

# Independent Price Determination Certificate

Both the School Food Authority (SFA) and the Food Service Management Company (Offeror) shall execute this Independent Price Determination Certificate.

New Horizon Foods STRIDE ACADEMY  
Name of Food Service Management Company Name of School Food Authority

By submission of this offer, the Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror for the purpose of restricting competition.
3. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the Offeror certifies that:

1. He or she is the person in Offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
2. He or she is not the person in Offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

**To the best of my knowledge, this Offeror, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:**

A. Wemple CCO 7/30/24  
Signature of Food Service Management Company's Title Date  
Authorized Representative

**In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred above.**

Food Service manager 8/5/2024  
Signature of School Food Authority's Title Date  
Authorized Representative

**Note: SFA's acceptance of an offer does not constitute award of the contract.**

## Instructions for Certification Regarding Debarment Form

- By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
- The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
- A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List System (EPLS) on the U.S. System for Award Management website.
- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

# Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower-Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on previous page before completing Certification.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name: New Horizon Foods

Project: National School Lunch Program

Name of Company's Authorized Representative: \_\_\_\_\_ Amy Wemple \_\_\_\_\_

Title of Company's Authorized Representative: \_\_\_\_\_ Chief Commercial Officer

Signature: AWemple \_\_\_\_\_ Date: 7/30/24 \_\_\_\_\_

## Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Company Name: \_\_\_\_\_ New Horizon Foods \_\_\_\_\_

Project: National School Lunch Program

Name of Company's Authorized Representative: \_\_\_ Amy Wemple \_\_\_\_\_

Title of Company's Authorized Representative: \_\_\_\_\_ Chief Commercial Officer \_\_\_\_\_

Signature: AWemple \_\_\_\_\_ Date: \_\_\_ 7/30/24 \_\_\_\_\_

## Cost Responsibility Detail

School Food Authority (SFA): indicate with an "x" whether the cost will be paid by SFA or Company, or the cost does not apply.

SFA: change or add costs as necessary.

### Food

Area of Responsibility	Company	SFA	N/A
Food Purchases	X		
USDA Handling and Processing Charges	X		
Processing and Payment of Invoices	X		

### Labor—Company Employees

Area of Responsibility	Company	SFA	N/A
Salary/Wages	X		
Fringe Benefits and Insurance	X		
Retirement	X		
Payroll Taxes	X		
Workers Compensation	X		
Unemployment Compensation	X		
Preparation and Processing of Payroll	X		

### Labor—SFA Employees

Area of Responsibility	Company	SFA	N/A
Wages		X	
Fringe Benefits and Insurance		X	
Retirement		X	
Payroll Taxes		X	
Workers Compensation		X	
Unemployment Compensation		X	
Preparation and Processing of Payroll		X	

### Miscellaneous/Additional Items

Area of Responsibility	Company	SFA	N/A
Cleaning/Janitorial Supplies		X	
Paper/Disposable Supplies		X	
Tickets/Tokens/ID System			X
Silverware/Glassware—Initial Inventory		X	
Silverware/Glassware—Replacement During Operation		X	

## Telephone

Area of Responsibility	Company	SFA	N/A
Local		X	
Long Distance		X	

## Trash Removal

Area of Responsibility	Company	SFA	N/A
From Kitchen		X	
From Dining Area		X	
From Premises		X	

## Equipment Replacement and Repair

Area of Responsibility	Company	SFA	N/A
Non-expendable		X	
Expendable		X	

## Cleaning/Maintenance Responsibilities

Area of Responsibility	Company	SFA	N/A
Food Preparation Area	X		
Serving Area		X	
Kitchen Floors/Walls		X	
Dining Room Floors/Walls		X	
Hoods, Duct Work		X	
Tables and Chairs		X	
Light Fixtures		X	
Windows		X	
Grease Traps			X
Restrooms for food service employees		X	

## Other

Area of Responsibility	Company	SFA	N/A
Uniforms			X
Linens			X
Laundry		X	
Pest Control		X	
Food and Beverage License		X	
Product and Public Liability		X	
Insurance	X		
Equipment Rental (explain)			X
Car/Truck Rental (explain)	X		
Vehicle Maintenance	X		

<b>Area of Responsibility</b>	<b>Company</b>	<b>SFA</b>	<b>N/A</b>
Storage Costs			X
Courier Services (e.g., bank deposits, school deliveries)			X
Non-Company Employee Recruitment	X		
Tax—Sales			X
Tax—Other			X
Office Supplies		X	
Printing		X	
Promotional Materials		X	
Other (cannot include overhead expenses incurred by Company)			

## Price Proposal

### Fixed Meal Prices – Food Service Management Contract

The Undersigned Company proposes to manage the school food service for STRIDE Academy School Food Authority (SFA) during school year 2024-2025 at the fixed per-meal rates shown below, subject to the terms of SFA's Request for Proposals including SFA's estimated total numbers of meals shown below. If the contract is awarded, Company will bill SFA for meals and meal equivalents at the fixed rates shown below, without any additional charges. **The meal price is for one full reimbursable meal and cannot separate out any one component of the reimbursable meal (i.e. price of milk *must* be included in total fixed meal price).**

The meal prices in this proposal do not take into account the value of U.S. Department of Agriculture (USDA) Foods that Company may receive for use during the year. If the contract is awarded, Company will fully credit SFA for the value of USDA Foods received for use.

Company acknowledges that the contract will be awarded based on the lowest proposed Total Cost to SFA, shown below, combined with SFA's evaluation of non-price criteria specified in the RFP.

Program	Company's Proposed Fixed Price per Meal or Equivalent	X	SFA's Estimated Annual Meals or Meal Equivalents—all sites	=	Company's Proposed Cost to SFA—all sites
Breakfast	\$2.72	X	95,147	=	\$258,799.84
Lunch	\$4.06	X	95,147	=	\$386,296.82
A la Carte (lunch equivalents)	\$	X		=	\$
Milk	\$	X		=	\$
Afterschool Snacks	\$	X		=	\$
At-Risk After-school Meals	\$	X		=	\$
Summer (SFSP)	\$	X		=	\$

Company's proposed Total Cost to SFA: \$ 645,096.66 \_\_\_\_\_

Submitted by: \_\_\_\_\_ Amy Wemple \_\_\_\_\_

Company: \_\_\_\_\_ New Horizon Foods \_\_\_\_\_

Address: \_\_\_\_\_ 2670 106<sup>th</sup> Street, Suite 140 Des Moines, IA 50322 \_\_\_\_\_

Name and Title of Authorized Representative: \_\_\_\_\_ Amy Wemple, Chief Commercial Officer \_\_\_\_\_

Signature: \_\_\_\_\_ *A Wemple* \_\_\_\_\_ Date: \_\_\_\_\_ 7/30/24 \_\_\_\_\_



# Food Service Management Contract

## Fixed Meal Prices

### School Year   2024-25

*Instructions: A school food authority that participates in School Nutrition Programs and contracts for management of its school food service must use this contract template to meet program requirements.*

With the exception of provisions in this contract template that require information to be inserted, no changes or additions may be made to the standard provisions of this contract template unless approved by the Minnesota Department of Education (MDE) prior to execution of the contract. Any changes or additions to the contract template are described in Section 25 and attached.

Whereas STRIDE Academy\_\_\_\_\_ School Food Authority (SFA) advertised for proposals for management of its school food service in accordance with the specifications attached and made a part of this contract and School Nutrition Programs (SNP) requirements, and

Whereas New Horizon Foods\_\_\_\_\_ (Vendor) submitted a proposal and has been awarded this contract, and

Whereas SFA has drafted this contract to meet SNP and SFA requirements and Vendor's proposal.

SFA and Vendor mutually agree:

#### 4. Scope and Purpose

- a. Vendor will operate the school food service as a benefit to SFA's students, faculty and staff, in conformance with SFA's agreement with MDE. Vendor will manage the school food service to promote maximum participation in the programs listed below in compliance with the program requirements of the U.S. Department of Agriculture (USDA) and MDE. Vendor shall provide its services in accordance with generally accepted standards of care and best practices in the industry.
- b. Vendor will provide staff to manage the food service operations and supervise employees. Vendor will be an independent contractor and not an employee of SFA. The employees of Vendor are not employees of the SFA.
- c. Vendor will have the exclusive right to operate the program(s) for approximately the number of annual serving days as shown on each attached Site Data Page. **The SFA can add or remove sites and/or adjust meal periods or make other changes at a site at any time unless the change would be a material change to the contract.**

School Meal Programs

- National School Lunch Program (NSLP) and Food Distribution Program (FDP)
- School Breakfast Program (SBP)

## Milk Programs

- Special Milk Program (SMP)
- Minnesota Kindergarten Milk Program (MKMP)

## Afterschool Snack or Meal Programs

- At-Risk Afterschool Meals (area-eligible - Child and Adult Care Food Program (CACFP))
- Afterschool Snacks - NSLP

## Summer Meal Programs

- Summer Food Service Program (SFSP)
- Seamless Summer Option (SSO) of NSLP

## Child Care Program

- Child Care Center – CACFP

- d. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, grants, loans, must be deposited daily in the SFA's food service account. Income in excess of expenses will remain in the SFA food service account.
- e. Vendor will comply with local or state sanitation requirements, including the requirements in Section V.
- f. SFA will retain responsibility, in accordance with its agreement with MDE, to:
  - Ensure that the food service operation conforms to the SFA's agreement with MDE for child nutrition programs.
  - Control the quality, extent and general nature of the food service program.
  - Control and maintain the school food service account and overall financial responsibility for SNP.
  - Sign and submit forms to MDE including the permanent agreement/policy statement, the annual application, and monthly claims for reimbursement, reports, and all correspondence to MDE relating to the food service.
  - Distribute, approve or deny, and verify applications for meal benefits, conduct administrative hearings for denied meal benefits, use direct certification data, and maintain the free and reduced-price meals eligibility roster, except for any functions relating to approval for school meal benefits that have been expressly contracted to Vendor in Section VII.
  - Establish internal controls that ensure the accuracy of meal counts prior to the submission of each monthly claim, including reviews of meal count data by site, and edit checks of meal counts data compared to attendance.
  - Monitor the food service. If SFA has more than one site, perform a documented on-site review of the lunch counting and claiming system at each site prior to February 1 of each year. Nothing in this paragraph relieves Vendor of its independent supervisory and monitoring responsibilities.
  - Approve menus and recipes, adjustments to menus, and other foods to be served or sold.
  - Establish the selling prices for reimbursable and non-reimbursable meals and a la carte foods.
  - Establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning.
  - Resolve program review and audit findings.

