



2015-2016 SCHOOLS APPLICATION PACKET

The NJ Department of Agriculture's JERSEY FRESH FARM TO SCHOOL RECOGNITION PROGRAM highlights efforts that bring produce from New Jersey's farms into school cafeterias. Initiatives include school gardening, farm visits, and culinary classes and the integration of food-related education into the regular, standards-based classroom curriculum. The United States Department of Agriculture (USDA) supports the program, through research, training, technical assistance, and grants.

Participation in the *JERSEY FRESH FARM TO SCHOOL RECOGNITION PROGRAM* will recognize and promote your school's efforts to serve *Jersey Fresh* produce and support local agriculture. This recognition program is an opportunity to expand your school's farm to school efforts and highlight *Jersey Fresh* produce in your school meals. Locally grown produce is healthy and has a crisp, flavorful taste students will enjoy. This program encompasses endless educational opportunities to learn about good nutrition and the New Jersey agricultural industry.

Participating schools will receive an exclusive *Jersey Fresh Farm to School* promotional materials kit for use in the school cafeteria and to inform your community about your participation in the program. The kit will include *Jersey Fresh Farm to School* logo items such as a banner, aprons, pencils, pins, key chains, and a flash drive containing program and media templates to customize announcements of your farm to school activities.

NJ DEPARTMENT OF AGRICULTURE

JERSEY FRESH FARM TO SCHOOL RECOGNITION PROGRAM

2015-2016 SCHOOLS APPLICATION PACKET

In January 2011, Governor Christie signed legislation establishing the last week of September every year as “***Jersey Fresh*** Farm to School Week.” This year ***Jersey Fresh*** Farm to School Week is September 21 – 25. The objectives of the week are:

- Strengthen children’s and the school communities’ knowledge about agriculture and nutrition
- Increase children’s consumption of ***Jersey Fresh*** fruits and vegetables
- Increase market opportunities for farmers

I. EXPECTATIONS OF PARTICIPATING SCHOOLS:

Jersey Fresh Farm to School Week, September 21 – 25, 2015:

- Plan at least one (1) promotion/event during the annual ***Jersey Fresh*** Farm to School Week. Provide NJDA School Nutrition staff with documentation, including pictures (with signed releases), flyers, menus, copies of web postings, etc.
- Menu and serve at least one (1) ***Jersey Fresh*** item **each day**. Documentation must be provided for the product served and farm from which it was sourced.
- Highlight a “Did You Know?” fact during morning announcements about a local fruit or vegetable being served.

National Farm to School Month, October 2015:

- Plan at least one (1) promotion/event during October’s National Farm to School Month. Provide NJDA School Nutrition staff with documentation, including pictures (with signed releases), flyers, menus, copies of web postings, etc.
- Menu and serve at least one (1) ***Jersey Fresh*** item **each week**. Documentation must be provided for the product served and farm from which it was sourced.

Participation Requirements:

- During April, November and December, menu and serve at least one (1) ***Jersey Fresh*** items each month.
- During May and June, menu and serve at least two (2) ***Jersey Fresh*** item each month.
- Promote the consumption of ***Jersey Fresh*** produce through signage in the cafeteria and on the school menus. Promotional materials will be provided.
- Where possible, incorporate school garden produce into the menu. Promote the school’s garden through recipe samplings or taste tests in the cafeteria.
- Work with school food service personnel and appropriate faculty to coordinate a nutrition lesson related to the consumption of fruits and vegetables.
- Partner with other organizations, i.e.: Parent-teacher groups, Rutgers Cooperative Extension, community farmers markets, NJ Farm to School Network, NJ School

Nutrition Association, NJ Farm Bureau, NJ Agricultural Society, etc., to assist with events and nutrition education.

- Have a school garden or be in the planning stages of implementing a school garden. Gardens can include window-sill/container gardens, raised beds, greenhouse, courtyard/outdoor classrooms.

II. SELECTION OF SCHOOLS

- Schools must administer, in good standing, the National School Lunch Program.
- Submit a complete application packet with required documents.
- Submit a certification of support from each school, signed by the school food service director, and the administrator (i.e.: Business Administrator, Executive Director, etc. as designated in SNEARS) responsible for the program.

III. PROGRAM TIMELINE

- May 1, 2015 Application packets are due.
- June 1, 2015 Selected schools to be notified and a list of farmers will be provided to schools.
- June/July/August Plan and begin communications with farmers as described in Participation Requirements.
- August 1, 2015 Promotional materials will be mailed to schools.
- September 21 – 25, 2015 Conduct **Jersey Fresh** Farm to School Week activities.
- October 2015 Conduct National Farm to School Month activities.
- November 30, 2015 Submit required documentation to NJDA School Nutrition staff.

IV. APPLICATION REVIEW AND SCORING CRITERIA

- A committee of representatives from the New Jersey Department of Agriculture will review applications.
- LEAs can apply for entire district participation or school-specific participation.

The NJ Department of Agriculture's *Jersey Fresh Farm to School Recognition Program* application packets must be postmarked by May 1, 2015 and sent to the address below.

