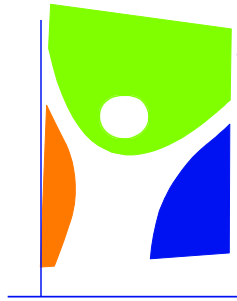


Hamilton Niagara Region

GRANT RENEWAL Reference Guide: 2022-23



Haldimand-Norfolk **REACH**

supporting children, families, communities



Grant Renewal Overview

School	Xavier School - TEST	Address	55 Fifth Street S	Region	Haldimand
School Details					
Monthly Entry	Site Visits	Order	Renewal	Statements	Client Reports
Month Year				Entered By	
Jun 2019					

Programs ***must*** complete their May data entry before they can begin the grant renewal

The local service provider in your community will determine the timing for the grant renewal component to be open and available for completion. Once the renewal is open, seven tabs will appear:

Contact Details	Financial Information	GF Voucher	Program Menu	Support Documents	Training / Certification	Sign Off and Submit
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TAB 1: Contact Details

Contact information- here you need to review the information page to confirm. You can correct or modify this information if it is inaccurate. If you have any concerns or questions, you will need to check with your local partnership contact person.

If contact individuals have changed, enter new name(s) and e-mail addresses.

As you review your program details, and notice any area that needs to be updated for the September school year, please contact your local Community Development Worker / CDW to make those changes in the database.

Program delivery details are visible at the bottom of this page. Contact your local service provider to change these details. Please note that **“School Enrollment”** refers to the entire school enrollment (students learning in-school AND at home), whereas the **“On Line Enrollment”** ONLY refers to the number of students learning remotely.

Login Name	schoolx	Program Coordinator	this is the only area they yc
Password	school2018	Email	dedmonds@hnreach.on.ca <input type="button" value="Send"/>
Program Name	z_Xavier School - TEST	Principal	<input type="text"/>
School ID	1234	Email	<input type="text"/> <input type="button" value="Send"/>
School Enrolment	333	Phone #	(905) 522-1148 <input type="text"/>
On line Enrolment	<input type="text"/>	Fax Number	(905) 522-1148
Address	55 Fifth Street S	Other Phone #	(905) 522-1148 <input type="text"/>
R.R. or P.O.	<input type="text"/>	Region	Hamilton
Postal Code	L8R 3N9	Board	GEDSB
City / Town	Smallville	Grade	Elementary
Province	ON	CDW	Sharon Smyth
Enhanced	<input type="checkbox"/>	Provincial Riding	Toby Barrett (Hald-Norfolk)
		Location of Program	Elementary School
		Closed Date	<input type="text"/>
		Closed Reason	<input type="text"/>

Delivery Approach / Number of Days per week	
Breakfast	Grab and Go <input type="button" value="v"/> Days / Week 5
Morning Meal	<input type="text"/> Days / Week <input type="text"/>
Lunch	Sit Down <input type="button" value="v"/> Days / Week 2
Snack	<input type="text"/> Days / Week <input type="text"/>

TAB 2: Financial Information

The Financial Information tab calculates and identifies all program expenditures, in-kind donations, financial contributions, and total monies on hand as they have been reported from the monthly report entries from September to May. If required, the data in this section can be **overwritten by contacting your local service provider**.

The only two pieces of information that the program coordinator can add is the **current bank balance** and the **current grocery card amount** on hand found in section D – Total Monies on Hand. Please complete section D as indicated. Section E (Totals) is automatically calculated

The Student Nutrition Program is a provincial initiative partially funded by the Ontario Ministry of Children, Community and Social Services (MCCSS) and administered regionally by Haldimand-Norfolk R.E.A.C.H

The graphic below is an example from a real program in our region, where you can see the values automatically totaled from each month and populated into each cell for grant renewal purposes.

Food and Supplies	5706
Equipment	100
Purchase of Grocery Vouchers	2000
Other	0
B. In-Kind Donations	
Dollar Value of Volunteer Hours	6630
In kind donations of Food and Equipment	2335
C. Financial Contributions	
MCCSS Food Funding	5055
Breakfast Club Canada	1750
Grocery Foundation Cash	500
Grocery Foundation Cards	750
FirstOntario Credit Union	1000
Egg Farmers of Ontario	250
Community Partnerships	250
Egg Farmers Coupons	300
Parental Contributions	356
Corporate	150
Community	500
Fundraising	550
Presidents Choice CC	4000
Other	25
D. Total Monies on Hand	
Current Balance	0
Current Grocery Cards	0
E. TOTALS	
Total MCCSS Funds	5055.00
Total Other Funds	10081.00
Total In-Kind Donations	8965.00

TAB 3: Grocery Vouchers

Grocery Vouchers are to be used in participating retail stores (Food Basics, Foodland, FreshCo, Longos, Metro and Sobeys) and can reduce the cost of food product by approximately 50%. All vouchers are compliant with the Student Nutrition Program Nutrition Guidelines (2020). On this tab, program coordinators are asked whether their program has any interest in receiving these vouchers towards the beginning of the school year, along with specific questions pertaining to which vouchers would be useful in conjunction with their program menu. Additionally, information regarding historical voucher usage is required to be completed by the program coordinator.

