**Food, Body, and Mind Award Application**

**Instructions**

**Office of Superintendent of Public Instruction** (OSPI) recognizes Washington State schools', child care institutions', and non-profit organizations' extraordinary efforts to promote and support child nutrition and wellness.

**Awarded applicants** will be recognized on the OSPI Child Nutrition website and receive an award certificate signed by the OSPI Director of Child Nutrition Services. Award status lasts for 3 years following the notification of award receipt. Applications can be submitted any time and awards are distributed on an ongoing basis.

**Complete all required sections** of this form and click "submit" when you are finished. OSPI will follow up with applicants within two months to notify them of award receipt, or if additional clarification is needed to validate an award.

If you have any questions about the application or award, email Bianca Smith.

**Applicant Information**

**1) Under which USDA Child Nutrition Program will you be applying for an award?
Note: Your organization must be an existing sponsor of this program to apply for an award; for an SFSP award, you must have operated the program within the last year.**

[ ]  National School Lunch and Breakfast Programs (NSLP/SBP)

[ ]  Child and Adult Care Food Program (CACFP)

[ ]  Summer Food Service Program (SFSP)

**2) Name of Your School District/Sponsoring Organization:**

**3) Name of Applicant School/Institution/Site (or type NA if you are only applying for sponsor-level USDA Foods Entitlement Award):**

**4) Name of contact person to be notified with application follow-up questions and award notification:**

**5) Contact person's role/affiliation with applicant school/institution/meal site:**

**6) Contact Person Email:**

**7) Contact Person Phone Number:**

**Application**

**8) Which Food, Body, and Mind Award(s) is/are this CACFP Institution/SFSP Site applying for? Note: Each award category application can take about 20 - 30 minutes to complete. Your work on the application cannot be saved and completed later. If you don't want to complete all applications at once, you can submit them separately.**

[ ]  Farm to Child Nutrition Program

[ ]  Nutrition Education

[ ]  USDA Foods Entitlement (Sponsor Level Award)

[ ]  Smarter Mealtimes

[ ]  Innovative Menus

[ ]  Wellness Best Practices

[ ]  Environmental Sustainability

**Farm to Child Nutrition Program**

**9) Is at least one institution, sponsor, or site representative a member of the Washington Farm to School Network? \*Required for ALL applicants in this category**

[ ]  Yes - Name of member:

**10) Please check all items that apply to the applicant institution/site. Criteria must have been implemented and maintained throughout the last calendar year (or last summer for SFSP applicants) to meet criteria.

Meet 3 - 4 criteria = Bronze Award
Meet 5 - 6 criteria = Silver Award
Meet 7+ criteria    = Gold Award**

[ ]  Foods procured directly from a farm were served on the menu

[ ]  Local foods were procured from a distributor and served in program meals

[ ]  Sourced program meal ingredients from a school garden/school farm

[ ]  Highlighted WA grown foods when served

[ ]  Implemented Harvest of the Month

[ ]  Participated in Taste Washington Day

[ ]  Implemented taste-tests of local foods with children

[ ]  Hosted farmer for presentation, lunch or event

[ ]  Shared information about farm to CACFP/SFSP with community

[ ]  A unit of instruction or other formal educational opportunity was provided to children about agriculture

[ ]  Foodservice staff responsible for preparing meals for this program attended a farm to school or scratch cooking training

[ ]  Children were involved with gardening activities (onsite, school or community garden activities, aquaponic gardening, hydroponic gardening, or other hands on growing activities related to the production of food).

**11) In 300 words or less, please describe the applicant institution/site's efforts related to Farm to CACFP/SFSP. \*\*In your description, please highlight each of the specific criteria checked off in the previous question and any additional details you would like to share.**

**Nutrition Education**

**12) Required: A unit of instruction or other formal educational opportunity about nutrition was offered to:

CACFP Applicants: All children ages 3 and up
SFSP Applicants: All children in attendance at meal site on one day**

[ ]  This criteria was met by the applicant institution/site

**13) Please check all items that apply to the applicant institution/site. Criteria must have been implemented and maintained throughout the last calendar year (or last summer for SFSP applicants).

