



Wyoming Department of Education
Food Service Operations Reporting Update
January 4, 2011

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Authority: Legislation/Statutes

- House Bill 56, 2008
- W.S. 16-3-101 through 16-3-115, Senate File 70

HISTORY: Perspective/Process

WDE ACTION PLAN



Health, Safety & Nutrition

Division Name

Date Plan Developed: 04/15/09

Person completing Plan: Tamra Jackson

1)	Report: Data Collection: Program: X Project: Food Service Subsidy Technical Assistance and Training Plan Initiative:
	Lead: Tamra Jackson

Team Members/Stakeholders:

Wyoming School Districts
Wyoming Legislature
Wyoming Department of Education
Children of Wyoming

Purpose:

Develop a comprehensive technical assistance plan to determine Individual School Districts Food Service Strategic Plan and Financial Management status and specific needs while following the strict guidelines and requirements of House Bill 56.

Process:

- 1) Prepared a spreadsheet that identifies missing components from last year's application process.
- 2) Email each individual district letting them know what was missing last year and that we will need it included with this year's application along with any significant policy changes/additions from last year to this year.
- 3) Along with email include the outline of upcoming training opportunities that will provide technical assistance on the financial management and strategic plan areas of the application.
- 4) Application WDE 239.
- 5) Dates for training include the Finance Unit training June 2nd in Casper, SNA post conference training June 11, 2009 in Casper and a WEN video training/recorded on June 11, 2009 training.
- 6) WEN Videos available on the WDE Website by July 28, 2009.
- 7) Application WDE 239 for Food Service Subsidy available to the districts via the WDE website by June 1, 2009, email due date reminder to Business Managers and Food Service Directors will be sent on July 13, 2009. Completed applications due on August 17, 2009.
- 8) Approval letters sent to the districts by October 1, 2009.
- 9) Final Report to the JEC by December 5, 2009.

Product:

WDE Food Service Strategic Planning and Financial Management Procedures training and technical assistance available to all districts tailored to determined specific needs.

2) Major Milestones:					
	Item	Lead Person	Completion Date		
1.	Review House Bill 56 and the Rules and Regulations to determine necessary requirements.	Tamra Jackson/Crystal English	04/08/09		
2.	Prepared a spreadsheet that identifies missing components from last year's application process.	Crystal English	04/13/09		
3.	Email each individual district letting them know what was missing last year and that we will need it included with this year's app along with any significant policy changes/additions from last year to this year. Include specific training opportunities and requirements.	Crystal English	05/01/09		
4.	Dates for training include the Finance Unit training June 2, 2009 in Casper, Financial Management Training in Cheyenne, August 4-5, 2009, SNA post conference strategic planning training June 11, 2009 in Casper and a WEN video training recorded on June 11, 2009 provided to all districts by July 28, 2009 on the WDE website in time for district staff returning to work on August 1, 2009. Application available on WDE website on June 1, 2009, email reminder sent on July 13, 2009 and application due on August 17, 2009.	Crystal English/Tamra Jackson	06/02/09 06/11/09 07/13/09 07/28/09 08/04-05/09 08/17/09		
3) Report Dates:					
(Reports to be made outside of the Agency – like JEC; Internal WDE Reports; and please list quarterly update WDE reports.)					
	Date of report:	Type of report:	Person responsible for creating report:	Person(s) to be reported to:	Completion Date:
1.	04/15/09	Action Plan	Tamra Jackson	Leeds Pickering/Mary Kay Hill	04/15/09
2.	07/28/09	Progress Report	Tamra Jackson	Leeds Pickering/Mary Kay Hill	07/24/09

