

Food and Nutrition

Program Overview

The Food and Nutrition Department manages all aspects of the school food and nutrition program and the Food Service Fund. The Department's primary purpose is to support the educational process and community through the provision of convenient, economical, and healthy meals for students. This is achieved through the operation of the following federal and state funded Child Nutrition Programs:

- National School Lunch Program – In FY 2016, 3,296,515 lunches were served to HCPS students, a decrease of 89,473 over the previous year. The decrease was due to a drop in enrollment and fewer serving days. Every year the menu is audited under state and federal nutritional guidelines and found to be in concordance with such. HCPS continues to be among the lowest priced school meals in the State of Maryland, reflecting sound financial management and excellent cost controls.
- School Breakfast Program – Breakfast is offered in every school, every day. In FY 2016, 1,517,703 breakfasts were served, an increase of 33,696 over the previous year. The increase was primarily due to an increase in classroom breakfast sites and innovative ideas of staff to build participation.
- After School Snack Program – Offered in conjunction with education programs in selected sites, this program serves approximately 700 nutritional snacks per day in support of these programs.
- Maryland Meals for Achievement Program – Supported by State funds, this program provides free breakfast, served in the classroom at twelve schools, nine elementary and three middle schools. Over 6,200 students receive this meal daily, but the program is limited by available funding. By beginning the day with a healthy breakfast, the program has effectively reduced school nurse visits and improved attendance and student achievement.
- USDA Commodity Food Program – Provided 15% of food expenditures for FY 2016, including fresh cut apples, raisins and many other items.
- Summer Food Service Program – Operates in conjunction with education programs and community supported programs over the summer, serving over 1,000 meals per day.
- Free and Reduced Meal Application (FARMA) Program – Program is monitored by the USDA as part of the National School Lunch Program. Meal benefit applications are reviewed and benefits determined by the Food & Nutrition Department. This data provides great value to HCPS as it is used to determine funding levels and allocations in certain programs.

ACCOMPLISHMENTS – FY 2016

- Program operated at a level above the breakeven mark and invested over \$200,000 into new and replacement equipment to keep kitchens operating effectively and efficiently.
- One staff member was recognized as Maryland Manager of the Year and another was recognized as Employee of the Year.
- Started Supper Program in several sites under the Child and Adult Care Feeding Program (CACFP) to meet the needs of the community.

