

## **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

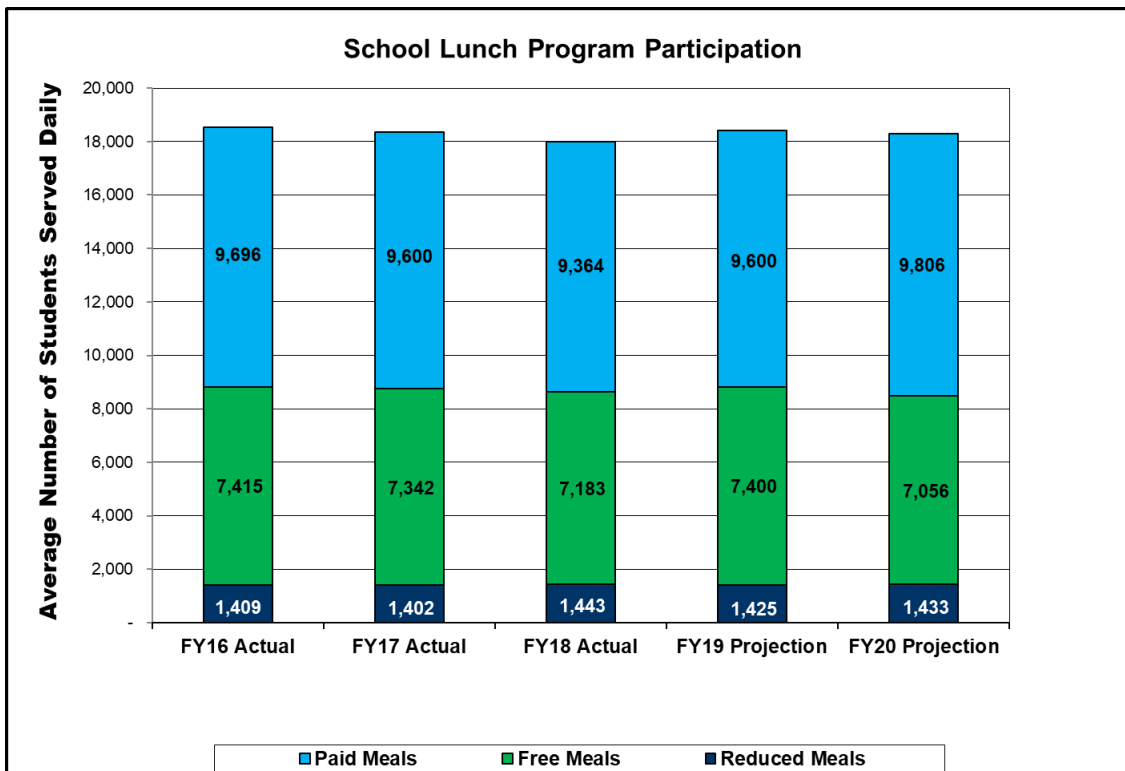
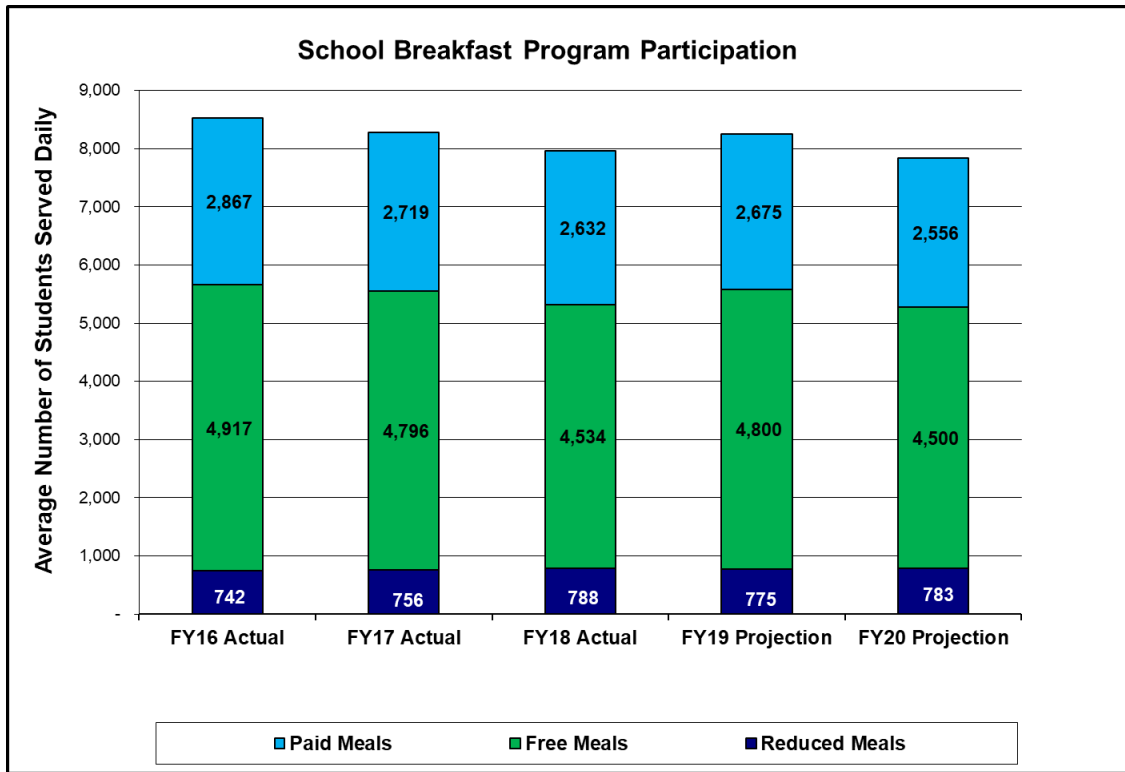
### **Departmental Objectives – FY 2020**