3.	12/05/09	Final Report	Tamra Jackson	JEC	11/01/09
4)	<p>Communication Plan “<u>General Overview:</u>”</p> <p>Dates of trainings will be emailed.</p> <p>WDE 239 application available via WDE website on June 1st</p> <p>Sups Memo with Approval Letters sent out on October 1st.</p> <p>The communication plan—the (1) Identification Form and the (2) Development Form—should be attached to this action plan. (Please work with the WDE Public Information Officer to develop your final communication plan.)</p>				
5)	<p>Action Plan:</p>				
	Target Date:	Task:	Lead Person:	Completion Date:	
1.	04/10/09	Crystal English and Tamra Jackson reviewed House Bill 56 and the corresponding rules and regulations to determine the correct action to be taken to be in compliance with the training and technical assistance requirements for the districts	Crystal English/Tamra Jackson	04/09/09	
2.	04/15/09	Review last year’s individual district’s applications and develop a spreadsheet with a breakout of the different areas of strategic planning and financial management. The spread sheet will determine what areas are complete and what areas are not satisfactory. This spreadsheet will also help to build the foundation of the training that will be provided by WDE.	Crystal English	04/13/09	
3.	05/01/09	Contact will be made by email to each district giving them a specific breakdown of last year’s application and the areas that are satisfactory and those that were submitted incomplete.	Crystal English	05/01/09	
4.	05/01/09	Contact will be made by email to each District’s Business Manager and Food Service Director detailing the Department of Education training and technical assistance opportunities.	Crystal English	05/01/09	

	05/20/09	Develop Training to meet the needs of the districts as identified from the required information from last year's Food Service Subsidy Approval.	Crystal English/Tamra Jackson/Susan Benning	06/01/09
5.	06/01/09	The missing information identified from last year as documented on the spreadsheet will be included with this year's updated application (WDE 239) along with any significant policy changes/additions for this year with a due date of August 17, 2009.	Tamra Jackson/Crystal English/Susan Benning	05/01/09
6.	06/02/09	Training will be provided covering the areas identified on the spreadsheet at the WDE Finance Unit Training in Casper for Business Managers.	Tamra Jackson/Crystal English/Susan Benning	06/01/09
7.	06/11/09	Training will be provided covering the areas identified on the spreadsheet at the School Nutrition Association Conference in Casper for Food Service Managers.	Tamra Jackson/Crystal English	06/11/09
8.	07/28/09	June 11, 2009 training will be available on the WDE Website for all districts.	Crystal English	06/11/09
	07/28/09	Submit progress report including a breakdown of each district's progress.	Tamra Jackson	06/18/09
	08/17/09	Applications are due for the Food Service Subsidy Approval.	Districts	08/17/09
9.	10/01/09	Notification of awarded supplemental funds to each district will be sent hard copy.	Tamra Jackson/Crystal English	09/30/09
	12/05/09	Compile all information and develop a comprehensive Final Report to the JEC	Tamra Jackson/Crystal English /Susan Benning	10/30/09
10.	On-going	Provide phone, email and personal technical assistance as needed to all districts that contact the Department of Education for assistance.	Crystal English	Continuing

History continued: Strategic Planning Training-June 11, 2009

- The training was held as a post conference for the School Nutrition Association Conference in Casper, Wyoming.
- The training was attended by 21 Food Service Directors in person and by 10 Food Service Directors via the WEN on the day of the training.
- The other 13 districts did document that they watched the training that was recorded.
- Cost Analysis, Policies for Student Meal Charges, Food Production Procedures and Standards and Staffing Requirements were covered during the training.
- Best Practices were documented and shared with all districts after the training.
- Along with the recording a Strategic Planning Training Handbook was sent to all districts.

District Annual Reporting Requirements through 2008-2009 school year

- The WDE 239 Food Service Operations Annual Report
- Financial Report WDE 601

District Financial Food Service Expenditures 2008-2009 school year-not including labor or administrative costs

Function Codes	Object Codes
<p>4100 - Food Service Operations. The School Lunch Fund is to be accounted for as a separate Enterprise Fund of the school district. (Meals subsidized from the General Fund should be reported in the General Fund using this code and object 461.) Activities under function 4100 would be considered Business-Type Activities – Food Services for purposes of the Statement of activities, except for the General Fund subsidies described above.</p>	<p>460 Direct Food Cost. Expenditures for food and beverages served to students and adults through the school food service. This includes lunch, breakfast, milk, special functions, food service vending and a la carte items. Do not include the value of USDA donated commodities.</p>

4190 - Non-Allowable Food Service Operations. Non-allowable activities accounted for separate of the School Lunch Fund in the Enterprise Fund of the school district. Activities under 4190 would be considered Business-Type Activities – Food Services for purposes of the Statement of Activities.