- g. SFA and Vendor are jointly responsible to protect the privacy and anonymity of students qualified for free or reduced-price meals, provided that nothing in this paragraph relieves Vendor of its independent obligation to protect the privacy and anonymity of students qualified for meal benefits.
- h. Vendor will cooperate with the SFA in promoting nutrition education, coordinating the SFA's food service with classroom instruction, and implementing SFA's Wellness Policy.
- i. Vendor will comply with the regulations and guidance of USDA and MDE that are applicable to the programs being administered, including but not limited to 7 Code of Federal Regulations (CFR) Parts 210, 215, 220, 225, 245, 250, and 2 CFR Parts 200 and 400, and additions or amendments thereto.
- j. SFA may request Vendor to provide additional food services such as special functions and catering. SFA will be billed for the cost of food, supplies, labor, and administrative overhead negotiated outside of this contract in an amount that ensures that the payments for additional food services fully covers all costs involved and are not subsidized by the nonprofit school food service.
- k. The SFA reserves the right to maintain, add or remove food and beverage vending machines.

**5. Meal Prices and Payment**

Vendor shall submit invoices by 10th \_\_\_\_\_ of each month that services are provided for the number of meals served during the month at the fixed rate for each meal type shown on the attached Price Proposal accepted by the SFA including the number of "equivalent" lunches to be billed for any a la carte food service. **Milk must be included in the price of each breakfast and lunch and cannot be separated out.**

The fixed meal rates proposed by Vendor on the Price Proposal and accepted by SFA are:

\$ 2.72 \_\_\_\_\_ per breakfast.

\$ 4.06 \_\_\_\_\_ per lunch.

\$ \_\_\_\_\_ per afterschool snack or meal.

\$ \_\_\_\_\_ per milk

Other fixed rates: \_\_\_\_\_ Vendor did not consider the value of USDA Foods to be provided during the contract year when setting the proposed meal prices. SFA will pay Vendor at the rates shown above and Vendor will provide credits to SFA for the value of USDA Foods received at the warehouse or processor as described in Section 4.

**6. Meals**

Vendor will serve reimbursable meals, snacks, or milk that meet program requirements for the meal services and sites as indicated on the attached Site Data page(s).

Vendor will serve meals on the days and at the times requested by SFA.

Vendor will comply with the twenty-one (21)-day menu developed by SFA for NSLP, and/or SBP, that SFA provided in the request for proposals. Any changes made by Vendor after the first twenty-one (21)-day menu may be made only with approval of SFA. SFA will approve menus no later than two (2) weeks prior to service.

Vendor will promote maximum participation in the reimbursable meal programs.

Vendor will sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.

No payment will be made to Vendor for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern, or do not otherwise meet the requirements of the contract.

SFA will retain control of the quality, extent and general nature of the food service.

Vendor will offer free, reduced-price, and paid reimbursable meals to all eligible children at participating sites.

## 7. USDA Foods

### a. Use of USDA Foods

Vendor will perform activities relating to USDA Foods in accordance with applicable requirements in 7 CFR 250. Allowable activities are preparing meals using USDA Foods or using equal quantities of domestically produced commercial foods supplied by Vendor that are of the same generic identity and of equal or better quality; selection and ordering of USDA Foods in coordination with SFA; storage and inventory management; payment of processing fees or submittal of refund requests to a processor on behalf of the recipient agency, or remittance of refunds for the value of USDA Foods in processed end products to the recipient agency. The SFA and Vendor are expected to work together on ordering USDA Foods. The Vendor is not permitted to request logins to FFAVORS. The SFA must request this for the Vendor.

### b. Credits for USDA Foods

The fixed meal prices in Section II were calculated without considering the value of USDA Foods to be received at the warehouse or processor for the contract year, which will reduce food costs to Vendor. Vendor will credit SFA for USDA Foods received at the warehouse or processor during the contract year regardless of Vendor's use of the foods.

Vendor will provide cash credits to SFA for the value of USDA Foods, to be subtracted from the amount due to Vendor. Credits will include entitlement and bonus foods and the value of USDA Foods contained in any processed end products. **Vendor will provide credits on a monthly basis unless crediting on a less frequent basis is described below. Vendor will disclose the types, amounts and cash values of USDA Foods received and provide credits as separate line items to SFA for the values of USDA Foods received at the warehouse and/or processor during the month. Vendor will provide credits for all USDA Foods received at the warehouse or processor for the contract year, including USDA Foods that were ordered in the spring survey by the SFA in coordination with the vendor during the previous contract year. Cash values of USDA Foods will be established by the most current information available from MDE at the time of crediting.**

If this box is checked, Vendor will provide credits for USDA Foods to SFA less frequently than monthly, at least once within the contract year. Describe below the frequency and timing of providing credits to SFA, and the need for Vendor to provide credits less frequently than monthly:

Annual Reconciliation of Credits: After all USDA Foods for the contract year have been received at the warehouse or processor, SFA will reconcile the total credits for USDA Foods provided by Vendor to the total value of USDA Foods received at the warehouse or processor on the Reconciliation of Credits for USDA Foods form.

**If the annual reconciliation shows that SFA has not received full credits for the contract year, Vendor will pay the amount due to SFA within 30 days and prior to the close of the contract year. Renewal of this contract for any additional year will be subject to the reconciliation for the prior contract year showing that SFA has been fully credited for USDA Foods.**

c. Additional Requirements for USDA Foods

Vendor will use all USDA donated ground beef and ground pork products, and all processed end products, in SFA's food service. Vendor will use all other USDA Foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in SFA's food service. Vendor will comply with the storage and inventory requirements for USDA donated foods in 7 CFR 250.52. Upon termination of the contract, Vendor will return all unused USDA donated ground beef, ground pork, end products and, at SFA's discretion, other unused USDA Foods.

Vendor assures SFA that the procurement of processed end products on behalf of SFA, as applicable, will comply with 7 CFR 250 and with provisions of MDE or SFA processing agreements. Vendor will disclose to SFA the value of USDA Foods contained in such end products at the processing agreement value. Refunds received from processors must be retained in the food service account. Vendor will not itself enter into a processing agreement with a processor.

Vendor and SFA will maintain records relating to the use of USDA Foods in accordance with 7 CFR 250.54. Vendor will have records available to substantiate that the SFA has received the benefit of the full value of received USDA Foods.

SFA will ensure that Vendor is in compliance with the requirements of 7 CFR 250 through SFA's monitoring of the food service operation as required in 7 CFR 210 and, if applicable, 225.

SFA, MDE, USDA, the Comptroller General, or their authorized representatives, may perform onsite reviews of Vendor's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA Foods.

Vendor accepts liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods.

Vendor will promptly credit SFA's food service account for all discounts, rebates, and allowances received by the Vendor associated with the purchase of processed commodity products on behalf of SFA as well as the full value of USDA Foods.

***Notification to MDE of Change of Distributor: If award of this contract requires SFA to change its distributor, SFA must notify MDE of the change by May 15 preceding the effective start date of the contract. If notice is not provided to MDE by May 15, SFA must request MDE to grant an extension of the deadline for distributor selection.***

## 8. Food Safety

SFA will comply with food safety inspection requirements set by USDA for its facilities. SFA will ensure that state and local regulations are being met by Vendor preparing or serving meals at any SFA facility.

SFA will post and maintain, in a publicly visible location, all reports on the most recent food safety inspection and provide a copy of the reports to a member of the public upon request.

Vendor will maintain state and/or local health certifications for any facility outside the SFA in which it prepares meals and will maintain the health certification for the duration of the contract as required under 7 CFR 210.16(c). Vendor will comply with food safety inspection requirements set by USDA and shall ensure that state and local regulations are met in its facilities.

## 9. Substitutions for Medical or Special Dietary Needs

Vendor will substitute or modify food or beverage items for qualifying students as required by federal law, state law, or SFA policies, as specified in this section.

### a. Substitutions for Students with a Disability

Vendor must provide substitutions to, or modifications of, meals on a case by case basis as required by federal law for students who are documented by a licensed physician, physician assistant, or advanced practice registered nurse such as a certified nurse practitioner to be unable to consume the regular program meals due to a disability. The special diet statement, which is required to claim program reimbursement for meals that do not meet the meal pattern requirements, must identify the student's major life activity affected by the disability, the food(s) to be omitted from the student's diet, and the food(s) that must be substituted. The statement must be signed, dated, and maintained on file.

**No additional charge will be billed to the student. Vendor may bill SFA for any excess costs of providing substitutions.**

### b. Lactose-Reduced Milk for Students with Lactose Intolerance

Vendor must make available at least one of the following types of lactose-reduced milk that are specified in Minnesota Statutes section 124D.114, upon the written request of the parent of a lactose-intolerant student: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. The parent's request must be maintained on file.

The following Section C applies if the box is checked

### c. Non-Dairy Fluid Milk Substitutes

In accordance with SFA policy and program requirements, Vendor will offer one or more non-dairy fluid milk substitutes that are nutritionally equivalent to cow's milk to all students. Vendor will maintain product information on file to document that the non-dairy fluid milk product(s) meet program standards for reimbursement.

The following Section D applies if the box is checked

d. Other Substitutions

In accordance with SFA policy, Vendor may substitute food items within the meal pattern for students who do not have a disability as described in Section A, based on a request in writing that is accepted by the SFA. Vendor may bill SFA for any excess costs of providing substitutions.

**10. Free and Reduced-Price Meals Benefits**

One box is checked below to identify which party is responsible for determining the eligibility of students for free and reduced-price school meals.

SFA is responsible for determining eligibility for free and reduced-price meals.

SFA is responsible for the determination of eligibility for free and reduced-price meals, including the development, distribution, approval and verification of meal applications, direct certification data, and conducting any appeal hearings related to eligibility determinations.

SFA will provide Vendor with a list of students and their category of meal eligibility. The list will be updated when changes occur in a student's eligibility status. SFA will not disclose confidential information to Vendor from meal applications and direct certification data that is not needed for meal counts.

Vendor will use the private data on the eligibility status of students for school meal benefits only to provide correct, approved meal benefits to students and to determine accurate meal counts by eligibility category. The meal counting system must eliminate the potential for overt identification of students eligible for free and reduced-price meal benefits.

Vendor is responsible for determining eligibility for free and reduced-price meals.

- a. Vendor will determine eligibility for free and reduced-price meals, including the development, distribution, approval and verification of meal applications, and direct certification data except as described below.
- b. Vendor will use the private information provided on meal application forms, and the eligibility status of students for school meal benefits, only to provide correct, approved meal benefits to students and to determine accurate meal counts by category. Vendor ensures that the meal counting system eliminates the potential for overt identification of students eligible for free and reduced-price meal benefits.
- c. SFA will conduct any appeals and hearings.