>Grocery Foundation Vouchers

- Did you order Grocery Vouchers last year?
- If YES - Did you redeem all of your Grocery Vouchers?
- If NO - how many do you have remaining (# of vouchers)?

If NO, are you able to explain why you were unable to use your remaining vouchers

*From the available list of vouchers below, please indicate which vouchers your program would like to receive in the upcoming school year. (Yes/No)

- Black Diamond Cheese Strings
- Dempster's Whole Wheat Sliced Bread
- Eggs2Go! (hard boiled snack)

TAB 4: Program Menu

Provide a current menu

Include serving sizes where possible

Include all various foods provided in program

Be mindful of the Student Nutrition Program Nutrition Guidelines (2020)!

TAB 5: Support Documents

These documents should be reviewed yearly and can be printed and kept on file for future reference. French & English supporting documents are available.

TAB 6: Training and Certification

The training and certification tab surveys the participation of program volunteers and/or coordinators in regard to various training initiatives. Program coordinators are asked to indicate if they or any current program volunteers have undertaken specific trainings as listed. Furthermore, safe food handling certification training is tracked, and the names and certificate expiration dates of program volunteers are to be listed in this section.

Training

*Ontario Dietitians in Public Health

ODPH* Module: Introduction to Student Nutrition Program Guidelines

ODPH* Module: Food and Beverage Choice Tables

ODPH* Module: Menu Planning and Shopping

Student Nutrition Ontario - Safe Food Handling: Purchase, Transportation, Storage

Student Nutrition Ontario - Safe Food Handling: Handwashing and Sanitation

Student Nutrition Ontario - Safe Food Handling: Food Preparation

Student Nutrition Ontario - Volunteer Management

WebTracker Training (with a CDW)

WebTracker Training (Videos)

Label Reading Workshops

Safe Food Handling Certification

- Ontario Food Premises Regulations 493/17 become effective July 1st, 2019 and at present, Public Health Units in our region are recommending that at least one volunteer with safe food handling certification be available on site during student nutrition program hours for each day that the program is operating. Please contact your Community Development Worker (CDW) for more information regarding the safe food handling certification process.
- To help us better identify food handling certification opportunities, please indicate if your program is regularly attended by a volunteer or coordinator that has current safe food handling certification.
- Please include the name(s) of the certified volunteer(s), and the expiration date of their certificate.

Name (First / Last) and Certification Expiration Date

TAB 7: Sign Off and Submit

Insert the names for the application authorization; one **must be** the principal or organization's executive director. Print a copy for your files and/or print to PDF if you prefer a digital copy.

Selecting **SUBMIT** will finalize the grant renewal process and you will no longer be able to make changes. If you do not wish to submit the grant renewal information at this time, instead select **SAVE**, near the bottom of the page for completion at a later time.

Sign and Submit - Authorizations will appear on print copy

Authorization	<input type="text"/>
Title / Position	<input type="text"/>
Renewal Agreement Date	<input type="text"/>
All information is true and accurate	<input type="checkbox"/>

SELECTING SUBMIT (BELOW) WILL SUBMIT YOUR COMPLETED APPLICATION FOR FUNDING.

SUBMIT

SELECTING SAVE (BELOW) WILL SAVE THIS FORM FOR COMPLETION/SUBMISSION AT A LATER DATE/TIME.

SAVE

Final Document

Keep a copy for your records, however a copy will always be saved automatically on Web Tracker.

Thank you for completing the grant renewal process for the 2022-23 school year!

Troubleshooting

Although we recommend using internet explorer as your internet browser WebTracker can now be accessed through other browsers including Firefox, Google Chrome, and Safari etc. Please keep in mind that many of these browsers will routinely update or change their security settings which may impede your access to the system. Webtracker can also be accessed using devices other than your desktop computer i.e. tablets and mobile.

Users gain access to the web-tracker server (Digital Ideas) at www.webtracker.ca/snp

Dial up or internet light operating systems may result in slower access to the Digital Ideas server.

Application Login is unique to each user and are developed by the lead agency and forwarded to all programs by each local service provider.

If your data is not saving **please contact your local community development worker and they will attempt to enter data**. If they note that the system appears to be working, you may try accessing WebTracker on a different computer to complete your report. Internet browsers and software providers like Microsoft routinely complete software upgrades which impact computer operation. If you require technical assistance, please contact your local community development worker or service provider.

You may also contact Haldimand –Norfolk REACH WebTracker administrators at 1-800-265-8087 and speak with either Tyler Arsenault, Regional Student Nutrition Program Manager at ext. 408; tarsenault@hnreach.on.ca, or Darlene Edmonds, Regional Community Development Coordinator / Food and Logistics Coordinator at ext. 321; dedmonds@hnreach.on.ca