



OFFICE OF THE CHIEF DIRECTOR: LEARNER DEVELOPMENT AND SOCIAL SUPPORT SERVICES

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INTERNAL MEMORANDUM

TO : **DISTRICT DIRECTORS**
CES ESSS
CIRCUIT MANAGERS
CMC HEADS
EDUCATION OFFICERS
ALL SCHOOL PRINCIPALS

CC : **IOM BRANCH**
CD & M BRANCH
CORPORATE STRATEGY BRANCH
CFO BRANCH

FROM : **A/CHIEF DIRECTOR: LD&SSS**

SUBJECT : **NATIONAL SCHOOL NUTRITION PROGRAMME COMPLIANCE**

DATE : **18 OCTOBER 2022**

1. PURPOSE:

This memorandum seeks to remind the school principals to implement improved compliance as it relates to the procurement processes, record keeping and reporting on the utilization of funds through the National School Nutrition Programme.

2. BACKGROUND

The annual declaration and formulation of the DORA and NSNP Conditional Grant Framework predetermines the allocations and framework wherein the NSNP grant functions. These guidelines also stipulate the roles and responsibilities of all parties that administer the grant at a National, Provincial, District and School level. The determination of these responsibilities are accompanied by the same accountability framework. Therefore, any deviation from the guidelines as it relates to procurement, the approved Provincial menu, meal constituents and portion sizes are a direct transgression in respect of compliance with the framework and consequence management will ensue which is relative to the transgression and non-compliance identified. It is in the context of the Conditional Grant Evaluation and the findings related to the management report issued by the Auditor General that the following immediate activities to be instituted at all levels of governance.



3. NATIONAL SCHOOL NUTRITION IMPLEMENTATION GUIDELINES

The National School Nutrition Guidelines as adopted by the Province of the Eastern Cape (2018) serves as the only source of documents that determine compliance by schools in the administration of the programme in a transparent and integrous manner. The document outlines the constitution of the Nutrition Committee, the procurement processes, and the templates for recording the financial activities such as procurement of food items. The document is supported by the Department of Basic Education, Food Specification guidelines. These documents articulate the quality, size, safety standards and weight per item which is reflected in the approved Provincial Menu.

All school Principals are to be provided with an electronic copy of the National School Nutrition Guidelines upon appointment and should a hard copy be misplaced the National School Nutrition Monitor will provide the school with an electronic copy of the document.

All school Principals and the Nutrition Committee will be trained and refreshed on the National School Nutrition guidelines by the National School Nutrition Monitor. Schools will be prioritized during school visits on areas on non-compliance in record or when the school does not submit the monthly expenditure pack.

All schools that are visited during the period October 2022- March 2023 will be provided with an electronic copy of the National School Nutrition Guidelines during monitoring visits and all schools will be provided with one (01) set of the expenditure report templates by the National School Nutrition Monitors.

4. NATIONAL SCHOOL NUTRITION PROGRAMME PROCUREMENT

All Schools that are beneficiaries of the National School Nutrition Programme will:

- I. Use the three-quotation procurement practice to purchase food items in accordance with the safety standards and approved menu.
- II. Keep minutes of the Nutrition Committee sitting/ meeting for the purpose of procurement.
- III. Document in the minutes if no quotes were received or the reasons for not using a three-quotation system or if a retailer or wholesaler is the primary model of procurement.

Further to these requirements, all schools will keep adequate stock cards to monitor and manage the food items as it relates to the National School Nutrition Programme. The Delivery schedules for food items will be kept for verification during the visits conducted by the National School Nutrition Monitors.

Failure to keep and maintain these records negatively impact the management of resources of the Programme and thereby detracts from the ability to account for the use of public funds.



5. MISUTILIZATION OF NATIONAL SCHOOL NUTRITION PROGRAMME FUNDS

The National School Nutrition Grant is a ringfenced Programme and therefore the funds within the Programme may not be used for any purpose that does not relate directly to the implementation of feeding learners. No such deviation is permitted in the absence of the utilization of surplus funds as approved by the District Director. The National School Nutrition Programme Implementation guidelines contain the template for application for such uses as well as the strict criteria of application.

The utilization of surplus funds include the following:

- I. Feeding learners at the beginning of the new fiscal year
- II. Improving the menu (increasing protein or fruit)
- III. Meals for grade 12 learners (during study activities)
- IV. Improvement of the cooking facilities (kitchen, fire extinguisher)
- V. Protective clothing for Volunteer Food Handlers
- VI. Water Tanks or seedlings

Utilization of funds for purposes unrelated to the National School Nutrition Programme will be managed through Risk Management, School Administration and District Management. Misutilization of public funds is a serious and indictable offense.

6. CONCLUSION

To ensure that both financial and administrative compliance is realized the Provincial Office (NSNP) will continue to identify and write to schools that do not submit their financial reports. Further to this the directorate will request compliance or implement the withholding of funds. All schools that are identified as misusing funds will be reported to Risk Management for investigation. These reports will be shared with the District Management for the implementation and recording of consequence management. Schools are expected to provide a balanced meal, on time to learners to enhance teaching and learning. All role-players in the Department of Education should endeavour to support and comply with the overarching guidelines that protect learners from food and nutrition insecurity and to realize their potential and aptitude for learning.


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ACD: LD&SSS

18 OCTOBER 2022