

**Healthy Meals Incentives Recognition Awards  
Application for School Food Authorities**

OMB Control Number: 0584-XX

Expiration Date: 202X-XX-XX

OMB BURDEN STATEMENT: The Food and Nutrition Service (FNS) is collecting this information to help recognize School Food Authorities (SFA) that meet the criteria of the Healthy Meals Incentive's Recognition Award. This is a voluntary collection and FNS will use the information to recognize SFAs for their significant improvements to the nutritional quality of school meals by exceeding the transitional school meal pattern requirements for sodium and whole grains and by taking steps to reduce added sugars. This collection does not request personally identifiable information that is subject to the privacy requirements outlined at 5 U.S.C. §552a(e)3 of the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXX. The time required to complete this information collection is estimated to average 900 minutes (15 hours) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

**Create an online account.** You can use your account to:

- Apply for a Healthy Meals Incentives Recognition Award.
- Access your application any time and track the status of your application.
- Access resources to assist you in implementing the award criteria and frequently asked questions and answers.

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Email: \_\_\_\_\_

Password: \_\_\_\_\_

Security questions to recover password:

1. What is the name of your School Food Authority?
2. How many schools in your School Food Authority serve school meals?
3. What is the zip code of the main office for your School Food Authority?

<b>School Food Authority Information:</b>	
Name of School Food Authority	
Mailing address	
City, State, Zip	
Phone number	
Email address	
Number of enrolled students in the SFA for current school year	
Percent of enrolled students that qualify for free meals	
Percent of enrolled students that qualify for reduced-price meals	
Ethnicity of students in the School Food Authority (by percentage)	<u>Ethnicity</u> Hispanic or Latino: Not Hispanic or Latino:
Race of students in the School Food Authority (by percentage)	<u>Race</u> American Indian or Alaska Native: Asian: Black or African American: Native Hawaiian or Other Pacific Islander: White:

**Healthy Meals Incentives Recognition Awards  
Application for School Food Authorities**

Are you a recipient of a Healthy Meals Incentives Sub-Grant? (Yes/No)	
<b>Primary Contact Information:</b>	
Name (first, last)	
Title	
Mailing address	
City, State, Zip	
Phone number	
Email address	
<b>School Information:</b>	
Total number of schools in your School Food Authority	
Number of schools that participate in the National School Lunch Program	
Number of schools that participate in the School Breakfast Program	

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## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

### Eligibility Information

School Food Authorities (SFAs) are eligible to apply for the Recognition Awards if they participate in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) in the contiguous United States, Hawaii, Alaska, District of Columbia, Puerto Rico, Guam, or the United States Virgin Islands.

The NSLP and SBP meal programs, as operated within the SFA, must be compliant with all Program regulations, including meal pattern standards. The NSLP and SBP and the Healthy Meals Incentives Recognition Awards are administered in a nondiscriminatory manner in accordance with civil rights laws and regulations.

The information related to race and ethnicity submitted on the application form will not affect the eligibility for awards. This information is being requested to ensure that program benefits are distributed without regard to race, color, or national origin.

#### **State Agency Support:**

The State agency must confirm that the SFA does not have any outstanding corrective actions and that any previous findings have been resolved (except as allowed under the [USDA FNS nationwide waivers](#) related to the COVID-19 public health emergency and situations resulting from damage or disruptions due to natural disasters such as hurricanes, tornadoes, and floods as well as other exceptional emergency situations or man-made disasters). The State agency must also confirm that the SFA does not have any findings related to program discrimination complaints.

The [State Agency Confirmation Form](#) must be signed and uploaded **before** submitting an application.

[+Upload State Agency Confirmation Form]

**Healthy Meals Incentives Recognition Awards  
Application for School Food Authorities**

DRAFT

## **Healthy Meals Incentives Recognition Awards Application for School Food Authorities Application Directions**

Review each award category, the criteria, and the documentation needed before submitting an application. Complete and review the application, gather and upload documentation, and submit the completed application. **Applications may be submitted through June 30, 2025.**

