

*Please note that the use of this document is optional. It can be used to gather information needed for the online application portal. Responses can easily be copied from this form and then pasted into the online application. It is recommended to save this document in case technical issues are experienced during the application process.* ***NOTE: All Recognition Award applications must be completed and submitted through the online*** [**Action for Healthy Kids application portal**](https://afhk.my.site.com/s/login/)***.***

***Email us at*** **awards@healthymealsincentives.org** ***for technical assistance or questions.***

**Innovation in the Preparation of School Meals Questions**

**Innovation in the Preparation of School Meals - Instructions**

Innovation in the Preparation of School Meals recognizes schools who plan and prepare scratch recipes for school breakfast and lunch.

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| --- |
| Please select your School Food Authority (SFA) |
| SFA Name: | *(Drop down box will allow you to select School District Name)* |

Application Guidelines

* **Documentation:** Award criteria requires supplemental documentation to be uploaded (on the next page) to verify adherence to the award requirements. Each file upload field has a maximum file size of 25MB and can support up to 10 individual files. Please combine your supporting documentation where possible.
* **State Agency Confirmation Letter:** Prior to submitting the Recognition Award application, the State Agency Confirmation Letter from Step 2 of the application process must be submitted. Recognition Award applications may be edited and saved without the letter yet submitted, but the "Submit" button for the application will not be available until the letter has been submitted. Once this is complete, the Recognition Award may be submitted as well.

Definitions

These definitions will assist while filling out the application.

* **Local Agricultural Products:** The definition of “local agricultural products” can depend on geographic, social, governmental, physical, or economic parameters; seasonality; and/or other factors. Local procurement options differ greatly across communities depending on district and school size; proximity to agricultural areas; growing season; and demographics. USDA expects that State agencies will have varying definitions of “local agricultural products” that align with their particular needs and goals. The intent of schools utilizing local agricultural products is to serve more locally produced foods in school cafeterias, improve student nutrition, provide nutrition education opportunities, and support local and regional farmers, ranchers, and fishers. Local agricultural products can be meats, seafood, fruits, vegetables, grains, nuts, seeds, dairy foods, or legumes.
* **Standardized Recipe:** A standardized recipe is a recipe that has been tried, adapted, and retried several times for use and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity of ingredients.
* **Ingredients:** Scratch food production incorporates ingredients as close to their original state as possible.
	+ The following are acceptable ingredients to include in menu items prepared from scratch for this award:
		- Pre-packaged tortillas, pizza dough, rolls, buns, and breads, including proof and bake breads and sandwich bread,
		- Dry pasta,
		- Canned beans,
		- Fajita chicken meat, beef crumbles, unseasoned cooked meat, chicken, fish,
		- Individually quick frozen (IQF) fruits/vegetables, and
		- Unseasoned canned fruits/vegetables.
	+ The following are not qualifying menu items for purposes of this award:
		- Semi-homemade or speed-scratch menu items,
		- Condiments,
		- Salad dressings,
		- Grain-based desserts, and
		- Sauces.

**Innovation in the Preparation of School Meals - Application**

Innovation in the Preparation of School Meals recognizes the implementation of meal service of at least three new menu items (entrées and/or sides) prepared from scratch.

**1. Within the past 12 months, the SFA implemented the meal service of at least THREE new menu items (entrées and/or sides) prepared from scratch. Using a local agricultural product or USDA food is encouraged but not required.**

**The new menu items must have been offered as part of a school breakfast or lunch meal service in at least one school.**

Please upload a list of school(s) used to qualify for the award including name and grade levels.

**2. The scratch-prepared menu items must be prepared from standardized recipes, provide the minimum creditable amount of at least one meal component, and fit into weekly meal pattern requirements. The recipe may be from a source other than the award applicant (e.g., from the**[**Child Nutrition Recipe Box**](https://theicn.org/cnrb/)**,**[**Chef Ann Foundation Lunch Box**](https://www.thelunchbox.org/recipes-menus/recipes?s=eyJwYWdlIjoxLCJzZWFyY2giOm51bGwsImNhdGVnb3J5IjpudWxsLCJzb3J0IjoibmFtZSIsImZvcm1hdCI6ImNhcmQifQ%3D%3D)**,**[**Healthy School Recipes**](https://healthyschoolrecipes.com/best-grab-go-breakfast-recipes/)**).**

**If the menu items contain grains, the grains must be whole grain-rich, as defined by the**[**Grain Requirements for School Meals**](https://fns-prod.azureedge.us/sites/default/files/cn/SP30-2012os.pdf)**, and cannot be a grain-based dessert.**

Please provide a description of actions undertaken to provide the scratch-prepared menu items including:

* Outcomes including plans to repeat the three new menu items in future school meal menus.
* Optional: Indicate if local or USDA Foods are key ingredients.

Your description should not exceed 800 words total.

**Please upload standardized recipes of each scratch-prepared menu item, indicating the creditable meal component(s) and the source of the recipe.**

**Please upload school meal menu(s) identifying scratch-prepared menu items as part of a reimbursable school breakfast or lunch meal.**

Each file upload field has a maximum file size of 25MB and can support up to 10 individual files. Please combine your supporting documentation where possible.

**3. The SFA engages students in the marketing of the new menu items.**

Provide a description of student engagement activities, marketing strategies, and their outcomes. Include school name, grade levels, and number of students.

Your description should not exceed 800 words total.

**Optional photographs including two or three clear, high-resolution photos of the menu items and any relevant activities with release forms providing USDA with royalty free unlimited rights to the use and printing of the photographs and parental permission forms, when applicable. A high-resolution image is one that's at least 300 DPI, or "dots per inch."**

**If applicable, below are the photo release forms referenced above to select from and upload.**

* [**General Media & Technology Consent-Release Form**](https://www2.actionforhealthykids.org/l/21152/2024-02-02/7nmw8z/21152/1706910338uzGjd21s/HMI_Grantee_General_Media_and_Technology_Consent_Release_Form.pdf)
* [**Media & Technology Consent-Release Form of an Adult**](https://www2.actionforhealthykids.org/l/21152/2024-02-02/7nmw93/21152/1706910510duQnOKeR/HMI_Grantee_Media_and_Technology_Consent_Release_Form_of_an_Adult.pdf)
* [**Media & Technology Consent-Release Form of a Minor**](https://www2.actionforhealthykids.org/l/21152/2024-02-02/7nmw96/21152/1706910668FWtqUlZw/HMI_Grantee_Media_and_Technology_Consent_Release_Form_of_a_Minor.pdf)
* [**Consent for Use of an Entity's Photo-Media Release Form**](https://www2.actionforhealthykids.org/l/21152/2024-02-02/7nmw9z/21152/17069107961fozLoJm/HMI_Grantee_Consent_for_Use_of_an_Entity_s_Photo_Media_Release_Form.pdf)

***The State Agency Confirmation Letter must be submitted prior to submitting the Recognition Award application.***

This institution is an equal opportunity provider.