Food and Nutrition

Program Overview

The Food and Nutrition Department manages all aspects of the Food Service Fund. The Department's primary purpose is to support the educational process and community through the provision of convenient, economical, and healthy meals for students. The Department manages the following federal and state funded Child Nutrition Programs:

- National School Lunch Program In FY 2018, 3,238,451 lunches were served to HCPS students, a decrease
 of 63,358 over the previous year. The menu is consistently audited under state and federal nutritional
 guidelines and found to be in accordance with such. HCPS continues to be among the lowest priced school
 meals in the State of Maryland, reflecting sound financial management and excellent cost controls
- School Breakfast Program Breakfast is offered in every school, daily. In FY 2018, 1,431,954 breakfasts were served, a decrease of 56,154 from the previous year
- After School Snack Program Offered in conjunction with education programs in selected sites, this program serves approximately 700 nutritional snacks per day in support of these programs
- Maryland Meals for Achievement Program Supported by State funds, this program provides free breakfast, served in the classroom at twelve schools, nine elementary and three middle schools. Over 6,200 students receive this meal daily. By beginning the day with a healthy breakfast, the program has effectively reduced school nurse visits and improved attendance and student achievement
- USDA Commodity Food Program Provided 14% of food expenditures for FY 2018, including fresh cut apples, raisins and many other items
- Summer Food Service Program Operates in conjunction with education programs and community supported programs over the summer, serving over 1,000 meals per day
- Child and Adult Care Food Program (CACFP) operate at several schools serving dinners to after-school programs
- Free and Reduced Meal Application (FARMA) Program Program is monitored by the USDA as part of the National School Lunch Program. Meal benefit applications are reviewed, and benefits administered by the Food & Nutrition Department. This data provides great value to HCPS as it is used to determine funding levels and allocations in certain programs

Board of Education Goals – FY 2020

- Board Goal 1: Prepare every student for success in postsecondary education and career
- Board Goal 2: Engage families and the community to be partners in the education of our students
- Board Goal 3: Hire and support highly effective staff who are committed to building their own professional capacity in order to increase student achievement
- Board Goal 4: Provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning, creativity and innovation

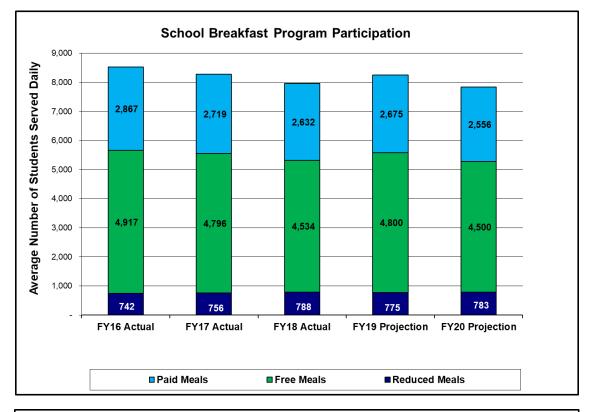
Departmental Objectives – FY 2020

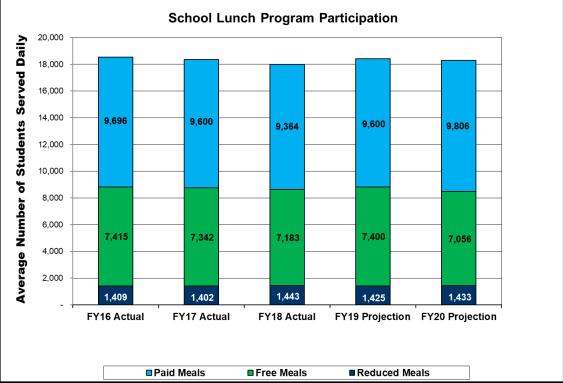
- Through sound financial management, continue to work on a breakeven status (Board Goal 4)
- Distinguish program as a resource of nutrition information and an asset to HCPS by increasing the presence in schools through nutrition outreach and meal participation (Board Goal 4)

Accomplishments – FY 2018

- Several employees were recognized as Maryland State award recipients, Manager, Employee and Innovator of the Year (Board Goal 3)
- Financial performance was a loss of \$130,000 despite a non-forecasted increase in OPEB charges of over \$180,000 (Board Goals 3 & 4)

During FY 2019, the Food and Nutrition Program projects to sell 26,134 meals each school day, or nearly 5 million meals during the school year. The average number of students served breakfast and lunch daily is provided in the following charts:





Positions

Although the Food and Nutrition Department operates under an independent, separate enterprise fund, Food Service employees are HCPS employees and are an integral part of providing a safe and secure learning environment for all students and staff. The chart below summarizes the FY20 budgeted positions.