GOALS – FY 2018

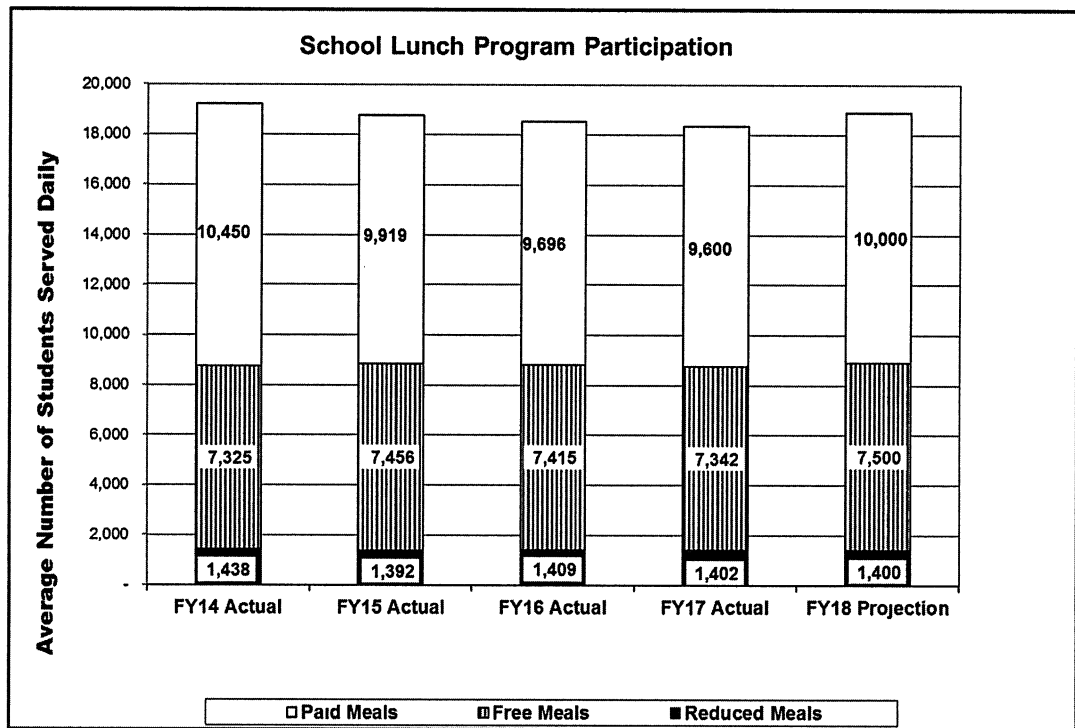
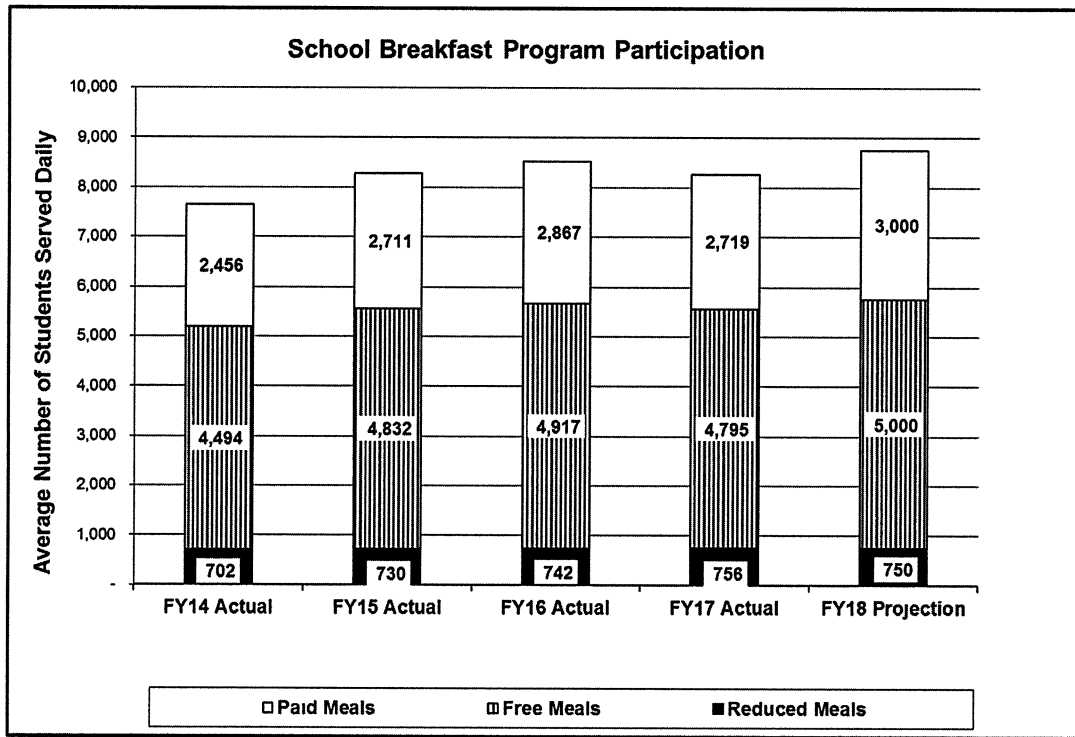
- Through sound financial management, continue to work on a breakeven status. (Board Goal 4)
- Expand outreach through CACFP and other programs to meet the needs of the community. (Board Goal 2)
- Establish consistent professional development programs to ensure continuity and consistency in standards for the organization. (Board Goal 3)

OBJECTIVES – FY 2018

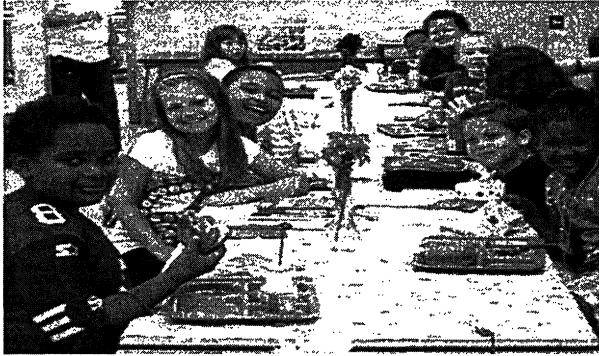
- Operate at a breakeven rate and invest over \$200,000 in new and replacement equipment.
- Increase SNA certification of staff to 80% of managers, 50% of kitchen assistants.
- Continue to develop online presence as a tool for outreach and feedback

