day. The number of meals distributed steadily increased from the first day of service. On Monday, March 30th, 5 days of meals were distributed for each child to cover an entire week of breakfast and lunch, and this proved to be the busiest day of service with over 11,500 meals provided out of the three distribution sites. From March 17<sup>th</sup> through April 8<sup>th</sup> food service distributed over 30,000 meals to the children of our area communities.

We are extremely proud of the selfless dedication our food service managers and staff have shown to the students, their families and the community at large as they faced their own personal fears to ensure the health and welfare of many others.

### **Student and Community Partnerships**

The food service department values its role in being part of the “bigger picture” in the school district, always striving to go beyond the daily role of providing good nutrition, looking for ways to be more involved with our students, staff and community, beyond the cafeteria walls.

The Food Service Department has long been involved in helping to “Bridge the Gap” between the school and the community, while providing opportunities for our students and staff to become involved in community service projects. We have partnered with many community organizations and helped to create yearly events that involve these organizations, our students and our food service team.

At these sponsored events we are able to showcase the talents and dedication of our students and staff while helping to build positive relationships and perceptions. Our students are given the opportunity to fulfill many of their community service hour requirements for National Honor Society and Key Club as they learn the value of volunteerism and leadership from a service prospective.

### **Community Partnership Highlights from SY2019-20 include:**

- Park Forest Kiwanis Club Annual Pancake Day at Rich East High School
- Thanksgiving Care Packages for School and Community Families
- Christmas Care Packages for District Families
- South Suburban Diversity Dinners 23<sup>rd</sup> Annual Event (has been postponed due to COVID-19)

The food service department is proud to serve both the students and the community through these collaborative efforts. We value the opportunity to contribute to the enhancement of our students’ educational experience through community service events.

## **Department Highlights and Initiatives**

The hard work and dedication of the entire Food Service team has led us to realize many accomplishments in SY2019-20. We are proud of the work we do on behalf of the students we serve every day.

### **Food Service Department Highlights 2019-20**

- 100% Ratings on State Health Inspection
- Implementation of MySchoolApps Online Household Applications System
- Awarded \$50,000 Equipment Grant from ISBE
- Implemented Curb Side Emergency Food Program to Serve All Area Children During COVID-19 School Closures

As we see the end of the current school year quickly approaching, we are looking forward to continuing to successfully serve our students' nutritional needs as we strive for excellence in our program.

### **New Initiatives for Next School Year**

- Implementation of Community Eligibility Provision (CEP) that will provide free breakfast and lunch for all Rich Township District 227 students.
- Installation of new equipment at both school sites through \$50,000 Equipment Grant Award.
- Implementation of uninterrupted and "continuous" lunch service for our customers.
- Student Advisory Teams to encourage student participation in menu planning and customer feedback.
- Enhanced Training for all Food Service Professionals due to consolidation staffing changes.