Harford County Public Schools Food and Nutrition Positions											
POSITIONBudget FY2016Budget FY2017Budget FY2018Budget 											
Food Service Worker	230	230	230	230	-	230					
FS Warehouse & Mechanics	7	7	7	7	1.0	8					
Managers	15	15	15	15	-	15					
Supervisor	1	1	1	1	-	1					
Assistant Supervisor	2	2	2	2	(1.0)	1					
Specialist	3	3	3	3	-	3					
Account Clerk	3.5	3.5	3.5	3.5	-	3.5					
Clerical	1	1	1	1	-	1					
Dietician	1	1	1	1	-	1					
Total Food and Nutrition Budgeted Positions	263.5	263.5	263.5	263.5	-	263.5					

Revenues

Food Services collects revenue from several sources, including student and staff payments, and reimbursements from the State and Federal governments. The following table details the actual revenue from FY 2016 to FY 2018 and the budgeted revenue for FY 2019 and FY 2020.

Harford County Public Schools											
Food and Nutrition Revenue											
	Actual FY16		Actual FY17		Actual FY18		Budget FY19		Budget F	Y20	
Student Payments	\$ 7,141,875	42.3%	\$ 7,122,890	41.7%	\$ 7,407,284 42.7%		\$ 7,287,110	41.4%	\$ 7,555,430	42.1%	
State Sources:		-				-					
Reimbursement Lunches	148,973	0.9%	144,145	0.8%	135,029	0.8%	150,000	0.9%	150,000	0.8%	
Other Revenue	298,506	1.8%	225,261	1.3%	223,702	1.3%	250,000	1.4%	262,500	1.5%	
Total State Revenue	\$ 447,479	2.6%	\$ 369,407	2.2%	\$ 358,731	2.1%	\$ 400,000	2.3%	\$ 412,500	2.3%	
Federal Sources:											
Reimbursement - Lunch	604,092	3.6%	622,086	3.6%	623,672	3.6%	650,000	3.7%	630,000	3.5%	
Reimbursement - Fresh Fruit & Veg.	25,838	0.2%	16,116	0.1%	-	0.0%	-	0.0%	-	0.0%	
Reimbursement - F/R Lunches & Snacks	5,072,685	30.0%	4,994,011	29.3%	5,037,170	29.0%	5,299,249	30.1%	5,238,657	29.2%	
Reimbusement - Breakfast	1,858,255	11.0%	2,103,032	12.3%	2,069,546	11.9%	2,208,184	12.5%	2,141,980	11.9%	
Commodities	1,188,268	7.0%	1,122,067	6.6%	1,077,004	6.2%	1,025,000	5.8%	1,114,699	6.2%	
Child and Adult Care Food Program	216,680	1.3%	323,351	1.9%	412,776	2.4%		0.0%	-	0.0%	
Other Revenue	198,892	1.2%	234,084	1.4%	240,383	1.4%	625,000	3.5%	672,754	3.8%	
Total Federal Revenue	\$ 9,164,711	54.2%	\$ 9,414,747	55.1%	\$ 9,460,551	54.4%	\$ 9,807,433	55.6%	\$ 9,798,090	54.7%	
Other Revenue	\$ 141,334	0.8%	\$ 164,161	1.0%	\$ 138,626	0.8%	\$ 125,000	0.7%	\$ 160,000	0.9%	
Total Food Service Revenue	\$ 16,895,399	100%	\$17,071,204	100%	\$17,365,192	100%	\$17,619,543	100%	\$ 17,926,020	100%	

Fund Balance

The following table details the actual fund balance from FY 2016 to FY 2018 and the projected fund balance for FY 2019 and FY 2020.

