



OFFICE OF THE DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Mr M. Klishi . Tel: 040 608 4494. Fax :040 608 4372. Email: mlungiseleli.klishi@ecdoe.gov.za
Website: www.eceducation.gov.za

**TO : ALL DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS – ESSS
CMC HEADS
EDO – IDS&G
SCHOOL PRINCIPALS
NSNP MONITORS**

**CC : CLUSTER CHIEF DIRECTORS
DDG: CD&M
DDG: IOM
CFO**

FROM : DIRECTOR NATIONAL SCHOOL NUTRITION PROGRAMME

DATE : 08 APRIL 2024

SUBJECT : NSNP BUSINESS PLAN IMPLEMENTATION GUIDE FOR 2024/25

1. PURPOSE

This memorandum communicates the 2024/2025 **National School Nutrition Programme** (NSNP) Business Plan requirements, conditions, responsibility and reporting requirements for implementation accuracy and adherence by both Districts and Schools.

2. BACKGROUND

The annual declaration and formulation of the DORA and NSNP Conditional Grant Framework, respectively, naturally introduce amendments to NSNP Implementation, year on year. Since the NSNP Business Plan is an implementation Strategy of the NSNP Conditional Grant and for purposes of realizing a uniform and seamless implementation across the province, it is necessary that amendments or changes that have been made, even though they were consulted on, be communicated.

3. CONDITIONS OF THE NATIONAL SCHOOL NUTRITION PROGRAMME GRANT

In respect of the approved Business Plan for 2024/25 financial year, the following requirements must be adhered to:

- 3.1. Funds disbursed to schools by the Department for the implementation of the NSNP, **may not be used for any other purpose.**
- 3.2. For the 2024/25 financial year 209 feeding days are included and approved.
- 3.3. SASAMS will be used to verify both schools and learners to form the transfer database.
- 3.4. Feeding costs will include breakfast for all primary, combined, and secondary school learners.
- 3.5. Schools identified for the piloting of canned chicken livers will receive an additional allocation (R1.50 per learner over 30 days) for the duration of the financial year, provided they submit all monthly reports timeously. A separate guideline for

implementation, reporting and monitoring will be shared with the identified 1074 primary schools in Amathole West, Sara Baartman, Alfred Nzo West and Alfred Nzo East Districts.

- 3.3. Fuel costs will be restricted to a maximum of R2 700 in schools with four or more Volunteer Food Handlers.

4. FINANCIAL IMPLEMENTATION FRAMEWORK

FOOD		
PHASE	DAYS	COST
Primary Schools	209 days	R 3.20
Secondary Schools		R 3.75
Low Enrolment schools		R 7.70
Special Schools		R 3.20
Breakfast (All Q1-3 primary, combined and secondary schools)		R 0.60
Chicken Liver Pilot	30 days	R 1.50
STIPEND / HONORARIUM		
Volunteer food handlers	All Volunteer Food Handler contracts will be instituted for a 24-month period which is reviewable annually.	
Breakfast and Main meal	12 months	R1 805,00 per month
UIF Contributions		R36,10 per month
Volunteer food handler protective clothing	Head gear, Apron & Safety shoes	R1 526,66 per food handler
FUEL		
1-3 Food handlers	R900,00 per Volunteer food handler	
4 or more Volunteer food handlers	R2 700,00 (maximum)	

5. VOLUNTEER FOOD HANDLER ADMINISTRATION AND FUEL COSTS

LEARNER NUMBERS	VOLUNTEER FOOD HANDLER PER MONTH	GAS CANISTER PER MONTH
1 - 50	1	1 - R900,00
51 - 400	2	2 - R1 800,00
401 - 600	3	3 - R2 700,00
601 - 800	4	3 - R2 700,00
801 - 1000	5	3 - R2 700,00
1001 - 1200	6	3 - R2 700,00
1201 - 1400	7	3 - R2 700,00
1401 - 1600	8	3 - R2 700,00

- 5.1. 5.1 District NSNP Officials **must** ensure that **this memo**, together with other NSNP communiques, is not only brought to the attention of all Q1-3 Schools and targeted Special Schools but that it also constitutes the **file content of the School NSNP File**.
- 5.2. School must use the 10-day Snap Survey to appoint and balance the VFH allocation as per the sliding scale. Schools shall have no more than the permissible number of food handlers in its employ unless it has a different source of funding. **The NSNP Conditional Grant cannot be used to provide stipends to additional Food Handlers in a School.**
- 5.3. All VFH appointments should be for the duration of **twenty-four (24) months** contract which is annually renewable and the termination clauses in section five (5) of the Volunteer Food Handler Contract are not instituted by the school.
- 5.4. All schools must submit their Expenditure reports as per the NSNP guidelines at the end of each month.
- 5.5. All schools must ensure they register (online/ in person) their school with the Department of Labour to ensure that Volunteer Food Handlers are in receipt of benefits once the contractual period ends.
- 5.6. The 2024/2025 financial year **does not** allow for an additional stipend for Volunteers Food Handlers preparing breakfasts in schools. This is a sector resolution, and it should be part of the conditions of service discussed with the Volunteer Food Handlers during their contract consultation.

