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**HUSSC: SL Binder Tab 1 – General Information and Cover Sheet**

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**Documents**

1. Application Cover Sheet
  - a. If this is a district application, no school name is needed, provide district name and central address for Child Nutrition department
  - b. If this is a single school application, provide campus name and address
  - c. Contact name/information should be the name/information of individual who is completing and submitting the application
  - d. Please don't fill out the "**Date Submitted to State Agency**" field
  
2. School Directory (if District Application)
  - a. The information on the school directory must **EXACTLY** match the information on **EACH** school(s) Team Nutrition Enrollment Form
  - b. If district application, include each school's ADP in the School Directory

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**HUSSC: SL Binder Tab 2 – General Criteria**

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**Required Documents:**

1. General Criteria Worksheet
  - a. If single school application, fill out ADP
  
2. Team Nutrition Enrollment Form(s)
  - a. Print out form for **EACH** school included in the application
  - b. Verify that the information on the school directory matches **EXACTLY** the information on **EACH** school(s) Team Nutrition Enrollment Form
  
3. Implementing Smarter Lunchroom Techniques
  - a. Provide a copy of the Smarter Lunchrooms Self-Assessment Scorecard(s) for **EACH** campus applying for HUSSC: SL recognition
  - b. **All Award Levels**
    - i. Must have at least **one item** indicated on scorecard (box checked) for each of the following scorecard categories
      1. Focusing on Fruits
      2. Promoting Vegetables and Salad
      3. Moving More White Milk
      4. Entrée of the Day
      5. Increasing Sales of Reimbursable Meals
      6. Creating School Synergies
  - c. **Bronze Level award**
    - i. Must have at least 30 items (or more) checked on scorecard
  - d. **Silver and Gold Level award(s)**
    - i. Must have at least 50 items (or more) checked on scorecard
  - e. **Gold Award of Distinction Level award**
    - i. Must have at least 70 items (or more) checked on scorecard

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## **HUSSC: SL Binder Tab 3 – Smart Snack Worksheet**

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### **Required Documents:**

1. Use the Smart Snack Calculator found on line at:  
[https://www.healthiergeneration.org/take\\_action/schools/snacks\\_and\\_beverages/smart\\_snacks/alliance\\_product\\_calculator/](https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/)
2. Enter **EACH** item that may be sold to students during the school day on the school campus in to the calculator. This includes:
  - a. Items sold a la carte
  - b. Items sold in school stores
  - c. Items sold in vending machines
  - d. Items sold for fundraising
  - e. Items sold on snack lines or carts
    - i. Including but not limited to: snacks, beverages, entrees (except exempt entrees) and side dishes

### **Bronze and Silver Criteria**

1. Smart Snack Training
2.
  - a. Provide a description in the box within the application or on a separate document describing how **ALL** staff involved in the sale of food to students on the school campus during the school day are trained **ANNUALLY** on Smart Snacks criteria
  - b. If all of the information cannot be seen in the text box, the remaining information must be provided on a separate document
3. Advertising and Marketing of Foods and Beverages
  - a. Provide a description of how your district or school is meeting the criteria for advertising **ONLY** items that meet Smart Snacks criteria
  - b. Provide a copy of the policy or communication/training which supports this criteria

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**HUSSC: SL Binder Tab 4 – Smart Snack Gold & Gold Award of Distinction**

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**Gold Criteria:**

**Required Documents:**

1. **Meets criteria for Bronze and Silver**
2. Describe in the text box how the school or district meets the criteria that all food related fundraisers meet the USDA Smart Snack regulations
  - a. Include a list of all food related fundraisers held
  - b. Provide product labels and ingredient statements as applicable
  - c. If all of the information cannot be seen in the text box, the remaining information must be provided on a separate document
3. Describe in the text box how the school or district meets the criteria that events held outside the school day at which foods and beverages are sold include offerings and promotion of water, fruits and/or vegetables
  - a. Provide a copy of the documentation or instructions of how this information is provided to all entities involved with these sales
  - b. If all of the information cannot be seen in the text box, the remaining information must be provided on a separate document

**Gold Award of Distinction**

**Required Documents:**

1. **Meets criteria for Gold**
2. **Provide documentation indicating that >50% of all fundraisers conducted outside the school day include only non-food items or items that meet USDA Smart Snacks criteria**
  - a. Documentation includes a list of school sponsored fundraisers for the past year **and**
  - b. A copy of the written policy or guidance

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***HUSSC: SL Binder Tab 5 – Smart Snack Documentation***

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**Required Documents:**

1. Provide a copy of the printout from the Smart Snacks calculator indicating the item meets criteria
2. Provide the **actual** label or a copy of the **actual** label for **each** item sold **or**
3. Provide the recipe(s)
  - a. For mixed dishes
  - b. For items made from scratch
    - i. Recipes will need to include a nutrient profile breakdown

