



OFFICE OF THE DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME

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MEMORANDUM

**TO : ALL DISTRICT DIRECTORS
CES's – ESSS
CMC HEADS
EDO – IDS&G
SCHOOL PRINCIPALS
NSNP MONITORS**

FROM : DIRECTOR NSNP

DATE : 08 APRIL 2024

**SUBJECT : MANAGEMENT PLAN FOR FUNDS TRANSFERRED TO
SCHOOLS FOR PROCUREMENT OF PROTECTIVE CLOTHING
OF VOLUNTEER FOOD HANDLERS**

1. The National School Nutrition Programme functions in a very sensitive environment that requires precautions to prevent contamination of food and the occurrence of food-borne disease outbreaks.

Part of the personal protection and food hygiene includes the wearing of aprons and head coverings in compliance with both Regulations 638 (2018) and the Occupational Health and Safety Act 85 of 1993.

2. The approved business plan 2023/2024 has made provision incrementally through the provision of safety shoes for all Volunteer Food Handlers with the availing of funds the opportunity to correct findings made by the Auditor General, Provincial and National Conditional Grant Evaluations. However, these compliance monitoring processes has also revealed that Volunteer Food Handlers are not wearing suitable head coverings or aprons.
3. As a response and quality improvement process the Provincial Directorate has prioritized and available funding in the conditional grant to support the resourcing of schools to ensure that Volunteer Food Handlers are adequately

and safely attired. It is for that reason the Department provided fund to all Q1-3 schools to procure protective clothing for NSNP Volunteer Food Handlers.

4. To mitigate the high risk of financial mismanagement and misappropriation, the following process outlined below must be adhered to:

- 4.1 NSNP District officials are expected to give guidance and support to all schools that received funds.
- 4.2 Procurement processes of protective clothing must be executed through the existing schools' finance and procurement committees.
- 4.3 Schools are only allowed to procure protective clothing i.e 2 X head coverings, 3 x Aprons.
- 4.4 Schools are expected to submit their reports, to the NSNP District Office by, 31 May 2024. Spending reports of these funds is to be submitted using the attached expenditure reporting tool with all supporting documents attached. i.e. Quotations, invoices, and proof of payments.
- 4.5 Schools are required to fully spend the allocated funds, as unspent funds constitute a risk of unaccounted funds.
- 4.6 Districts are required to submit their reports file to the Provincial Office by the 10th of June 2024. **(Schools must fully spend the funds; only close-up reports will be accepted.**
- 4.7 **Attached is the allocation breakdown to each school and summary of allocation per district.**

5. The provincial NSNP personnel is available to assist during the process.


V.E. WITBOOI

08/04/2024
DATE