



Getting Started: A Guide to Tracking B.C. Food Purchases in Kindergarten to Grade 12 School Food Programs



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Tracking Guide 1-Page Summary

A key Feeding Futures Guiding Principle is developing school food programs that support B.C. foods to grow local communities, economies, and food system resilience.

Through the integration of [Feed BC](#) into Feeding Futures, all B.C. school districts are encouraged to work towards a goal of 30% of total school food program purchases being spent on [B.C. food](#). Tracking B.C. food purchases helps to measure and recognize progress towards this goal.

In this Getting Started Tracking Guide, Feed BC offers 5 key steps to start tracking B.C. foods:

- | | |
|---------------|---|
| Step 1 | Identify top school food programs and suppliers. |
| Step 2 | Gather food purchase information. |
| Step 3 | Identify B.C. foods. |
| Step 4 | Calculate the total and B.C. food purchases. |
| Step 5 | Use tracking data for reporting and decision making. |

As you begin building an approach to tracking B.C. foods, keep this guidance in mind:

- **No matter where you are in your food program journey, Feed BC wants to learn and celebrate with you.** Sourcing and tracking B.C. food in public institutions' food programs takes effort and time. Feed BC is committed to learning alongside schools and districts throughout this process.
- **Start tracking B.C. food where it feels most feasible.** This could look like starting with school food program(s) where you are spending most of your Feeding Futures dollars and/or where your suppliers currently have the ability to access B.C. product information.
- **Feed BC defines 'B.C. food' as a final food product that is produced and/or processed in B.C.**
- **Focus on tracking food that has been purchased using Feeding Futures funding, not donations.** Feed BC's tracking approach does not apply to donated food.
- **For the 2024/2025 school year, tracking and reporting on B.C. food purchases will remain a voluntary component of Feeding Futures annual reporting.** However, all school districts are encouraged to begin building capacity to track B.C. food purchases.
- **Meeting B.C. food purchase goals (e.g. 30% target) is not a condition of receiving Feeding Futures funding.**

Introduction

About Feed BC

[Feed BC](#) is a provincial government initiative, led by the Ministry of Agriculture and Food, to encourage, inspire and support a shift to serving more B.C. food in public institutions. As part of the province's [Feeding Futures Program](#), the Ministry of Agriculture and Food is working with the Ministry of Education and Child Care, school districts, and food supply chain partners to include Feed BC in new and expanded Kindergarten to Grade 12 (K-12) school food programs.

This work aligns with and supports the [Feeding Futures Guiding Principles](#) to support B.C. foods to grow local communities, economies, and food system resilience. For more information on Feed BC in K-12, visit the [Feed BC in K-12 webpage](#).

Why Track B.C. Food Purchases?

Supporting B.C. public institutions to track their annual purchases of B.C. food is a core component of Feed BC. Tracking refers to a standardized process of measuring and reporting on the value of B.C. foods purchased by B.C. institutions. A standardized B.C. food tracking and reporting process enables B.C. institutions to communicate the impact of their purchases on their community, region, and the province.

Through the integration of Feed BC into Feeding Futures, **all B.C. school districts are encouraged to work towards a minimum of 30% of total school food program purchases being spent on B.C. food.** Tracking B.C. foods helps to measure and recognize progress towards this goal.

Tracking B.C. food purchases can help schools and districts to better understand food purchasing decisions, identify opportunities to source more local B.C. foods, demonstrate progress over time, and communicate Feeding Futures' economic impacts across B.C.

Tracking Expectations for K-12

Currently, all school districts report on their total Feeding Futures food purchases through the annual Feeding Futures Year End Financial Report. **For the 2024/2025 school year, tracking and reporting on B.C. food purchases is a voluntary component of Feeding Futures annual reporting.**

Meeting the 30% B.C. food purchase goal is not a condition of receiving Feeding Futures funding. However, all school districts are encouraged to begin exploring ways to build capacity to track and report on B.C. food purchases, starting with where it is currently most feasible.

About this Guide

This Feed BC “Getting Started” Tracking Guide has been developed to support all schools and districts, regardless of what stage they are at in school food program development and delivery, to better understand how to start and grow the ability to track B.C. food purchases. This guide is intended to be used by school and district staff and school food program delivery partners who make food purchase decisions and are responsible for food purchase information tracking.

Throughout this Guide, the ‘Getting Started’ sections aim to provide simple, practical guidance for those just starting to think about how to approach the process of tracking B.C. food purchases.

