

United States Department of Agriculture

Food and Nutrition Service



FNS Office of Information Technology

FNS Team Nutrition Schools User Manual

July 2021

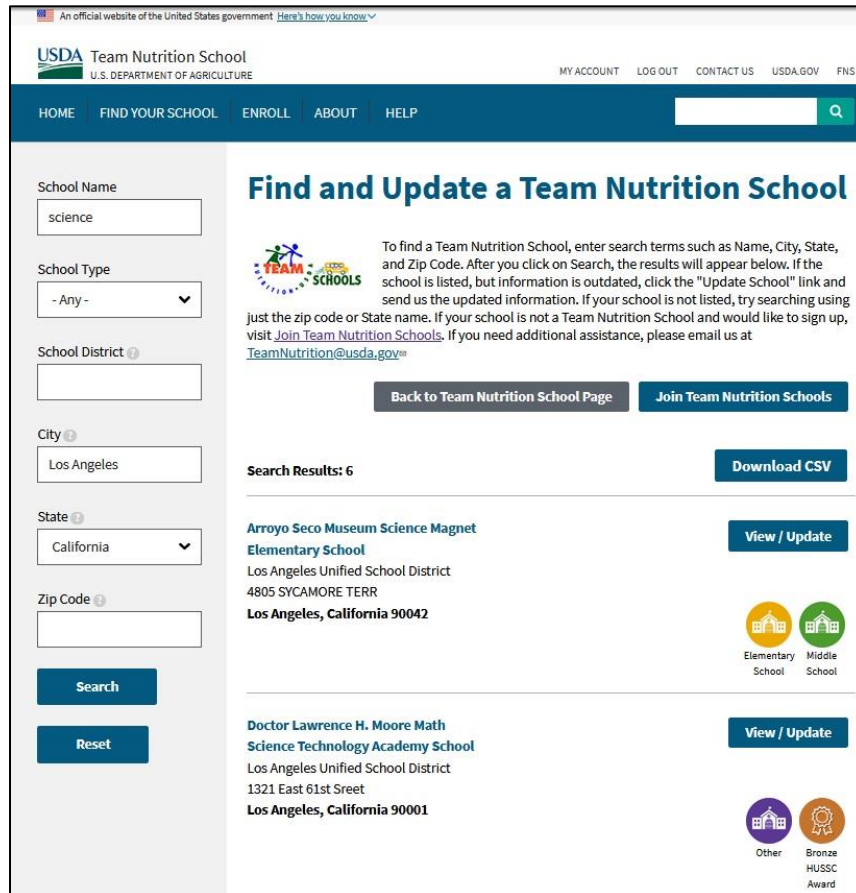
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1 Team Nutrition Schools

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.



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Team Nutrition School
 U.S. DEPARTMENT OF AGRICULTURE

MY ACCOUNT LOG OUT CONTACT US USDA.GOV FNS

HOME FIND YOUR SCHOOL ENROLL ABOUT HELP

School Name

School Type


School District ⓘ

City ⓘ

State ⓘ

Zip Code ⓘ



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 If the school is listed, but information is outdated, click the "Update School" link and send us the updated information.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

Search Results: 6

Arroyo Seco Museum Science Magnet Elementary School



Los Angeles Unified School District
 4805 SYCAMORE TERR
 Los Angeles, California 90042

Elementary School Middle School

Doctor Lawrence H. Moore Math Science Technology Academy School

Los Angeles Unified School District
 1321 East 61st Sreet
 Los Angeles, California 90001

Other Bronze HUSC Award

Figure 1: Find and Update a Team Nutrition School Page

1. **Enter** search criteria for an existing school in one or more of the following fields:
 - School Name
 - School Type
 - School District
 - City
 - State
 - Zip Code
2. **Click** the 'Search' button:
 - Search results will be displayed paginated at 25 records per page
 - The total number of search results will be displayed

