



PASBO Award of Excellence in School Food Service Operations

Applicant Instructions

I. Statement of Purpose and Process

PASBO's Award of Excellence in School Food Service Operations (AEFSO) is developed to encourage and recognize Local Educational Agencies (LEA) that have met the highest standards of food safety, food service program compliance, financial integrity, innovation and program improvements/enhancements.

II. Qualifications

1. Award recognition is open to any Pennsylvania LEA with a PASBO membership, including school districts, intermediate units, career and technology centers, charter schools, and private schools.
2. The LEA must be represented by an employee-applicant with leadership authority over the food service operation who is a PASBO member.
3. The applications must be complete and true, and attested to by the employee-applicant and the Chief School Administrator/Business Administrator.

III. Application Submission

To apply for this award, a food service director or school business official with oversight responsibility for food service must submit this application. For timely consideration leading to the award at the [PASBO Annual Conference](#) of a given year, **application packets must be mailed (or delivered) by November 30 to:**

Stephanie Stehman
PASBO
2608 Market Place
Harrisburg PA 17110
sstehman@pasbo.org
(717) 540-9551 x 250

Submission will be electronic ONLY and can either be mailed via flash drive or emailed via zip file. The application packet must be organized in accordance with the structure, sequence, and detail presented in this document.

IV. Administrative Process

1. The PASBO Food Service Committee will identify candidates with proven expertise in food service leadership and operations to serve as reviewers. The Association Executive Director, Committee Liaison, and PASBO staff will work with the Food Service Committee to handle the administrative details of publicity, submissions, notices, etc.
2. Upon application receipt, Applications will be subject to a preliminary review by a PASBO staff person. Applicants with a “minor deficiency” will be notified with a filing extension of 14 calendar days from date of notification. A minor deficiency is defined as a technicality involving the application independent of substantive evidence of merit (e.g. missing signature).
3. Proposals will be reviewed by a committee of three reviewers and graded with a common rubric to ensure uniformity. A reviewer’s LEA is prohibited from applying for the award during the year of the reviewer’s service.
4. Scoring tabulations will be submitted to the Food Service Committee Chairperson and PASBO staff liaison for concurrence or reversal.
5. If the final determination is for the applicant to receive the Award of Excellence, the applicant will be notified by January 31. If the award is denied, the applicant will receive a letter outlining the reasons for rejection and recommendations for correcting defects.

V. Awards

Award presentations will be made at the First General Session at the [PASBO Annual Conference](#) in March each year. LEAs will be notified by January 31 that they are to receive an award and should plan on attending the conference to receive it.

VI. Evaluative Criteria – Indicator of Excellence

Because of varied service concepts resulting from a range of contracted services, Pennsylvania school food service programs are unique in their diversity. However, LEA leadership bears the ultimate responsibility for overall operation quality, regardless of contractor involvement. A program deserving an “Excellent” designation must be excellent in all phases and adhering to national guidelines for student nutrition.

Therefore, LEAs will be evaluated consistently, regardless of their relationships with food service contractors. For award consideration, LEAs should submit contractor information as if it were their own.

Following is a list of seven Indicators of Excellence characteristic of high-quality food service operations – those deserving of the Award of Excellence in School Food Service Operations.

Category 1: Food Safety

Food safety is a top priority in school food programs. Applicants will be required to submit documents demonstrating their commitment to food safety in their programs.

Required submissions are:

1. **Serv Safe certificates** for Food Service Director and one person per kitchen location.
2. Most recent Health inspection reports for each kitchen, indicating no **significant** findings related to food safety.
3. Short narrative describing food safety practices to include summary of HACCP plan

Category 2: Food Service Compliance

Food Service Departments are required to adhere to rigorous regulations and standards per both local, state and federal requirements. Applicants will be required to submit documents demonstrating their commitment to program compliance.

Required submissions:

1. One week nutritional analysis of meals, demonstrating that all nutritional requirements have been met.
2. Copies of the most recent on-site monitoring forms for each kitchen location.
3. Copy of most recent Verification report (for non-CEP schools)
4. Report to show staff met professional training standard requirements. Report may be from Primoedge. If not, copies of agendas and sign-in sheets are necessary.

Category 3: Financial Integrity

Integrity and fiscal responsibility are key components of the Food Service Department. Applicants will be required to submit documents demonstrating their commitment to financial integrity.

Required submissions:

1. Documentation of financial reports that reflect either a positive bottom line OR an improved bottom line from one time period to another. Acceptable documents include Statements of Revenues and Expenditures, Child Nutrition Financial Report, Bank Statements, or other applicable financial information of choice.
2. Three years of historical, Budget to Actual for most recent completed fiscal year, and current budget.
3. Copy of policy or procedure regarding cash handling in the operation.
4. Copy of the most recent district auditor report, demonstrating no findings or citations.

Category 4: Innovation

Now more than ever, Food Service Directors must be innovative to maintain/increase meal participation.

Required submission:

1. One to two page essay, describing innovative practices and processes your department has implemented. Examples may include ways you get students through the serving lines as quickly as possible, ways you communicate with students, etc.

Category 5: Participation in either Farm to School, Scratch Cooking, or Environmentally Friendly Options:

To demonstrate the highest level of food excellence, SFA's should look to enhance the quality of meals served or show concern and care for the environment.

Required submissions:

1. If participating in Farm to School, send 3 copies of invoices from local farms.
2. If participating in scratch-cooking, send copy of menu along with 3 recipes.
3. If using environmentally friendly products, send specification sheets for 3 items.

Category 6: Professional Memberships and Certifications

In order to achieve excellence in food service, membership and certifications in professional memberships are encouraged.

Required submission:

1. Copy of membership or certification for the Food Service Director such as: PCBS certification OR copy of SNS specialist certificate OR other relatable certification/membership certificate.

Category 7: Increase in Meal Participation

Food Service Directors are continually tasked with increasing meal participation. Higher participation can help ensure the maximum number of students receive the nutrition they need to perform their best both physically, mentally, and academically throughout the school day. It also helps reduce food insecurity in the communities we serve.

Required submission:

1. Meal participation reports for either breakfast or lunch, demonstrating an increase in any building from month to month or year to year. (data not to exceed 2 years prior)

SIGNATURE PAGE

Please fill out the following information and submit with your application.

District Profile

Annual LEA Budget – Current Year \$ _____

Number of Students _____ Number of Schools _____

Are you district-owned or contracted? _____

Describe what contracted services are provided _____

Certification

The undersigned attest that the information included in this application and all submittals are true and accurate.

Chief School Administrator or Business Administrator

Print Name _____

Signature _____ Date _____

Food Service Director

Print Name _____

Signature _____ Date _____