Harford County Public Schools												
Food and Nutrition Fund Statement												
	Actual FY16 Actual FY17 Actual FY18 Budget FY19 Budget FY20											
Revenues:												
Student Payments		7,141,875		7,122,890		7,407,284		7,144,225		7,555,430		
Total State Revenue		447,479		369,406		358,730		458,876		412,500		
Total Federal		9,164,711		9,414,747		9,460,550		9,445,662		9,798,090		
Total Other: Local or Miscellaneous		141,334		164,161		138,626		100,000		160,000		
Total Revenues	\$	16,895,399	\$	17,071,204	\$	17,365,190	\$	17,148,763	\$	17,926,020		
Expenditures	\$	16,726,026	\$	17,243,662	\$	17,557,612	\$	17,148,763	\$	17,926,020		
Excess/deficit revenues over Expenditures		169,373		(172,458)		(192,421)		-		-		
Beginning Fund Balance	\$	2,975,475	\$	3,071,126	\$	2,898,668	\$	2,706,247	\$	2,706,247		
Increase (decrease) in reserve for inventory		(73,722)		-				-		-		
Total Fund Balance	\$	3,071,126	\$	2,898,668	\$	2,706,247	\$	2,706,247	\$	2,706,247		
Reserve for inventory - end of year								-		-		
Ending Fund Balance	\$	3,071,126	\$	2,898,668	\$	2,706,247	\$	2,706,247	\$	2,706,247		

Federal guidelines allow school systems operating the Child Nutrition Programs to maintain a Food Service fund balance of up to 3 months operating expenses. This would be equivalent to approximately \$4.5 million, or more than the FY 2018 fund balance. A plan designating these funds for specific reinvestment projects has been developed to ensure the long-term success of the Food and Nutrition Program. Past use of this reinvestment strategy has been an important component of the positive fiscal performance of the program. The Food and Nutrition Department utilized fund balance for the ongoing Plan for Asset Replacement (PAR) and system improvements. Major improvement projects include upgrading of technology equipment and ongoing PAR. Each year the PAR is reassessed as resources become available.

Projected Asset Improvement and Replacement Plan

Technology Upgrades \$20,000 – Computers are in need of a refresh every 4 to 5 years. This is designed to keep the cost of upgrading computers lower over the long-term and make the system more reliable.

Planned Asset Replacement (PAR) \$124,855 – The planned asset replacement project will allow for the planned replacement of equipment that is no longer functional or has exhausted its useful life. The plan will also allow for improved storage, cooking, and holding of food, resulting in improved quality for students and improved work environment for employees. This replacement of equipment is ongoing and is to be considered part of the normal budget.

Food and Nutrition										
BY OBJECT CODE	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	19-20 Change	FY20 Budget				
Salaries	\$5,412,033	\$5,672,386	\$5,770,257	\$5,896,881	(\$2,695)	\$5,894,186				
Contracted Services	\$385,809	\$443,898	\$438,771	\$454,000	\$14,000	\$468,000				
Supplies	\$8,173,934	\$8,308,143	\$8,283,440	\$8,343,072	\$78,070	\$8,421,142				
Other Charges	\$2,546,126	\$2,658,992	\$2,865,642	\$2,745,589	\$252,248	\$2,997,837				
Equipment	\$243,848	\$180,909	\$140,031	\$180,000	(\$35,145)	\$144,855				
TOTAL	\$16,761,750	\$17,264,328	\$17,498,141	\$17,619,542	\$306,478	\$17,926,020				
BY STATE CATEGORY	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	19-20 Change	FY20 Budget				
FOOL	D PREPARA	TION & DIS	PENSING	SERVICES						
MAINTENANCE/MECHANICS/T51XX51120	ECHS \$341,992	\$344,939	\$358,742	\$380,317	\$7,606	\$387,923				
2 MAINT./MECH./TECH. SUBSTIT 51XX 51121	UTES \$0	\$0	\$781	\$0	\$0	\$0				
3 FOOD SERVICE/CAFETERIA 51XX 51135	\$3,984,197	\$4,175,775	\$4,192,390	\$4,350,238	\$87,006	\$4,437,244				
4FOOD SERVICE SUBSTITUTES51XX51136	\$340,042	\$358,970	\$411,402	\$329,244	\$3,292	\$332,536				
5 FOOD SERVICE - SPECIAL EVE 51XX 51137	ENTS \$2,088	\$4,137	\$2,919	\$5,500	\$(2,000)	\$3,500				
6 OTHER SALARIES 51XX 51170	\$4,666	\$5,542	\$7,506	\$1,500	\$0	\$1,500				
7 REPAIRS-EQUIPMENT 51XX 52315	\$4,903	\$5,976	\$0	\$0	\$0	\$0				
8 REFUSE DISPOSAL 51XX 52385	\$86,031	\$127,542	\$120,408	\$145,000	\$(5,000)	\$140,000				
9 COMMODITY DISTRIBUTION 51XX 52435	\$299	\$185	\$530	\$1,500	\$0	\$1,500				
10REPAIRS/MAINTENANCE-VEH51XX53325	CLES \$25,706	\$22,039	\$6,763	\$25,000	\$0	\$25,000				
11 CLEANING 51XX 53430	\$43,705	\$48,420	\$47,478	\$40,000	\$1,000	\$41,000				
12 USDA COMMODITIES 51XX 53435	\$1,261,990	\$1,038,145	\$1,114,179	\$1,025,000	\$89,699	\$1,114,699				
13 OFFICE 51XX 53440	\$16,020	\$19,539	\$19,214	\$18,000	\$0	\$18,000				
14 UNIFORMS-STAFF 51XX 53535		\$22,062	\$21,049	\$25,000	\$0	\$25,000				