461 Non-allowable Food Cost. Non-allowable expenditures for food and beverages served to students through the school food service. This includes lunch, breakfast, milk special functions, food service vending, and a la carte items. Do not include the value of USDA donated commodities. This object is for use only in the general fund.

Sum of SUM_AMOUNT					
DISTRICT ID	DISTRICT NAME	FUND GROUP CODE	FUNCTION	OBJECT	Total
0101000	Albany #1	50	4100 - Food Services Operations	460 - Direct food Cost	582,610.70
0101000 Total					582,610.70
0201000	Big Horn #1	01	4100 - Food Services Operations	461 - Non-Allowable Food Cost	6,050.10
		50	4100 - Food Services Operations	460 - Direct food Cost 461 - Non-Allowable Food Cost	146,225.50 16,096.30
0201000 Total					168,371.90
0202000	Big Horn #2	50	4100 - Food Services Operations	460 - Direct food Cost	106,087.32
0202000 Total					106,087.32
0203000	Big Horn #3	01	4100 - Food Services Operations	461 - Non-Allowable Food Cost	2,615.55
		50	4100 - Food Services Operations	460 - Direct food Cost	93,324.89
			4190 - Non-Allowable Food Services Operations	461 - Non-Allowable Food Cost	2,615.55
0203000 Total					98,555.99
0204000	Big Horn #4	50	4100 - Food Services Operations	460 - Direct food Cost	64,143.62
				461 - Non-Allowable Food Cost	4,788.90
0204000 Total					68,932.52
0301000	Campbell #1	01	4100 - Food Services	461 - Non-Allowable Food	33,068.00

			Operations	Cost	
		50	4100 - Food Services Operations	460 - Direct food Cost	1,806,335.55
0301000 Total					1,839,403.55
0401000	Carbon #1	50	4100 - Food Services Operations	460 - Direct food Cost	307,133.93
0401000 Total					307,133.93
0402000	Carbon #2	50	4100 - Food Services Operations	460 - Direct food Cost	172,890.91
			4190 - Non-Allowable Food Services Operations	460 - Direct food Cost	3,804.72
0402000 Total					176,695.63
0501000	Converse #1	50	4100 - Food Services Operations	460 - Direct food Cost	406,564.85
0501000 Total					406,564.85
0502000	Converse #2	50	4100 - Food Services Operations	460 - Direct food Cost	140,405.00
0502000 Total					140,405.00
0601000	Crook #1	50	4100 - Food Services Operations	460 - Direct food Cost	154,274.75
0601000 Total					154,274.75
0701000	Fremont #1	50	4100 - Food Services Operations	460 - Direct food Cost	362,817.36
0701000 Total					362,817.36
0702000	Fremont #2	01	4100 - Food Services Operations	461 - Non-Allowable Food Cost	1,429.20
		50	4100 - Food Services Operations	460 - Direct food Cost 461 - Non-Allowable Food Cost	35,352.32 1,385.59
			4190 - Non-Allowable Food Services Operations	460 - Direct food Cost	6,646.73
0702000 Total					44,813.84
0706000	Fremont #6	50	4100 - Food Services Operations	460 - Direct food Cost 461 - Non-Allowable Food Cost	59,251.26 28,401.22