For those who have already started tracking B.C. food purchases, the ‘Ready to Go Further?’ sections of this Guide aim to provide ideas about how to further develop useful tracking data.

How to Track B.C. Food Purchases

The goal of Feed BC’s tracking approach is to support B.C. public institutions to track their annual purchases of B.C. food over time as a decision-making tool. Tracking B.C. food purchases typically includes five key steps which are detailed in this Guide:

Step 1 Identify top school food programs and suppliers.

Step 2 Gather food purchase information.

Step 3 Identify B.C. foods.

Step 4 Calculate the total and B.C. food purchases.

Step 5 Use tracking data for reporting and decision making.

**STEP
1**

Identify top food programs and suppliers

Feed BC’s long-term goal is to support schools and districts to track and report B.C. food purchases in as many K-12 school food programs as possible, so that school food decisions makers have comprehensive data to use for program planning. However, we know that building B.C. food tracking capacity takes time. The first step in this process is deciding where to start trying.

Getting Started

Create a list of your district’s school food programs that use Feeding Futures funding. Focus on *food that is being purchased with Feeding Futures funds*. Do not include donated food. Then consider the following:

1. Where are you spending the largest amounts of Feeding Futures funding to purchase food?

Suggestion: Across your school food programs, identify any individual suppliers¹ who receive 20% or more of your Feeding Futures budget that is being used to purchase food.

2. Which of your suppliers currently have the ability to access B.C. product information?

Examples:

- B.C. food producers and processors who can confirm their products are made in B.C.
- External food service providers with existing food purchase tracking systems (e.g. Chartwells, Aramark, caterers or non-profit organizations that track food orders).
- Distributors (e.g. Sysco, Gordon Food Service) with access to product origin information.
- Retailers* who partner with [Buy BC](#) to promote B.C. foods.

Based on these two considerations, start tracking where it feels most feasible.

*Note: Retailers (e.g. grocery stores) may not be able to easily provide B.C. product information at point of sale (e.g. on receipts). For more on tracking retail purchases, see ‘Ready to go further?’ in [Step 2](#).

¹ For definition of key terms like ‘suppliers’ used in this resource, see Appendix I: Glossary

Ready to go further?

Over time, as your tracking capacity grows, reflect on how your tracking experiences could be applied to more of your school food programs and from a wider diversity of suppliers. This could involve working with your key suppliers to co-develop B.C. food tracking systems that work for you both.



STEP 2

Gather food purchase information

Once you have determined where it makes sense for your district to begin focusing its tracking efforts, the next step is to gather and compile food purchase information from purchasing records.

Getting Started

Feed BC recommends working with your food program suppliers to request access to the following food purchase information that is required to build an effective food tracking approach:

- Supplier name (e.g. Sysco, Little Pig Catering, etc.)
- Product name (e.g. yogurt cups)
- Product origin (to identify if a product is a B.C. food see [Step 3](#))
- Cost/unit
- Quantity
- Total cost (cost/unit * number of units purchased)

See [Appendix II](#) for a sample email template to request food purchase information from your food program suppliers.

The table below outlines which purchasing records are available from different types of suppliers:

Supplier	Type of purchasing record	How to obtain food purchase information
Distributor e.g. Sysco, GFS	Velocity reports²	<ul style="list-style-type: none">• Request velocity reports with B.C. foods indicated
External food service provider e.g. Chartwells, local caterers or NGO partners	Invoices/receipts (with itemized purchases)	<ul style="list-style-type: none">• Request itemized invoices/receipts with B.C. foods indicated

² See Appendix I for a Glossary of key terms

<p>B.C. producer or processor e.g. Local farm or bakery</p>	<p>Invoices/receipts (with itemized purchases)</p>	<ul style="list-style-type: none"> Request itemized invoices/receipts with B.C. foods indicated
<p>Retailer e.g. Save-on foods, Costco, local grocers</p>	<p>Itemized receipts</p>	<ul style="list-style-type: none"> Request that B.C. foods be indicated on online order forms If using a corporate card to purchase, request a sales history for the school year with B.C. foods indicated Manually review individual receipts and highlight B.C. foods

Ready to go further?

Tracking from retailers (e.g. supermarkets, local grocery stores) can be more complex to set up. Without a centralized ordering system, determining key product information such as product origin will take more initial manual effort. If and when schools and districts are ready to track purchases from grocery stores, this process can be made easier by:

- Having a conversation with the store or business manager to create a list of regularly available B.C. food products to purchase consistently.
- If ordering online from a grocery store, asking them to indicate B.C. foods on ordering forms; this will simplify tracking of standard product orders.
- Looking for the [Buy BC logo](#) on food products at the grocery store.
- Highlighting B.C. food purchases with the dollar value on individual receipts immediately after purchasing.