- 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.

<b>Harford County Public Schools Food and Nutrition Positions</b>						
<b>POSITION</b>	<b>Budget FY2016</b>	<b>Budget FY2017</b>	<b>Budget FY2018</b>	<b>Budget FY2019</b>	<b>FY19-20 Change</b>	<b>Budget FY2020</b>
Food Service Worker	230	230	230	230	-	230
FS Warehouse & Mechanics Managers	7	7	7	7	1.0	8
Supervisor	15	15	15	15	-	15
Assistant Supervisor	1	1	1	1	-	1
Specialist	2	2	2	2	(1.0)	1
Account Clerk	3	3	3	3	-	3
Clerical	3.5	3.5	3.5	3.5	-	3.5
Dietician	1	1	1	1	-	1
<b>Total Food and Nutrition Budgeted Positions</b>	<b>263.5</b>	<b>263.5</b>	<b>263.5</b>	<b>263.5</b>	<b>-</b>	<b>263.5</b>

**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.

<b>Harford County Public Schools Food and Nutrition Revenue</b>										
	<b>Actual FY16</b>		<b>Actual FY17</b>		<b>Actual FY18</b>		<b>Budget FY19</b>		<b>Budget FY20</b>	
<b>Student Payments</b>	<b>\$ 7,141,875</b>	<b>42.3%</b>	<b>\$ 7,122,890</b>	<b>41.7%</b>	<b>\$ 7,407,284</b>	<b>42.7%</b>	<b>\$ 7,287,110</b>	<b>41.4%</b>	<b>\$ 7,555,430</b>	<b>42.1%</b>
<b>State Sources:</b>										
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%
<b>Total State Revenue</b>	<b>\$ 447,479</b>	<b>2.6%</b>	<b>\$ 369,407</b>	<b>2.2%</b>	<b>\$ 358,731</b>	<b>2.1%</b>	<b>\$ 400,000</b>	<b>2.3%</b>	<b>\$ 412,500</b>	<b>2.3%</b>
<b>Federal Sources:</b>										
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%
Reimbursement - 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%
<b>Total Federal Revenue</b>	<b>\$ 9,164,711</b>	<b>54.2%</b>	<b>\$ 9,414,747</b>	<b>55.1%</b>	<b>\$ 9,460,551</b>	<b>54.4%</b>	<b>\$ 9,807,433</b>	<b>55.6%</b>	<b>\$ 9,798,090</b>	<b>54.7%</b>
<b>Other Revenue</b>	<b>\$ 141,334</b>	<b>0.8%</b>	<b>\$ 164,161</b>	<b>1.0%</b>	<b>\$ 138,626</b>	<b>0.8%</b>	<b>\$ 125,000</b>	<b>0.7%</b>	<b>\$ 160,000</b>	<b>0.9%</b>
<b>Total Food Service Revenue</b>	<b>\$ 16,895,399</b>	<b>100%</b>	<b>\$ 17,071,204</b>	<b>100%</b>	<b>\$ 17,365,192</b>	<b>100%</b>	<b>\$ 17,619,543</b>	<b>100%</b>	<b>\$ 17,926,020</b>	<b>100%</b>