### **Note the following before applying for an award:**

- To qualify for an award, the required number of schools (indicated for each award criteria) within the SFA must meet all required criteria listed under the award category and submit all the required documentation.
- There are a total of eight Recognition Awards (see list below). You may apply for any number of the awards. Remember, an SFA may only receive recognition for each award once. So, once you receive recognition for an award, you may not reapply for the same award.
  1. [Breakfast Trailblazer Award](#)
  2. [Small or Rural School Food Authority Breakfast Trailblazer Award](#)
  3. [Lunch Trailblazer Award](#)
  4. [Small or Rural School Food Authority Lunch Trailblazer Award](#)
  5. [Innovative School Lunch Makeover Award](#)
  6. [Innovation in the Cultural Diversity of School Meals](#)
  7. [Innovation in the Preparation of School Meals](#)
  8. [Innovation in Nutrition Education](#)
- You may apply for multiple awards at one time, using this application, or you may submit a separate application each time you apply for an award.
- Applications should be completed by a School Nutrition Director or Foodservice Director.
- Your State agency must sign the [State Agency Confirmation Form](#) before you submit your application but they are not required to review your application.

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

### Award Categories, Criteria, and Documentation Required

1. Review the criteria and documentation required for each award category.
2. Check the box near each award for which you plan to apply.
3. Upload the required documentation, review and verify your application, and submit.

**Breakfast Trailblazer Award**

The SFA offers school breakfasts with less added sugar and uses more than one meal service model (e.g., Breakfast in the Classroom, cafeteria, breakfast kiosks).

Check “Yes” in each box below to confirm you have met the criteria.

Criteria	Yes	Documentation Required
School breakfasts for all grades offered demonstrate the following efforts to lower the added sugars in school breakfasts:		Breakfast menus from a sample of one school at each grade group, for <b>one week</b> . [+ <i>Add attachments</i> ]
<ul style="list-style-type: none"> <li>• Only unflavored milk is offered.</li> </ul>		See Production records required below.
<ul style="list-style-type: none"> <li>• Breakfast cereals, if offered, meet the Healthy Meals Incentives added sugars limit.</li> </ul>		Documentation of added sugars for cereals and yogurts including Nutrition Facts labels, product specification sheets, nutrient analysis of cereal recipes (using <a href="#">USDA-approved nutrient analysis software</a> ), or other documentation showing the amount of added sugars in the cereals and yogurts offered for the qualifying week’s menu. [+ <i>Add attachments</i> ]
<ul style="list-style-type: none"> <li>• Yogurts, if offered, meet the Healthy Meals Incentives added sugars limit.</li> </ul>		
<ul style="list-style-type: none"> <li>• No grain-based desserts are offered, as defined by superscripts 3, 4, or 5 in the <a href="#">Food Buying Guide for Child Nutrition Program’s Exhibit A: Grain Requirements for Child Nutrition Programs</a>.</li> </ul>		See production records required below.
<ul style="list-style-type: none"> <li>• Meals meet all other meal pattern requirements, including weekly specifications for calories, sodium, and saturated fat.</li> </ul>		Production records (scanned) from a sample of one school at each grade group showing the qualifying week’s menu was served at least three different times during the 12 months prior to award application submission (to show the menu items, crediting information, amount prepared, amount served for each grade group, and to show only unflavored milk and no grain-based desserts were offered). [+ <i>Add attachments</i> ]
<ul style="list-style-type: none"> <li>• No high-intensity sweeteners (e.g., artificial sweeteners, non-nutritive sweeteners) are used to replace added sugars.</li> </ul>		Ingredient statements for cereals and yogurts.

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

Criteria	Yes	Documentation Required
<p>At least half (≥50 percent) of the schools within the SFA* that participate in the SBP must meet the criteria and at least one of the schools must implement the breakfast using an alternative meal service delivery model.</p> <p>Breakfasts for all grade levels in the schools must meet the criteria. Both elementary and secondary school grade levels must be represented in the sample of schools meeting award criteria.</p> <p>*If your SFA only has one school site, you may submit documentation for just that site. If your SFA has three school sites, you must submit documentation for at least 2 sites to meet the 50 percent requirement.</p>	Yes	<p>A numbered list of all schools in the SFA that participate in the SBP including school grade levels (with schools used to qualify for the award identified).</p> <p>Also indicate which school implemented the menu using an alternative meal service delivery model (e.g., Breakfast in the Classroom, cafeteria, breakfast kiosks). [+ <i>Add attachment</i>]</p>
<p>The SFA has used student engagement techniques (taste tests, student surveys, cooking demonstrations, or advisory groups) and culinary techniques (using herbs and spices, offering flavor stations, etc.) to ensure school meals are enjoyed by students</p>	Yes	<p>Description of student engagement activities and culinary techniques including the objectives, details about the activities, number of participants, and the outcomes. [+ <i>Add description: up to four paragraphs, 200 words each</i>]</p>

**Small or Rural SFA Breakfast Trailblazer Award**

The small and/or rural SFA has a choice of criteria from which they can choose to demonstrate that they are offering school breakfasts with less added sugars and sodium.

