*Date:* December 2, 2014

*To:* Authorized Representatives of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

*From:* Jessica Sharkus, RDN, CD

 Director-School Nutrition Team

*Subject:* Tracking Tools to Help Keep Documentation for all Competitive Foods/Beverages and Food Fundraisers Held on the School Campus during the School Day

In efforts to meet USDA regulation requirements as established in 7 CFR 210.11, the Department of Public Instruction School Nutrition Team (DPI SNT) has the responsibility, through the Administrative Review process, to ensure that all SFAs are in compliance with the State-set fundraising exemption policy.

We understand that the school food service staff will likely not be aware of all of the fundraisers that occur within the school year. Therefore, to evaluate compliance, our reviewers must interview SFA staff, such as administrators, principals, or other administrative designees, to understand the scope of food and beverage sales at the schools being reviewed. This includes the number and duration of exempt fundraisers and sales of foods and beverages in the cafeteria, school stores, snack bars, coffee bars, vending machines, and any other food or beverage points of sale available to students.

The SNT has developed tools for SFAs to use for documentation of competitive foods/beverages and food fundraisers. These tools are optional but recommended and can be found on our website at <http://fns.dpi.wi.gov/fns_smartsnacks>. There are three tools posted; each in an electronic and printer-friendly format:

1. Compliant Fundraiser Tracking Tool – for tracking food fundraisers that are compliant with Smart Snacks standards
2. Exempt Fundraiser Tracking Tool – for tracking exempt food fundraisers (that do not need to meet Smart Snacks standards) of which each student organization can hold two per school year, each lasting up to two consecutive weeks
3. Smart Snacks Tracking Tool – for tracking competitive foods/beverages sold regularly by the food service department, school store, vending machines, etc.

Other Smart Snacks related resources available on our website include the following:

* Smart Snacks “In A Nutshell” handout
* Smart Snacks in Schools brochure
* Healthy Fundraising Ideas handout
* Best Practices for Health School Fundraisers brochure
* Smart Snacks Product Calculator (Alliance for a Healthier Generation tool)
* Smart Snacks – Strategies for Success handout
* Smart Snacks Recipe Nutrient Analysis Tool (to be posted soon)