**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.

<b>Harford County Public Schools Food and Nutrition Fund Statement</b>					
	Actual FY16	Actual FY17	Actual FY18	Budget FY19	Budget FY20
<b>Revenues:</b>					
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
<b>Total Revenues</b>	<b>\$ 16,895,399</b>	<b>\$ 17,071,204</b>	<b>\$ 17,365,190</b>	<b>\$ 17,148,763</b>	<b>\$ 17,926,020</b>
<b>Expenditures</b>	<b>\$ 16,726,026</b>	<b>\$ 17,243,662</b>	<b>\$ 17,557,612</b>	<b>\$ 17,148,763</b>	<b>\$ 17,926,020</b>
Excess/deficit revenues over Expenditures	169,373	(172,458)	(192,421)	-	-
<b>Beginning Fund Balance</b>	<b>\$ 2,975,475</b>	<b>\$ 3,071,126</b>	<b>\$ 2,898,668</b>	<b>\$ 2,706,247</b>	<b>\$ 2,706,247</b>
Increase (decrease) in reserve for inventory	(73,722)	-	-	-	-
<b>Total Fund Balance</b>	<b>\$ 3,071,126</b>	<b>\$ 2,898,668</b>	<b>\$ 2,706,247</b>	<b>\$ 2,706,247</b>	<b>\$ 2,706,247</b>
Reserve for inventory - end of year				-	-
<b>Ending Fund Balance</b>	<b>\$ 3,071,126</b>	<b>\$ 2,898,668</b>	<b>\$ 2,706,247</b>	<b>\$ 2,706,247</b>	<b>\$ 2,706,247</b>

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
<b>TOTAL</b>	<b>\$16,761,750</b>	<b>\$17,264,328</b>	<b>\$17,498,141</b>	<b>\$17,619,542</b>	<b>\$306,478</b>	<b>\$17,926,020</b>

BY STATE CATEGORY	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	19-20 Change	FY20 Budget
<b><i>FOOD PREPARATION &amp; DISPENSING SERVICES</i></b>						