Check “Yes” in each box below to confirm you have met the criteria.

Criteria	Yes	Documentation Required
<p>The SFA has an enrollment of less than or equal to 5,000 students; OR the majority of students within the SFA are enrolled in a rural school as defined by a locality code of 41, 42, or 43 according to the <a href="#">National Center for Education Statistics (NCES) online tool</a>.</p>	Yes	<p>Attendance record or documentation of the NCES search result for locality. [+ <i>Add attachment</i>]</p>
<p>All (100 percent) of the schools within the SFA participate in the SBP.</p>	Yes	<p>A numbered list of all schools in the SFA that participate in SBP including school grade levels. [+ <i>Add attachment</i>]</p>
<p>Within the past 12 months, the SFA has changed their school breakfast menus to meet at least <b>four</b> of the following criteria.</p>	Yes	<p>Documentation for criteria 1 through 7 including <b>one week</b> of school breakfast menus and production records (scanned), from at least one school, after changes were made and within the 12 months prior to award application</p>



## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

Check “Yes” in each box next to the four criteria below that you choose to meet.		submission (to show the menu items, crediting information, amount prepared, and amount served). [+ <i>Add attachments</i> ]
Criteria	Yes	Documentation Required
1. All yogurts meet the Healthy Meals Incentives added sugars limit (only applies if offered).	<input type="checkbox"/>	Nutrition Facts labels, product specification sheets, nutrient analysis of cereal recipes (using <a href="#">USDA-approved nutrient analysis software</a> ), or other documentation showing the amount of added sugars in the cereals and yogurts offered for the qualifying week’s menu. [+ <i>Add attachments</i> ]
2. All breakfast cereals meet the Healthy Meals Incentives added sugars limit (only applies if offered).	<input type="checkbox"/>	See production records required above.
3. No more than 2-ounce equivalents of grain-based desserts, as defined by superscripts 4 or 5 in the <a href="#">Food Buying Guide for Child Nutrition Program’s Exhibit A: Grain Requirements for Child Nutrition Programs</a> , are offered per week. Grain-based desserts defined by superscript 3 are not offered.	<input type="checkbox"/>	See production records required above.
4. At least ½ cup of dark green and/or ½ cup red/orange vegetables are offered throughout the week.	<input type="checkbox"/>	See production records required above.
5. All milk offered is unflavored.	<input type="checkbox"/>	See production records required above.
6. Breakfast-style sandwiches not on biscuits contain no more than 500 mg of sodium per 100 grams (~3.5 ounces) of sandwich. Breakfast-style sandwiches provided on biscuits contain no more than 710 mg of sodium per 100 grams (~3.5 ounces) of sandwich (criteria are based on <a href="#">FDA Food Categories and Voluntary Targets</a> ).	<input type="checkbox"/>	Nutrition Facts label with ingredient statements and recipes, if applicable. [+ <i>Add attachments</i> ]
7. The SFA and/or a partner organization working in collaboration with the SFA has conducted at least two school breakfast nutrition education activities (e.g., taste-test event, social media campaign) for students. Activities can be district wide.	<input type="checkbox"/>	Description of the nutrition education activities including the objective, details about the activity, number of participants, and the results of the activity demonstrating the value and how students benefited. [+ <i>Add description: up to four paragraphs, 200 words each</i> ] <ul style="list-style-type: none"> <li>• Optional photographs including two or three clear photos of the activities with release forms providing USDA with royalty free unlimited rights to the use and printing of the photographs, and parental permission forms, when applicable.</li> </ul> [+ <i>Add attachments</i> ]

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

**Lunch Trailblazer Award**

The SFA provides reimbursable school lunches that are lower in sodium than current meal pattern requirements and enjoyed by students.

