Administrative Review Questions

Smart Snacks Matrix

Administrative Review Questions & Implementation Strategies

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| **Administrative Review Questions** | **Answer** |
| What are the SFA’s food sale policies? List all types of sales to include the selling of non-food items in combination with food items.  |   |
| What is the SFA’s process for determining compliance with non-packaged or recipe (combination foods that do not label) food items?  |   |
| How does the SFA account for accompaniments when determining whether food items meet the Smart Snack standards?  |   |
| Where are students able to purchase foods during the school day (cafeteria, vending machines, school store(s), snack/coffee bar, concession stand, fundraisers, other)? |   |
| Do foods and beverages sold at each venue to students during the school day, including a la carte foods and beverages sold during meal services, meet Smart Snacks standards?  |   |
| If a school has mixed grades, do beverages meet requirements for the youngest age? |   |
| Does the school hold fundraisers? If so, did schools observe the State-defined limit on fundraisers? |   |
| How does school/district monitor fundraisers? |   |
| What documentation is maintained for food and beverage items sold during the school day? |   |
| Are exempt leftover NSLP entrees only sold the same day, or the day after, they are initially offered? |   |
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Implementation Strategies

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| **Implementation Strategies** | **Actions Taken/Planned to Implement Strategy** |
| **Know your venues**- Identify all the places in your schools where snacks and beverages are being sold. - Identify the person(s) responsible for sales in each location- Determine what changes need to be made at each venue |   |
| **Implementation Strategies** | **Actions Taken/Planned to Implement Strategy** |
| **Build consensus**- Educate school communities about the standards - Understand who is responsible for what- Collaborate with school nutrition staff, students, teachers, school nurses, administrators, community members, etc. |   |
| **Know your products**- Take an inventory and make sure your products meet the Smart Snacks standards- Check all products- Use the calculator!- Maintain records of foods and beverages sold |   |
| **Work with vendors**- Communicate with your vendors about the Smart Snacks standards and which products will need to be replaced |   |
| **Combine efforts**- Communicate and work with other districts on best practices and products that have worked well- Network with other districts at trainings and conferences |   |
| **Communicate**- Communicate ahead of time- Ensure you are communicating information about the new standards to all your stakeholders  |   |
| **Promote**- Promote and market the new, healthy choices in your schools- Have students help with marketing- Have promotional items- Make the venues appealing |   |
| **Engage students** - Involve students in the process wherever you can- Take student feedback into consideration when selecting healthy snacks (focus groups, survey, taste tests)  |   |
| **Update your Local Wellness Policy****Proposed rule requires:** Nutrition guidelines for all foods and beverages available on the school campus during the school day that are consistent with the Smart Snacks in School nutrition standards and policies for food and beverage marketing - Optional: celebrations, fundraisers, food brought from home |   |