## 11. Books and Records

- a. Vendor will maintain such records (supported by invoices, receipts, or other evidence) as SFA will need to meet monthly and annual reporting responsibilities.
- b. Vendor will annually provide SFA with information on food costs and revenues for reimbursable meals and for non-program foods to determine compliance with program requirements for revenue from non-program foods.
- c. Vendor will submit monthly operating statements in a format approved by SFA no later than the tenth calendar day after the last day of the month in which services were rendered.
- d. Vendor will submit meal count records in a timely manner to facilitate claims submission by SFA no later than the fifth day after the last day of the month in which services were rendered. SFA will perform edit checks on the meal count records provided by Vendor prior to the preparation and submission of the claim for reimbursement. Vendor shall provide SFA with a year-end statement.
- e. Vendor will make available the books and records pertaining to the contract, upon demand, in an easily accessible manner for a period of three (3) years from the end of the contract term (including renewals) to which they pertain, for audit, examination, excerpts, and transcriptions by SFA and state or federal representatives and auditors. If audit findings regarding Vendor's records have not been resolved within the three (3) year record retention period, the records must be retained beyond the three (3) year period, for as long as required for the resolution of the issues raised by the audit.
- f. Upon termination of the contract, Vendor will surrender to SFA all records pertaining to the operation of the food service, including food and non-food inventory records, menus, production records, product invoices, claim documentation and financial reports. Vendor will not remove state or federal required records from SFA premises upon contract termination.

## 12. Employees

Current SFA employees, including site and area managers, will be retained by SFA and/or Vendor as described here:

SFA will have final approval authority regarding the hiring of Vendor's site manager.

Vendor will provide SFA with a schedule of employees, positions, assigned locations, salaries and hours to be worked. Locations and assignments will be provided to SFA two full calendar weeks prior to start date of operations. Staffing patterns, with the exception of the site manager, will be mutually agreed upon.

- a. Vendor and SFA shall maintain the same minimum level of employee positions, hours, wages and benefits as listed on the attachments.
- b. Vendor will comply with applicable federal and state wage and hours of employment requirements.



- c. Vendor will be responsible for supervising and training personnel, including SFA-employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of Vendor management and non-management staff, except the site manager. Vendor will provide SFA with a list of its personnel policies and employee handbook.
- d. Vendor will provide workers' compensation coverage for its employees. Vendor will maintain its own personnel and fringe benefits policies for its employees, subject to review by SFA.
- e. Vendor will instruct its employees to abide by the policies, rules and regulations, with respect to use of the SFA's premises as established by the SFA and which are furnished in writing to the Vendor.
- f. SFA will provide sanitary toilet and hand-washing facilities for Vendor employees.
- g. SFA may request Vendor in writing to remove any Vendor employee who violates health requirements or conducts herself/himself in a manner which is detrimental to the well-being of the students. In the event of the removal or suspension of any such employee, Vendor will immediately restructure the food service staff without disruption of service.
- h. SFA and/or Vendor personnel assigned to each school will be instructed in the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
- i. Vendor shall conduct periodic training on food service topics for all food service employees, including required annual civil rights training.

### **13. Monitoring**

- a. SFA will monitor the food service operation of Vendor through periodic on-site visits to ensure that the food service is in conformance with USDA program regulations. If SFA has more than one site, SFA will conduct an on-site review of the counting and claiming system at each site no later than February 1 each year in accordance with its agreement with MDE.

If SFA participates in SFSP, SFA is responsible for conducting the required SFSP site visits including preapproval visits.

- b. Vendor will maintain the necessary records for SFA to complete required monitoring activities.

### **14. Advisory Group/Wellness Policy/Nutrition Standards for All Foods**

Vendor will:

- Participate in the formation and establishment and periodic meetings of the SFA advisory board, comprised of students, teachers, and parents, to assist in menu planning in accordance with 7 CFR 210.16(a).
- Coordinate with SFA as needed to assist in implementation of SFA's wellness policy.
- Meet SNP "Smart Snacks" nutrition requirements for foods sold a la carte and any other foods served to students during the school day.

### **15. Use of Facilities, Inventory, Equipment, and Storage**

- a. SFA will make available, without any cost or charge to Vendor, area(s) of the premises agreeable to both parties in which Vendor will render its services.
- b. SFA may request additional food service programs from Vendor. SFA reserves the right, at its sole discretion, to sell or dispense food or beverages provided such use does not interfere with the operation of the Child Nutrition Programs. SFA may expand food service operations outside the confines of the

school/school district, such as expansion to non-affiliated charter schools, non-public, or neighboring public schools, which were not part of the original bid.

- c. Prior to the start of operations, Vendor and SFA will inventory food, including USDA Foods, and supplies on the premises. Vendor will utilize the inventory at a value determined by invoice. On termination of the contract, Vendor and SFA will take a closing inventory and add or subtract the difference to Vendor's cost of business.
- d. Vendor will maintain the inventory of silverware, chinaware, kitchen utensils and other operating items necessary for the food service operation and at the inventory level as specified by SFA.
- e. SFA will replace expendable equipment and replace, repair, and maintain non-expendable equipment, except when damages result from the use of less than reasonable care by Vendor employees.
- f. Vendor will maintain adequate storage practices, inventory and control of USDA Foods in conformance with SFA's agreement with MDE.
- g. Vendor will provide SFA with one set of keys for food service areas secured with locks.
- h. SFA will provide Vendor with local telephone service.
- i. SFA will furnish and install any equipment and make any structural changes needed to comply with federal, state or local laws, ordinances, rules and regulations.
- j. SFA will be responsible for any losses, including USDA Foods, which arise due to equipment malfunction or loss of electrical power not within the control of Vendor.
- k. All food preparation and serving equipment owned by SFA must remain on SFA premises.
- l. Vendor will notify SFA of any equipment belonging to Vendor on SFA premises within ten (10) days of its placement on SFA premises. SFA will not be responsible for loss or damage to equipment owned by Vendor and located on SFA premises.
- m. SFA will have access, with or without notice, to all of the SFA's facilities used by Vendor, for purposes of inspection and audit.
- n. Vendor will not use SFA's facilities to produce food, meals or services for other organizations without the approval of SFA. **If such usage is mutually agreeable, SFA and Vendor must have a signed agreement that stipulates the fees to be paid by Vendor for facility usage.**
- o. Vendor will comply with all SFA building rules and regulations.
- p. SFA, on the termination or expiration of the contract, will conduct a physical inventory of equipment and furnishings owned by SFA. Vendor will surrender all SFA equipment and furnishings to SFA in good repair and condition. Vendor will be responsible for correcting any discrepancies and any equipment repairs that are not the result of normal wear and tear within 30 days of the inventory.

## 16. Purchases and Buy American

Foods purchased must meet the attached specifications.

- a. Vendor will meet applicable federal and state requirements when purchasing food and supplies for meals provided under this contract.
- b. Buy American Requirement: Vendor will purchase domestic agricultural commodities and products for use in the NSLP and SBP as provided in 7 CFR 210.21(d). A domestic agricultural commodity is one that is produced in the U.S. A domestic agricultural product is processed in the U.S. with agricultural

commodities substantially produced in the U.S. that is with at least 51 percent of the agricultural commodities produced in the U.S.

#### **17. Sanitation**

- a. Vendor will comply with local and state sanitation requirements in the preparation of food.
- b. Vendor will place garbage and trash in containers in designated areas as specified by SFA. SFA will remove the garbage and trash from the designated areas.
- c. Vendor will clean the kitchen as indicated on the attached Cost Responsibility page. SFA will clean ducts and hoods above the filter line.
- d. SFA will clean the dining areas as indicated on the Cost Responsibility Detail Sheet.
- e. Vendor will operate and care for equipment and food service areas in a clean, safe and healthy condition in accordance with the standards acceptable to SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.
- f. SFA will provide extermination services as needed.

#### **18. Licenses, Fees and Taxes**

- a. Vendor is responsible for paying all applicable taxes and fees, including but not limited to excise tax, state and local income tax, and payroll and withholding taxes for Vendor employees. Vendor will hold SFA harmless for all claims arising from payment of such taxes and fees. The extent of responsibility is designated in the Cost Responsibility attachment.
- b.  Vendor  SFA shall obtain and maintain required licenses or permits, as indicated on the Cost Responsibility attachment.

#### **19. Nondiscrimination**

- a. SFA and Vendor agree that no student who participates in the meal and/or milk programs under this contract will be discriminated against on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

#### **20. Emergency Closings**

- a. SFA will notify Vendor of any interruption in utility service of which it has knowledge.
- b. SFA will notify Vendor of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency situations.

#### **21. Nonperformance**

- a. In the event of the Vendor's non-performance under this contract and/or the violation or breach of the contract terms, SFA has the right to pursue all administrative, contractual and legal remedies against Vendor and to seek all sanctions and penalties as may be appropriate. SFA is the responsible authority without recourse to USDA or MDE for the settlement and satisfaction of all contractual and administrative issues. This authority includes, but is not limited to, source evaluation, protests, disputes, claims or other matters of contractual nature.
- b. **The SFA is expected to hold the Vendor accountable for the full use of USDA foods and perform activities relating to USDA Foods in accordance with applicable requirements in 7 CFR 250. Failure by the Vendor to reimburse the SFA for the full USDA foods entitlement amount owed for the school**

**year constitutes a violation or breach of contracts terms, of which the SFA is expected to pursue all administrative, contractual and legal remedies against the Vendor until full payment is received.**

- c. If either party commits a material breach, the non-breaching party may terminate this agreement for cause by giving 60 days written notice. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this agreement.
- d. Vendor will pay SFA the amount of any meal over-claims that are attributable to Vendor's negligence and that occurred during the effective dates of the contract, including over-claims based on audit or program review findings.

## **22. Additional Child Nutrition Programs**

SFA may, during the term of the contract, apply for and be approved for additional child nutrition programs, such as SFSP or the CACFP At-Risk Afterschool Care Program, which may be added to this contract if the additional responsibilities and payments are not a material change to the contract. The SFA must document the additional program(s) and fixed meal prices in an addendum to this contract. **If adding a program to this contract would be a material change, the program may not be added to this contract and the SFA must conduct a competitive procurement for a new contract for the program.**

During any period that SFA participates in SFSP:

- a. Vendor will perform the same food service management tasks for SFSP as are provided to SFA during the school year and will pay Vendor for SFSP meals using the same meal payment structure used during the school year, unless SFA requested different tasks and/or payment structure that are attached to this contract.
- b. School will maintain responsibility for administrative functions that are prohibited from being contracted out by SFSP regulations at 7 CFR 225.15(a)(3).
- c. Vendor may provide non-unitized / bulk quantities for SFSP, with instructions on the planned portion size for each food component. MDE's approval of SFA's SFSP application constitutes MDE's approval of a waiver from the SFSP requirement to provide only unitized meals.