Check “Yes” in each box below to confirm you have met the criteria.

Criteria	Yes	Documentation Required
<p>At least half (<math>\geq</math> 50 percent) of the schools within the SFA* that participate in the NSLP provide school lunches that meet the Healthy Meals Incentives weekly sodium limits for the meals.</p> <p>Meals for all grade levels in the schools must meet the criteria. Both elementary and secondary school grade levels must be represented in the sample of schools meeting award criteria.</p> <p>*If your SFA only has one school site, you may submit documentation for just that site. If your SFA has three school sites, you must submit documentation for at least 2 sites to meet the 50 percent requirement.</p>	<input type="checkbox"/>	<p>A numbered list of all schools in the SFA that participate in the NSLP including school grade levels (with schools used to qualify for the award identified). [+ Add attachment]</p> <p>Lunch menu from a sample of one school at each grade group, for <b>one week</b>. [+ Add attachments]</p> <p>Production records (scanned) from a sample of one school at each grade group showing the qualifying week’s menu was served at least three different times during the 12 months prior to award application submission (to show the menu items, crediting information, amount prepared, and amount served for each grade group). [+ Add attachments]</p> <p>Documentation of sodium and meal pattern compliance including weighted <a href="#">nutrient analysis of meals</a> over the week (using <a href="#">USDA-approved nutrient analysis software</a>) or recipes and Nutrition Facts labels with ingredient statements for the qualifying week’s menu from one school at each grade group. [+ Add attachments]</p>
<p>The SFA has used student engagement techniques (e.g., taste tests, student surveys, cooking demonstrations, or advisory groups) and culinary techniques (e.g., using herbs and spices or offering flavor stations) to ensure school meals are enjoyed by students.</p>	<input type="checkbox"/>	<p>Description of student engagement activities and culinary techniques including the objectives, details about the activities, number of participants, and the outcomes. [+ Add description: up to four paragraphs, 200 words each]</p>

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

***Small or Rural SFA Lunch Trailblazer Award***

The small and/or rural SFA has a choice of criteria from which they can choose to demonstrate that they are offering school lunches that are lower in sodium than current meal pattern requirements and enjoyed by students.

Check “Yes” in each box below to confirm you have met the criteria.

Criteria	Yes	Documentation Required
The SFA has an enrollment of less than or equal to 5,000 students; OR the majority of students within the SFA are enrolled in a rural school as defined by a locality code of 41, 42, or 43 according to the <a href="#">National Center for Education Statistics (NCES) online tool</a> .		Attendance record or documentation of the NCES search result for locality. [+ <i>Add attachment</i> ]
All (100 percent) of the schools within the SFA participate in the NSLP.		A numbered list of all schools in the SFA that participate in NSLP including school grade levels. [+ <i>Add attachment</i> ]
<p>Within the past 12 months, the SFA has changed their school lunch menus to meet at least <b>four</b> of the following criteria.</p> <p>Check “Yes” in each box next to the four criteria below that you choose to meet.</p>		Documentation for criteria 1 through 8 including <b>one week</b> of school lunch menus and production records (scanned), from at least one school, after changes were made and within the 12 months prior to award application submission (to show the menu items, crediting information, amount prepared, and amount served). [+ <i>Add attachments</i> ]
1. Lunch menus include fresh or frozen poultry, fish, pork, and lean meat (with no saline or salt solution added), rather than cured, salted, smoked, and other processed meats.		Product labels with ingredient statements (for frozen) and/or supplier order form, fact sheet/letter, or invoice (for fresh items) [+ <i>Add attachments</i> ]
2. Vegetables must be fresh and/or frozen and canned vegetables with no salt or sauce added.		Product labels with ingredient statements (for frozen) and/or recipes (for fresh items) [+ <i>Add attachments</i> ]
3. Fruits must be fresh and/or frozen and canned fruits with no added sugars.		Product labels with ingredient statements (for frozen and canned) and/or recipes (for fresh items) [+ <i>Add attachments</i> ]
4. The SFA chooses lower sodium forms of products from vendors. For tips, check out <i>the Institute of Child Nutrition’s Sodium Swaps: Utilizing Product Substitutions</i> available at the <a href="#">Shaking It Up website</a> .		Description of how the SFA chose a lower sodium form of a product, listing what changes we made. [+ <i>Add description: up to four paragraphs, 200 words each</i> ]
5. The SFA uses alternatives to replace or reduce the amount of sodium in main dishes and/or sides, such as garlic, citrus juice, salt-free seasonings, herbs, or spices.		Recipes showing where replacements or reductions were made. [+ <i>Add attachments</i> ]