BY	STATE CATEGORY	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	19-20 Change	FY20 Budget
15	HARDWARE 51XX 53545	\$27,915	\$38,664	\$51,381	\$25,000	\$(10,000)	\$15,000
16	DETERGENTS 51XX 53550	\$38,275	\$50,300	\$58,707	\$40,000	\$0	\$40,000
17	FUEL/OIL 51XX 53575	\$0	\$0	\$19,417	\$0	\$0	\$0
18	MEDICAL 51XX 53585	\$540	\$345	\$302	\$0	\$0	\$0
19	BREAD 51XX 53590	\$181,229	\$187,247	\$165,902	\$173,250	\$(5,688)	\$167,562
20	CANNED, DRY & FROZEN FOODS 51XX 53595	\$3,965,824	\$4,125,248	\$4,071,459	\$4,173,365	\$20,238	\$4,193,603
21	ICE CREAM 51XX 53600	\$95,001	\$101,767	\$152,993	\$110,322	\$44,201	\$154,523
22	MILK 51XX 53615	\$940,045	\$956,714	\$884,582	\$1,020,100	\$(117,825)	\$902,275
23	CHIPS, PRETZELS, CAKES 51XX 53620	\$623,758	\$755,675	\$719,534	\$750,000	\$7,500	\$757,500
24	PRODUCE 51XX 53625	\$572,705	\$552,869	\$593,412	\$553,835	\$45,511	\$599,346
25	FOOD SERVICE PAPER PRODUC51XX53630	TS \$172,679	\$178,324	\$178,957	\$171,700	\$3,434	\$175,134
26	FOOD SERVICE REPAIR PARTS51XX53635	\$163,816	\$187,466	\$158,640	\$165,000	\$0	\$165,000
27	TRAINING 51XX 54580	\$0	\$9,678	\$3,782	\$25,000	\$0	\$25,000
28	RETIREMENT 51XX 54665	\$259,675	\$267,260	\$275,170	\$281,960	\$1,974	\$283,934
29	SOCIAL SECURITY 51XX 54675	\$357,484	\$374,036	\$380,444	\$370,908	\$23,987	\$394,895
30	WORKER'S COMPENSATION51XX54685	\$152,897	\$161,950	\$169,944	\$178,500	\$1,785	\$180,285
31	HEALTH INSURANCE 51XX 54690	\$1,467,702	\$1,513,966	\$1,700,944	\$1,539,200	\$246,791	\$1,785,991
32	DENTAL INSURANCE 51XX 54695	\$84,327	\$81,548	\$85,671	\$86,700	\$867	\$87,567
33	LIFE INSURANCE 51XX 54700	\$6,201	\$5,598	\$4,850	\$5,269	\$105	\$5,374
34	TRAVEL, PROFESSIONAL 51XX 54720	\$12,310	\$9,258	\$9,516	\$12,500	\$(2,500)	\$10,000
35	PROFESSIONAL DUES 51XX 54730	\$3,587	\$5,068	\$6,941	\$5,000	\$0	\$5,000