## **23. Deficit**

The requirements of Minnesota Statutes Section 124D.111, Subdivision 3, will be met if a deficit exists in the food service fund at the end of the fiscal year for this contract or for any contract renewals.

## **24. Insurance**

Vendor will meet insurance requirements:

- Attached to this contract.
- Specified here:
  - a. Vendor will maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Minnesota. A Certificate of Insurance of Vendor's insurance coverage indicating these amounts must be submitted at the time of contract award.
  - b. Comprehensive General Liability – includes coverage for:

- Premises – Operations.
- Products – Completed Operations.
- Contractual Insurance.
- Broad Form Property Damage.
- Independent Contractors.
- Personal Injury.

\$ \_\_\_\_\_ Combined Single Limit

- c. Automobile Liability: \$ \_\_\_\_\_ Combined Single Unit.
- d. Workers’ Compensation-Statutory; Employer’s Liability: \$ \_\_\_\_\_.
- e. Excess Umbrella Liability: \$ \_\_\_\_\_ Combined Single Unit.
- f. Vendor must name SFA as additional insured on General Liability, Automobile, and Excess Umbrella. Vendor must provide a waiver of subrogation in favor of SFA for General Liability, Automobile, Workers’ Compensation, and Excess Umbrella.
- g. The contract of insurance shall provide for notice to SFA of cancellation of insurance policies 30 days before cancellation takes effect.

**25. Miscellaneous**

- a. This contract will be construed under the laws of the State of Minnesota. Any action or proceeding arising out of this contract will be heard in the appropriate courts of the state of Minnesota.
- b. Vendor will comply with the provisions of the proposal specifications, which in all respects will be made a part of the contract.
- c. No provision of the contract will be assigned or subcontracted without prior written consent of SFA.
- d. No course of dealing or failure of a party to strictly enforce any term, right, or condition of this contract shall be construed as a waiver of the term, right or condition.
- e. The parties acknowledge that each party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this contract.
- f. Any silence, absence, or omission from the contract specifications concerning any point will be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g., food, supplies) and workmanship of a quality that would normally be specified by the SFA are to be used.
- g. Payments on any claim will not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this contract and proposal specifications.
- h. SFA is responsible for ensuring the resolution of program review and audit findings.
- i. This contract and SFA’s information about its procurement process are subject to review by MDE for the purpose of determining whether federal and state requirements for SFA’s participation in USDA Child Nutrition Programs have been met.
- j. MDE and USDA are not parties to this contract and are not responsible for any action or inaction by the SFA or Vendor.

**26. Term, Renewal, Options, Termination**

The contract is effective 7/1/2024 \_\_\_\_\_ through \_\_\_\_ 6/30/2025 \_\_\_\_\_

- a. The contract may be renewed upon mutual agreement of SFA and Vendor for up to four (4) years after the original contract year, using the contract renewal document annually provided by MDE. Meal prices for a renewal contract may be adjusted up to the maximum percentage stated by MDE on the contract renewal document, which is based on the Consumer Price Index (CPI) – Food Away from Home, Midwest Region (U.S. Bureau of Labor Statistics).
- b. SFA or Vendor may terminate the contract for cause as allowed in Section XVIII by giving sixty (60) days written notice.
- c. SFA and Vendor may terminate the contract without cause or for convenience, unless both parties mutually agree to terminate the contract for convenience.

Neither SFA nor Vendor is responsible for any losses resulting from fulfillment of the terms of the contract being delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of SFA or Vendor, respectively, and which by the exercise of due diligence it was unable to prevent.

## 27. Certifications

- a. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). If the contract exceeds \$100,000, Vendor certifies that it will comply with 40 U.S.C 3702 and 3704, as supplemented by the Department of Labor regulations, 29 CFR Part 5. Under 40 U.S.C 3702 of the Act, Vendor is required to compute the wages of every laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.
- b. Clean Air Act (42 U.S.C. 7401-1671q) and Federal Water Pollution Control Act (33 U.S.C. 1251-1387) as amended. If the contract exceeds \$150,000, Vendor certifies that it will comply will applicable standards, orders, and regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Violations must be reported to USDA and the Regional Office of the Environmental Protection Agency.
- c. Vendor will comply with civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and USDA-FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs.
- d. Vendor will comply with the Buy American provision for the purchase of food products with federal fund. Vendor will purchase, to the maximum extent possible, domestic commodities or products that are either (1) an agricultural commodity produced in the United States (U.S.) or (2) a food product processed in the U.S. substantially using agricultural commodities produced in the U.S.
- e. Vendor has signed the following attached certifications, which are incorporated here by reference and made a part of this contract.
  - Certification of Independent Price Determination.
  - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.
  - Certification Regarding Lobbying and, if applicable, Disclosure Form to Report Lobbying.
  - Assurance of Civil Rights Compliance
- f. Vendor will comply with all other pertinent state and federal laws.

## 28. Additional Provisions

- If this box is checked, SFA and Vendor have agreed to additional provisions attached to this contract, which have been preapproved by MDE to be in compliance with program requirements. Each additional

provision attached to this contract specifically identifies the section(s) of this contract that have been added to or modified.

**29. Attachments**


The following documents are attached to and incorporated into this contract:

- Certificate of Independent Price Determination.
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Suspension.
- Certification Regarding Lobbying and, if applicable, Disclosure Form to Report Lobbying.
- Assurance of Civil Rights Compliance Certification
- Price Proposal page.
- Meal Patterns as applicable.
- Sample menus.
- Additional attachments as described here:

In Witness Whereof, SFA and Vendor have executed this Agreement.

Name of SFA: STRIDE Academy


Name and Title of SFA Authorized Representative: Mara Kramer - Food Service Manager

Signature:  Date: 8/5/2024

Name of Vendor: New Horizon Foods

Address of Vendor: 106<sup>th</sup> St | Suite 140 | Des Moines, IA 50322

Name and Title of Authorized Vendor Representative: Amy Wemple, Chief Commercial Officer

Signature:  Date: 7/30/2024

Name of Vendor Contact Person: Amy Wemple

Phone: 763-218-3098 Email: amy@newhorizonfoods.com

## Independent Price Determination Certificate

Both the SFA and the FSMC shall execute this Independent Price Determination Certificate.

New Horizon Foods  
Name of FSMC

STRIDE Academy  
Name of SFA

By submission of this offer, the FSMC certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

**To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:**

<u><i>Anwemple</i></u>	Chief Commercial Officer_____	7/30/24_____
Signature of FSMC's Authorized Representative	Title	Date

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

<u><i>M. Kramer</i></u>	<u>Food Service Manager</u>	<u>8/5/2024</u>
Signature of SFA Authorized Representative	Title	Date



## Instructions for Certification Regarding Debarment Form

- By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
- The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
- A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List System (EPLS) on the U.S. System for Award Management website.
- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

### Lower-Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on previous page before completing certification.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name: New Horizon Foods

---

Project: **National School Lunch Program**

Name of Company's Authorized Representative: \_\_\_\_\_Amy Wemple

---

Title of Company's Authorized Representative: \_\_\_\_\_Chief Commercial Officer

---

Signature: AWemple

Date: 7/30/24 \_\_\_\_\_

## Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Company Name: New Horizon Foods

Project: **National School Lunch Program**

Name of Company's Authorized Representative: Amy Wemple

Title of Company's Authorized Representative: Chief Commercial Officer

Signature: *A Wemple*

Date: 7/30/24

## Assurance of Civil Rights Compliance Certification

The vendor hereby agrees that it will comply with:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and Institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the vendor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such

facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the vendor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the vendor.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

Vendor Name:           New Horizon Foods          

Award Number or Project Name:           School Nutrition Program (NSLP, SBP)          

Name and Title of Authorized Representative:           Amy Wemple, Chief Commercial Officer          

Signature:           *A Wemple*          

Date:           7/30/2024

---

## **Staffing Plan and Operational Support**

New Horizon Foods has over 35 years of culinary and hospitality management experience.

**Our motto is “Built on Customer Satisfaction”**

**New Horizon Foods responses to RFP Follow up:**

**Resume for Chief Commercial Officer included**

**Resume for Registered Dietitian included**

**Several fun marketing ideas that get incorporated into the school year!**

**Sample Liability Certificate included**

**Special Dietary Needs**

New Horizon Foods will work collaboratively to honor and provide any required special dietary needs for the student/staff population. Our Registered Dietitian will review the weekly menus and approve any dietary modifications as needed.

**Sample Satisfaction Survey Tools**

**Sample Menu**

**Responsibility Grid**

**District Requirements**

New Horizon Foods has a strong history of being a financially sound business partner. School Food Service Director and Onsite Food Service Workers will work closely with SFA to maintain accurate meal counts and review monthly commodity ordering. Commodities will be credited on the monthly invoice.

Sample Invoice Included.

Commodities Reconciliation Tool Included.

## **Menu Specifics**

Our motto is Built on Customer Satisfaction for the last 35 years! We obtain that from ongoing communications with leadership, staff, students, and parents. We would rather see the children and staff eat then serve something that is not well liked! Good nutrition makes great minds! The School Food Service Director and Onsite Food Service Worker will work with SFA weekly to review the past and upcoming weeks menu for likes and dislikes. Disliked items will be removed and replaced a new offering. New Horizon Foods will work with SFA on conducting routine satisfaction survey tools.

Our food vendor routinely will ship different products that we like to do tasting events with the students. Gets them interactive with us!

The goal is to use all commodities as part of the menu with creativity and enjoyable meals that create excitement. Any item served as not part of the commodities will have a CN label or Standardized Approved Recipe included.

Field trip lunches will be bagged lunches that meet the school nutrition lunch requirements. They will be preassembled labeled for each classroom or as requested. Sample field trip lunch may include Uncrustable, sliced apples, sliced carrots, WG chips and milk.

## **Affirmative Action**

New Horizon Foods will post in an approved area Affirmative Action Poster and complete annual Civil Rights Training of all team members.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Condensed Civil Rights Statement

This institution is an equal opportunity provider.

## **Plan of Operations**

New Horizon Foods will hire a School Food Service Director and Food Service Workers for the daily operations of the school meal program. Food Service Director will create menus to increase participation, routine ordering, staffing, sanitation, staff accountability and many other functions.

## References

### **Nexus Gerard of Minnesota**

**Jon Munson, Accounting Manager**

1111 28<sup>th</sup> Street N.E.