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**HUSSC: SL Binder Tab 6 – Nutrition Education Worksheet**

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**Required Documents:**

1. If a *Healthy School Program (HSP)* Award Recipient, check the box and make sure to include documentation of award (certificate)
  - a. Must be **within one year** of date on HUSSC: SL application
  
2. Nutrition Education Worksheet
  - a. **Elementary Schools:** check yes or no box, then describe how nutrition education is provided to all students and
    - i. Is part of a structured and systematic unit of instruction, such as Team Nutrition Curricula or lessons
    - ii. Indicate the name of the curriculum used
    - iii. Utilizes multiple channels of communication, including classroom, cafeteria, and home/parents
  - a. **Middle Schools:** Briefly describe how nutrition education is offered to:
    - i. Grade level(s) as part of a year round instruction, as indicated by award level
      - Indicate grade level(s)
    - ii. Utilizes multiple channels of communication, including classroom, cafeteria, and home/parents
  - b. **High Schools:** Briefly describe how nutrition education is offered to:
    - i. At least two courses required for graduation
      - List courses
    - ii. Utilizes multiple channels of communication, including classroom, cafeteria, and home/parents

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**HUSSC: SL Binder Tab 7 – Physical Education Worksheet(s)**

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(pages 9 - 10 of application)

**Required Documents:**

1. If a *Healthy School Program (HSP)* Award Recipient or *Let's Move Active Schools* Award Recipient, check the appropriate box and make sure to include documentation of award (certificate)
  - a. Must be **within one year** of date on HUSSC: SL application
  
2. Physical Education Worksheet
  - a. **Remember** – Use the worksheet that corresponds with the application's age/grade group
  - b. **Elementary Schools:**
    - i. Check yes or no boxes
    - ii. Check box next to award level of application
    - iii. Indicate grade level(s)
    - iv. List the average number of minutes per week that physical education is provided to each grade, as indicated by award level
    - v. Describe the physical education classes provided to all students throughout the year
  - c. **Middle Schools:**
    - i. Briefly describe how your school offers structured physical education classes to at least two grade level(s)
    - ii. Indicate which grade level(s) physical education is provided to
  - d. **High Schools:**
    - i. Briefly describe how the school offers structured physical education in at least two courses
    - ii. Provide the names of the courses where physical education is taught

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***HUSSC: SL Binder Tab 8 – Physical Activity Worksheet***

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**Required Documents:**

1. If a *Healthy School Program (HSP)* Award Recipient or *Let's Move Active Schools* Award Recipient, check the appropriate box and make sure to include documentation of award (certificate)
  - a. Must be **within one year** of date on HUSSC: SL application
  
2. Physical Activity Worksheet
  - a. **Elementary Schools:**
    - i. Describe the additional daily physical activity opportunities provided to students (ex. recess)
    - ii. Indicate the time allotted for the daily physical activity
  - b. **Middle and High Schools:**
    - i. Describe how the school provides students in all grades opportunities to participate in physical activity (ex. intramural/interscholastic sports or activity clubs)
    - ii. Describe how the school actively promotes participation in physical activities to all students throughout the school year



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***HUSSC: SL Binder Tab 9 – School Wellness Worksheet***

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*(page 12 of application)*

**Required Documents:**

1. Copy of the school/district wellness policy
2. School Wellness Policy Worksheet
  - a. List three examples of how the school/district is working to meet the wellness policy goals
  - b. Fill out the remaining four scenarios on page 12 in detail
    - i. Provide documentation as requested

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***HUSSC: SL Binder Tab 10 – Other Criteria for Excellence***

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*(pages 13-15 of application)*

**Required Documents:**

1. Provide a brief description and supporting documents for each criteria chosen
  - a. Bronze Criteria = 2 options chosen
  - b. Silver Criteria = 4 options chosen
  - c. Gold Criteria = 6 options chosen
  - d. Gold with Distinction = 8 options chosen
  
2. Providing documentation in text boxes
  - a. If all of the information cannot be seen in the text box, the remaining information must be provided on a separate document

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***HUSSC: SL Binder Tab 11 – Review Committee Verification Form***

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*(page 16 or 17 of application)*

**Required Documents:**

1. Review Committee Verification Form
  - a. Complete the correct form for (1) individual school applications (page 16) or (2) school district applications (page 17)
  - b. The information must match Team Nutrition information **EXACTLY**

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***HUSSC: SL Binder Tab 12– Application Check-Off Sheet***

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*(page 18 of application)*

**Required Documents:**

1. Application Check-Off Sheet
  - a. Provide requested information for the School District Financial Manager
    - i. Name
    - ii. Email address
    - iii. Phone number