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

Criteria	Yes	Documentation Required
6. All grains are whole grain-rich as defined by the <a href="#">Grain Requirements for School Meals</a> .		Product labels with ingredient statements, <a href="#">Recipe Analysis Workbook (RAW)</a> , <a href="#">Product Formulation Statements (PFS)</a> , or <a href="#">Child Nutrition (CN) labels</a> of grain items offered for the qualifying week’s menu. [+ <i>Add attachments</i> ]
7. No grain-based desserts are offered, as defined by superscripts 3, 4, or 5 in the <a href="#">Food Buying Guide for Child Nutrition Program’s Exhibit A: Grain Requirements for Child Nutrition Programs</a> .		See production records required above.
8. The SFA offers only unflavored milk.		See production records required above.
9. The SFA engages students in the development of school lunch menus.		<b>Description of student engagement</b> activities including the objectives, details about the activities, number of participants, and the outcomes. [+ <i>Add description: up to four paragraphs, 200 words each</i> ] <ul style="list-style-type: none"> <li>• Optional photographs including two or three clear photos of the activities with release forms providing USDA with royalty free unlimited rights to the use and printing of the photographs, and parental permission forms, when applicable.</li> </ul> [+ <i>Add attachments</i> ]
10. The SFA and/or a community partner has conducted at least two school lunch nutrition education activities (e.g., taste-test event, farm to school activities, social media campaign) for students. Activities can be district wide.		Description of the nutrition education activities including the objective, details about the activity, number of participants, and the results of the activity demonstrating the value and how students benefited. [+ <i>Add description: up to four paragraphs, 200 words each</i> ] <ul style="list-style-type: none"> <li>• Optional photographs including two or three clear photos of the activities with release forms providing USDA with royalty free unlimited rights to the use and printing of the photographs, and parental permission forms, when applicable.</li> </ul> [+ <i>Add attachments</i> ]

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

***Innovative School Lunch Makeover Award***

The SFA improves the nutritional quality of a popular school lunch meal for at least one grade group, while maintaining student acceptance of the meal. The makeover meal meets all meal pattern requirements.

Check “Yes” in each box below to confirm you have met the criteria.

Criteria	Yes	Documentation Required
The makeover meal meets the Healthy Meals Incentives sodium limits for the meal.		Documentation of sodium including a Nutrient analysis (using <a href="#">USDA-approved nutrient analysis software</a> ) or recipes, Nutrition Facts labels, and nutrition information for the new meal. [+ Add attachments]
The makeover meal includes only whole grain-rich grains, as defined by the <a href="#">Grain Requirements for School Meals</a> , and no grain-based desserts.		Documentation of whole grain-rich grains including product labels with ingredient statements, <a href="#">Recipe Analysis Workbook (RAW)</a> , <a href="#">Product Formulation Statements (PFS)</a> , or <a href="#">Child Nutrition (CN) labels</a> , if applicable, of grain items offered for the new meal. [+ Add attachments]
The menu features a local agricultural product* meal component. When the meal is served, the local agricultural product is procured locally when available.  See definition for <a href="#">local agricultural product</a> .		Description of the local agricultural product, how it was procured through local sources, and when is normally available. [+ Add description: up to four paragraphs, 200 words each]
The SFA engages students in the development and marketing of the makeover meal.		Description of student engagement and actions taken to improve the school lunch meal and student acceptance. In addition, include student acceptability findings including taste-test results from students at one school for the chosen grade group(s). [+ Add description: up to four paragraphs, 200 words each]
The makeover meal is implemented in at least one school, for at least one grade group, within the SFA that participates in the NSLP and offered as part of school meal service at least three different times during the 12 months prior to award submission.		Information about the school(s) used to qualify for the award including name and grade levels. [+ Add attachment]  Lunch menu for the original meal and new meal. [+ Add attachments]  Production records (scanned) from at least one school meal service for the chosen grade

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

		group(s), showing the qualifying meal was served at least three different times during the 12 months prior to award application submission (to show the menu items, crediting information, amount prepared, amount served, and to show no grain-based desserts were offered). [+ <i>Add attachments</i> ]
Criteria	Yes	Documentation Required
		Optional photographs including clear photos of the original meal and new meal with release forms providing USDA with royalty free unlimited rights to the use and printing of the photographs. [+ <i>Add attachments</i> ]

***Innovation in the Cultural Diversity of School Meals Award***

The SFA offers nutritious school meal menu options that reflect the different cultures of students at the school.