FAXED APPLICATION PACKETS WILL NOT BE ACCEPTED.

Regular mail (US Postal Service):

**NJ Department of Agriculture
Division of Food and Nutrition
PO Box 334
Trenton, NJ 08625-0334
Attn: Jacqueline Bricker**

**Hand delivered mail (such as
FedEx or UPS):**

**NJ Department of Agriculture
Division of Food and Nutrition
22 S. Clinton Ave., 3rd Floor
Trenton, NJ 08609
Attn: Jacqueline Bricker**

Questions should be directed to Jacqueline Bricker at 609-984-0692.

Attachment A

**The NJ Department of Agriculture's Jersey Fresh Farm to School
Recognition Program
FY 2015 Application Checklist and Certification Form**

School District (LEA): _____ County _____

Child Nutrition Program Agreement # _____

Is Application for: Entire district Single Site Multiple Sites

Food Service Director Name _____

Office Address _____

Contact Phone _____ Email _____

This checklist is provided to assist the applicant in making sure that a complete application is submitted. Incomplete applications will not be considered.

Please compile application in the following order:

- Application Checklist & Certification (**Attachment A**) NOTE: Proper original signatures required
- Completed Activity Questionnaire (**Attachment B**)
- Narrative, per instructions in (**Attachment C**)
- School listing (**Attachment D**)
- If available, other documents indicating past Farm to School activities

Certification: *I have reviewed this application and verify its contents to be accurate. I agree to fulfill the expectations and requirements of the program.*

Administrator (Superintendent, Business Administrator or Authorized Representative): <i>(Please type or print name)</i>	
Administrator Signature:	Title:
Food Service Director Name: (Please type or print name)	
Food Service Director Signature:	Date:

**FARM TO SCHOOL
ACTIVITY QUESTIONNAIRE
School Year 2015-2016**

NATIONAL SCHOOL LUNCH PROGRAM

1. School lunches include a variety of **vegetables**. Check all that apply:
 - Fresh vegetables are offered **every day**.
 - Fresh vegetables are offered **at least 3 times per week**.
 - Fresh vegetables are offered **less than 3 times per week**.
 - Fresh vegetables are offered **less than once a week**.
 - Our district/school is in compliance with the new meal pattern, and offers the required variety of vegetables weekly.
 - Our district/school offers a farm stand/salad bar daily that includes fresh vegetables.
 - Our district/school offers locally grown vegetables in our menu selections.
 - Our district/school highlights, through signage, when locally grown vegetables are offered.

2. School lunches include a variety of **fruits**. Check all that apply:
 - Fresh fruits are offered **every day**.
 - Fresh fruits are offered **at least 3 times per week**.
 - Fresh fruits are offered **less than 3 times per week**.
 - Fresh fruits are offered **less than once a week**.
 - Our district/ school is in compliance with the new meal pattern and offers the required variety of vegetables weekly.
 - Our district/school offers a farm stand/salad bar daily that includes fresh fruits.
 - Our district/school offers locally grown fruits in our menu selections.
 - Our district/school highlights, through signage, when locally grown fruits are offered.

3. Describe some innovative ways you have included the new meal program requirements of fresh fruits and vegetables into your school lunch program that have proven successful.

FARM TO SCHOOL – SCHOOL GARDENS, NUTRITION EDUCATION

4. Does your school have a school garden?
- Yes
 No, skip to question #7
5. Are any of the items grown in the school garden served to the students?
- Yes, as part of the NSLP
 Yes, as samplings, not part of NSLP
 As samplings and as part of NSLP
 No
6. Who maintains or is involved with the school garden project?
- Food Service Program personnel
 Principal / Vice Principal
 Teachers
 School Nurse
 Students
 Parents / PTA
 Other _____
7. Do you plan to start a school garden?
- Yes
 No
8. Nutrition information is provided to students. Check all that apply:
- Information is not provided.
 Information is provided on the menus.
 Signage in the school cafeteria provides nutritional information.
 Signage is at the point of food service, providing information on the day's offerings.
 Information is on the food service department's section of the school web site.
 Other _____
9. The school partners with outside organizations (Parent-teacher organizations, Rutgers Cooperative Extension, community farmers markets, NJ Farm to School Network, NJ School Nutrition Association, NJ Farm Bureau, NJ Agricultural Society, etc.) for resources or programming on nutrition and physical activity:
- Annually
 Twice a year
 Quarterly
 Monthly
 Weekly
 Never
- LIST THE ORGANIZATIONS:

ATTACHMENT C

1. Provide an essay describing specific ways you have incorporated the Farm to School initiative into your district/schools' food service program. Describe any special activities held at the school to promote the consumption of **Jersey Fresh** produce during the **Jersey Fresh** Farm to School Week and National Farm to School Month. Explain how this school's designation as a **Jersey Fresh Farm to School** participant will improve the school community's appreciation for locally grown agricultural products. The narrative should be not more than one (1) typed, double-spaced page using #12 font.

ATTACHMENT D

School District:

School Name:	School Contact Name:	Phone Number:	E-mail Address:	School Enrollment:	Grade Designation:	No. of Food Service Staff