0706000 Total					87,652.48
0714000	Fremont #14	n/a	n/a	n/a	0.00
0714000 Total					0.00
0721000	Fremont #21	01	4100 - Food Services Operations	461 - Non-Allowable Food Cost	115,799.10
		50	4100 - Food Services Operations	460 - Direct food Cost	270,489.07
0721000 Total					386,288.17
0724000	Fremont #24	50	4100 - Food Services Operations	460 - Direct food Cost	72,663.58
0724000 Total					72,663.58
0725000	Fremont #25	n/a	n/a	n/a	0.00
0725000 Total					0.00
0738000	Fremont #38	50	4100 - Food Services Operations	460 - Direct food Cost	175,172.47
				461 - Non-Allowable Food Cost	54,330.51
0738000 Total					229,502.98
0801000	Goshen #1	50	4100 - Food Services Operations	460 - Direct food Cost	364,606.07
				4190 - Non-Allowable Food Services Operations	460 - Direct food Cost
0801000 Total					366,964.60
0901000	Hot Springs #1	50	4100 - Food Services Operations	460 - Direct food Cost	142,874.31
0901000 Total					142,874.31
1001000	Johnson #1	50	4100 - Food Services Operations	460 - Direct food Cost	173,588.15
1001000 Total					173,588.15
1101000	Laramie #1	50	4100 - Food Services Operations	460 - Direct food Cost	1,383,732.59
				4190 - Non-Allowable Food Services Operations	460 - Direct food Cost
1101000 Total					1,494,400.17
1102000	Laramie #2	n/a	n/a	n/a	0.00
1102000 Total					0.00
1201000	Lincoln #1	50	4100 - Food Services Operations	460 - Direct food Cost	152,726.97

1201000 Total					152,726.97
1202000	Lincoln #2	50	4100 - Food Services Operations	460 - Direct food Cost	306,303.42
1202000 Total					306,303.42
1301000	Natrona #1	50	4100 - Food Services Operations	460 - Direct food Cost	2,054,223.20
1301000 Total					2,054,223.20
1401000	Niobrara #1	50	4100 - Food Services Operations	460 - Direct food Cost	45,436.11
1401000 Total					45,436.11
1501000	Park #1	50	4100 - Food Services Operations	460 - Direct food Cost 461 - Non-Allowable Food Cost	228,662.99 55,894.42
1501000 Total					284,557.41
1506000	Park #6	50	4100 - Food Services Operations	460 - Direct food Cost	187,880.68
1506000 Total					187,880.68
1516000	Park #16	01	4100 - Food Services Operations	461 - Non-Allowable Food Cost	1,221.00
		50	4100 - Food Services Operations	460 - Direct food Cost	32,146.52
			4190 - Non-Allowable Food Services Operations	460 - Direct food Cost	4,855.70
1516000 Total					38,223.22
1601000	Platte #1	50	4100 - Food Services Operations	460 - Direct food Cost	188,727.34
1601000 Total					188,727.34
1602000	Platte #2	50	4100 - Food Services Operations	460 - Direct food Cost 461 - Non-Allowable Food Cost	40,420.53 2,013.30
1602000 Total					42,433.83
1701000	Sheridan #1	50	4100 - Food Services Operations	460 - Direct food Cost 461 - Non-Allowable Food Cost	145,017.88 46,170.35
1701000 Total					191,188.23

1702000	Sheridan #2	50	4100 - Food Services Operations	460 - Direct food Cost	563,975.86
			4190 - Non-Allowable Food Services Operations	460 - Direct food Cost	5,030.37
1702000 Total					569,006.23
1703000	Sheridan #3	50	4100 - Food Services Operations	460 - Direct food Cost	32,375.14
1703000 Total					32,375.14
1801000	Sublette #1	50	4100 - Food Services Operations	460 - Direct food Cost	129,619.65
			4190 - Non-Allowable Food Services Operations	460 - Direct food Cost	34,304.60
1801000 Total					163,924.25
1809000	Sublette #9	50	4100 - Food Services Operations	460 - Direct food Cost	163,529.53
1809000 Total					163,529.53
1901000	Sweetwater #1	50	4100 - Food Services Operations	460 - Direct food Cost	594,279.04
			4190 - Non-Allowable Food Services Operations	460 - Direct food Cost	43,926.36
1901000 Total					638,205.40
1902000	Sweetwater #2	50	4100 - Food Services Operations	460 - Direct food Cost	298,912.08
			4190 - Non-Allowable Food Services Operations	460 - Direct food Cost	46,866.64
1902000 Total					345,778.72
2001000	Teton #1	50	4100 - Food Services Operations	460 - Direct food Cost	388,627.90
			4190 - Non-Allowable Food Services Operations	460 - Direct food Cost	35,246.95
2001000 Total					423,874.85
2101000	Uinta #1	50	4100 - Food Services Operations	460 - Direct food Cost 461 - Non-Allowable Food Cost	422,986.63 724.09