Check “Yes” in each box below to confirm you have met the criteria.

Criteria	Yes	Documentation Required
At least one school within the SFA has collaborated with students and/or the community to offer nutritious school meal menu options (at least one entrée and two sides) that reflect the cultures of students at the school, while meeting weekly meal pattern requirements. As part of this collaboration, the school provides culturally appropriate education for all students and their families on the new menu offerings and their cultural significance.		Information about the school(s) used to qualify for the award including name, grade levels, and demographics: <ul style="list-style-type: none"> <li>• Percent of enrolled students that qualify for free meals:</li> <li>• Percent of enrolled students that qualify for reduced-price meals:</li> <li>• Ethnicity of students (by percentage):                             <ul style="list-style-type: none"> <li>○ Hispanic or Latino:</li> <li>○ Not Hispanic or Latino:</li> </ul> </li> <li>• Race of students (by percentage)                             <ul style="list-style-type: none"> <li>○ American Indian or Alaska Native:</li> <li>○ Asian:</li> <li>○ Black or African American:</li> <li>○ Native Hawaiian or Other Pacific Islander:</li> <li>○ White:</li> </ul> </li> </ul> [+ <i>Add attachment</i> ]
		Description of collaboration including a brief overview of the culture represented in the new

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

		<p>menu items, how the school(s) collaborated with students and/or community members from that culture to develop the school meal menus, culturally appropriate education, and the impact it had on students. Also include how this information was made available in languages other than English, as needed.</p> <p>[+ <i>Add description: up to four paragraphs, 200 words each</i>]</p>
<b>Criteria</b>	<b>Yes</b>	<b>Documentation Required</b>
		<p>Support letter from an individual outside of the school nutrition department that observed the collaboration between the students and/or community and school nutrition department on the development of the new menu items.</p> <p>[+ <i>Add attachment</i>]</p>
<p>Menus must have been used and nutrition education must have been provided within the past 12 months, and collaboration must be ongoing in support of these efforts. However, the menu development and start of the collaboration could have been earlier.</p>		<p>School meal menu(s) (lunch and/or breakfast) highlighting the culturally-inspired menu items, including at least one entrée and two sides (with amounts and crediting information) showing the items were served at least three different times during the 12 months prior to award application submission.</p> <p>[+ <i>Add attachments</i>]</p> <p>Recipes/product documentation for culturally-inspired menu items including standardized recipes and ingredient labels, or Nutrition Facts labels with ingredient statements, <a href="#">Product Formulation Statements (PFS)</a>, or <a href="#">Child Nutrition (CN) labels</a> of packaged items.</p> <p>[+ <i>Add attachments</i>]</p>
		<p>Optional photographs including two or three clear photos of the menu items and any relevant activities with release forms providing USDA with royalty free unlimited rights to the use and printing of the photographs and parental permission forms, when applicable.</p> <p>[+ <i>Add attachments</i>]</p>

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

### *Innovation in the Preparation of School Meals Award*

The SFA implements the meal service of at least **three** menu items (entrées or sides) prepared from scratch using a local agricultural product or USDA Food in at least one school.

Check “Yes” in each box below to confirm you have met the criteria.