Food and Nutrition

During FY 2018, the Food and Nutrition Program projects to sell 27,650 meals each school day or more than 5 million meals over the school year. The average number of students served breakfast and lunch daily is provided in the following charts:



Food and Nutrition



Harford County Public Schools Food and Nutrition Positions

POSITION	Budget FY2014	Budget FY2015	Budget FY2016	Budget FY2017	FY17-18 Change	Budget FY2018
Food Service Worker	230	230	230	230	0	230
FS Warehouse & Mechanics	7	7	7	7	0	7
Managers	15	15	15	15	0	15
Supervisor	1	1	1	1	0	1
Assistant Supervisor	2	2	2	2	0	2
Specialist	3	3	3	3	0	3
Account Clerk	3.5	3.5	3.5	3.5	0	3.5
Clencal	1	1	1	1	0	1
Dietician	1	1	1	1	0	1
Total Food and Nutrition Budgeted Positions	263.5	263.5	263.5	263.5	0	263.5



Food and Nutrition

The following tables detail the actual revenue from FY 2015 to FY 2017 and the budgeted revenue for FY 2017 and FY 2018.

Harford County Public Schools Food and Nutrition Revenue										
	Actual FY14		Actual FY15		Actual FY16		Actual FY17		Budget FY18	
Student Payments	\$ 6,928,478	44.3%	\$ 7,103,038	43.9%	\$ 7,141,875	42.3%	\$ 7,122,890	41.7%	\$ 7,144,225	41.7%
State Sources:										
Reimbursement Lunches	149,153	1.0%	148,115	0.9%	148,973	0.9%	144,145	0.8%	160,176	0.9%
Reimbursement Breakfast	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Other Revenue	240,196	1.5%	266,401	1.6%	298,506	1.8%	225,261	1.3%	298,700	1.7%
Total State Revenue	\$ 389,349	2.6%	\$ 414,616	2.6%	\$ 447,479	2.6%	\$ 369,407	2.2%	\$ 458,876	2.7%
Federal Sources:										
Reimbursement - Lunch	625,295	4.0%	611,089	3.8%	604,092	3.6%	622,086	3.6%	747,419	4.4%
Reimbursement - Fresh Fruit & Veg.	23,800	0.2%	24,999	0.2%	25,838	0.2%	16,116	0.1%	-	0.0%
Reimbursement - F/R Lunches & Snacks	4,583,205	29.3%	4,788,314	29.6%	5,072,685	30.0%	4,994,011	29.3%	5,246,781	30.6%
Reimbursement - Breakfast	1,778,467	11.4%	1,988,472	12.3%	1,858,255	11.0%	2,103,032	12.3%	1,981,720	11.6%
Commodities	954,718	6.1%	948,268	5.9%	1,188,268	7.0%	1,122,067	6.8%	1,000,000	5.8%
Child and Adult Care Food Program	-	0.0%	930	0.0%	216,680	1.3%	323,351	1.9%	265,265	1.5%
Other Revenue	181,639	1.2%	146,140	0.9%	198,892	1.2%	234,084	1.4%	204,477	1.2%
Total Federal Revenue	\$ 8,147,124	52.0%	\$ 8,508,212	52.6%	\$ 9,164,711	54.2%	\$ 9,414,747	55.1%	\$ 9,445,662	55.0%
Other Revenue	\$ 189,108	1.2%	\$ 153,366	0.9%	\$ 141,334	0.8%	\$ 164,161	1.0%	\$ 100,000	0.6%
Interest Income	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Appropriated Fund Balance	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Total Food Service Revenue	\$ 15,654,059	100%	\$ 16,179,122	100%	\$ 16,895,399	100%	\$ 17,071,204	100%	\$ 17,148,763	100%