Meet 3 criteria   = Bronze Award
Meet 4 criteria   = Silver Award
Meet 5+ criteria = Gold Award**

[ ]  Nutrition promotional signage was displayed in each eating area and/or classroom

[ ]  Information about nutrition was sent home to parents/guardians at least once

[ ]  Care providers/site staff were provided training on personal health and wellness

[ ]  Care providers were provided training on healthy techniques for the classroom (i.e. healthy rewards, healthy adult role modeling, Smarter Mealtimes etc.)

[ ]  Institution/site hosted cooking classes for children, parents, and/or staff

[ ]  Institution served meals family style most days for most meals

[ ]  Staff sit with children at mealtime, eat the same foods served, and model healthy eating behaviors

[ ]  Food was not used as a reward or withheld as a punishment

[ ]  The institution actively promotes healthy alternatives to food-focused celebrations and parties

[ ]  Most celebrations and parties did not involve food or involved only healthier food choices, such as fruits, vegetables, and whole grains

**14) In 300 words or less, please describe the applicant institution's/site's efforts related to nutrition education. \*\*In your description, please describe the nutrition education provided to students and provide more information about each of the specific criteria checked off in the previous question.**

**USDA Foods Entitlement (Sponsor Level Award)**

**15) How much of your USDA Foods Entitlement did your sponsoring organization use during the last completed fiscal year? Note: This award is provided at the sponsor level. You do not need to complete this application for each site.**

[ ]  Used at least 92% of entitlement (Bronze)

[ ]  Used at least 95% of entitlement (Silver)

[ ]  Used at least 100% of entitlement (Gold)

**16) Email** **bianca.smith@k12.wa.us** **a one month breakfast and lunch menu that was provided in the program within the last calendar year or during the previous school year. Highlight/circle menu items that include USDA or Washington processed (W Code) items.**

**17) Email** **bianca.smith@k12.wa.us** **a picture of your most creative dish showcasing USDA or W Code foods.**

**Smarter Mealtimes**

**18) Email** **bianca.smith@k12.wa.us** **a Smarter Mealtimes scorecard completed at the applicant institution/site within the last calendar year. \*\*Award levels directly correspond to the Bronze, Silver, and Gold scorecard achievement levels, as indicated on the scorecard. If your program's meal service more closely resembles meal service in a school setting (cafeteria line service), please complete and submit a 60-Point Smarter Lunchrooms scorecard instead.**

**19) Email** **bianca.smith@k12.wa.us** **2 – 3 pictures depicting some of the Smarter Mealtimes (or Smarter Lunchrooms, if applicable)strategies the institution/site implemented.**

**20) Provide a short summary (300 word limit) of your school’s Smarter Mealtimes (or Smarter Lunchrooms, if applicable) efforts.**

**Innovative Menus**

**21) This item is required for all applicants in this category. Please check the box below to verify that the following statement is correct.**

[ ]  No major issues were identified in the sponsoring organization's last Administrative Review related to menus meeting meal pattern requirements.

**22) Email** **bianca.smith@k12.wa.us** **3 - 5 pictures that highlight some of your innovative menu offerings.**

**23) Email** **bianca.smith@k12.wa.us** **a sample one month menu from this center/home/site.

Please choose a one month menu that was provided within the last calendar year. The menu should list the items offered for each meal on each operating day of the month (you DO NOT need to provide production records or supporting documentation for the items included on the menu).**

**24) Please check all items that apply to the applicant institution/site. Criteria must have been implemented and maintained throughout the last calendar year to meet criteria.