Criteria	Yes	Documentation Required
<p>Within the past 12 months, the SFA implemented the meal service of at least <b>three</b> new menu items (entrées or sides) prepared from scratch using a local agricultural product* or USDA food. The new menu items must have been offered as part of school meal service in at least one school. See definition for <a href="#">local agricultural product</a>.</p>	<input type="checkbox"/>	<p>Information about the school(s) used to qualify for the award including name and grade levels. [+ <i>Add attachment</i>]</p>
<p>The scratch-prepared menu items must be prepared from recipes developed in accordance with the <a href="#">USDA recipe standardization process</a>, provide the minimum creditable amount of at least one meal component, and fit into weekly meal pattern requirements. The recipe may be from a source other than the award applicant (e.g., a USDA Standardized Recipe from the <a href="#">Child Nutrition Recipe Box</a>).</p> <p>Semi-homemade or speed-scratch menu items, condiments, salad dressings, grain-based desserts, sauces, etc. are not qualifying menu items for purposes of this award.</p>	<input type="checkbox"/>	<p>Description of actions undertaken to provide the scratch-prepared menu items, how local or USDA Foods are key ingredients, and outcomes including plans to permanently include any of the three new menu items in the school meal menu. [+ Add Description: up to four paragraphs, 200 words each]</p> <p>Standardized recipes of each scratch-prepared menu item, highlighting the creditable meal component(s) and the source of the recipe. [+ <i>Add attachments</i>]</p> <p>School meal menu(s) identifying scratch-prepared menu items as part of a reimbursable school meal. [+ <i>Add attachments</i>]</p>
<p>Scratch food production incorporates ingredients as close to their original state as possible. Pre-packaged tortillas, pizza dough, rolls, buns, and breads, including proof and bake breads and sandwich bread, dry pasta, canned beans, fajita chicken meat, beef crumbles, unseasoned cooked meat, chicken, fish, individually quick frozen (IQF) fruits/vegetables, and unseasoned canned fruits/vegetables are acceptable ingredients in menu items prepared from scratch for this award.</p>	<input type="checkbox"/>	<p>Supporting Documentation if using recipes that are not in the Child Nutrition Recipe Box. Provide a <a href="#">Recipe Analysis Workbook (RAW)</a>, nutrient analysis (using <a href="#">USDA-approved nutrient analysis software</a>) or recipes and ingredient labels or product labels with ingredient lists, and documentation that the USDA standardization process was used. [+ <i>Add attachments</i>]</p> <p>Production records (scanned) for the meals with scratch-prepared menu items to show the items, the amount prepared, and the amount served.</p>



## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

		[+ Add attachments]
Criteria	Yes	Documentation Required
If the menu items contain grains, the grains must be whole grain-rich, as defined by the <a href="#">Grain Requirements for School Meals</a> .		See production records requirement above.
The SFA engages students in the marketing of the new menu items.		Description of student engagement activities, marketing strategies, and their outcomes. [+ Add description: up to four paragraphs, 200 words each]
Photographs (Optional)		Optional photographs including two or three clear photos of the school meals including the scratch-prepared menu items and/or the student engagement activities with release forms providing USDA with royalty free unlimited rights to the use and printing of the photographs and parental permission forms, when applicable. [+ Add attachments]

**Innovation in Nutrition Education**

The SFA ensures nutrition education is offered at schools.

Check “Yes” in each box below to confirm you have met the criteria.

Criteria	Yes	Documentation Required
The SFA’s Local School Wellness Policy (LWP) includes specific goals for nutrition education at elementary, middle, and high school grade levels. The Local School Wellness Implementation Plan for the school year includes specific nutrition education activities at elementary, middle, and high school grade levels.		A numbered list of all schools in the SFA including school grade levels. [+ Add attachment]  Copy of SFA’s Local School Wellness Policy and implementation plan. [+ Add attachments]
The SFA’s Local School Wellness Policy Coordinator or other designated nutrition education coordinator ensures school nutrition education activities are coordinated with school nutrition services (school meals) and any farm to school activities.		Description of how nutrition education is coordinated within the school and community and includes a connection to school meals and farm to school activities. [+ Add description: up to four paragraphs, 200 words each]
All schools within the SFA display nutrition education posters and signage promoting healthy food and beverage choices wherever food and drinks are sold to students on the school campus, during the school day.		Photographs including two or three clear photos of nutrition education posters and signage promoting healthy food and beverage choices with release forms providing USDA with royalty