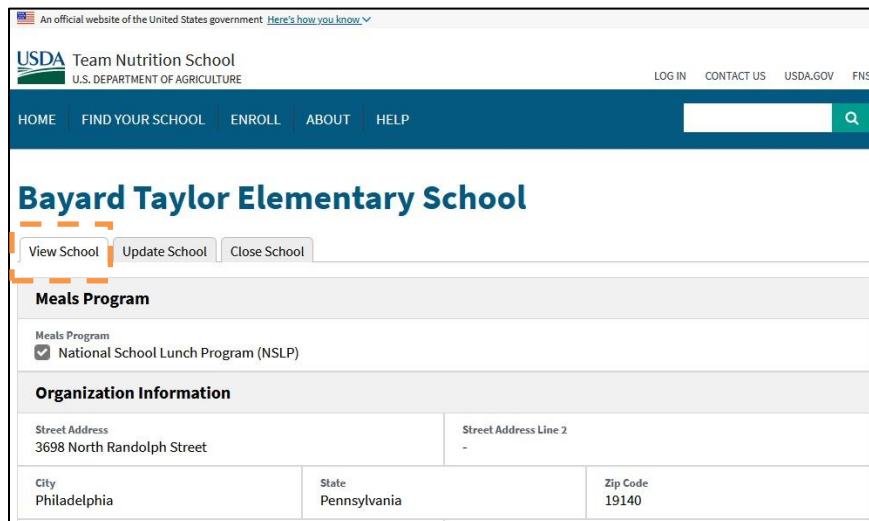
3. **Click** the pagination controls on the bottom of the page to see more search results
4. **Click** 'Download CSV' button to download the search results in the comma-delimited format that can be imported into MS Excel
5. **Click** on 'Reset' to clear out the search criteria.

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 selected for the site;
- **HUSSC Award icon (if applicable):** the icon represents an active 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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Team Nutrition School
 U.S. DEPARTMENT OF AGRICULTURE

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HOME FIND YOUR SCHOOL ENROLL ABOUT HELP

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, Services and Academy.

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 checkboxes 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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HOME FIND YOUR SCHOOL **ENROLL** ABOUT HELP

Search

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) ¹	<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 - ▼	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> ¹ <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

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

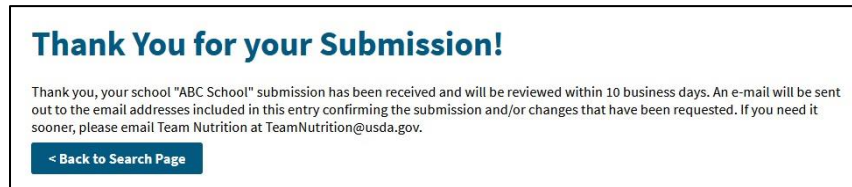


Figure 5: Confirmation Message

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.

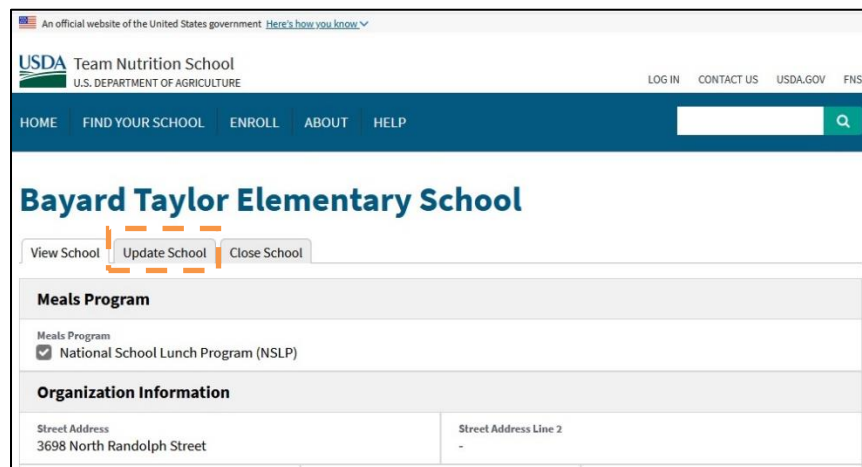


Figure 6: Team Nutrition School Update Tab

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.