BY	STATE CATEGORY	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	19-20 Change	FY20 Budget
36	INSTITUTES, CONFERENCES, M 51XX 54750	TGS \$6,294	\$11,810	\$9,953	\$12,500	\$(2,500)	\$10,000
37	OTHER EQUIPMENT 51XX 55170	\$204,766	\$174,464	\$128,055	\$150,000	\$(25,145)	\$124,855
	TAL FOOD PREPARATION & PENSING SERVICES	\$15,471,453	\$15,922,526	\$16,133,917	\$16,196,408	\$414,338	\$16,610,746
		SERVIO	CE AREA L	DIRECTION	/		
38	PROFESSIONAL 5001 51100	\$309,927	\$316,784	\$327,680	\$333,260	\$(110,260)	\$223,000
39	CLERICAL 5001 51110	\$134,360	\$158,220	\$150,671	\$172,462	\$5,174	\$177,636
40	MAINTENANCE/MECHANICS/TEC 5001 51120	CHS \$291,599	\$304,457	\$315,790	\$324,360	\$6,487	\$330,847
41	MAINT./MECH./TECH. SUBSTITU 5001 51121	TES \$3,152	\$3,562	\$2,376	\$0	\$0	\$0
42	CLERICAL OVERTIME 5001 51150	\$10	\$0	\$0	\$0	\$0	\$0
43	OTHER CONTRACTED SERVICE500152170	s \$211,409	\$221,231	\$228,547	\$230,000	\$10,000	\$240,000
44	AUDITING 5001 52185	\$0	\$9,353	\$9,643	\$9,000	\$0	\$9,000
45	BIDS/ADVERTISING 5001 52210	\$0	\$0	\$0	\$500	\$0	\$500
46	MACHINE RENTAL-POSTAL & O 5001 52370	THER \$21,905	\$1,166	\$9,770	\$7,000	\$0	\$7,000
47	SOFTWARE MAINTENANCE 5001 52380	\$61,262	\$78,445	\$69,873	\$61,000	\$9,000	\$70,000
48	OFFICE 5001 53440	\$2,782	\$5,395	\$2,538	\$5,500	\$0	\$5,500
49	PRINTING 5001 53445	\$0	\$0	\$0	\$2,000	\$0	\$2,000
50	POSTAGE/COURIER SERVICE 5001 53450	\$13,066	\$14,654	\$14,185	\$15,000	\$0	\$15,000
51	BULLETINS, GUIDES, ETC. 5001 53476	\$6,094	\$3,270	\$2,748	\$5,000	\$0	\$5,000
52	SOCIAL SECURITY 5001 54675	\$56,537	\$59,901	\$60,933	\$64,492	\$(5,973)	\$58,519
53	HEALTH INSURANCE 5001 54690	\$129,126	\$149,145	\$148,487	\$150,383	\$(10,489)	\$139,894
54	DENTAL INSURANCE 5001 54695	\$8,017	\$8,334	\$7,784	\$9,865	\$(1,408)	\$8,457
55	LIFE INSURANCE 5001 54700	\$1,519	\$1,428	\$1,223	\$1,812	\$(391)	\$1,421

BY	STATE CA	ATEGORY	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	19-20 Change	FY20 Budget
56	TRAVEL, PRO 5001	54720	\$0	\$12	\$0	\$750	\$0	\$750
57	TRAVEL,TEC 5001	HNICAL/SUPPO	RT STAFF \$0	\$0	\$0	\$750	\$0	\$750
58	INSTITUTES, 5001	CONFERENCES	э, мтдз \$450	\$0	\$0	\$0	\$0	\$0
59	OTHER EQUI 5001	PMENT 55170	\$374	\$0	\$0	\$0	\$0	\$0
60	COMPUTERS 5001	/BUSINESS EQU 55805	JIPMENT \$38,708	\$6,445	\$11,976	\$30,000	\$(10,000)	\$20,000
	TAL SERVICE	E AREA	\$1,290,297	\$1,341,802	\$1,364,224	\$1,423,134	\$(107,860)	\$1,315,274
GR	RAND TOTA	L	\$16,761,750	\$17,264,328	\$17,498,141	\$17,619,542	\$306,478	\$17,926,020