Austin Minnesota 55912

507-434-4395

[jmunson@nexusgerard.org](mailto:jmunson@nexusgerard.org)

### **St. Cloud Math and Science**

**Tammy Bengtson, Executive Director**

1025 18th St. North

St. Cloud, MN 56303

320-249-0069

[tammybengtsonscmsa@gmail.com](mailto:tammybengtsonscmsa@gmail.com)





## Cost Responsibility Detail

School Food Authority (SFA): indicate with an "x" whether the cost will be paid by SFA or Company, or the cost does not apply.

SFA: change or add costs as necessary.

### Food

Area of Responsibility	Company	SFA	N/A
Food Purchases	X		
USDA Handling and Processing Charges	X		
Processing and Payment of Invoices	X		

### Labor—Company Employees

Area of Responsibility	Company	SFA	N/A
Salary/Wages	X		
Fringe Benefits and Insurance	X		
Retirement	X		
Payroll Taxes	X		
Workers Compensation	X		
Unemployment Compensation	X		
Preparation and Processing of Payroll	X		

### Labor—SFA Employees

Area of Responsibility	Company	SFA	N/A
Wages		X	
Fringe Benefits and Insurance		X	
Retirement		X	
Payroll Taxes		X	
Workers Compensation		X	
Unemployment Compensation		X	
Preparation and Processing of Payroll		X	

### Miscellaneous/Additional Items

Area of Responsibility	Company	SFA	N/A
Cleaning/Janitorial Supplies		X	
Paper/Disposable Supplies		X	
Tickets/Tokens/ID System			X
Silverware/Glassware—Initial Inventory		X	
Silverware/Glassware—Replacement During Operation		X	

## Telephone

Area of Responsibility	Company	SFA	N/A
Local		X	
Long Distance		X	

## Trash Removal

Area of Responsibility	Company	SFA	N/A
From Kitchen		X	
From Dining Area		X	
From Premises		X	

## Equipment Replacement and Repair

Area of Responsibility	Company	SFA	N/A
Non-expendable		X	
Expendable		X	

## Cleaning/Maintenance Responsibilities

Area of Responsibility	Company	SFA	N/A
Food Preparation Area	X		
Serving Area		X	
Kitchen Floors/Walls		X	
Dining Room Floors/Walls		X	
Hoods, Duct Work		X	
Tables and Chairs		X	
Light Fixtures		X	
Windows		X	
Grease Traps			X
Restrooms for food service employees		X	

## Other

Area of Responsibility	Company	SFA	N/A
Uniforms			X
Linens			X
Laundry		X	
Pest Control		X	
Food and Beverage License		X	
Product and Public Liability		X	
Insurance	X		
Equipment Rental (explain)			X
Car/Truck Rental (explain)	X		
Vehicle Maintenance	X		

<b>Area of Responsibility</b>	<b>Company</b>	<b>SFA</b>	<b>N/A</b>
Storage Costs			X
Courier Services (e.g., bank deposits, school deliveries)			X
Non-Company Employee Recruitment	X		
Tax—Sales			X
Tax—Other			X
Office Supplies		X	
Printing		X	
Promotional Materials		X	
Other (cannot include overhead expenses incurred by Company)			



# Organizational Chart

**"BUILT ON CUSTOMER SATISFACTION"**



**OUR TEAM IS YOUR TEAM!**



# Amy Wemple, RD, LD

Chief Operating Officer

## Profile

A very upbeat, out-going individual with a "Can Do" personality offering and providing 20+ years of diversified experience and a background of repeated success implementing best practices and building successful partnerships across the industry of hospitality and culinary. Key contributor on executive leadership teams, participating in organizational development and corporate strategic planning while focusing on cost savings initiatives in connection with business goals while striving for optimal satisfaction. Excellent team leader and mentor, skilled at motivating and empowering staff to perform at peak levels. Has a true passion for great food and great hospitality as well as seeing the team succeed!

Professional Skills/Experience: Customer Engagement, Negotiations, Program Development with Implementation & Management, RFP's, Customer Retention, Effective Communications, Community Relations, Social Media/Networking, Public Speaker, Pro-active Thinker, Trouble Shooting areas of Opportunity

## Employment History

### **Chief Operating Officer at New Horizon Foods, St Louis Park, MN**

May 2009 — current

Oversee a \$24 million Contract Culinary and Hospitality Management Company Covering Eleven States

Lead a team of 8 Culinary and Hospitality District Managers, 2 Corporate Dietitians, and 2 Culinary Support Chefs

Successfully Charted New Market Area (WI) which is now the Companies #2 Biggest Portfolio \$9.2 million in Annual Sales with \$3.5 Million in Annual Food Purchases

Additional Contributions of \$5.6 Million in Annual Sales with \$1.8 in Annual Food Purchases

Dynamic Skills of Interacting with Others to Exchange Information and Develop Professional or Social Contacts Especially with Networking, Bargaining, and Negotiation

### **Business Development at New Horizon Foods, St Louis Park, MN**

### **District Manager at New Horizon Foods, St Louis Park**

### **Dining Director at Edgewood Vista, Virginia, MN**

April 2007 — May 2009

### **Education Coordinator at Mecosta County Medical Center, Big Rapids, MI**

January 2004 — February 2006

## Education

**Bachelor of Science - Dietetics, University of Wisconsin - Stout, Menomonie, WI**

## Details

19686 214th ave nw,  
Big Lake, 55309, United States, 7632183098  
[grotta@hotmail.com](mailto:grotta@hotmail.com)

## Links

[LinkedIn](#)

## Hobbies

Outside of work I enjoy the various seasons of the outdoors from walking, biking, being on the lake to watching my kids sporting events. And of course traveling!

# Sandra Heil - RD, LD, MPH

---

Shakopee, MN | 952.201.8946 | [sandraheil07@yahoo.com](mailto:sandraheil07@yahoo.com) | NPI: 1922670660

Compassionate, proficient, and motivated Registered Dietitian experienced in improving the nutritional status and health of patients. Enthusiastic about providing education, direction, addressing health concerns, working well within teams, and monitoring emerging health trends & nutritional topics.

## Professional Experience:

---

### **New Horizon Foods, Inc | Des Moines, IA Corporate Dietitian | May 2011 – Present**

- Oversee operations and support teams to develop protocols to meet standards on accounts. Hire and train dietitian staff. Support company staff with clinical and nutritional issues providing effective communication with patients to ensure the best customer service.
- Develop and teach nutrition classes to various populations by considering population health, social determinants & behavioral health concerns and monitor measurable outcomes. Partner with healthcare team members to help patients achieve nutrition goals with various disease states including diabetes, renal disease, heart failure, bariatrics, malnutrition, eating disorders, and eating challenges.
- Educate clients regarding dietary needs related to eating disorders, DM, weight-loss/gain, obesity, diseases/diagnoses collaborating closely with physicians & care team to improve overall health.
- Provide clinical nutrition services at facilities such as skilled nursing care facilities, residential facilities, and IP hospitals while utilizing NCP and MDS processes/EMR systems per established protocols to maintain compliance.
- Conduct highly proficient nutrition assessments, complete clinical documentation, execute food safety & sanitation audits to meet standards.

### **Sodexo | Shakopee, MN Clinical Dietitian | March 2007 - June 2011**

- Facilitated patient care services for diverse transitional care and long-term care patient populations by promoting equity, streamlining workflow processes, and addressing individual needs.
- Provided team-driven quality care to patients by collaborating on progress updates; established patient goals including wound care, tube feedings, therapy, and discharge planning.
- Completed nutritional assessments, high-risk monitoring, and nutrition recommendations via EMR/EHR while managing multiple priorities and high patient caseloads.
- Advised on nutrition prescriptions for compromised patients with critical health issues adhering to medical health standards & procedures.

## Additional Experience – Available Upon Request

---

**Clinical:** Education and nutritional monitoring for LTC, TCU, adult drug/alcohol treatment, group home, residential, school, adolescent inpatient psych; weight management, eating disorders

**Areas of Management:** Corporate Dietitian, Dietary Management, Clinical Auditing, Sanitation Auditing

**Research:** U of M Junior Scientist, Research Graduate Assistantship with study and research completion

**Public Health:** Ramsey County WIC Program Nutritionist, completion of MPH in Public Health

## Education/Certifications:

---

**MSU Dietetics Advisory Council Member 2022 - present**

**Master's Degree in Public Health Nutrition, University of Minnesota**

**Bachelor of Science Degree in Dietetics, Minnesota State University**

**Registered Dietitian, Licensed Dietitian, Certified Dietitian**

# Creating the “WOW” Dining “Experience”



- ❖ Freshly Squeezed Juice for Meal Service
  - ❖ Happy Birthday Recognition Meal

- ❖ Reduce and Reuse before Recycle

- ❖ The “Signature Item!”

- ❖ Themed Meals

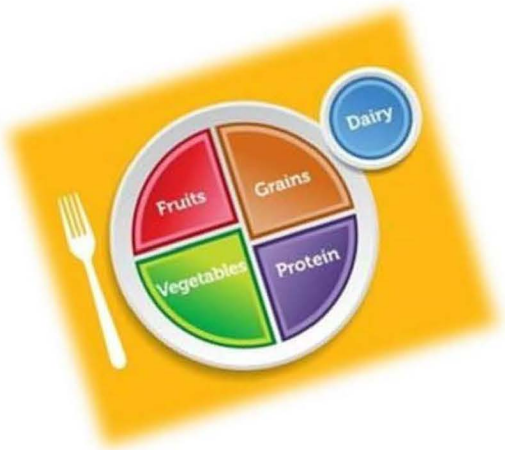
- ❖ Afternoon Smoothies

- ❖ “My Plate” Helpful Mealtime Hints

- ❖ Nutrition and Activity Tips

- ❖ Kids Choose Favorite Recipe Contest

- ❖ “Reach for the Stars” Theme To Encourage Students to Reach Daily Servings of Fresh Fruits/Veggies



“BUILT ON CUSTOMER SATISFACTION”

LET US FIND YOUR DINING NICHE  
PARTNER UP WITH OUR TEAM

## *Elevate Your Dining Program*

Discover the “WOW” Factor

Innovative Culinary  
Expertise

Crafted meals focusing on  
a “Back to Basics”  
approach



“BUILT ON CUSTOMER SATISFACTION”  
MANAGING & PROVIDING FOODSERVICES

[www.newhorizonfoods.com](http://www.newhorizonfoods.com)