<b>1</b>	<b>MAINTENANCE/MECHANICS/TECHS</b>						
51XX	51120	\$341,992	\$344,939	\$358,742	\$380,317	\$7,606	\$387,923
<b>2</b>	<b>MAINT./MECH./TECH. SUBSTITUTES</b>						
51XX	51121	\$0	\$0	\$781	\$0	\$0	\$0
<b>3</b>	<b>FOOD SERVICE/CAFETERIA</b>						
51XX	51135	\$3,984,197	\$4,175,775	\$4,192,390	\$4,350,238	\$87,006	\$4,437,244
<b>4</b>	<b>FOOD SERVICE SUBSTITUTES</b>						
51XX	51136	\$340,042	\$358,970	\$411,402	\$329,244	\$3,292	\$332,536
<b>5</b>	<b>FOOD SERVICE - SPECIAL EVENTS</b>						
51XX	51137	\$2,088	\$4,137	\$2,919	\$5,500	\$(2,000)	\$3,500
<b>6</b>	<b>OTHER SALARIES</b>						
51XX	51170	\$4,666	\$5,542	\$7,506	\$1,500	\$0	\$1,500
<b>7</b>	<b>REPAIRS-EQUIPMENT</b>						
51XX	52315	\$4,903	\$5,976	\$0	\$0	\$0	\$0
<b>8</b>	<b>REFUSE DISPOSAL</b>						
51XX	52385	\$86,031	\$127,542	\$120,408	\$145,000	\$(5,000)	\$140,000
<b>9</b>	<b>COMMODITY DISTRIBUTION</b>						
51XX	52435	\$299	\$185	\$530	\$1,500	\$0	\$1,500
<b>10</b>	<b>REPAIRS/MAINTENANCE-VEHICLES</b>						
51XX	53325	\$25,706	\$22,039	\$6,763	\$25,000	\$0	\$25,000
<b>11</b>	<b>CLEANING</b>						
51XX	53430	\$43,705	\$48,420	\$47,478	\$40,000	\$1,000	\$41,000
<b>12</b>	<b>USDA COMMODITIES</b>						
51XX	53435	\$1,261,990	\$1,038,145	\$1,114,179	\$1,025,000	\$89,699	\$1,114,699
<b>13</b>	<b>OFFICE</b>						
51XX	53440	\$16,020	\$19,539	\$19,214	\$18,000	\$0	\$18,000
<b>14</b>	<b>UNIFORMS-STAFF</b>						
51XX	53535	\$22,784	\$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
<b>15</b>	<b>HARDWARE</b>							
51XX	53545	\$27,915	\$38,664	\$51,381	\$25,000	\$(10,000)	\$15,000	
<b>16</b>	<b>DETERGENTS</b>							
51XX	53550	\$38,275	\$50,300	\$58,707	\$40,000	\$0	\$40,000	
<b>17</b>	<b>FUEL/OIL</b>							
51XX	53575	\$0	\$0	\$19,417	\$0	\$0	\$0	
<b>18</b>	<b>MEDICAL</b>							
51XX	53585	\$540	\$345	\$302	\$0	\$0	\$0	
<b>19</b>	<b>BREAD</b>							
51XX	53590	\$181,229	\$187,247	\$165,902	\$173,250	\$(5,688)	\$167,562	
<b>20</b>	<b>CANNED, DRY &amp; FROZEN FOODS</b>							
51XX	53595	\$3,965,824	\$4,125,248	\$4,071,459	\$4,173,365	\$20,238	\$4,193,603	
<b>21</b>	<b>ICE CREAM</b>							
51XX	53600	\$95,001	\$101,767	\$152,993	\$110,322	\$44,201	\$154,523	
<b>22</b>	<b>MILK</b>							
51XX	53615	\$940,045	\$956,714	\$884,582	\$1,020,100	\$(117,825)	\$902,275	
<b>23</b>	<b>CHIPS, PRETZELS, CAKES</b>							
51XX	53620	\$623,758	\$755,675	\$719,534	\$750,000	\$7,500	\$757,500	
<b>24</b>	<b>PRODUCE</b>							
51XX	53625	\$572,705	\$552,869	\$593,412	\$553,835	\$45,511	\$599,346	
<b>25</b>	<b>FOOD SERVICE PAPER PRODUCTS</b>							
51XX	53630	\$172,679	\$178,324	\$178,957	\$171,700	\$3,434	\$175,134	
<b>26</b>	<b>FOOD SERVICE REPAIR PARTS</b>							
51XX	53635	\$163,816	\$187,466	\$158,640	\$165,000	\$0	\$165,000	
<b>27</b>	<b>TRAINING</b>							
51XX	54580	\$0	\$9,678	\$3,782	\$25,000	\$0	\$25,000	
<b>28</b>	<b>RETIREMENT</b>							
51XX	54665	\$259,675	\$267,260	\$275,170	\$281,960	\$1,974	\$283,934	
<b>29</b>	<b>SOCIAL SECURITY</b>							
51XX	54675	\$357,484	\$374,036	\$380,444	\$370,908	\$23,987	\$394,895	
<b>30</b>	<b>WORKER'S COMPENSATION</b>							
51XX	54685	\$152,897	\$161,950	\$169,944	\$178,500	\$1,785	\$180,285	
<b>31</b>	<b>HEALTH INSURANCE</b>							
51XX	54690	\$1,467,702	\$1,513,966	\$1,700,944	\$1,539,200	\$246,791	\$1,785,991	
<b>32</b>	<b>DENTAL INSURANCE</b>							
51XX	54695	\$84,327	\$81,548	\$85,671	\$86,700	\$867	\$87,567	
<b>33</b>	<b>LIFE INSURANCE</b>							
51XX	54700	\$6,201	\$5,598	\$4,850	\$5,269	\$105	\$5,374	
<b>34</b>	<b>TRAVEL, PROFESSIONAL</b>							
51XX	54720	\$12,310	\$9,258	\$9,516	\$12,500	\$(2,500)	\$10,000	
<b>35</b>	<b>PROFESSIONAL DUES</b>							
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
<b>36</b>	<b>INSTITUTES, CONFERENCES, MTGS</b>							
	51XX	54750	\$6,294	\$11,810	\$9,953	\$12,500	\$(2,500)	\$10,000
<b>37</b>	<b>OTHER EQUIPMENT</b>							
	51XX	55170	\$204,766	\$174,464	\$128,055	\$150,000	\$(25,145)	\$124,855
<b>TOTAL FOOD PREPARATION &amp; DISPENSING SERVICES</b>			<b>\$15,471,453</b>	<b>\$15,922,526</b>	<b>\$16,133,917</b>	<b>\$16,196,408</b>	<b>\$414,338</b>	<b>\$16,610,746</b>
<b><i>SERVICE AREA DIRECTION</i></b>								
<b>38</b>	<b>PROFESSIONAL</b>							
	5001	51100	\$309,927	\$316,784	\$327,680	\$333,260	\$(110,260)	\$223,000
<b>39</b>	<b>CLERICAL</b>							
	5001	51110	\$134,360	\$158,220	\$150,671	\$172,462	\$5,174	\$177,636
<b>40</b>	<b>MAINTENANCE/MECHANICS/TECHS</b>							
	5001	51120	\$291,599	\$304,457	\$315,790	\$324,360	\$6,487	\$330,847
<b>41</b>	<b>MAINT./MECH./TECH. SUBSTITUTES</b>							
	5001	51121	\$3,152	\$3,562	\$2,376	\$0	\$0	\$0
<b>42</b>	<b>CLERICAL OVERTIME</b>							
	5001	51150	\$10	\$0	\$0	\$0	\$0	\$0
<b>43</b>	<b>OTHER CONTRACTED SERVICES</b>							
	5001	52170	\$211,409	\$221,231	\$228,547	\$230,000	\$10,000	\$240,000
<b>44</b>	<b>AUDITING</b>							
	5001	52185	\$0	\$9,353	\$9,643	\$9,000	\$0	\$9,000
<b>45</b>	<b>BIDS/ADVERTISING</b>							
	5001	52210	\$0	\$0	\$0	\$500	\$0	\$500
<b>46</b>	<b>MACHINE RENTAL-POSTAL &amp; OTHER</b>							
	5001	52370	\$21,905	\$1,166	\$9,770	\$7,000	\$0	\$7,000
<b>47</b>	<b>SOFTWARE MAINTENANCE</b>							
	5001	52380	\$61,262	\$78,445	\$69,873	\$61,000	\$9,000	\$70,000
<b>48</b>	<b>OFFICE</b>							
	5001	53440	\$2,782	\$5,395	\$2,538	\$5,500	\$0	\$5,500
<b>49</b>	<b>PRINTING</b>							
	5001	53445	\$0	\$0	\$0	\$2,000	\$0	\$2,000
<b>50</b>	<b>POSTAGE/COURIER SERVICE</b>							
	5001	53450	\$13,066	\$14,654	\$14,185	\$15,000	\$0	\$15,000
<b>51</b>	<b>BULLETINS, GUIDES, ETC.</b>							
	5001	53476	\$6,094	\$3,270	\$2,748	\$5,000	\$0	\$5,000
<b>52</b>	<b>SOCIAL SECURITY</b>							
	5001	54675	\$56,537	\$59,901	\$60,933	\$64,492	\$(5,973)	\$58,519
<b>53</b>	<b>HEALTH INSURANCE</b>							
	5001	54690	\$129,126	\$149,145	\$148,487	\$150,383	\$(10,489)	\$139,894
<b>54</b>	<b>DENTAL INSURANCE</b>							
	5001	54695	\$8,017	\$8,334	\$7,784	\$9,865	\$(1,408)	\$8,457
<b>55</b>	<b>LIFE INSURANCE</b>							
	5001	54700	\$1,519	\$1,428	\$1,223	\$1,812	\$(391)	\$1,421

