

MEMORANDUM OF UNDERSTANDING

Harvesting Montana Recipes Sub-Grant Program

This Memorandum of Understanding sets forth the role and responsibilities of {School District Name} participating in the Montana Team Nutrition Training Grant for School Meal Recipe Development for the period of January 1, 2021 to June 30, 2022.

The purpose of this 2021 USDA Team Nutrition Training Grant is to build State capacity and sustainable infrastructure to develop, standardize, prepare, test, and menu recipes for the School Nutrition Programs. In addition, these grants will help build a repository of school meal recipes that reflect local agricultural products across the country.

Your school district was selected because of your commitment to serving high quality school meals and for your participation in the Montana Harvest of the Month Program. We appreciate the opportunity to work with you on developing standardized recipes that can be served to expand student's food preferences of Montana foods in your school and throughout the nation. We want to thank you in advance for your effort and time spent on this project.

Required Activities:

The School District agrees to participate as a recipe test school and complete the required activities as listed below.

- Spend sub-grant funds for allowable expenses within project period, see Funding and Budget Requirements section on page 2.
- Provide contact information for the following school staff members:
 1. the school nutrition program staff who will serve as the main contact for the taste testing and meal service components,
 2. the individual who will oversee the nutrition education component,
 3. the school district administrator, and
 4. the school business clerk/official.

These contacts will communicate to Montana Team Nutrition staff regularly and in a timely fashion.

- [Sign up to be a Team Nutrition School](#) (if already signed up, make sure the information is up to date).
- Attend recipe test school on-boarding webinar training. (February 2021)
- **Recipe Taste Test Phase:** Serve the assigned recipe as a taste test with at least 50 students in classrooms or the cafeteria and collect data using the Tried It, Liked It, Loved It voting method. The highlighted local ingredient must be sourced from local sources of the school district's choosing. A local source is defined as grown or raised in Montana, providing flexibility on a school district basis. Schools will document the results of the taste-testing activities, summarize and submit the results to MT Team Nutrition along with at least two photos. (Spring 2021)
- Attend standardized recipe training either in-person or online. (January 2022)
- Receive training on the nutrition education and the school meal service phases. (February 2022)
- **Nutrition Education and Meal Service Phase:** After being assigned a different recipe than the recipe you taste tested in Spring 2021, at least one school in the district will conduct a nutrition education activity using Montana Harvest of the Month materials and video that correspond with the highlighted local ingredient prior

Montana Team Nutrition Program

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to serving the featured food in a school meal. Student assessment data will be collected using a pre/post survey. The recipe will be then served as part of a reimbursable meal at that same school. Ingredients for the local agricultural product in the assigned recipe must be purchased from a local source. School nutrition program staff will provide Montana Team Nutrition Program staff with feedback about the recipe's fit with school nutrition programs and provide photos of the prepared recipe, menu it was part of, and information or recommendations concerning future meal service, etc. School staff will also collect and submit student taste test data (Tried It, Liked It, Loved It voting method) from the meal service. (February 2022 – May 2022)

- May (optional) assist with statewide trainings (webinar or at MTSNA conference session) on standardized recipes for school nutrition professionals. (Jan-June 2022)

Montana Team Nutrition Program staff will provide:

- Training about the program requirements and timeline, standardized recipes, taste test method, nutrition education materials, best practices and protocols, and support for sourcing local foods.
- Guidance for conducting the taste tests (spring 2021) in different meal service models.
- Assistance for test schools throughout the grant period for using the featured local food, sourcing the featured local food, taste testing, etc.
- \$2500 sub-grant for the participating SFA, funds to be spent in accordance to grant requirements, outlined below.

Funding and Budget Requirements:

{School District Name} will receive a \$2500 sub-grant award from Montana Team Nutrition Program to offset and assist with costs associated with this program. The sub-grant award funding:

- May be used to support staff time, staff substitutes, and/or travel for trainings and for time spent on the project, and/or to train staff on developing or using standardized recipes
- May be used for nutrition education and promotion supplies and expenses
- May be used for small equipment (10% or up to \$250) to support the preparation and serving of the recipes in the student taste test or school meal service phases
- May be used for up to \$500 (20%) of food costs for the taste test of the assigned recipe
- May **not** be used for food costs or any costs related to the preparation of the assigned recipe in the reimbursable meal
- Must be spent by June 30, 2022

Both parties agree to adhere to the items outlined in this MOU, throughout the period January 1, 2021 to June 30, 2022.

Selected districts will sign the MOU once selected
{Name of School District Administrator}

Date

Aubree Roth, Farm to School Coordinator

Date