



Hawai'i Garden To Cafeteria Program Guidance Document

Introduction and Purpose

The Hawai'i Garden to Cafeteria Program allows approved Participating Schools to grow, harvest, and deliver fresh fruits and vegetables from a school garden or school farm to the cafeteria serving the school for use (including preparation, serving, and consumption) in [USDA Child Nutrition Programs](#) including but not limited to the National School Lunch Program (NSLP) and Fresh Fruit and Vegetable Program (FFVP).

The purpose of this document is to assist schools in determining whether they are ready to apply to become a Participating School with the Hawai'i Garden to Cafeteria Program.

The Hawai'i Garden to Cafeteria Program is designed to ensure that food is grown, harvested, transported, and prepared in a way that meets Hawai'i Department of Education (HIDOE), Hawai'i Department of Health (HDOH), and United States Department of Agriculture (USDA) standards, minimizes garden and food safety risks, and provides a successful experiential learning program for the school community.

Participation in the Hawai'i Garden to Cafeteria Program is not required nor is the HIDOE School Food Services Branch (SFSB) responsible for the harvest and use of garden-grown foods in the school classroom, distributed to students to take home, sold at a farmers' market or provided elsewhere on campus outside USDA child nutrition programs.

The Hawai'i Garden to Cafeteria Program is an important component of HIDOE's 'Aina Pono initiative and a culmination of all three core elements of farm to school: 1) school gardens; 2) education; and 3) school food improvements through local procurement.

Is Your School Ready to Apply?

Participation in the Hawai'i Garden to Cafeteria Program involves significant commitment and follow through by the school. Applicant schools must:

- Have an established school garden or agriculture program that follows best management practices as outlined in the [Hawai'i School Garden Safety Manual](#).
- Ensure that the school cafeteria and cafeteria staff have the capacity, training, and equipment necessary to receive, prepare, and serve fresh produce from the school garden or agriculture program.
- Designate a Garden to Cafeteria Project Leader who will:
 - Attend mandatory Hawai'i Garden to Cafeteria Program Training(s).
 - Train all individuals (teachers, volunteers, students, etc.) who will participate in Garden to Cafeteria harvests.
 - Lead implementation of the program including ensuring proper documentation and adherence to the Hawai'i Garden to Cafeteria Plan ("G2C Plan").
 - Be eligible to receive a stipend of up to \$1,000 per school year based on an expected minimum of 40 hours dedicated to the program.
- Form a Garden to Cafeteria Project Team that meets regularly (recommended monthly or at least quarterly) and that includes the Garden to Cafeteria Project Leader and the following individuals or



their designees:

- School Principal
- School Cafeteria Manager
- School Integrated Pest Management (IPM) Manager
- Garden Leader(s)
- Garden to Cafeteria Regional Coordinator (to be assigned by the Garden to Cafeteria Program State Administrator)
- Other participants as desired
- Document (via completed G2C Plan Section 2B, Signature Page) that all Garden to Cafeteria Project Team members and any designees have reviewed and agreed to the Participating School Roles and Responsibilities (G2C Plan Section 2C) and are in full support of the program.

How to Become a Hawai'i Garden to Cafeteria Program Participating School

1. Confirm readiness within your school using this Guidance Document.
2. Contact your Garden to Cafeteria Regional Coordinator ("Contacts" below) to request an application.
3. Submit completed online application and accompanying forms.
4. Garden to Cafeteria Project Leader attends a mandatory training.
5. Garden to Cafeteria Project Leader trains all individuals (teachers, volunteers, students, etc.) who will participate in Garden to Cafeteria harvests and provides training documentation to Garden to Cafeteria Regional Coordinator.
6. Garden to Cafeteria Regional Coordinator and Garden to Cafeteria Program State Administrator approve Participating School.

As a Garden to Cafeteria (G2C) Participating School for the 2019-2020 School Year, You Will Receive:

- G2C Startup Supply Kit**
 - Record keeping materials: 2-inch binder with G2C Plan and Logs
 - Harvest tools & bins: 2 pruners, 2 scissors, container with lid
 - Harvest bins: inner and outer bins, 2 sets per school
 - Cleaning supplies
 - Produce scale
 - Laminated signage
 - Other food safety supplies (flags, tongs, etc.)
- Initial Water and Soil Testing**
 - Water: *G0eqrk* and lead
 - Soil: heavy metals (including lead and arsenic)
- Stipend for School-Level G2C Project Leader:**
 - \$1,000 per school (\$25/hr x 40 hrs for SY1920)

<u>Contacts</u>	
•	Garden to Cafeteria Program State Administrator
○	Dexter Kishida, HIDOE SFSB Farm to School Coordinator: dexter.kishida@k12.hi.us
•	Hawai'i Farm to School Hui Coordinator
○	Lydi Bernal, Hawai'i Public Health Institute, lydi@hiphi.org
○	www.farmtoschoolhui.org
•	Garden to Cafeteria Regional Coordinators
○	Kaua'i: Joell Edwards, farmtoschool@malamakauai.org
○	O'ahu: Debbie Millikan, dmillikan@iolani.org
○	Molokai: Harmonee Williams, harmonee@sustainablemolokai.org
○	Maui & Lāna'i: Nio Kindla, niokindla@gmail.com
○	Hawai'i Island: Sarah Freeman, freeman.sarah.marie@gmail.com