Harford County Public Schools Food and Nutrition Fund Statement					
	Actual FY14	Actual FY15	Actual FY16	Actual FY17	Budget FY18
Revenues:					
Student Payments	\$ 6,928,478	\$ 7,103,038	\$ 7,141,875	\$ 7,122,890	\$ 7,144,225
Total State Revenue	\$ 389,349	\$ 414,616	\$ 447,479	\$ 369,407	\$ 458,876
Total Federal	\$ 8,147,123	\$ 8,508,212	\$ 9,164,711	\$ 9,414,747	\$ 9,445,662
Total Other: Local or Miscellaneous	\$ 189,108	\$ 153,356.00	\$ 141,334	\$ 164,161.00	\$ 100,000.00
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
Designated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Total Receipts	\$ 15,654,058	\$ 16,179,122	\$ 16,895,399	\$ 17,071,206	\$ 17,148,763
Expenditures					
Excess/deficit revenues over Expenditures	\$ 227,604	\$ 214,549	\$ 133,649	\$ (193,123)	\$ -
Beginning Fund Balance	\$ 2,602,262	\$ 2,785,041	\$ 2,961,999	\$ 2,991,031	\$ 2,797,908
Increase (decrease) in reserve for inventory	\$ (44,825)	\$ (37,591)	\$ (73,722)	\$ -	\$ -
Designated Fund Balance from prior FY	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance	\$ 2,785,041	\$ 2,961,999	\$ 3,021,926	\$ 2,797,908	\$ -
Reserve for inventory - end of year	\$ (142,208)	\$ (104,617)	\$ (30,895)	\$ -	\$ -
Designated Fund Balance for next FY	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 2,642,833	\$ 2,857,382	\$ 2,991,031	\$ 2,797,908	\$ -
Notes:					
Figures are reported on a Non-GAAP basis and have been rounded. Commodities are treated as inventory.					
Year-end adjustments are made based on the results of the physical inventory.					
The Board does not adopt the Food and Nutrition budget. The budget is developed as a management tool.					

Food and Nutrition

Federal guidelines allow school systems operating the Child Nutrition Programs to maintain a Food Service fund balance up to 3 months operating expenses. This would be equivalent to approximately \$4.5 million, or more than the FY 2016 fund balance. A plan designating these funds for specific reinvestment projects has been developed to ensure the long term success of the Food and Nutrition Program. Past use of this reinvestment strategy has been an important component of the positive fiscal performance of the program. The Food and Nutrition Department utilized fund balance for the ongoing Plan for Asset Replacement (PAR) and system improvements. Major improvement projects include upgrading of technology equipment and ongoing PAR. Each year the PAR is reassessed as resources become available.

Projected Asset Improvement and Replacement Plan

Technology Upgrades	\$ <u>40,000</u>
Planned Asset Replacement (3 years ongoing)	\$ <u>221,677</u>

Project Improvements

Technology Upgrades – Computers are in need of a refresh every 4 – 5 years. This is designed to keep the cost of upgrading computers lower over the long-term and make the system more reliable.

Planned Asset Replacement (PAR) – The planned asset replacement project will allow for the planned replacement of equipment that is no longer functional or has exhausted its useful life. The plan will also allow for improved storage, cooking, and holding of food, resulting in improved quality for students and improved work environment for employees. This replacement of equipment is ongoing and is to be considered part of the normal budget.

Food and Nutrition

BY OBJECT CODE	FY15 Actual	FY16 Actual	F17 Actual	FY17 Budget	17-18 Change	FY18 Budget
Salaries	\$5,245,747	\$5,412,033	\$5,672,384	\$5,841,655	(\$10,803)	\$5,830,852
Contracted Services	\$346,275	\$385,809	\$443,897	\$341,464	\$16,536	\$358,000
Supplies	\$7,985,845	\$8,173,934	\$8,339,041	\$7,799,022	\$153,446	\$7,952,468
Other Charges	\$2,118,918	\$2,546,126	\$2,658,992	\$2,724,460	\$94,179	\$2,818,639
Equipment	\$267,788	\$243,848	\$180,909	\$180,108	\$8,696	\$188,804
TOTAL	\$15,964,573	\$16,761,750	17,295,223	\$16,886,709	\$262,054	\$17,148,763

BY STATE CATEGORY	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
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FOOD PREPARATION & DISPENSING SERVICES