2101000 Total					423,710.72
2104000	Uinta #4	50	4100 - Food Services Operations	460 - Direct food Cost	103,408.71
2104000 Total					103,408.71
2106000	Uinta #6	50	4100 - Food Services Operations	460 - Direct food Cost	113,748.75
2106000 Total					113,748.75
2201000	Washakie #1	01	4100 - Food Services Operations	460 - Direct food Cost	5,920.73
		50	4100 - Food Services Operations	460 - Direct food Cost	272,523.61
2201000 Total					278,444.34
2202000	Washakie #2	50	4100 - Food Services Operations	460 - Direct food Cost	28,359.40
2202000 Total					28,359.40
2301000	Weston #1	50	4100 - Food Services Operations	460 - Direct food Cost	173,663.11
			4190 - Non-Allowable Food Services Operations	461 - Non-Allowable Food Cost	3,932.50
2301000 Total					177,595.61
2307000	Weston #7	50	4100 - Food Services Operations	460 - Direct food Cost	44,438.24
2307000 Total					44,438.24
Grand Total					14,408,702.08

Federal Reimbursement for National School Lunch, Breakfast, Afterschool Care and Special Milk Program 2008-2009 school year

DISTRICT_ID	DISTRICT_NAME	AMOUNT
0101000	Albany #1	\$469,061.34
0201000	Big Horn #1	\$123,636.93
0202000	Big Horn #2	\$115,589.32
0203000	Big Horn #3	\$93,271.74
0204000	Big Horn #4	\$54,869.81
0301000	Campbell #1	\$91,8045.79
0401000	Carbon #1	\$258,786.88
0402000	Carbon #2	\$139,580.46
0501000	Converse #1	\$231,721.99

0502000	Converse #2	\$91,810.26
0601000	Crook #1	\$133,602.07
0701000	Fremont #1	\$237,125.61
0702000	Fremont #2	\$25,012.34
0706000	Fremont #6	\$86,819.05
0714000	Fremont #14	\$232,469.01
0721000	Fremont #21	\$213,344.42
0724000	Fremont #24	\$33,929.49
0725000	Fremont #25	\$430,622.81
0738000	Fremont #38	\$159,242.82
0801000	Goshen #1	\$392,853.70
0901000	Hot Springs #1	\$128,239.10
1001000	Johnson #1	\$107,948.60
1101000	Laramie #1	\$2,171,309.67
1102000	Laramie #2	\$113,632.29
1201000	Lincoln #1	\$69,442.44
1202000	Lincoln #2	\$365,466.90
1301000	Natrona #1	\$1,763,839.66
1401000	Niobrara #1	\$37,132.09
1501000	Park #1	\$235,504.81
1506000	Park #6	\$175,347.07
1516000	Park #16	\$28,298.99
1601000	Platte #1	\$118,767.02
1602000	Platte #2	\$42,236.80
1701000	Sheridan #1	\$130,576.80
1702000	Sheridan #2	\$408,765.61
1703000	Sheridan #3	\$16,878.67
1801000	Sublette #1	\$73,231.63
1809000	Sublette #9	\$66,628.08
1901000	Sweetwater #1	\$687,158.55
1902000	Sweetwater #2	\$264,889.82
2001000	Teton #1	\$159,835.71
2101000	Uinta #1	\$489,415.32
2104000	Uinta #4	\$68,047.61
2106000	Uinta #6	\$52,649.71
2201000	Washakie #1	\$263,191.66
2202000	Washakie #2	\$13,876.97
2301000	Weston #1	\$118,714.77
2307000	Weston #7	\$36,258.98