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

		free unlimited rights to the use and printing of the photographs and parental permission forms, when applicable. [+ <i>Add attachments</i> ]
Criteria	Yes	Documentation Required
Students are engaged in the development and delivery of school nutrition promotions and campaigns, such as through student cafeteria "ambassador" programs, student-led school meal surveys or advisory councils, and taste-testing events.		Description of student engagement in nutrition education and promotion activities including the objective, details about the activity, number of participants, and the results of the activity, demonstrating the value of it and how students benefited. [+ <i>Add description: up to four paragraphs, 200 words each</i> ]
At elementary, middle, and high school levels, the SFA provides nutrition education to the parents/guardians of students that includes a discussion of the sodium, added sugars and whole grain content of school meals.		Description of nutrition education activities for parents including the objective, details about the activity, number of participants, and the results of the activity, demonstrating the value of it and how parents benefited. [+ <i>Add description: up to four paragraphs, 200 words each</i> ]
Local agricultural products* are highlighted on the school menu and/or in school cafeterias, in all schools within the SFA, when served. See definition for <a href="#">local agricultural product</a> .		Copies of menu for each grade group or photos from cafeteria identifying local agricultural products. [+ <i>Add attachments</i> ]

### \*Local Agricultural Product

The definition of “local agricultural products” can depend on geographic, social, governmental, physical, or economic parameters; seasonality; and/or other factors. Local procurement options differ greatly across communities depending on district and school size; proximity to agricultural areas; growing season; and demographics. USDA expects that State agencies will have varying definitions of “local agricultural products” that align with their particular needs and goals. The intent of schools utilizing local agricultural products is to serve more locally produced foods in school cafeterias, improve student nutrition, provide nutrition education opportunities, and support local and regional farmers, ranchers, and fishers. Local agricultural products can be meats, seafood, fruits, vegetables, grains, nuts, seeds, dairy foods, or legumes.

**Healthy Meals Incentives Recognition Awards  
Application for School Food Authorities**

**Application Verification and Submission**

Please read the following statement and sign below if you agree:

*I have reviewed this application and attest to the accuracy of the information provided. Our School Food Authority agrees to cooperate with USDA and other organizations upon request to publicize our efforts.*

**FNS reserves the right to verify all information on the application and reject applications that are incomplete or otherwise fail to provide factual information.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit Application** [*Click to submit.*]  
[*Date and time of submission will auto-populate online.*]

**Thank you for applying for the Healthy Meals Incentives Recognition Awards.  
For more information, visit <https://www.fns.usda.gov/cnp/healthy-meals-incentives>.**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**Healthy Meals Incentives Recognition Awards  
Application for School Food Authorities**

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

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**Healthy Meals Incentives Recognition Awards**  
**Application for School Food Authorities**  
**State Agency Confirmation Letter**

OMB BURDEN STATEMENT: The Food and Nutrition Service (FNS) is collecting this information to confirm that the School Food Authority (SFA) applying for the Healthy Meals Incentive Recognition Award participates in National School Lunch Program and does not have any unresolved findings. This is a voluntary collection and FNS will use the information to recognize SFAs for their significant improvements to the nutritional quality of school meals by exceeding the transitional school meal pattern requirements for sodium and whole grains and by taking steps to reduce added sugars. This collection does not request personally identifiable information that is subject to the privacy requirements outlined at 5 U.S.C. §552a(e)3 of the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXX. The time required to complete this information collection is estimated to average 30 minutes (0.5 hour) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The State agency must confirm that the School Food Authority (SFA) does not have any outstanding corrective actions and that any previous findings have been resolved (except as allowed under the [USDA FNS nationwide waivers](#) related to the COVID-19 public health emergency and situations resulting from damage or disruptions due to natural disasters such as hurricanes, tornadoes, and floods as well as other exceptional emergency situations or man-made disasters).

**The State agency does not need to review the application before the School Food Authority submits.**

Check “yes” or “no” for the following questions and use the comment box if additional information is needed.

1. Does the SFA have an agreement to operate the National School Lunch Program and/or School Breakfast Program? Yes  No

Comments:

2. Does the SFA have any outstanding corrective actions? Yes  No

Comments:

## Healthy Meals Incentives Recognition Awards Application for School Food Authorities

3. Are there any unresolved findings? Yes  No

Comments:

4. Are there any findings related to program discrimination complaints within the past 3 years?  
Yes  No

Comments:

**Confirmed by State School Meal Programs Coordinator/Director or Representative:**

Name of School Food Authority: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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**Healthy Meals Incentives Recognition Awards  
Application for School Food Authorities**

[0002-508-11-28-17Fax2Mail.pdf](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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Office of the Assistant Secretary for Civil Rights  
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Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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