1 MAINTENANCE/MECHANICS/TECHS						
51XX 51120	\$340,581	\$341,992	344,939	\$362,000	(\$13,115)	\$348,885
2 FOOD SERVICE/CAFETERIA						
51XX 51135	\$3,813,931	\$3,984,197	4,175,775	\$4,404,166	\$2,133	\$4,406,299
3 FOOD SERVICE SUBSTITUTES						
51XX 51136	\$338,049	\$340,042	358,970	\$273,843	\$2,739	\$276,582
4 FOOD SERVICE - SPECIAL EVENTS						
51XX 51137	\$4,253	\$2,088	4,137	\$5,500	\$0	\$5,500
5 OTHER SALARIES						
51XX 51170	\$9,766	\$4,666	5,541	\$1,500	\$0	\$1,500
6 REPAIRS-EQUIPMENT						
51XX 52315	\$655	\$4,903	5,976	\$0	\$0	\$0
7 REFUSE DISPOSAL						
51XX 52385	\$86,040	\$86,031	127,542	\$90,000	\$5,000	\$95,000
8 COMMODITY DISTRIBUTION						
51XX 52435	\$2,771	\$299	184	\$1,500	\$0	\$1,500
9 REPAIRS/MAINTENANCE-VEHICLES						
51XX 53325	\$26,308	\$25,706	22,039	\$27,000	\$0	\$27,000
10 CLEANING						
51XX 53430	\$38,868	\$43,705	48,420	\$35,000	\$0	\$35,000
11 USDA COMMODITIES						
51XX 53435	\$985,859	\$1,261,990	1,038,145	\$975,000	\$25,000	\$1,000,000
12 OFFICE						
51XX 53440	\$20,768	\$16,020	19,539	\$1,500	\$0	\$1,500
13 UNIFORMS-STAFF						
51XX 53535	\$22,339	\$22,784	22,062	\$25,000	\$3,000	\$28,000
14 HARDWARE						
51XX 53545	\$16,900	\$27,915	38,664	\$22,000	\$8,000	\$30,000
15 DETERGENTS						
51XX 53550	\$1,408	\$38,275	50,300	\$24,000	\$0	\$24,000
16 MEDICAL						
51XX 53585	\$432	\$0	345	\$0	\$0	\$0

BY STATE CATEGORY			FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
17	MEDICAL							
51XX	53585	\$0	\$540	0	\$0	\$0	\$0	
18	BREAD							
51XX	53590	\$155,930	\$181,229	187,246	\$104,050	\$1,041	\$105,091	
19	CANNED, DRY & FROZEN FOODS							
51XX	53595	\$4,134,571	\$3,965,824	4,156,147	\$4,069,250	\$81,385	\$4,150,635	
20	ICE CREAM							
51XX	53600	\$104,351	\$95,001	101,767	\$110,324	\$1,104	\$111,428	
21	MILK							
51XX	53615	\$1,040,150	\$940,045	956,714	\$1,040,300	\$10,403	\$1,050,703	
22	CHIPS, PRETZELS, CAKES							
51XX	53620	\$535,931	\$623,758	755,675	\$511,034	\$5,111	\$516,145	
23	PRODUCE							
51XX	53625	\$521,241	\$572,705	552,869	\$537,599	\$10,752	\$548,351	
24	FOOD SERVICE PAPER PRODUCTS							
51XX	53630	\$165,911	\$172,679	178,324	\$147,915	\$2,958	\$150,873	
25	FOOD SERVICE REPAIR PARTS							
51XX	53635	\$192,775	\$163,816	187,466	\$141,550	\$692	\$142,242	
26	OTHER							
51XX	54170	\$0	\$0	0	\$0	\$0	\$0	
27	TRAINING							
51XX	54580	\$0	\$0	9,678	\$25,000	\$0	\$25,000	
28	RETIREMENT							
51XX	54665	\$291,129	\$259,675	267,260	\$271,949	\$28,051	\$300,000	
29	SOCIAL SECURITY							
51XX	54675	\$344,754	\$357,484	374,036	\$363,600	\$26,400	\$390,000	
30	WORKER'S COMPENSATION							
51XX	54685	\$151,080	\$152,897	161,950	\$161,250	\$3,750	\$165,000	
31	HEALTH INSURANCE							
51XX	54690	\$1,054,618	\$1,467,702	1,513,966	\$1,561,250	\$23,721	\$1,584,971	
32	DENTAL INSURANCE							
51XX	54695	\$64,436	\$84,327	81,548	\$91,400	(\$6,400)	\$85,000	
33	LIFE INSURANCE							
51XX	54700	\$4,590	\$6,201	5,598	\$5,065	\$1,935	\$7,000	
34	TRAVEL, PROFESSIONAL							
51XX	54720	\$12,616	\$12,310	9,258	\$12,500	\$0	\$12,500	
35	PROFESSIONAL DUES							
51XX	54730	\$2,374	\$3,587	5,068	\$5,000	\$0	\$5,000	
36	INSTITUTES, CONFERENCES, MTGS							
51XX	54750	\$12,067	\$6,294	11,810	\$12,500	\$0	\$12,500	
37	OTHER EQUIPMENT							
51XX	55170	\$246,438	\$204,766	174,464	\$150,108	\$8,696	\$158,804	
TOTAL FOOD PREPARATION & DISPENSING SERVICES			\$14,743,890	\$15,471,453	\$15,953,422	\$15,569,653	\$232,356	\$15,802,009