6. RESPONSIBILITIES OF EDUCATION DISTRICTS

- 6.1. The Education Districts of the Eastern Cape Province are expected to ensure both the efficiency of the programme as well as accountability in respect of the National School Nutrition Programme:
 - Monitor and support schools for the implementation of the programme and financial management.
 - Identify and address maladministration and misutilization of funds inclusive of consequence management.
 - Ensure that the schools report on their financial administration at the Circuit- based FINCOM committees.
 - Address and respond to findings generated by the Auditor General South Africa (AGSA) as well as the Internal Audit and Risk Management Directorates.
 - Submit monthly and quarterly reports (FW Capture tools soft copy, District MRR soft copy, District MRR Narrative signed, District Financial and Reconciliation Report, Updated VFHs database and Kitchen Compliance Report to the provincial department, as well as reports on expenditure by schools, where applicable). These should be consolidated by each district and signed by CES-ESSS and District Director.
 - Co-ordinate all National School Nutrition Programme activities in the District.
 - Support all Outreach and Portfolio visits to schools in respect of the National School Nutrition Programme.
 - Attend all meetings / forums related to the Programme.
- 6.2 All Districts are expected to provide the Provincial Directorate with the requisite reports at the end of each financial quarter to allow adequate time to consolidate information for submission to the Department of Education.
- 6.3 Submission of these reports are compulsory and within the framework of the National School Nutrition Programme failure to submit reports may lead to the withholding of a transfer to a school or a District as a whole.

- 6.4 For the 2024/2025 financial year all schools that are flagged by the Education Districts as non-reporting in respect of their financial reports will form part of a consolidated list that will be shared with governance and institutional oversight Directorates to take the necessary steps in respect of non-compliance.
- 6.5 In addition to the reports (both monitoring and financial reporting) the Districts must submit an update of all utensils and equipment used and procured by schools for food preparation Annually. The Provincial Office will communicate the deadline for submission accordingly.
- 6.6. All Education Districts must ensure that the NSNP grant forms part of the monthly FINCOM meeting as an accounting platform.

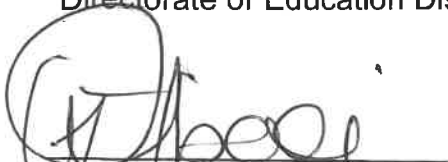
7. RESPONSIBILITIES OF SCHOOLS

7. To ensure that the Districts maintain compliance and can fulfill their responsibilities schools are expected to:
 - 7.1. Ensure that they implement and manage the programme as per the NSNP implementation guidelines for the Province which includes the full scope of activities.
 - 7.2. Ensure that they constitute the procurement committee, finance committee and NSNP committee to ensure that there is adequate oversight of the programme as per the guidelines.
 - 7.3. Provide reports for incidents such as non-feeding or suspected incidents of food poisoning or contamination to the District and Provincial Offices.
 - 7.4. Provide reports monthly to Districts that reflect the financial expenditure of the National School Nutrition funds.
 - 7.5. Provide the equipment and utensil inventory of schools to Districts by **30 June 2024**.
 - 7.6. Provide their Certificate of Acceptability to Districts, by **30 June 2024**.
 - 7.7. It is the responsibility of the schools to ensure that all food items and equipment are always safeguarded.
 - 7.8. Schools are expected to ensure that their records (e.g. NSNP file, Stock Registers, UIF declarations, NSNP Committee's, Procurement Processes etc.) are updated and maintained for auditing purposes.
 - 7.9. Schools must report and declare any changes to the financial banking details through the appropriate District Officials to the Departmental Banking Services Section.
 - 7.10. Schools must report their enrollment and information on the SASAMS platform to ensure that they reflect and are included in the transfer database utilized by the Provincial Office.

8. CONCLUSION

To ensure that the National School Nutrition Programme continues to deliver on the mandate of providing learners with a nutritious meal on time and supporting the apex priority, of the Department, teaching and learning it is important that each stakeholder in the value chain of service delivery commit with integrity and dedication all efforts to the empowerment and social support of benefitting learners.

For any queries related to this communique do not hesitate to contact the Provincial Directorate or Education District for support.


V.E. WITBOOI

08/04/2024
DATE

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