

## TIPS FOR REVIEWING APPLICATIONS FOR SILVER AND GOLD HEALTHIERUS AWARDS

1. Print out, read carefully, and have available HealthierUS School Challenge materials from the Team Nutrition web site at [www.teamnutrition.usda.gov/](http://www.teamnutrition.usda.gov/).
2. Check to see that all pieces of the application are provided:
  - the Application Packet Cover and Check-off Sheet,
  - completed Application form [2 pages],
  - the prior months' *served* menus (at least 4 weeks),
  - the Lunch Menu Worksheet (for Silver or Gold),
  - the Nutrition Education Worksheet,
  - the Physical Activity Worksheet,
  - other information to support application: documentation such as recipes, Nutrition Facts Labels, whole grain food labels
3. Verify the school name and make sure the address listed is the school's address.
4. Indicate the grades for the school. (Only elementary schools may currently apply.)
5. Verify that the school is a Team Nutrition School. (Go to the Team Nutrition web site, click on "Join the Team" from menu on left side of page, then click on "Schools Database," click on "search page." This will bring up a form for searching. Type in the school name and click on "search." If it pulls up the school you are reviewing, then the school is registered as a Team Nutrition School. If you do not find the school, you can also search by typing in the school district name to see if it is listed with the school district. Another way to search is by the zip code. If the school does not show on any of your searches, please check with the Regional Office for assistance.)
6. Check to ensure that the SFA has received an SMI review within the last 5 years. Then verify that all improvement

activities planned as a result of the SMI review have been accomplished.

7. Check to see that the application is complete. Verify that the "Signatures of the Review Panel" section records the review team members' names with their signatures and the date.
8. Check to see that the *served* lunch menus from the prior month are complete. Menus to be served in the future are not acceptable. The menus must be for four complete (5 day) weeks. When a month does not have four full weeks, four consecutive weeks from two months may be submitted. Any substitutions from the planned menu must be documented.
9. From the State's records for the previous October, verify that the school had at least 70% ADP. If any data other than October is provided, there should be documentation and an explanation from the school about why October was not chosen.
10. Review the menu worksheet (making sure the Silver worksheet is completed for schools applying for the Silver award, and the Gold worksheet is completed for schools applying for the Gold award).
  - a. Review the worksheet to ensure that the month, school and menu planning approach are listed and that the form is complete, including portion sizes.
  - b. Compare the list of foods served that meet the criteria with (1) the served lunch menu and (2) the appropriate list of foods that meet the criteria in the attachments to the HealthierUS School Challenge Food/Nutrient Guidance. The HealthierUS School Challenge only addresses school lunch; foods served at breakfast may not be counted.
  - c. If you are unsure whether the food listed meets the standards, you may need to request more information from the school. For example, you may need to see a

copy of a recipe or review an ingredient statement or Nutrition Facts Label for the food.

- d. If a food listed does not meet the guidance, go back to the menu and see if there was another food served that day that would meet. If so, draw a line through the food the school has listed and add the other food.
  - e. If the food listed by the school is not listed in the Food/Nutrient Guidance, you can check the Agricultural Research Service's National Nutrient Database for Standard Reference for the food item. If you find data that you feel would show that the food meets the requirement, please contact the Regional Office to discuss why you feel the food should be included in the appropriate attachment to the Food/Nutrient Guidance. The URL for the database is <http://www.ars.usda.gov/ba/bhnrc/ndl>.
  - f. If there was no food served that would meet the criteria, make a note so that you can work with the school to make changes that would help them meet the menu standards.
11. Review the Nutrition Education Worksheet carefully. Nutrition education must be provided for at least half, but no fewer than two, grade levels in the school. Determine how many grades are in the school. Determine how many grades have nutrition education. Determine if the nutrition education is part of a structured and systematic unit of instruction that involves multiple channels of communication—at least classrooms, school cafeteria, and home/parents—for each grade to which it is provided.
12. Review the Physical Activity Worksheet carefully. The opportunity for physical activity must be provided to students in every grade of the school, except kindergarten, and must meet or exceed the following criteria: The school must provide regularly scheduled physical education or structured physical activity opportunities each school week during the entire school year, before, during or after school hours.

13. A la carte foods or extra sales:

- a. If the school is applying for a Silver award, note in #7 on the Application whether or not they sell/serve food in competition with reimbursable meals during meal periods in the foodservice area. If the school checked (b), be sure the school certified that the foods sold meet the criteria specified in the instructions.
- b. If the school is applying for a Gold award, note in #3 on the Application under the Gold criteria whether or not the school sells/serves food in competition with reimbursable meals throughout the school day (including meal periods) and throughout the school campus. If the school checked (b), be sure the school certified that the foods sold meet the criteria specified in the instructions.

After completing your review of the school's application, contact the school to get missing information, if needed, and then complete your review.

If the school did not meet all the criteria for the award for which they are applying, note on the State Agency portion of the application form that the application is denied and return the school's application to them. Provide information to the school that describes specifically why they did not meet the award criteria and give technical assistance, if needed.

If your review determines that the school qualifies for the award, complete the State agency portion of the form noting that the application is approved, and have the State Child Nutrition Director sign the form. Forward the school's application, along with all the documentation, to \_\_\_\_\_, Director, Special Nutrition Programs, USDA-FNS-RO.