Is your school district working on setting up a process for tracking retail purchases? Feed BC would love to hear from you as we explore how to support K-12 to develop an effective retail purchase tracking approach that works for schools. Get in touch by sending us an email at feedbc@gov.bc.ca.

Identify B.C. foods

Product origin, which refers to the location where a final food item was produced or processed, is critical information to identify B.C. foods. Product origin information may be found on product packaging, purchase invoices, in sales reports, or on food businesses' websites.

Getting Started

Familiarize yourself with Feed BC's [definition of B.C. food](#):

B.C. food: A final food product that is produced and/or processed within British Columbia.

B.C. produced: A raw food product that is grown, caught, harvested or raised in British Columbia.

B.C. processed*: A final product that has undergone one of the following activities performed in a commercial food and/or beverage manufacturing facility located in B.C., for the purposes of sales and distribution:

1. **General physical alterations:** grinding beef, milling wheat, crushing tomatoes, shredding cheese, chopping cucumbers, etc. And/or
2. **Extending shelf life:** freezing, canning, drying, pickling, smoking, fermenting, etc. And/or
3. **Combining ingredients to make a new product:** Baking muffins, making pizza, blending juice, mixing salad greens, etc.

*Not considered food processing: cleaning, washing, bagging, packaging and/or wrapping, unless combined with one of the three activities above.

See [Appendix III](#) for more information and examples of B.C. foods.

Once you are familiar with the above B.C. food definition, use your food purchase records to identify which foods purchased for your school food programs meet this definition. Ideally, product origin information has been provided to you by your suppliers (Step 2). If the origin of food products you are purchasing is unclear, work with your suppliers to confirm which products are produced and/or processed in B.C. The Ministry of Agriculture and Food will continue to work with food supply chain partners to improve B.C. product information availability.

1. What to track as B.C. food when you work with third-party food service providers:

Where schools and districts are using Feeding Futures funding to purchase food that has been prepared in B.C. by an external food service provider (e.g. soups, sandwiches, curries, pizza, etc. prepared by a caterer, food hub, restaurant, non-profit, etc.), these meet the B.C. processed food definition and should be tracked and reported as B.C. foods.

Schools and districts are encouraged to share the above B.C. food definition with external food service providers and request that these providers track how much B.C. produced and processed foods they are supplying to schools where feasible.

2. What to track as B.C. food when you provide in-house food preparation:

Remember, the goal of Feed BC's tracking approach is to support B.C. public institutions to track where they are *purchasing* B.C. food. While almost all B.C. institutions that are providing food services are involved in some in-house food processing activities, the scope of Feed BC's tracking approach is to focus data collection on where institutions are spending food dollars.

Where schools are preparing meals 'in-house' (e.g. in a cafeteria or class), schools and districts should track and report foods that are being *purchased* to prepare school meals (e.g. ingredients).

Ready to go further?

Other Feed BC partner institutions, such as healthcare and post-secondary institutions, track and report B.C. food expenditure across six product categories. These product categories are:

- Baked goods
- Beverages
- Dairy
- Produce
- Grocery (dry goods)
- Protein and entrees

Determining the product category is not currently required in the annual Feeding Futures Year End Financial Report. However, categorizing food purchases can be a valuable tool to better understand purchasing patterns and identify strategic opportunities to increase the use of B.C. products. See [Appendix IV](#) for common school food examples listed by Feed BC Category.

**STEP
4**

Calculate the total and B.C. food purchases

Once you or your suppliers have identified which food products are B.C. foods on your purchasing records, the next step is to calculate the total food purchases and B.C. food purchases. Food purchases should be stated as the **dollar value** of food purchased.

Getting Started

On each purchasing record or on a master spreadsheet, add up the total cost of all food purchases (total food spends) and the total cost of B.C. food purchases (B.C. food spends) over the school year.

Once you have determined total and B.C. food purchases, you can then calculate the percentage of B.C. food purchases (% B.C. food spends). Percentages should be calculated to two decimal points.

- A. Total food spends (dollar value): \$ _____
- B. Total B.C. food spends (dollar value): \$ _____
- C. % B.C. food spends ($B \div A \times 100$): _____ %

Ready to go further?

