

## Frequently Asked Questions

Leaders for School Wellness Subgrant Informational Webinar – October 24, 2017  
Arizona Department of Education  
Updated November 6, 2017

**1. Can multiple districts apply together for funding through an organization like a health department or SNAP funded program?**

No, only Local Education Agencies (LEAs) may apply for the subgrant. Each LEA must apply separately. If the LEA is awarded, grant funds can only be provided to the single LEA.

**2. For the nutrition education, are there any specific curricula that must be used or is recommended?**

Yes, at minimum LEAs are required to present the Serving Up MyPlate curriculum to each 4<sup>th</sup> and 5<sup>th</sup> grade classroom at each participating grant site.

The Serving Up MyPlate curriculum: <https://www.fns.usda.gov/tn/serving-myplate-yummy-curriculum>.

LEAs are able to provide additional nutrition education. ADE prefers that LEAs will continue to use already created Team Nutrition materials. For a complete list of Team Nutrition resources, please review the *Team Nutrition Resources* attached to the end of this FAQ.

**3. The Serving Up MyPlate curriculum is composed of 3 lessons (or Courses) with 3 sessions each for a total of 9 sessions. For the purposes of the grant, would each session be considered a Lesson, which if the curriculum was delivered in its entirety, would then count as nine lessons?**

The entire Serving Up MyPlate curriculum will need to be completed each year. The curriculum consists of 3 lessons (courses). Found within the course materials, LEAs may adopt USDA's recommended pacing of scheduling 9 sessions to fulfill the 3 lessons. The LEA can determine how many sessions will be conducted to complete all 3 lessons (courses) each year.

Level 2 (Grades 3 and 4) has three lessons. If the LEA adopts the USDA recommended pacing, the LEA will schedule a total of nine sessions to be completed within Year 1 for 4<sup>th</sup> graders. During Year 2, all nine sessions will be repeated for the new class of 4<sup>th</sup> graders.

(1) First Course: We Are What We Eat:

- Session 1- First Taste, Digging In (Part A)

- Session 2- Digging In (Part B)
  - Session 3- Digesting It All
- (2) Second Course: You Be the Chef:
- Session 1- First Taste
  - Session 2- Digging In
  - Session 3- Digesting It All
- (3) Third Course: The Science of "Sometimes" Foods
- Session 1- First Taste, Digging In (Part A)
  - Session 2- Digging In (Part B, Part C)
  - Session 3- Digesting It All

Level 3 (Grades 5 and 6) has three lessons. If the LEA adopts the USDA recommended pacing, the LEA will schedule a total of nine sessions to be completed within Year 1 for 5<sup>th</sup> graders. During Year 2, all nine sessions will be repeated for the new class of 5<sup>th</sup> graders.

- (1) First Course: MyPlate, Myself:
- Session 1- First Taste
  - Session 2- Digging In
  - Session 3- Digesting It All
- (2) Second Course: Know Your Nutrients:
- Session 1- First Taste
  - Session 2- Digging In
  - Session 3- Digesting It All
- (3) Third Course: Decisions, Decisions!:
- Session 1- First Taste
  - Session 2- Digging In
  - Session 3- Digesting It All

#### **4. What is considered "full-time"?**

LEAs will be required to hire a full-time wellness coordinator. A full-time position is a year-round employee, working 40 hours per week.

#### **5. Currently my budget cannot support an additional employee; I know that this grant would cover that cost. How do I get support from my superintendent after the two years? Would one of their jobs be to build the menu?**

We hope to impact student knowledge, attitudes and behaviors, and the progress of the Local Wellness Policy, and the Wellness Coordinator. ADE will be working closely with our evaluator to provide school districts any data that may be helpful in supporting to sustain their role after grant funds have expired.

During the grant project, February 2018- June 2020, the Wellness Coordinator should not be responsible for menu planning.

**6. Is a copy of the student evaluation included in the RFA?**

No, the evaluation is not provided in the RFA. Per the 2017 USDA Team Nutrition Training Grant, ADE must follow required metrics per to measure certain aspects of the grant.

Below are the tools that will be used for student nutrition knowledge, attitudes and behaviors:

- KAN-Q (Kids Activity and Nutrition Questionnaire)
- FFVP Diaries (Fresh Fruit and Vegetable Diaries)
- Production Records
- School Meal Participation Records

ADE will provide subgrant awardees a separate webinar reviewing the expectations of completing the evaluation portion of the subgrant.

**7. How much support can the LEA expect from ADE in terms of training and technical assistance? Monthly calls?**

ADE will provide significant technical assistance to subgrant awardees. At any time during the grant project, awardees are able to directly contact the ADE Grant Director. Additionally, ADE will provide:

- In-person training offered March 2018 to subgrant awardees on the required grant activities, evaluation, and resources for training/hiring the best applicant for Wellness Coordinator.
- ADE will host a webinar for subgrant awardees to review all evaluation tools. This webinar will be recorded.
- Once the Wellness Coordinator is hired, ADE will host a 2-day training for the Wellness Coordinator which will review: (Day 1) their role as the coordinator and grant activities; (Day 2) the Local Wellness Policy/ADE's Activity and Assessment Tool.
- The ADE Grant Director will complete a minimum of 8 on-site visits to support the Wellness Coordinator.
- The Wellness Coordinator is required to attend 6 in-person meetings with ADE to review grant activities. ADE will provide coaching on current challenges faced by the sub awardee.

**8. Is the student evaluation done as part of the Nutrition Ed classes, or will this be separate classroom time?**

This is up to the awarded LEA and the evaluator.