Meet 3 - 4 criteria = Bronze Award
Meet 5 - 6 criteria = Silver Award
Meet 7+ criteria    = Gold Award**

[ ]  Institution/site conducted taste tests and gathered child input

[ ]  Institution/site participated in Meatless Mondays or a similar effort

[ ]  Served at least two servings of whole-grain-rich grains per day

[ ]  Most snacks offered included a fruit or a vegetable

[ ]  A different fruit and vegetable choice was offered each day of the week

[ ]  USDA Foods were incorporated on the menu

[ ]  Served only lean meats, nuts, legumes, or natural low-fat or reduced fat cheeses for meat/meat alternate choices

[ ]  Processed meats (i.e. deli meats, hot dogs, corn dogs, etc.) were served no more than once per week

[ ]  Frozen pre-fried foods were not served (i.e. French fries, chicken nuggets, fish sticks, etc.)

[ ]  Juice was not served

[ ]  Fresh fruits and vegetables made up most of the fruit and vegetable offerings

[ ]  Alternative meals served for dietary accommodations closely resemble menu offerings provided to other children

[ ]  Culturally appropriate foods are offered regularly on the menu

**25) In 300 words or less, please describe the applicant institution's/site's innovative menu efforts. In your description, please highlight each of the specific criteria checked off in the previous question and any additional details you would like to share.**

**Wellness Best Practices**

**26) Email** **bianca.smith@k12.wa.us****the most recently updated copy of your institution's/organization's wellness policy.**

**27) Please check off the following criteria met and maintained by your institution/site throughout the last calendar year (or last summer if you are applying for SFSP award).

3 - 4 items  = Bronze
5 - 6 items  = Silver
7+ items     = Gold**

[ ]  Sponsoring organization or Institution had a wellness committee that met regularly to discuss wellness policies for the applicant institution/site

[ ]  All care providers and administrative staff were provided training on the wellness policies

[ ]  Parents and community members were invited to participate in the wellness committee

[ ]  The wellness committee evaluated the institution’s/site's alignment with the wellness policy

[ ]  The wellness policy was shared with parents/guardians and the community

[ ]  Wellness policy includes language about healthy non-food rewards and celebrations

[ ]  Wellness policy includes language that supports breastfeeding onsite and promotion of breastfeeding to families

[ ]  Wellness policy includes language about limiting screen time for children

[ ]  Wellness policy includes language about physical activity opportunities offered to children

[ ]  Wellness policy includes language about not using food as a reward or withholding food as a punishment

[ ]  Wellness policy includes language about not withholding or requiring physical activity as a means of punishment

**28) Please describe the applicant institution's/site's efforts with developing and implementing a local wellness policy.**

**Environmental Sustainability**

**29) Please check all items that apply to the applicant institution/site. Criteria must have been implemented and maintained throughout the last calendar year (or last summer, if SFSP applicant) to meet criteria.

Meet 3 criteria   = Bronze Award
Meet 4 criteria   = Silver Award
Meet 5+ criteria = Gold Award**

[ ]  A share table was used to reduce meal waste on most days

[ ]  Institution implemented family style meals (CACFP) or the offer vs. serve meal service style (SFSP)

[ ]  A tray waste sorting station was implemented in the meal service area (recycling, compost, and trash)

[ ]  Leftover meal items that met food safety standards were donated most of the time to charitable organizations instead of being thrown away

[ ]  The institution/site composted its own waste on site

[ ]  Smarter Mealtimes/ Smarter Lunchrooms strategies were implemented to encourage selection and consumption and reduce waste

[ ]  Institution/site conducted a tray waste study

[ ]  Institution/site eliminated disposable flatware, bowls, plates, and cups

**30) In 300 words or less, please describe the applicant institution's/site's efforts related to environmental sustainability. In your description, please highlight your efforts related to the items checked off in the previous question.**

**31) Please read the following statement and add your name and date below if you agree:
*I attest to the accuracy of the information provided in this application. The applicant school/institution/meal site agrees to maintain the school wellness criteria indicated in this application for the duration of our certification as Food, Body, and Mind Awardees (three years). Furthermore, we agree to cooperate with OSPI Child Nutrition Services and other organizations upon request to publicize our efforts.***

Your Name:

Today's Date: