

# **United States Department of Agriculture**

Food and Nutrition Service



**FNS Office of Information Technology**

**Team Nutrition Schools User Manual**

August 2020

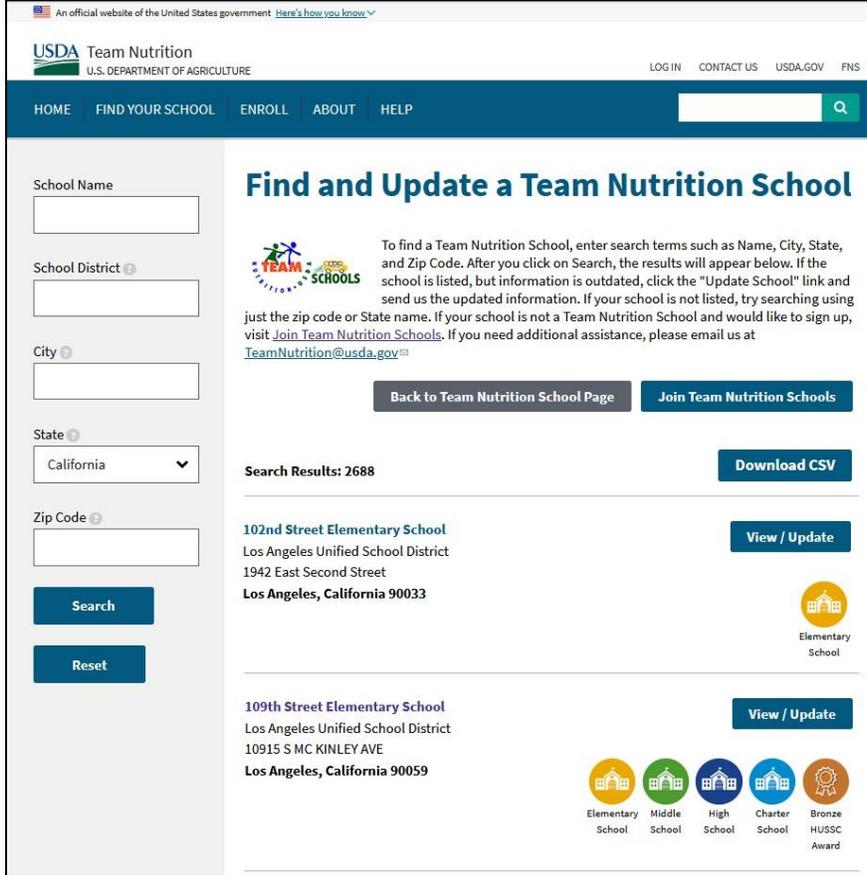
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# 1 Team Nutrition Schools

## 1.1 Search for an Existing Record

There are several ways for you to access the Find and Update a Team Nutrition School page. You can **click** on the link 'Find Your School' on the main navigation or on the access button 'Find a Team Nutrition School'. You can also perform a search using the main search bar in the banner image.



An official website of the United States government [Here's how you know](#)

**USDA Team Nutrition**  
 U.S. DEPARTMENT OF AGRICULTURE

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HOME FIND YOUR SCHOOL ENROLL ABOUT HELP

**Find and Update a Team Nutrition School**

To find a Team Nutrition School, enter search terms such as Name, City, State, and Zip Code. After you click on Search, the results will appear below. If the school is listed, but information is outdated, click the "Update School" link and send us the updated information. If your school is not listed, try searching using just the zip code or State name. If your school is not a Team Nutrition School and would like to sign up, visit [Join Team Nutrition Schools](#). If you need additional assistance, please email us at [TeamNutrition@usda.gov](mailto:TeamNutrition@usda.gov)

[Back to Team Nutrition School Page](#) [Join Team Nutrition Schools](#)

**Search Results: 2688** [Download CSV](#)

**102nd Street Elementary School**  
 Los Angeles Unified School District  
 1942 East Second Street  
 Los Angeles, California 90033

[View / Update](#)

**109th Street Elementary School**  
 Los Angeles Unified School District  
 10915 S MC KINLEY AVE  
 Los Angeles, California 90059

[View / Update](#)

Elementary School Middle School High School Charter School Bronze HUSSC Award

Figure 1: Find and Update a Team Nutrition School Page

- Enter** search criteria for an existing school in one or more of the following fields:
  - School Name
  - School District
  - City
  - State
  - Zip Code
- Click** the 'Search' button:
  - Search results will be displayed paginated at 25 records per page
  - The total number of search results will be displayed
- Click** the 'Load More' link on the bottom of the page to see more search results

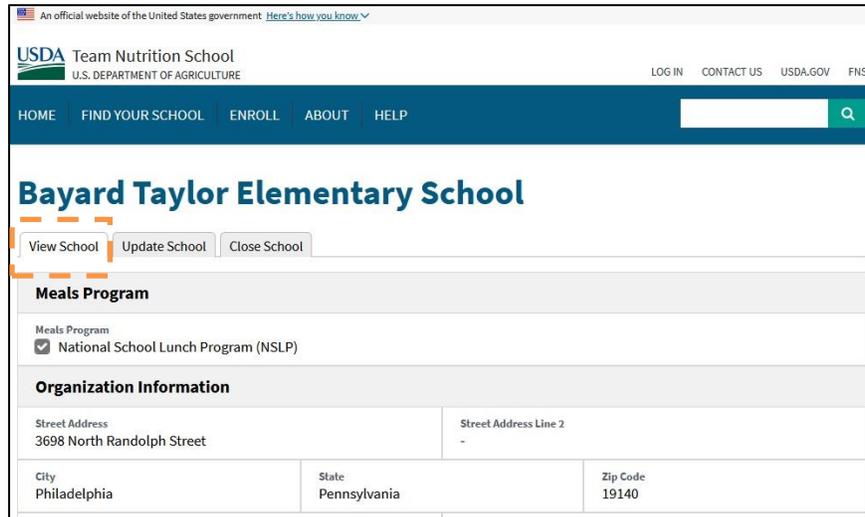
4. **Click** 'Download CSV' button to download the search results in the comma-delimited format that can be imported into MS Excel
5. **Click** on 'Reset' to clear out the search criteria.

The following information is displayed for each School found:

- **School Name:** Click on the link to view Organization information;
- **School District;**
- **School Address;**
- **School Type icons:** each icon represents a school type activity available at the site;
- **HUSSC Award icon (if applicable):** the icon represents the HUSSC Award earned.

## 1.2 View a Team Nutrition School and Download a Team Nutrition School Certificate

1. **Search** for a Team Nutrition school as described above in Section 9.1.1.
2. **Click** on the 'School' link or on the 'View/Update' button. The Team Nutrition School enrollment form will be displayed.



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**USDA** Team Nutrition School  
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**Bayard Taylor Elementary School**

View School Update School Close School

**Meals Program**

Meals Program  
 National School Lunch Program (NSLP)

**Organization Information**

Street Address	3698 North Randolph Street		Street Address Line 2	-	
City	Philadelphia	State	Pennsylvania	Zip Code	19140

Figure 2: View Team Nutrition School

3. **Click** on the 'Download Team Nutrition School Certificate' link at the bottom of the form.



**Team Nutrition School Certificate**

[Download FNS Certificate](#)

Figure 3: Team Nutrition School Certificate

### 1.3 Add a Team Nutrition School

Before you sign-up your school, go to the link 'Find Your School' to check if your school has been already enrolled. If the entity is not in the database, you should click on the 'Join Team Nutrition Schools' link (on the Home Page or on the Search Page) or on 'Enroll' on the main navigation.

1. **Click** on the button 'Join Team Nutrition School' on the Team Nutrition School Home Page. You can also click on the 'Enroll' link on the main navigation. The Team Nutrition School enrollment form will be displayed.
2. There are 5 sections on the form: Meal Program, School Information, School Type, Grade Levels, and Staff Contact Information. In the first section, Meals Program, **select** at least one USDA School Meals Program that the school participates in by checking the boxes in front of each program name.
3. In the second section, School Information, **enter** the official name of the school with no abbreviation.  
**Note:** the 'School Name' field must contain one of the following words: school, escuela, home, institution, center, house, preschool, or services.

Enter the street address. A second street address is optional, but it can be used to add a PO Box for example. Next is the city, and the district. To select the state, scroll through the available options in the dropdown menu. Next is the zip code, which can be 5 digits or 9 digits. Then, enter a 10-digit school phone number, the school website following the example format and the total number of enrollments in the school.

4. In the third section, School Type, **check** one or several boxes and the next section Grade Levels will be automatically populated. The check-boxes are still editable if you need to change the selection.
5. In the last section, Staff Contact Information, **enter** the Team Nutrition Leader name, email, and phone number. You are also required to enter the School Principal name and email, the Cafeteria Manager name and email and the Wellness Coordinator name and email. This information is needed for Team Nutrition to send exclusive promotions to Team Nutrition Schools.

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## Add a Team Nutrition School

OMB Control Number: 0584-0642  
Expiration Date: 2021-10-31

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0642. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Meals Program** *(Select the USDA's School Meals Program(s) that your school participates in (select all that applies))*

<input type="checkbox"/> National School Lunch Program (NSLP) <sup>1</sup>	<input type="checkbox"/> School Breakfast Program (SBP)
<input type="checkbox"/> Fresh Fruit & Vegetable Program (FFVP)	<input type="checkbox"/> Special Milk Program (SMP)
<input type="checkbox"/> Afterschool Snacks	<input type="checkbox"/> Seamless Summer Option (SSO)

**School Information**

School Name	
Street Address	Street Address Line 2
City	District
State - Select a value - <span style="font-size: 0.8em;">▼</span>	Zip Code <i>(i.e. 12345-6789)</i>
School Phone <i>(i.e. (555) 555-5555 or (555) 555-5555 x123)</i>	Total Enrollment
School Website <i>(http://www.example.com)</i> <sup>1</sup> <i>(i.e. http://www.example.com)</i>	

**School Type**

<input type="checkbox"/> Elementary	<input type="checkbox"/> Middle	<input type="checkbox"/> High	<input type="checkbox"/> Charter
<input type="checkbox"/> RCCI	<input type="checkbox"/> Other		

**Grade Levels**

<input type="checkbox"/> Pre-K	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 2
<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 6
<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 9	<input type="checkbox"/> Grade 10
<input type="checkbox"/> Grade 11	<input type="checkbox"/> Grade 12		

**Staff Contact Information**

Team Nutrition Leader Name	
Team Nutrition Leader Email <i>(i.e. name@example.com)</i>	Team Nutrition Leader Phone <i>(i.e. (555) 555-5555 or (555) 555-5555 x123)</i>
School Principal Name	School Principal Email <i>(i.e. name@example.com)</i>
Cafeteria Manager Name	Cafeteria Manager Email Address <i>(i.e. name@example.com)</i>
Wellness Coordinator Name	Wellness Coordinator Email Address <i>(i.e. name@example.com)</i>

Please review the information you provided before submission.

Submit

Figure 4: Team Nutrition School Enrollment Form

6. **Click** Submit after reviewing all the information.
7. A confirmation message will be displayed at the top of the page.



Figure 5: Confirmation Message

8. An email will be sent out to the email addresses for the Team Nutrition Leader, School Principal, Cafeteria Manager, and Wellness Coordinator that you provided. The email will confirm that the application has been submitted and will be reviewed within 10 business days.
9. After review, an email will be sent to confirm that the school has been approved as a Team Nutrition School and will be published soon.

## 1.4 Update Team Nutrition School

1. **Search** for a Team Nutrition school to update as described above.
2. **Click** on the 'School' link or on the 'View/Update' button. The Team Nutrition School Enrollment form will be displayed.
3. **Select** the 'Update School' tab.

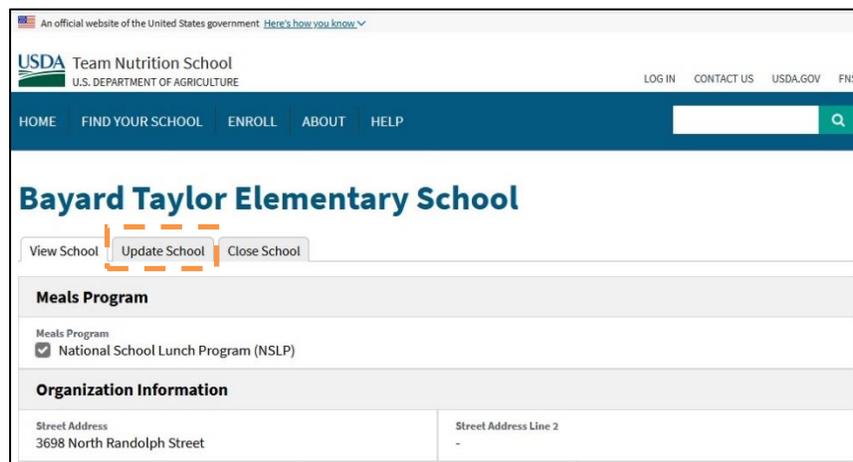


Figure 6: Team Nutrition School Update Tab

4. **Enter** new data or update existing fields, as applicable.
5. **Click** the 'Update' button.
6. A confirmation message will be displayed at the top of the page.



Figure 7: Confirmation Message

7. An e-mail will be sent out to the email addresses provided for the Team Nutrition Leader, School Principal, Cafeteria Manager and Wellness Coordinator. The email will confirm that the application has been updated and will be reviewed within 10 business days.
8. After review, an email will be sent to confirm that the school has been updated and will be published soon.

## 1.5 Close Team Nutrition School

1. **Search** for a Team Nutrition school to update as described above.
2. **Click** on the 'School' link or on the 'View/Update' button. The Team Nutrition School enrollment form will be displayed.
3. **Select** the 'Close School' tab.

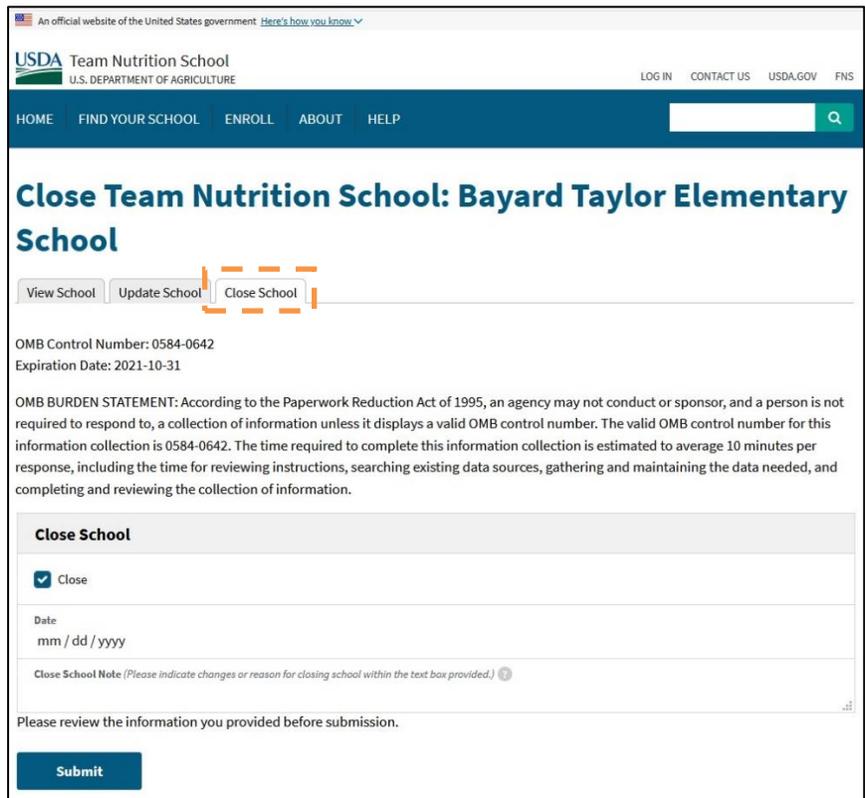


Figure 8: Team Nutrition School Close Tab

4. **Check** Close. A window with date and note will be displayed.

5. **Select** a date and **add** a note to explain the closure.
6. **Click** on Submit.



**Figure 9: Confirmation Message**

7. A confirmation message will be displayed at the top of the page.
8. A submission confirmation message is displayed, and an e-mail will be sent out to the email addresses provided for the Team Nutrition Leader, School Principal, Cafeteria Manager and Wellness Coordinator. The email will confirm that the application has been updated and will be reviewed within 10 business days.
9. After review, an email will be sent to confirm that the school has been closed.

## 1.6 Public User Notifications

The system will automatically display the on-screen confirmation messages and send the following email notifications:

### 1.6.1 On-screen Confirmation Messages

After enrolling a new Team Nutrition School and Team Nutrition CACFP Organization, updating and/or closing an existing record, a confirmation message will be displayed at the top of the page.



**Figure 10: On-screen Confirmation Message**

### 1.6.2 Team Nutrition School Submission Confirmation Email

After a new Team Nutrition School has been submitted for review, an e-mail will be sent out to the email addresses provided for the Team Nutrition Leader, School Principal, Cafeteria Manager and Wellness Coordinator. The email will confirm that the application has been submitted and will be reviewed within 10 business days.

### 1.6.3 Team Nutrition School Enrollment Confirmation Email

After a new enrollment has been published, an e-mail will be sent out to the email addresses provided for the Team Nutrition Leader, School Principal, Cafeteria Manager and Wellness Coordinator. The email will confirm that the application has been approved and published.

#### **1.6.4 Team Nutrition School Update Confirmation Email**

After a new draft of an existing school's enrollment has been published, an e-mail will be sent out to the email addresses provided for the Team Nutrition Leader, School Principal, Cafeteria Manager and Wellness Coordinator. The email will confirm that the application has been updated and will be reviewed within 10 business days.

#### **1.6.5 Team Nutrition School Closing Confirmation Email**

After confirming the closing of a school, an e-mail will be sent out to the email addresses provided for the Team Nutrition Leader, School Principal, Cafeteria Manager and Wellness Coordinator. The email will confirm that the school has been closed.

## 1.7 Training Videos

Two videos are displayed on the Help Page: How to Join Team Nutrition Schools and How to Search for a Team Nutrition School, Download a Certificate of Enrollment, Update Information, and Close the Enrollment.

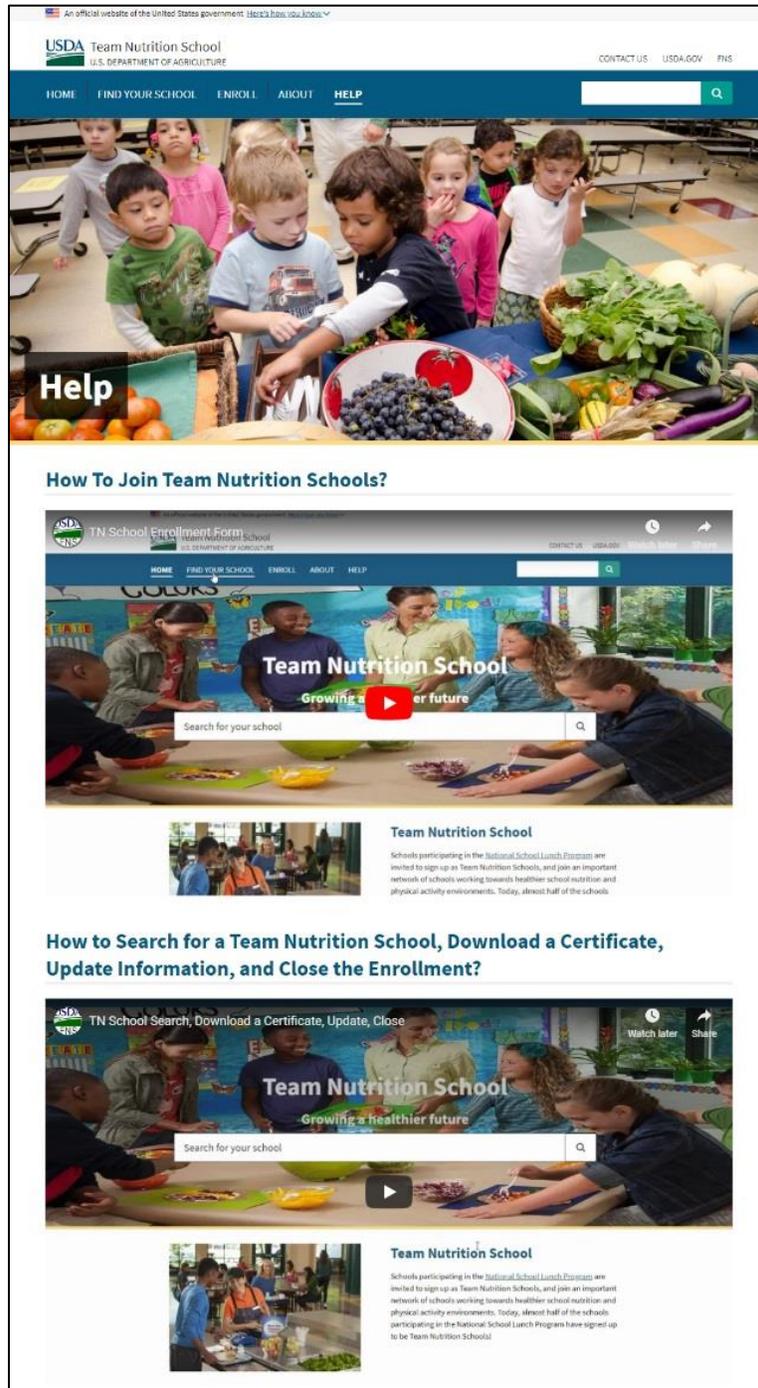


Figure 11: Help Page for Team Nutrition School