BY STATE CATEGORY		FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	19-20 Change	FY20 Budget
<b>56</b>	<b>TRAVEL, PROFESSIONAL</b>						
5001	54720	\$0	\$12	\$0	\$750	\$0	\$750
<b>57</b>	<b>TRAVEL, TECHNICAL/SUPPORT STAFF</b>						
5001	54725	\$0	\$0	\$0	\$750	\$0	\$750
<b>58</b>	<b>INSTITUTES, CONFERENCES, MTGS</b>						
5001	54750	\$450	\$0	\$0	\$0	\$0	\$0
<b>59</b>	<b>OTHER EQUIPMENT</b>						
5001	55170	\$374	\$0	\$0	\$0	\$0	\$0
<b>60</b>	<b>COMPUTERS/BUSINESS EQUIPMENT</b>						
5001	55805	\$38,708	\$6,445	\$11,976	\$30,000	\$(10,000)	\$20,000
<b>TOTAL SERVICE AREA DIRECTION</b>		<b>\$1,290,297</b>	<b>\$1,341,802</b>	<b>\$1,364,224</b>	<b>\$1,423,134</b>	<b>\$(107,860)</b>	<b>\$1,315,274</b>
<b>GRAND TOTAL</b>		<b>\$16,761,750</b>	<b>\$17,264,328</b>	<b>\$17,498,141</b>	<b>\$17,619,542</b>	<b>\$306,478</b>	<b>\$17,926,020</b>