**9. Are the grants for schools or districts?**

Only LEAs may apply for the grant and list which sites will be participating within the LEA. An individual school may not apply on its own.

**10. Who are you envisioning as the lead in this the Food Service Department, or another district level person?**

ADE does not have a preference, the lead would be chosen by the LEA. At minimum, a full-time Wellness Coordinator must be designated and have the ability to complete all required grant activities. LEAs will be able to clearly identify who will supervise the Wellness Coordinator in essay question #1 of the grant application and the Organizational Chart.

**11. I believe it was mentioned that along with the required activities, additional activities can be included also? Are there allowable and unallowable activities?**

Any activities that are in addition to the required grant activities would need to be activities that support the goals of the Local Wellness Policy. ADE has provided within the RFA "Use of Grant Funds" for applicants to review when applying and completing their budget. ADE welcomes the LEAs to apply with additional activities and to use the Budget Narrative as the place to detail the activities.

**12. For the evaluation piece, will this include surveys for the students receiving the curricula?**

Yes, please see question #5 above.

**13. A district must have an updated Local Wellness Policy (LWP) in place to apply, correct?**

The LEA will not submit their LWP with their application. The best candidate for this subgrant would be an LEA that has an updated LWP and/or direction for their LWP. Any work on the LWP should be discussed within essay question #2 to show to ADE that the LEA has invested time and energy on the LWP and is ready for a Wellness Coordinator and grant activities.

**14. Can grant funds be used for the Wellness Coordinator's retirement and benefits?**

Yes. Grant funds can be utilized in compensation for personal services including salary, paid currently or accrued, for services of employees during the period of performance under the Federal award. This compensation may also include fringe benefits which are defined in 2 CFR 200.431 as allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans.

*This institution is an equal opportunity provider.*

## Team Nutrition Resources

Leaders for School Wellness Subgrant – Arizona Department of Education

Below is a comprehensive list of Team Nutrition Resources.

<a href="#">A Guide to Smart Snacks in Schools</a>
<a href="#">Best Practices for Healthy School Fundraisers</a>
<a href="#">Blast Off Game</a>
<a href="#">Building Blocks for Fun and Healthy Meals</a>
<a href="#">CACFP Meal Pattern Training Tools</a>
<a href="#">CACFP Promotional Flyer</a>
<a href="#">Dig In! Standards-Based Nutrition Education from the Ground Up</a>
<a href="#">Discover MyPlate: Nutrition Education for Kindergarten</a>
<a href="#">Empowering Youth with Nutrition &amp; Physical Activity</a>
<a href="#">Feeding Infants: A Guide for Use in the Child Nutrition Programs</a>
<a href="#">Food Buying Guide for Child Nutrition Programs</a>
<a href="#">Food Buying Guide for School Meal Programs</a>
<a href="#">Fruits &amp; Vegetables Galore: Helping Kids Eat More</a>
<a href="#">Grow It, Try It, Like It! Nutrition Education Kit Featuring MyPlate</a>
<a href="#">Guide to Professional Standards for School Nutrition Programs</a>
<a href="#">Healthier Middle Schools: Everyone Can Help</a>
<a href="#">HealthierUS School Challenge: Smarter Lunchrooms</a>
<a href="#">Launch Your Day with Breakfast! Stickers</a>
<a href="#">Local School Wellness Policy Outreach Toolkit</a>
<a href="#">Local School Wellness Policy Summary of the Final Rule</a>
<a href="#">Make Today a Try-Day in CACFP: Poster/Sticker Set</a>
<a href="#">Make Today a Try-Day! Stickers</a>
<a href="#">Maximizing the Message: Helping Moms and Kids Make Healthier Food Choices</a>
<a href="#">MyPlate for Kids: Make Half Your Plate Fruits and Vegetables Poster</a>
<a href="#">MyPlate Guide To School Breakfast</a>
<a href="#">MyPlate Guide To School Lunch</a>
<a href="#">MyPlate Nate and Kate Stickers</a>

[MyPlate Posters](#)

[Nibbles for Health: Nutrition Newsletters for Parents of Young Children](#)

[Nutrition and Wellness Tips for Young Children](#)

[Nutrition Voyage: The Quest To Be Our Best](#)

[Nutrition, Physical Activity, and Electronic Media Use in CACFP](#)

[Offering Healthy Summer Meals That Kids Enjoy](#)

[Power Panther](#)

[Professional Standards for School Nutrition Program Employees](#)

[Recipes for Healthy Kids: Cookbook for Child Care Centers](#)

[Recipes for Healthy Kids: Cookbook for Homes](#)

[Recipes for Healthy Kids: Cookbook for Schools](#)

[Serving Up MyPlate: A Yummy Curriculum](#)

[Summer Food, Summer Moves](#)

[Take a Healthy Summer Break Infographic](#)

[Team Nutrition Back to School Resources](#)

[Team Nutrition Elementary School Posters](#)

[Team Nutrition Garden Resources](#)

[Team Nutrition Middle School Posters](#)

[Team Nutrition MyPlate eBooks](#)

[Team Nutrition Popular Events Idea Booklet](#)

[The Great Garden Detective Adventure: A Standards-Based Gardening Nutrition Curriculum for Grades 3 and 4](#)

[The Two-Bite Club \(English and Spanish\)](#)

[This Summer, Eat Smart to Play Hard: A Parent's Guide](#)

[USDA Recipes for Schools](#)

[USDA Standardized Recipes](#)

[What You Can Do To Help Prevent Wasted Food](#)

[What's Shaking? Sodium Reduction Infographic for School Nutrition Professionals](#)

[Whole Grain Resource for the National School Lunch and School Breakfast Programs](#)