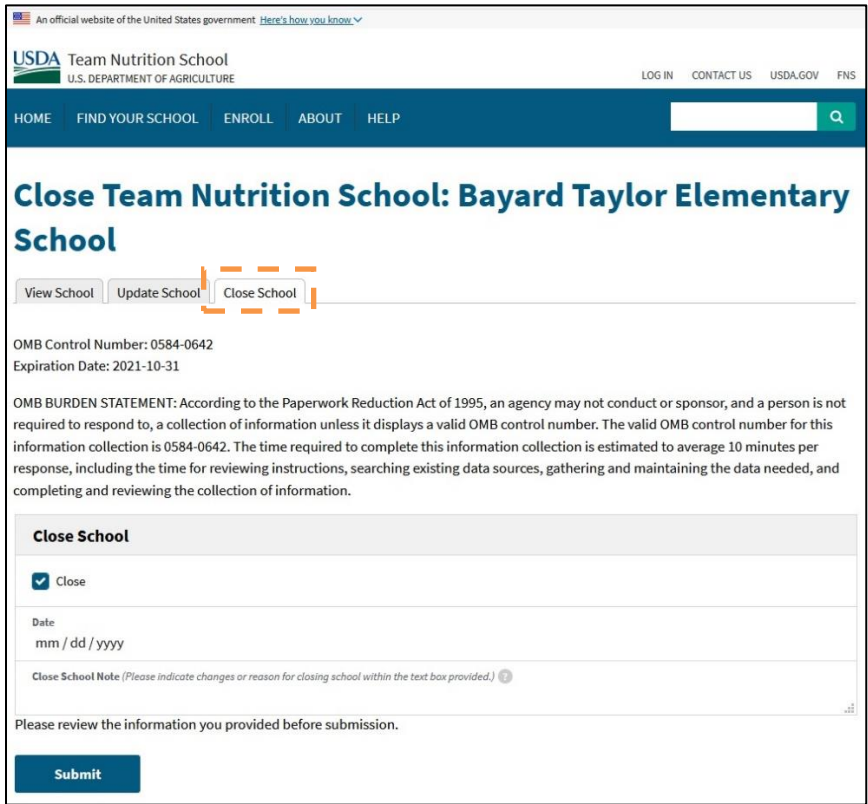


Figure 8: Team Nutrition School Close Tab

- 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 Help Menu

The Help menu contains two sub-menus: Training Videos and User Manual.