## *Let Us Set Your Table*

Student Centered Dining

Innovative Custom Tailored  
Programs

Responsive & Adaptable to  
Your Needs

Strong Financial Commitment



the  
**School Day**  
just got  
**Healthier**

OUR CUSTOM-TAILORED  
PROGRAMS ARE BASED ON YOUR NEEDS

## *Sensible Solutions*

Nutrition on the Go

Gluten Free & Vegetarian

Expertise

HIGH Student Satisfaction

Registered Dietitian Services

Nutrition Awareness Programs





# March

**Check out the fun ideas below for fun FOODIE ideas to incorporate into the menu!**



# 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 National Peanut Butter Lover's Day MARDI GRAS	2 National Banana Cream Pie Day	3 HAPPY BIRTHDAY THELMA L.	4 National Poundcake Day	5
6 National Oreo Day	7 National Cereal Day	8 International Women's Day	9 HAPPY BIRTHDAY TAMMY BS.	10 National Ranch Dressing Day	11 Middle Name Pride Day	12 HAPPY BIRTHDAY DAVID P.
<b>Birthday Recognition!</b>						
13 HAPPY BIRTHDAY KRISTIE T.	14 National Potato Chip Day	15 World Speech Day	16 National Artichoke Heart Day		18 National Sloppy Joe Day	19 HAPPY BIRTHDAY DAVID D.
20 National Ravioli Day	21 National Crunchy Taco	22 World Water Day	23 National Chips and Dip Day	24 World Tuberculosis Day	25 National Waffle Day	26 National Spinach Day
27 Pretzel Sunday	28 HAPPY BIRTHDAY DANIELLE J.	29 HAPPY BIRTHDAY TERRY W. HAPPY 2 <sup>nd</sup> ANNIVERSARY ALAN F.	30 HAPPY 21 <sup>st</sup> ANNIVERSARY MIKE J.	31 National Tater Day		
<b>Anniversary Recognition!</b>						

**MONTHLY CELEBRATIONS**  
*National Nutrition Month*

**IN SERVICE**  
Food Handlers/Food Safety  
Handwashing and Sanitation

**NOTES**  
What are your plans for  
Celebrating National Nutrition Month

# Eat Right

Food, Nutrition and Health Tips from the American Dietetic Association

---

## Power Up with Breakfast

**Breakfast gives you energy to start the day. A healthy breakfast is important for everyone. Get the morning nutrition you need with these quick breakfast ideas.**

- Make instant oatmeal with milk instead of water. Mix in raisins or dried cranberries. Top with chopped walnuts.
- Layer low-fat yogurt with your favorite crunchy cereal and sliced fruit or berries.
- Mix up a breakfast smoothie made with low-fat milk, frozen strawberries and a banana.
- Top a bowl of whole-grain cereal with blueberries, sliced peaches or any favorite fruit. Pour on low-fat or fat-free milk.
- Top a toaster waffle with low-fat yogurt and fruit.
- Stuff a whole-wheat pita with a sliced, hard-cooked egg and low-fat shredded cheese.
- Spread a flour tortilla with peanut butter. Add a whole banana and roll it up.
- Spread almond butter on a whole-grain toasted bagel. Top with apple slices.
- Add lean ham and low-fat Swiss cheese to a toasted whole-grain English muffin.





New Horizon Foods  
 2670 106th Street  
 Suite 140  
 Des Moines, Iowa 50322



Invoice# 221005134  
 Date 6/1/2024

SFA  
 Address  
 City, State, ZIP

DESCRIPTION AMOUNT

June	FOOD SERVICE BILL			
This is not a REAL INVOICE SAMPLE ONLY DO NOT PAY				
June	SCHOOL DAYS		20	
BREAKFAST				
	4,300 MEALS AT	\$	1.23	\$ 5,289.00
LUNCH				
	4,400 MEALS AT	\$	1.23	\$ 5,412.00
MAY AUTUAL MEALS				
BREAKFAST	BILLED	4300 SERVED	4394	
	94 MEALS AT	\$	1.23	\$ 115.62
LUNCH	BILLED	4400 SERVED	4952	
	552 MEALS AT	\$	1.23	\$ 678.96
STAFF MEALS	114	AT	\$ 1.23	\$ 140.22
COMMODITY CREDIT	MONTH/YEAR			\$ (1,234.56)
PLEASE PAY ON OR BEFORE Net 30 Days				
WE APPRECIATE YOUR BUSINESS				
				\$ 10,401.24
	BALANCE DUE			\$ 10,401.24



# Quality Food Ordering and Products Ensured

## Minimum Food Specifications

*Using this list of food specifications, amend or change as needed to identify the foods the SFA is willing to accept. Modifications to ethnic or religious preference are allowed.*

### **Meat/Seafood – All meats, meat products, poultry products, and fish must be government inspected.**

- Beef, lamb and veal shall be USDA Grade Choice or better.
- Pork shall be U.S. No. 1 or U.W. No. 2,
- Poultry shall be U.S. Government Grade A.
- Seafood to be top grade, frozen fish – must be a nationally distributed brand, packed under continuous inspection of the USDA.

### **Dairy Products – All dairy products must be government inspected.**

- Fresh eggs, USDA Grade A or equivalent, 100 percent candled.
- Frozen eggs, USDA inspected.
- Milk, pasteurized Grade A.

### **Fruits and Vegetables**

- Fresh fruits and vegetables selected according to written specifications for freshness, quality and color – U.S. Grade A Fancy.
- Canned fruits and vegetables selected to requirements – U.S. Grade A Choice or Fancy (fruit to be packed in light syrup or natural juices).
- Frozen fruits and vegetables shall be U.S. Grade A Choice or better.

### **Baked Products**

- Bread, rolls, pies, cakes and puddings either prepared or baked on the premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements, as applicable.

### **Staple Groceries**

- Staple groceries to be a quality level commensurate with previously listed standard

# Sample Breakfast and Lunch

<p>2</p> <p>Cocoa Puff Cereal Bar 100% Juice / Banana / Milk</p> <p>Chicken Cheese Burrito Cheese Burrito (VEG) Refried Beans Corn / Celery Sticks Or Deli Ham Sandwich Fruit Cup / Milk</p>	<p>3</p> <p>WG Blueberry Bagel Cream Cheese 100% Juice / Fresh Apple / Milk</p> <p>All Beef Hot Dog on WG Bun Garden Dog (VEG) Seasoned Potatoes Celery Sticks w/LF Ranch Or PB &amp; J Uncrustable Fruit Cup / Milk</p>	<p>4</p> <p>WG French Toast 100% Juice / Fruit Cup / Milk</p> <p>Popcorn Chicken w/Dipping Sauce VEG Chicken Strips (VEG) Zesty Rice Peas / Carrot Sticks Or Deli Turkey Sandwich Fruit Cup / Milk</p>	<p>5</p> <p>Nutri Grain Cereal Bar Cheese Stick 100% Juice / Fresh Orange / Milk</p> <p>BBQ Meatballs VEG Balls (VEG) Mashed Potatoes w/ Gravy Green Beans / Snap Peas Or Deli Ham &amp; Cheese Sandwich Fruit Cup / Milk</p>	<p>6</p> <p>WG Cinnamon Roll 100% Juice / Applesauce / Milk</p> <p>PIZZA PIZZA Cheese Pizza (VEG) Salad Carrot Sticks w/LF Ranch / Italian Blend Or PB &amp; J Uncrustable Fruit Cup / Milk</p>
<p>9</p> <p>Whole Grain Cereal Cup 100% Juice / Applesauce / Milk</p> <p>Spaghetti with Meat Sauce Meatless Sauce (VEG) WG Breadstick Green Beans / Carrot Sticks Or Deli Turkey Sandwich Fruit Cup / Milk</p>	<p>10</p> <p>WG Pancakes 100% Juice / Fruit Cup / Milk</p> <p>Turkey Chow Mein Chow Mein (VEG) Fried Rice / Mini Egg Roll Oriental Blend / Cucumber Slices Or PB &amp; J Uncrustable Fruit Cup / Milk</p>	<p>11</p> <p>Nutri Grain Cereal Bar Cheese Stick 100% Juice / Fresh Apple / Milk</p> <p>Beef Corn Dogs VEG Corn Dogs (VEG) Baked Beans Lettuce Salad / 4 Way Blend Veg Or Deli Ham &amp; Cheese Sandwich Fruit Cup / Milk</p>	<p>12</p> <p>Whole Grain Cereal 100% Juice / Banana / Milk</p> <p>Chicken NACHO's WG Tortilla Chips Lettuce, Tomatoes, Cheese, Salsa Cup Black Beans (VEG) Or Deli Ham Sandwich Fruit Cup / Milk</p>	<p>13</p> <p>WG Breakfast Muffin 100% Juice / Fresh Orange / Milk</p> <p>BOSCO Sticks (VEG) Marinara Sauce Celery Sticks w/LF Ranch / Cali Blend Or PB &amp; J Uncrustable Fruit Cup / Milk</p>
<p>16</p> <p>Cereal Bar Low Fat Yogurt 100% Juice / Applesauce / Milk</p> <p>Walking Taco with Chicken Lettuce, Tomato, &amp; Cheese / Salsa Cup Refried Beans (VEG) Or Deli Ham Sandwich Fruit Cup / Milk</p>	<p>17</p> <p>WG Waffles 100% Juice / Fresh Orange / Milk</p> <p>Cheeseburger on WG Bun Black Bean Burger (VEG) Oven Baked French Fries Green Beans / Celery Sticks Or PB &amp; J Uncrustable Fruit Cup / Milk</p>	<p>18</p> <p>Whole Grain Cereal 100% Juice / Banana / Milk</p> <p>Chicken Strips VEG Chicken Strips (VEG) Potato Salad Peas / Lettuce Salad / WG Roll Or Deli Ham &amp; Cheese Sandwich Fruit Cup / Milk</p>	<p>19</p> <p>Nutri Grain Cereal Bar Cheese Stick 100% Juice / Fruit Cup / Milk</p> <p>Buffalo Turkey Burger on WG Bun Buffalo Garden Burger (VEG) Seasoned Potatoes 4 Way Blend Veg/ Carrot Sticks Or Deli Turkey Sandwich Fruit Cup / Milk</p>	<p>20</p> <p>WG Cinnamon Roll 100% Juice / Fresh Apple / Milk</p> <p>PIZZA PIZZA Cheese Pizza (VEG) Lettuce Salad Celery Sticks w/ LF Ranch Or PB &amp; J Uncrustable Fruit Cup / Milk</p>
<p>23</p> <p>Whole Grain Cereal Low Fat Yogurt / Banana / Milk</p> <p>Sloppy Joe on WG Bun WG Chips Lettuce Salad / Corn Or Deli Turkey &amp; Cheese Sandwich Fruit Cup / Milk</p>	<p>24</p> <p>Cereal Bar Cheese Stick 100% Juice / Applesauce / Milk</p> <p>Sweet N Sour Chicken over Brown Rice Fresh Veggies / Oriental Veg Or Deli Ham Sandwich Fruit Cup / Milk</p>	<p>25</p> <p>WG French Toast 100% Juice / Fruit Cup / Milk</p> <p>Spaghetti with Meat Sauce Green Beans / Side Salad WG Breadstick Or PB &amp; J Uncrustable Fruit Cup / Milk</p>	<p>26</p> <p>Whole Grain Cereal 100% Juice / Fresh Orange / Milk</p> <p>Chicken Taco Salad Lettuce, Tomato, Cheese, Salsa Cup Refried Beans Or Deli Turkey Sandwich Fruit Cup / Milk</p>	<p>27</p> <p>Breakfast Muffin 100% Juice / Fresh Apple / Milk</p> <p>All Beef Hot Dogs on WG Bun Seasoned Potatoes Grape Tomatoes/ Carrot Sticks w/ Ranch Or PB &amp; J Uncrustable Fruit Cup / Milk</p>

