

Recommended Practices

School/Agency Program Name: _____
 Coordinator Name: _____

Program Type: _____ Date: _____
 Evaluator's Name: _____

	Beginning Identifiable characteristics reflects a beginning level of performance.	Score	Developing Identifiable characteristics reflects development and movement towards exemplary performance.	Score	Accomplished Identifiable characteristics reflects an accomplished level of performance.	Score	Exemplary Identifiable characteristics reflects the highest level of performance.	Score	Score Received
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Universally Accessible									
# of Days/Week	Program operates 2 days per week	1	Program operates 3 days per week	2	Program operates 4 days per week	3	Program operates 5 days per week	4	
Accessibility	Is not easily accessible to all children and food is tucked away and must be asked for	1	Is somewhat accessible but children have to go to office/guidance to access food	2	Is easily accessible but only a portion of the school/agency is fed on program days	3	Is easily accessible to all students on all program days	4	
Notes and Recommendations:									

Nutritious Food in a Safe Environment									
Nutritional Guidelines	Foods served meets MCYS nutritional guidelines less than 50% of the time <input type="checkbox"/> Menu reviewed	1	Foods served meets MCYS nutritional guidelines 50% -80% of the time <input type="checkbox"/> Menu reviewed	2	Foods served meets MCYS nutritional guidelines 80% of the time <input type="checkbox"/> Menu reviewed	3	Foods served meets MCYS nutritional guidelines 100% of the time <input type="checkbox"/> Menu reviewed	4	
Safe Food Facilities	Facility supports limited food safety practices (preparing and serving food, hands being washed) Lacks proper sanitation and/or storage practices	1	Facility supports some food safety practices (preparing and serving food, hands being washed, proper sanitation). Lacks proper storage practices	2	Facility supports most food safety practices (preparing, storing and serving food, hands being washed, proper sanitation)-Lacks separate hand washing sink	3	Facility supports all -food safety practices (preparing, storing and serving foods, hands being washed, separate handwashing sink, proper sanitation)	4	
Safe Food Handler Training	Safe Food Handler training is offered no representatives are certified	1	One representative has completed Safe Food Handler training and has received certification	2	Two representatives have completed Safe Food Handler training and have received certification	3	Multiple representatives have completed Safe Food Handler training and have received certification	4	
Notes and Recommendations:									

Parental & Community Contributions and Local Funding									
Parent/Staff Outreach	School/agency correspondence does not mention the SNP and there are no presentations to staff/parent council <input type="checkbox"/> Poster is viewed	1	School/agency correspondence mentions the SNP (including positioning statement) but there are no presentations to staff/parent council <input type="checkbox"/> Poster is viewed	2	School/agency correspondence mentions the SNP (including positioning statement) and presentations to staff/parent council are made 1x-2x per year <input type="checkbox"/> Poster is viewed	3	School/agency correspondence mentions the SNP (including positioning statement) and presentations to staff/parent council are made 3x or more a year <input type="checkbox"/> Poster is viewed	4	
Parental/Community Contributions	No funding contribution or program support asks have been made to parents or community partners (not including Live Free)	1	Funding contributions or program support are asked for from parents and community partners at least once per year (not including Live Free)	2	Funding contributions or program support from parents and community partners are asked for several times a year	3	Funding contributions or program support are asked for from parents and community partners on a monthly basis	4	
Fundraising (grants, donations, events, etc.)	Effort in fundraising contributes less than 5% of program costs	1	Effort in fundraising contributes an amount equal to 5%-10% of program costs	2	Effort in fundraising contributes an amount equal to 10%-15% of program costs	3	Effort in fundraising contributes an amount equal to 15-20% or more than program costs	4	
Live Free Campaign	Program does not participate in Live Free	1	Program participates in Live Free but does not meet goal set by Food & Friends	2	Program participates in Live Free and meets goal set by Food & Friends	3	Program participates in Live Free and exceeds goal set by Food & Friends	4	
Notes & Recommendations:									