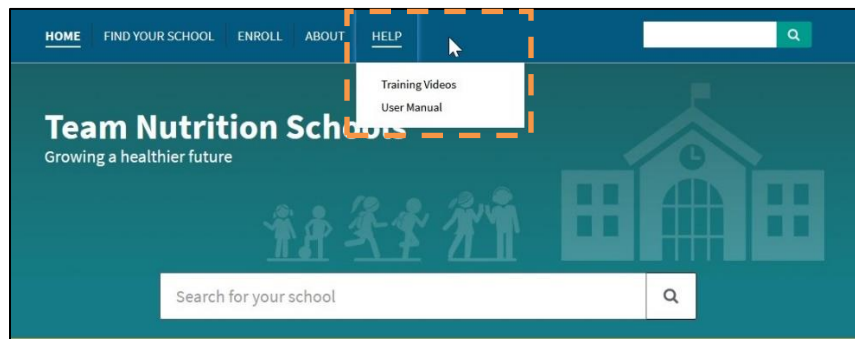


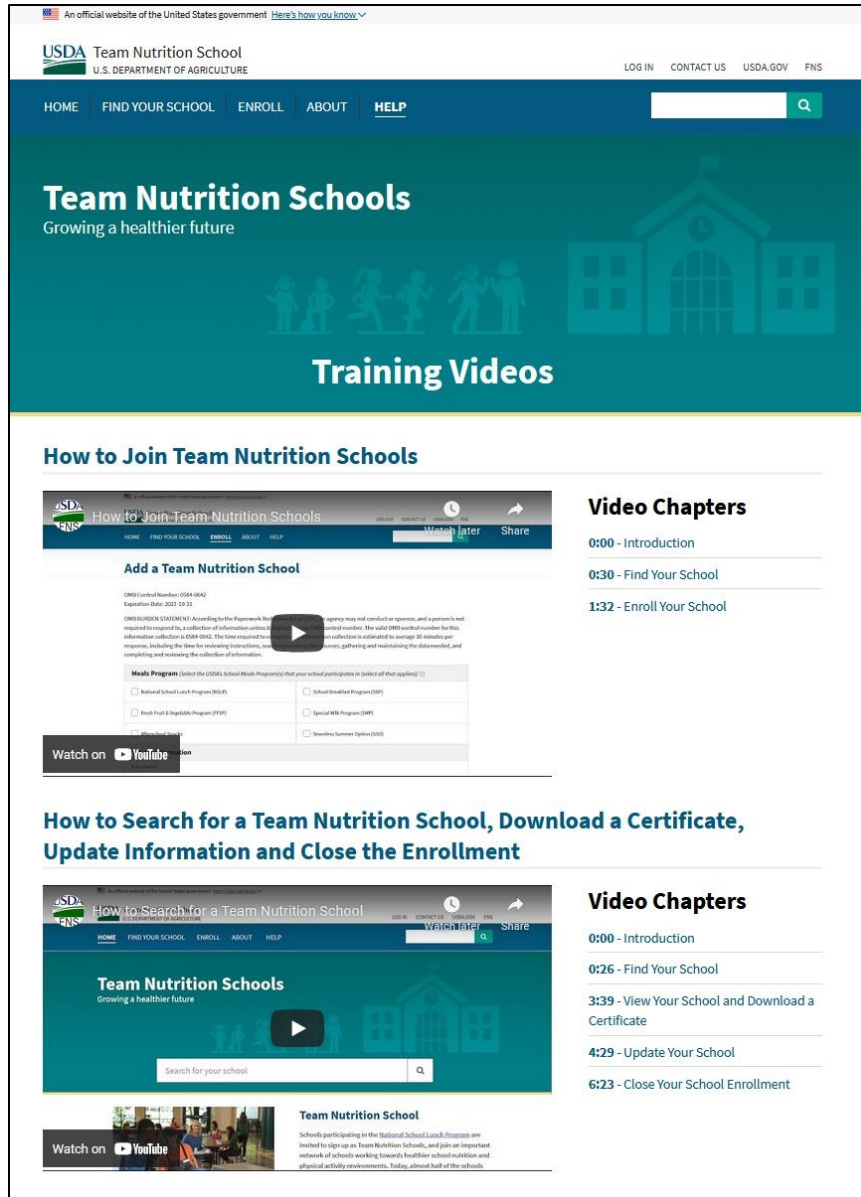
Figure 10: Team Nutrition Schools Help Menu

Clicking on the User Manual sub-menu opens the Team Nutrition Schools User Manual in PDF format.

Clicking on the Training Videos sub-menu opens the Training Videos Page. Two Team Nutrition Schools training videos are available on the Training Videos page:

- **How to Join Team Nutrition Schools** and
- **How to Search for a Team Nutrition School, Download a Certificate, Update Information and Close the Enrollment**

Use the "Video Chapters" links to easily watch each section of the video.



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USDA Team Nutrition School
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HOME FIND YOUR SCHOOL ENROLL ABOUT **HELP**

Team Nutrition Schools

Growing a healthier future

Training Videos

How to Join Team Nutrition Schools

Video Chapters:

- 0:00 - Introduction
- 0:30 - Find Your School
- 1:32 - Enroll Your School

How to Search for a Team Nutrition School, Download a Certificate, Update Information and Close the Enrollment

Video Chapters:

- 0:00 - Introduction
- 0:26 - Find Your School
- 3:39 - View Your School and Download a Certificate
- 4:29 - Update Your School
- 6:23 - Close Your School Enrollment

Figure 11: Schools Training Videos page

1.7 Public User Notifications

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

1.7.1 On-screen Confirmation Messages

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



Figure 12: On-screen Confirmation Message

1.7.2 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.

1.7.3 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.

1.7.4 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.

1.7.5 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.