Milk Offerings include: 1% milk, Lactose Reduced Milk, Chocolate Milk (Lunch Only) Juice Offerings include: 100% Apple or 100% Orange



Additional condiments available upon request.  
THE USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER. MENUS SUBJECT TO CHANGE BASED ON AVAILABILITY OF ITEMS  
\* INGREDIENTS SUCH AS PEANUTS, NUTS/SEEDS, MILK, EGG, SOYBEAN, GLUTEN, AND OTHER PRODUCTS MAY BE USED IN THE PRODUCTION OF THE MENUS.  
Questions on the menu please visit [www.newhorizonfoods.com](http://www.newhorizonfoods.com) or [info@newhorizonfoods.com](mailto:info@newhorizonfoods.com)

**This is a tool that is used with every commodity delivery to show the reconciliation credits and values to the SFA. This is provide each month for reference.**

**Commodity Price Reconciliation**

**2021-2022**

	price	Total
100206 apple slices 6/10	\$ 33.91	\$ -
110361 applesauce cups 96/4.5	\$ 16.97	\$ -
110541 applesauce unsweetened 6/10	\$ 23.95	\$ -
100359 Beans Black turtle can 6/10	\$ 16.55	\$ -
100307 beans green 6/10	\$ 18.95	\$ -
100351 beans green frz 30#	\$ 15.31	\$ -
100362 beans refried 6/10	\$ 28.98	\$ -
100134 beef crumbles w/spp 4/10	\$ 151.66	\$ -
100158 beef fine ground frz 40#	\$ 133.85	\$ -
100242 blueberry wild frz 8/3#	\$ 30.37	\$ -
110473 broccoli frz 30#	\$ 38.18	\$ -
111052 carrots diced frz 12/2#	\$ 13.62	\$ -
100352 carrots frz 30#	\$ 14.56	\$ -
111100 cereal oat circles 96/1 oz	\$ 15.24	\$ -
100036 cheese blend american skim yello slc lvs 6/5#	\$ 62.27	\$ -
100012 cheese ched RDU fat yell shred bag 6/5#	\$ 78.98	\$ -
100021 cheese moz lm part skim shred frz 3-#	\$ 76.74	\$ -
110396 Cheese moz string cheese box 360/1	\$ 48.86	\$ -
1000018 cheese process yel slc lvs 6/5#	\$ 69.36	\$ -
100101 chicken diced ctn 40#	\$ 71.51	\$ -
100117 chicken fajita strips ctn 30#	\$ 67.53	\$ -
110921 chicken fillets unbrded frz ctn 30#	\$ 66.34	\$ -
110462 chicken strips frz ctn 30#	\$ 64.29	\$ -
100348 corn frz ctn 30#	\$ 16.33	\$ -
100313 corn can 6/10	\$ 20.10	\$ -
110723 cranberries dried 300/1.16 oz	\$ 59.48	\$ -
110859 mixed berry frz cup 96/4 oz	\$ 37.49	\$ -
100212 mixed fruit ex lt can 6/10	\$ 30.51	\$ -
111230 mixed veg frz ctn 6/5#	\$ 20.32	\$ -
110651 orange juice sing frz cup 96/4	\$ 11.74	\$ -
110393 pancakes ww frz 144	\$ 11.69	\$ -
100241 peach freestone diced cup 96/4 oz	\$ 32.87	\$ -
100220 diced peaches 6/10	\$ 31.81	\$ -
100219 sliced peaches 6/10	\$ 30.06	\$ -
100238 frz sliced peaches 12/2	\$ 30.97	\$ -
100225 pears sliced 6/10	\$ 32.02	\$ -
100224 pears diced 6/10	\$ 28.08	\$ -
100350 peas green frz 30#	\$ 18.64	\$ -
110730 pork pulled CKD 8/5#	\$ 122.96	\$ -
100357 potatoes oven fry 6/5#	\$ 18.05	\$ -
100293 raisin box 144/1/33	\$ 22.33	\$ -
101031 rice brn us#1 long bag 25#	\$ 12.30	\$ -



# Special Diet Statement

Institutions or organizations who sponsor and operate a federally funded Child Nutrition Program must make reasonable substitutions to meals and/or snacks on a case-by-case basis for participants who are considered to have a disability that restricts their diet: School Nutrition Program – 7 CFR 210.10(m), Child and Adult Care Food Program – 7 CFR 226.20 (g), Summer Food Service Program – 7 CFR 225.16(f)(4). According to the ADA Amendments Act, most physical and mental impairments that substantially limit or affect one or more major life activities or bodily functions will constitute a disability.

Sponsors are not required to accommodate special dietary requests that do not constitute a disability, including requests related to religious or moral convictions or personal preference. If these requests are accommodated, sponsors must ensure that all USDA meal pattern and nutrient requirements are met.

This form must be completed by a licensed physician, physician assistant, or an advanced practice registered nurse, such as a certified nurse practitioner. Updates to this form are required only when a participant's needs change.

Note to Districts/Schools: Parents/Guardians may provide a written request for lactose-reduced milk without a physician's signature.

Submit this completed special diet statement to: \_\_\_\_\_

## Participant Information

Participant's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Last/First/Middle Initial

Name of School/Center/Site Attended: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

## Required Information: Dietary Accommodation

1. State the allergen or food to be avoided:

\_\_\_\_\_

2. Brief explanation of how exposure to this food affects the participant:

\_\_\_\_\_

3. List specific foods to be omitted and substituted. Attach a sheet with additional instructions as needed.

Foods to be Omitted	Foods to be Substituted

## Additional Information

Texture Modification:  Pureed  Ground  Bite-Sized Pieces  Other: \_\_\_\_\_

Tube Feeding Formula Name: \_\_\_\_\_

Administering Instructions: \_\_\_\_\_

Oral Feeding:  No  Yes If yes, specify foods: \_\_\_\_\_

Other Dietary Modification Or Additional Instructions (describe): \_\_\_\_\_

## Signature

Licensed physician, physician assistant, or advanced practice registered nurse such as a certified nurse practitioner must sign and retain a copy of this document.

Prescribing Authority Credentials (print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Clinic/Hospital: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## Voluntary Authorization

Note to Parent(s)/Guardian(s)/Participant: You may authorize the director of the school/center/site to clarify this Special Diet Statement with the physician by signing the following Voluntary Authorization section:

In accordance with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act I hereby authorize \_\_\_\_\_  
**(prescribing/medical authority name)** to release such protected health information as is necessary for the specific purpose of Special Diet information to \_\_\_\_\_ **(program name)** and I consent to allow the physician/medical authority to freely exchange the information listed on this form and in their records concerning me, with the program as necessary. I understand that I may refuse to sign this authorization without impact on the eligibility of my request for a special diet for me. I understand that permission to release this information may be rescinded at any time except when the information has already been released. Optional: My permission to release this information will expire on \_\_\_\_\_ **(date)**. This information is to be released for the specific purpose of Special Diet information. The undersigned certifies that he/she is the parent, guardian, or authorized representative of the participant listed on this document and has the legal authority to sign on behalf of that participant.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

OR Participant's Signature (Adult Day Care): \_\_\_\_\_

## Non-Discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) [found online](#) ([http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

# FOOD SERVICES MANAGER      JOB DESCRIPTION

## Major Responsibilities:

Performs difficult administrative work planning menus, reviewing nutrition values, ensuring sanitation and safety practices, training subordinates and overseeing food preparations, and related work as apparent or assigned. Work is performed under the routine supervision of the District Manager.

Departmental supervision is exercised over all personnel within the department.

## Qualifications:

### Education and Experience

Bachelor's degree in food/nutrition and/or business or related area. Four years related experience or equivalent combination of education and experience. School Food and/or high-volume multiple unit food service management experience preferred.

### Special Requirements

- Minnesota Level 3 School Nutrition Association Certification.
- ServSafe Food Safety Certification.
- Minnesota Food Manager License.
- Experience working in a multi-cultural setting and with diverse groups of people preferred.
- A valid driver's license is necessary because traveling between school buildings for work-related tasks is occasionally necessary.

### Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Develops and maintains the food service mission statement, strategic plan, goals and objectives; evaluates program services, needs and outcomes.
- Assigns, directs, trains and reviews staff work; provides recommendations regarding hiring, transferring, promoting, suspending, terminating and demoting employees; evaluates performance and develops staff schedules.
- Determines training needs; coordinates and oversees the scheduling and approval of training sessions, workshops and seminars as needed.
- Conducts orientation, training and development programs for department employees through individual or group meetings, counseling, in-service programs, demonstrations, etc.
- Develops and maintains procedure manuals for the food services program.
- Oversees and manages all warehousing, distribution and purchasing of food, equipment, services and supplies.

- Develops product specifications; meets and reviews products with vendors; resolves order discrepancies; handles bids.
- Forecasts operational revenues and expenditures; manages division budget and monitors fiscal operations; determines capital outlay needs; maintains system of accountability.
- Manages food safety and sanitation using Hazard Analysis Critical Control Point principals and standards.
- Conducts food safety and sanitation inspections; implements corrective action plans; maintains records, reports and logs.
- Creates short- and long-range equipment needs and site maintenance; ensures equipment and work areas are well maintained.
- Shares information, markets and promotes the food services program with internal and external stakeholders, local media and print publications, community groups, staff and parents.
- Plans and writes nutritious menus that are prepared in compliance with USDA rules and regulations.
- Monitors food preparations including quality, serving techniques, portion control, appearance, efficiency, wholesomeness, etc.
- Conducts nutritional analysis of menus using software; works with school nurses supplying information and accommodating nutritional needs for children with special dietary needs.
- Develops, implements and maintains the free and reduced meals practices and procedures, the computerized meal accounting system and the Educational Benefits program.
- Prepares local, state and federal reports including monthly reimbursements, USDA commodity receipts, usage and inventory.
- Attends, participates and represents the district before various groups, committees, task forces and professional organizations at the local, metro, regional and state level.
- Attends work regularly and arrives on time.