2008-2009 Summary of District Expenditures, deficit, grant and general fund transfers

DISTRICT ID	DISTRICT NAME	Revenues (no transfers or Food Service		Expenditures	Deficit	Food Service Grant	Transfers from Gen.Fund	Net Deficit

Grant)

0101000	Albany #1	1,223,827	1,617,953	(394,126)	172,597		(221,529)
0201000	Big Horn #1	286,811	384,276	(97,465)		78,950	(18,515)
0202000	Big Horn #2	264,389	286,840	(22,451)		5,000	(17,451)
0203000	Big Horn #3	177,532	259,193	(81,661)		75,000	(6,661)
0204000	Big Horn #4	100,900	187,527	(86,627)	20,297	55,211	(11,118)
0301000	Campbell #1	3,404,368	3,769,538	(365,170)	422,715	117,432	174,977
0401000	Carbon #1	645,293	640,620	4,674		40,000	44,674
0402000	Carbon #2	296,349	525,181	(228,832)	50,427	200,000	21,595
0501000	Converse #1	725,714	902,578	(176,865)	103,715	85,000	11,850
0502000	Converse #2	491,966	437,100	54,866	45,071		99,937
0601000	Crook #1	323,455	513,901	(190,446)	58,921	200,000	68,475
0701000	Fremont #1	589,339	728,395	(139,056)	83,091	42,574	(13,391)
0702000	Fremont #2	88,219	171,943	(83,724)		78,351	(5,373)
0706000	Fremont #6	204,179	255,963	(51,785)	39,058	20,305	7,578
0714000	Fremont #14	245,660	719,183	(473,523)	56,151	400,000	(17,373)
0721000	Fremont #21	344,256	546,829	(202,574)	50,382	164,201	12,009
0724000	Fremont #24	109,774	194,816	(85,042)	18,076	72,000	5,034
0725000	Fremont #25	788,288	1,148,094	(359,807)	141,251	222,126	3,570
0738000	Fremont #38	134,909	552,785	(417,875)	29,544		(388,331)
0801000	Goshen #1	691,596	917,029	(225,434)	107,951	149,667	32,184
0901000	Hot Springs #1	301,989	366,144	(64,155)		65,000	845
1001000	Johnson #1	341,562	539,808	(198,246)	54,488	135,000	(8,758)
1101000	Laramie #1	4,474,639	5,341,581	(866,942)	737,950		(128,992)
1102000	Laramie #2	283,835	343,607	(59,772)	52,288	7,484	0
1201000	Lincoln #1	306,552	441,249	(134,696)		129,542	(5,154)
1202000	Lincoln #2	855,142	881,074	(25,932)	141,283		115,352
1301000	Natrona #1	3,998,289	4,930,244	(931,955)	627,952	520,000	215,997
1401000	Niobrara #1	106,572	152,979	(46,407)	14,513	38,000	6,106
1501000	Park #1	624,979	655,814	(30,835)	86,301		55,466
1506000	Park #6	410,635	508,467	(97,832)	61,804		(36,028)
1516000	Park #16	63,874	114,169	(50,295)	6,199	53,279	9,183
1601000	Platte #1	288,506	443,372	(154,866)	46,850	119,000	10,983
1602000	Platte #2	85,021	135,108	(50,087)	18,498	38,500	6,911
1701000	Sheridan #1	297,680	355,864	(58,184)	83,846	20,000	45,662
1702000	Sheridan #2	1,216,554	1,338,799	(122,245)	141,840	140,000	159,595
1703000	Sheridan #3	40,282	123,581	(83,299)	5,472	81,000	3,173
1801000	Sublette #1	280,527	530,510	(249,983)	60,242		(189,742)
1809000	Sublette #9	227,948	427,315	(199,366)	36,904	150,000	(12,462)
1901000	Sweetwater #1	1,791,886	1,854,013	(62,127)			(62,127)
1902000	Sweetwater #2	1,033,844	1,100,457	(66,613)		71,020	4,407
2001000	Teton #1	869,116	950,928	(81,812)	86,404	82,000	86,592
2101000	Uinta #1	1,207,477	1,516,358	(308,881)	189,147	138,666	18,932
2104000	Uinta #4	212,674	303,877	(91,203)	35,713	51,500	(3,990)
2106000	Uinta #6	173,865	286,001	(112,136)	27,439	95,000	10,303
2201000	Washakie #1	545,688	654,802	(109,114)	79,350	35,000	5,236
2202000	Washakie #2	43,582	99,036	(55,454)		49,500	(5,954)
2301000	Weston #1	339,874	390,605	(50,730)	54,543		3,813