BY STATE CATEGORY			FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
<i>SERVICE AREA DIRECTION</i>								
38	PROFESSIONAL							
5001	51100		\$301,176	\$309,927	316,784	\$320,319	\$7,466	\$327,785
39	CLERICAL							
5001	51110		\$142,632	\$134,360	158,220	\$162,562	(\$14,797)	\$147,765
40	MAINTENANCE/MECHANICS/TECHS							
5001	51120		\$292,277	\$291,599	304,456	\$311,765	\$4,771	\$316,536
41	MAINT./MECH./TECH. SUBSTITUTES							
5001	51121		\$3,082	\$3,152	3,562	\$0	\$0	\$0
42	CLERICAL OVERTIME							
5001	51150		\$0	\$10	0	\$0	\$0	\$0
43	OTHER CONTRACTED SERVICES							
5001	52170		\$190,481	\$211,409	221,231	\$178,464	\$6,536	\$185,000
44	AUDITING							
5001	52185		\$8,784	\$0	9,353	\$9,000	\$0	\$9,000
45	BIDS/ADVERTISING							
5001	52210		\$0	\$0	0	\$1,500	\$0	\$1,500
46	MACHINE RENTAL-POSTAL & OTHER							
5001	52370		\$1,792	\$21,905	1,166	\$5,000	\$5,000	\$10,000
47	SOFTWARE MAINTENANCE							
5001	52380		\$55,752	\$61,262	78,445	\$56,000	\$0	\$56,000
48	OFFICE							
5001	53440		\$5,033	\$2,782	5,395	\$5,500	\$2,000	\$7,500
49	PRINTING							
5001	53445		\$0	\$0	0	\$7,000	\$0	\$7,000
50	POSTAGE/COURIER SERVICE							
5001	53450		\$14,012	\$13,066	14,654	\$12,000	\$0	\$12,000
51	BULLETINS, GUIDES, ETC.							
5001	53476		\$3,058	\$6,094	3,270	\$3,000	\$2,000	\$5,000
52	MEDICAL							
5001	53585		\$0	\$0	0	\$0	\$0	\$0
53	SOCIAL SECURITY							
5001	54675		\$56,546	\$56,537	59,901	\$60,790	\$2,588	\$63,378
54	HEALTH INSURANCE							
5001	54690		\$114,637	\$129,126	149,145	\$141,750	\$14,390	\$156,140
55	DENTAL INSURANCE							
5001	54695		\$7,350	\$8,017	8,334	\$9,214	(\$214)	\$9,000
56	LIFE INSURANCE							
5001	54700		\$1,537	\$1,519	1,428	\$1,692	(\$42)	\$1,650
57	TRAVEL, PROFESSIONAL							
5001	54720		\$0	\$0	12	\$750	\$0	\$750
58	TRAVEL, TECHNICAL/SUPPORT STAFF							
5001	54725		\$0	\$0	0	\$750	\$0	\$750

BY STATE CATEGORY	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
59 INSTITUTES, CONFERENCES, MTGS						
5001 54750	\$1,184	\$450	0	\$0	\$0	\$0
60 OTHER EQUIPMENT						
5001 55170	\$0	\$374	0	\$0	\$0	\$0
61 COMPUTERS/BUSINESS EQUIPMENT						
5001 55805	\$21,350	\$38,708	6,445	\$30,000	\$0	\$30,000
TOTAL SERVICE AREA DIRECTION	\$1,220,683	\$1,290,297	\$1,341,801	\$1,317,056	\$29,698	\$1,346,754
GRAND TOTAL	\$15,964,573	\$16,761,750	\$17,295,223	\$16,886,709	\$262,054	\$17,148,763