#### Knowledge, Skills and Abilities

Thorough knowledge of the receiving, preparation, storing, cooking and serving of food in large quantities; thorough knowledge of food quality and values and nutritional and economical substitutions within food groups; thorough knowledge of kitchen sanitation and safety procedures used in food handling and in the cleaning and care of utensils, equipment and work areas; thorough knowledge of USDA rules and regulations; general knowledge of special dietary requirements; ability to plan and supervise the work of others; ability to prepare reports; ability to train subordinates in the preparation, cooking and serving of food; ability to establish and maintain effective working relationships with associates, vendors, school officials, students, parents and the general public.

# Training and Professional Standards

## Online Core Curriculum Recommendations for School Nutrition Professionals

This document provides recommendations for core entry level training for new food service directors, managers, culinary staff and office staff. Additional supplementary courses are recommended for veteran school nutrition staff.

### Food Service Director Core Courses

#### Institute for Child Nutrition Online Courses

[Food Safety in Schools](#) (8 hours)

[Nutrition 101 4th Ed.](#) (8 hours)

[Financial Management: A Course for School Food Service Directors](#) (12 hours)

#### Minnesota Department of Education Videos/Courses

[Civil Rights for School Nutrition Programs](#) (25 minutes).

#### Essentials for School Nutrition Modules

- [Free and Reduced-Price Process](#)
- [Nutritional Quality and Meal Pattern](#)
- [General Program Areas](#)
- [Counting and Claiming Systems](#)

### Food Service Director Supplementary Courses

#### Institute for Child Nutrition Online Courses

[Evaluating School Wellness Activities](#) (2 hours)

[Managing Food Allergies in SNPs](#) (4 hours)

[Marketing Your School Nutrition Programs](#) (2 hours)

#### Human Resource Series

- [Communication Skills for Managers](#) (4 hours)
- [Creating a Motivating Workplace](#) (3 hours)
- [Dealing with Conflict in the Workplace](#) (4 hours)

- [Dealing with Difficult People and Situations](#) (3 hours)
- [Delegating and Empowering](#) (3 hours)
- [Employee Discipline](#) (3 hours)
- [Performance Standards and Expectations](#) (3 hours)

## **Cornell University Online**

[Creating Smarter Lunchrooms](#) (2 hours)

## **Food Service Manager Core Courses**

### **Institute for Child Nutrition Online Courses**

[Food Safety in Schools](#) (8 hours)

[Managing Food Allergies in SNPs](#) (4 hours)

[Inventory Management - Controlling Cost](#) (1 hour)

[Strategies for Utilizing Standardized Recipes](#) (4 hours)

[Focus on Customer Service for School Nutrition Managers](#) (3 hours)

### **Minnesota Department of Education Videos/Courses**

[Standardized Recipes](#) (1 hour)

[Civil Rights for School Nutrition Programs](#) (25 Minutes)

[The Smarter Lunchroom Movement: Getting Started](#) (10 minutes)

[Nutritional Quality and Meal Pattern: Essentials for School Nutrition Module](#)

[Basic Culinary Math: Measurement](#) (1 hour)

[Basic Culinary Math: Conversions](#) (1 hour)

## **Food Service Manager Supplementary Courses**

### **Institute for Child Nutrition Online Courses**

[Carbohydrate Counting for SNPs](#) (1 hour)

## **Human Resource Series**

- [Communication Skills for Managers](#) (4 hours)
- [Creating a Motivating Workplace](#) (3 hours)
- [Dealing with Conflict in the Workplace](#) (4 hours)
- [Dealing with Difficult People and Situations](#) (3 hours)
- [Delegating and Empowering](#) (3 hours)
- [Employee Discipline](#) (3 hours)

- [Performance Standards and Expectations](#) (3 hours)

## **Cornell University Online**

[Simple Tricks to Reduce Waste and Increase Veggie & Fruit Consumption in the Lunchroom](#) (30 minutes)

## **Culinary Staff Core Courses**

### **Institute for Child Nutrition Online Courses**

[Food Safety in Schools](#) (8 hours)

[Portion Control](#) (4 hours)

[Weights and Measures](#) (4 hours)

[Focus on Customer Service for School Nutrition Managers](#) (3 hours)

### **Minnesota Department of Education Videos/Courses**

[Nutritional Quality and Meal Pattern: Essentials for School Nutrition](#)

[Civil Rights for School Nutrition Programs](#) (25 Minutes).

## **Culinary Staff Supplementary Courses**

### **Institute for Child Nutrition Online Courses**

[CT2 - Preparing Fruits, Vegetables, & Salads](#) (6 hours)

[CT3 - Preparing Entree Items](#) (8 hours)

[CT4 - Preparing Soups, Eggs, Dairy & Sauces](#) (8 hours)

[CT5 - Preparing Breads & Baked Goods](#) (6 hours)

[CT6 - Using Seasonings](#) (4 hours)

## **Office Staff Core Courses**

### **Institute for Child Nutrition Online Courses**

[Focus on Customer Service for School Nutrition Staff](#) (3 hours)

### **Minnesota Department of Education Videos/Courses**

[Civil Rights for School Nutrition Programs](#) (25 minutes)

[Free and Reduced-Price Process Module: Essentials for School Nutrition](#)

## **Office Staff Supplementary Courses**

## 2024 In Service Schedule

<b>January</b>	Workers Compensation- when and how to report Causes and Preventions of Falls Preventing Cuts and Burns
<b>February</b>	Vulnerable Adult Act Resident Rights Defining and Reporting Elder Abuse
<b>March</b>	Food Handlers/Food Safety Handwashing and Sanitation
<b>April</b>	HIPAA / Civil Rights
<b>May</b>	OSHA <ul style="list-style-type: none"><li>- Bloodborne</li><li>- Hazardous Substances</li><li>- AWAIR</li><li>- PPE</li></ul>
<b>June</b>	Alzheimer's/Dementia
<b>July</b>	Communication and Teamwork Conflict resolution/ Difficult resident situation
<b>August</b>	Emergency Procedures
<b>September</b>	Nutrition Menu knowledge / Production Records / Offer vs Serve
<b>October</b>	Workplace Violence/ Harassment Prevention
<b>November</b>	Hazard Communication Chemical Awareness Right to Know
<b>December</b>	Professionalism in the workplace Service Standards





We want to hear from you! New Horizon Foods wants to hear how your food service program is going thus far! Please assist us in completing this survey!!



How many breakfasts did you have on a weekly basis in the cafeteria? (Please circle one below)  
**NONE    1-2        2-3                    4-5**

If not all 5 days a week, please explain why: (cost, don't eat breakfast, don't like menu)

How many lunches did you have on a weekly basis in the cafeteria? (Please circle one below)  
**NONE    1-2        2-3                    4-5**

If not all 5 days a week, please explain why: (cost, don't eat lunch, don't like menu)

List three breakfast items you'd change or remove from the menu:

- 1.
- 2.
- 3.

List three lunch items you'd change or remove from the menu:

- 1.
- 2.
- 3.

List three of your favorite breakfast items from the menu:

- 1.
- 2.
- 3.

List three of your favorite lunch items from the menu:

- 1.
- 2.
- 3.

Please identify any areas of improvement for breakfast:

---

Please identify any areas of improvement for lunch:

---

How would you rate the overall dining program?

	☹	1	2	3	4	5	☺
<b>Breakfast:</b>		1	2	3	4	5	
<b>Lunch:</b>		1	2	3	4	5	



**“THANK YOU for your Input!”**

Please assist us in completing this survey!!



**Circle favorite breakfast items:**

Assorted Cereal Bowls with Cheese Stick      English Muffin with Jelly  
Blueberry, Banana or Chocolate Muffin with Hard Boiled Egg  
Mini Cinnamon Rolls      Bagel with Jelly or Cream Cheese  
Breakfast Breads      Assorted Yogurt Parfaits      Assorted Cereal with Yogurt

**Circle favorite lunch items:**

Assorted Personal Pizzas      Italian Dunkers with Dipping Sauce      Spaghetti with Meat Sauce  
Chicken Alfredo      Beef Lasagna      Ravioli      Chicken Parmesan      Italian Chicken  
Deli-Meat & Cheese Sub      Turkey Wraps      Egg Salad Sandwich      Meatball Sub  
Hot Turkey & Cheese Sandwich      Philly Cheesesteak on a Hoagie      Brunch  
Chef Salad      Caesar Salad Chicken      Oriental Salad with Chicken  
Soup & Sandwich      Soup & Wrap      Beef Chili      Beef Stew      Chicken Tortilla Soup  
Quesadillas      Hard or Soft Tacos      Taco Salad      Enchiladas      Burritos  
Orange Chicken      Beef Chow Mein      Stir Fry      Sweet & Sour Chicken      Egg Rolls  
Grilled Chicken Sandwich      Cheeseburger on Bun      Hamburger on Bun  
Sloppy Jo on Bun      Chicken Patty on Bun      Pulled Chicken on Bun      Chicken Strips  
Chicken Nuggets      Popcorn Chicken      Hot Dog      Turkey Corn Dog      Mini Corn Dogs  
Roasted Turkey with Fixings      Open Face Roast Beef Sandwich      Salisbury Steak  
"Fried" Baked Chicken      Mac & Cheese      Tatar Tot Casserole      Swedish Meatballs

**Circle favorite salad bar items:**

Romaine Lettuce      Spinach      Spring Mix  
Broccoli      Cauliflower      Cucumbers      Cherry Tomatoes      Carrots  
Celery      Radishes      Onions      Zucchini      Peas  
Cottage Cheese      Yogurt      Hard Boiled Eggs      Beans  
Croutons      Craisins      Raisins      Sunflower Seeds  
Ranch      French      Italian      Vinaigrette      Caesar      Raspberry

**Circle favorite fruit items:**

Red Apples      Green Apples      Pears      Bananas      Oranges  
Peaches      Kiwi      Clementine Oranges      Grapes  
Mandarin Oranges      Fruit Cocktail      Crushed Pineapple      Applesauce  
Diced Pears      Sliced Peaches      Tropical Fruit Mix

**Please identify any areas of improvement for breakfast:**

---

**Please identify any areas of improvement for lunch:**

---

**How would you rate the overall school nutrition program?**

	☹	1	2	3	4	5	☺
<b>Breakfast:</b>		1	2	3	4	5	
<b>Lunch:</b>		1	2	3	4	5	

**Thank You for Your Input!**