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Volunteers and Local Program Committee									
Volunteers	Program Coordinator assigned but no other volunteers	1	Program Coordinator assigned and 1-3 volunteers	2	Program Coordinator assigned and 3-5 volunteers	3	Program Coordinator assigned and 5 or more volunteers	4	
Volunteer Recruitment	No recruitment of volunteers	1	Attempts to recruit volunteers	2	Volunteers are actively recruited but there are still volunteers spaces to fill	3	Volunteers are/were actively recruited and there are no volunteer needs at this time	4	
Succession Plan	No thought to a succession plan	1	Aware of Succession Plan Checklist and have given minimal thought to a succession plan	2	Succession Plan Checklist is reviewed and attempts are made to put a plan together, but no replacement is identified yet	3	Succession Plan Checklist is completed and a plan is in place	4	
Student Nutrition Program Committee - communication	No committee in place to contribute to the design, implementation and administration of program	1	Committee in place to contribute to the design, implementation and administration of program and meets 1x per year	2	Committee in place to contribute to the design, implementation and administration of program -and meets 2x-3x per year	3	Committee in place to contribute to the design, implementation and administration of program and meets 4x or more throughout the year	4	
Principal Responsibilities	Knowledge of Principal Responsibilities is not apparent	1	Knowledge of Principal Responsibilities is apparent but not shared with principal	2	Knowledge of Principal Responsibilities is apparent and has been shared with the principal	3	Knowledge of Principal Responsibilities is apparent and has been shared with the principal and principal has signed	4	
Network Meetings	Awareness of fall and spring network meetings is not apparent	1	Awareness of the fall and spring network meetings is apparent with no attendance	2	Fall or spring network meeting is attended	3	Fall and spring network meetings are attended	4	
Notes & Recommendations:									

Financial Accountability									
Bank Account	A separate bank account outside of the school banking system is used	1					A separate budget line within the school/agency banking system is used	4	
Program Receipts	Receipts for purchases are not on site and not organized	1	Receipts for purchases are on site but are not organized	2	Receipts for purchases are on site and are well organized	3	Receipts for purchases are on site and well organized and have been scanned to a file for easy access	4	
Budgeting	No financial planning or budgeting is demonstrated	1	Limited financial planning and budgeting is demonstrated	2	Good financial planning is demonstrated and a budget is completed 1x per year	3	Excellent financial planning is demonstrated and a budget is completed 2x per year	4	
Funding Awareness	No awareness of funding sources apparent	1	Limited awareness of funding sources apparent (can name some sources but not aware if any allocations made)	2	Good awareness of funding sources apparent (can name all sources but not aware if any allocations made)	3	Excellent awareness of funding sources apparent (can name all funding sources and knows if allocations are made)	4	
Quarterly Financial Reporting	All reporting needs to be requested after the 7th of October, January, April and June.	1	Reporting needs to be requested after the 7th of October, January, April and June, 3 times or more.	2	All reporting is provided at least quarterly by the 7th of October, January, April and June, and requires some follow-up.	3	All reporting is provided at least quarterly by the 7th of October, January, April and June, and requires no follow-up.	4	
Year-end Reporting	Year-end reporting not completed	1	Year-end reporting not completed by deadline and package is not fully provided	2	Year-end reporting completed by deadline with most of the package included	3	Year-end reporting completed by deadline and full package is provided	4	
Grant Renewal	Grant renewal is not completed	1	Grant renewal is not completed by deadline, information is missing and follow up is required	2	Grant renewal is completed by deadline with some information missing and follow up is required	3	Grant renewal is completed by deadline with accuracy and no follow up is required	4	
Notes & Recommendations:									

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Data Provision									
WebTracker Training	Limited WebTracker training is apparent and struggling to complete reporting	1	One representative has WebTracker training	2	Two representatives have WebTracker training	3	Multiple representatives have WebTracker training and someone completes reporting during main reporter's absence	4	
Reporting Data (unique & average students, meals served and volunteers)	No data information is completed on quarterly reports	1	Some data information is completed on quarterly reports	2	All data information is completed at least quarterly with some follow up required for accuracy	3	All data information is completed at least quarterly by the 7th of October, January, April and June with accuracy and no follow up is required	4	
Program Records (acknowledgment letters, signed grant renewal, budgets, program information form, etc.)	Limited program records are kept and no organization is evident	1	Some program records are kept and slightly organized but not easily available	2	Most program records are kept and are somewhat organized and available	3	All program records are kept and are very organized and available	4	
Notes & Recommendations:									
Sunshine stories?									
Updated August 2019							Total Score Received: (out of 100)		0