2307000	Weston #7	111,411	141,526	(30,115)		35,000	4,885
	State Total	31,670,827	39,687,033	(8,016,206)	4,048,273	4,060,308	92,376

Changes to District Annual Reporting Requirements starting with 2009-2010 school year


- The WDE 239 Food Service Operations Annual Report was replaced by the School Nutrition Association (SNA) Keys to Excellence Self Assessment Tool in the fall of 2010.
- The SNA Keys to Excellence will be completed as a baseline during the 2010-2011 school year using 2009-2010 data.
- Each district will submit the SNA Keys to Excellence Summary Report annually to the Wyoming Department of Education in August.
- Each district will be completing the same self assessment, providing a better overall assessment of each district and the ability to provide relevant technical assistance as needed.
- School Nutrition Association District Annual Membership Fees will be paid by the Wyoming Department of Education through the Federal Child Nutrition Funds. The SNA membership is necessary to have access to the Keys to Excellence Program.
- The Annual District Financial Report (WDE 601) will continue to be submitted each August.

Keys to Excellence Overview

The Keys to Excellence Program for Strategic Planning is a tool for the Food Service Operation. The Keys to Excellence was developed by experts in the Food Service Operation Field. It was initially designed as a hard copy self-assessment tool and has been enhanced to an on line self-assessment that includes a summary that is generated by the answers to the survey. This summary helps

district's focus on areas that need improvement and will help assess each district's programs against objective, national standards.

Keys to Excellence Program

	<p>Keys to Excellence is a school nutrition best practice standards and recognition program that is based on four "Key Areas" of evaluation:</p> <ul style="list-style-type: none">Key Area 1 - AdministrationKey Area 2 - Communications & MarketingKey Area 3 - Nutrition & Nutrition EducationKey Area 4 - Operations
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The Keys to Excellence program has three primary parts:

[Part 1. Keys Express online self-assessment](#)

Keys Express is an online self-assessment tool that is the basis and first step of the overall Keys to Excellence program. It is designed to help school nutrition directors assess and improve their nutrition programs.

Each district completes the online self-assessment annually and submits the final assessment to the WDE in August using data from the previous school year. The Keys to Excellence Program was developed and designed by experts in the field of School Nutrition. The Program will analyze the assessment and provide an electronic summary of strengths and weaknesses and a plan for improvement of the District's Food Service Program.

[Part 2. District of Excellence Distinction](#)

The District of Excellence distinction is awarded to school nutrition programs that have successfully documented meeting or exceeding Keys to Excellence best practice standards. Applications are reviewed by an expert panel twice per year.

[Part 3. District of the Year Award](#)

The District of the Year award formally recognizes one outstanding school nutrition program that demonstrates an extraordinary commitment to meeting and exceeding Keys to Excellence best practice standards. The award includes a grant for further enhancing the district's nutrition program.

Summary

- Annual reporting requirement of House Bill 56, 2008 will continue through the Keys to Excellence and the WDE 601.
- Terry Walling is the current Program Consultant for the National School Lunch, Breakfast Program and After School Care Program as of September 30, 2010.
- Technical Assistance will be provided by the Wyoming Department of Education to Districts in areas identified by the Keys to Excellence Program.