If you have categorized food purchases into product categories (see [Step 3](#) 'Ready to go further?' section), then the total and B.C. food purchases can be recorded for each product category. Schools and districts are welcome to refer to Feed BC's existing [B.C. food tracking and reporting template](#) which provides an example of how to calculate total and B.C. food purchases by category.



STEP 5

Use tracking data for reporting and decision making

Tracking B.C. food purchases can support schools and districts to:

- Support Feeding Futures annual program data collection and informed decision making
- Better understand current school food program food purchasing patterns
- Identify practical opportunities to increase the use of B.C. foods

Getting Started

Once you have calculated food expenditures, you will be well prepared to input this information directly into the Feeding Futures Year End Financial Report.

Annual Feeding Futures reporting data is analyzed by the Ministry of Education and Child Care and the Ministry of Agriculture and Food. This data helps all school food decision makers, including the Province, to continue to develop resources and build support for public school food programs.

Ready to go further?

In addition to supporting reporting, B.C. food purchase tracking data can be very useful in making more informed food purchasing decisions. Feed BC encourages schools and districts to review their tracking data and reflect on the following questions:

- Which products does your district most commonly source from B.C.?
- Is there anything that surprises you about your B.C. food purchase data?

For schools and districts who are ready to take a closer look at what B.C. products they are purchasing, they can work with suppliers to fill out Section 2A (*List of new B.C. products sourced over this tracking period*) in the [B.C. food tracking and reporting template](#). This information can provide insights on procurement opportunities and challenges and help monitor and evaluate changes.

Schools and districts who have analyzed their tracking data may identify opportunities to bring in new B.C. products or improve their tracking process. Some next steps may include:

- Setting an internal school district goal for increasing B.C. food purchases over time.

- Reviewing B.C. product sourcing tips from [Getting Started: A Guide to Sourcing B.C. Food in Kindergarten to Grade 12 School Food Programs.](#)
- Checking out the [Feed BC Directory](#) to learn about more B.C. food products.
- Including language about B.C. food tracking requirements in contracts with new suppliers.
- Requesting that suppliers flag B.C. foods in their ordering systems.



FAQ

Frequently Asked Questions

1. What is a B.C. food?

A final food product that is produced and/or processed in British Columbia. See [Appendix III](#).

2. Do we track products by volume or dollar value?

School districts should track and report on the total dollar value of B.C. food purchased for school food programs using Feeding Futures funding.

3. Does donated food need to be tracked?

No, donated food should not be tracked. Only track foods that you are purchasing using Feeding Futures funding.

4. How often/when should districts submit their tracking data?

School districts should report any tracking data with their total Feeding Futures food purchases through annual Feeding Futures Year End Financial Reports, at the end of the school year.

5. Is tracking optional or required?

For the 2024/2025 school year, tracking and reporting on B.C. food purchases will remain a voluntary component of Feeding Futures annual reporting. However, we encourage school districts to begin exploring ways to track B.C. food purchases using the steps provided in this Guide.

6. Will I be penalized for not tracking and reporting B.C. foods?

No. The degree to which schools and districts source and track B.C. food will not be a condition of receiving Feeding Futures funding. However, all schools and districts are encouraged to begin exploring ways to build capacity to track and report on B.C. food purchases, starting with where it is currently most feasible.

7. Who within the district is responsible for tracking?

Each district makes this decision for themselves. Typically, it would be the person who manages Feeding Futures finances, such as a secretary treasurer or school food coordinator.

8. How much of the districts' total food purchases need to be tracked?

Schools and districts are encouraged to take an incremental approach with the goal of eventually tracking all B.C. food purchases across district school food programs. To start, schools and districts should focus on their largest programs and suppliers, and/or programs and suppliers who have access to product information. See [Step 1](#) for details.

9. Should I track Culinary Arts or Home Economics programs?

If your Culinary Arts program has *purchased food using Feeding Futures funding* because it serves food to students in need, then these foods can be tracked and reported as annual B.C. food purchases. Do not track food purchased for Home Economics or Food Studies classes.

10. Our district sources meals directly from a local caterer. Does that count as 100% B.C. food?

Purchasing from local B.C. food service providers does *not* mean that all foods they are providing are automatically considered B.C. foods. If that provider makes food from scratch (eg. preparing soups, sandwiches, curries, pizza, etc.) to sell to schools, then yes, those foods are considered B.C. processed food. However, if providers are purchasing non-B.C. foods that they have not added any value to through further processing (e.g. including non-B.C. granola bars, crackers, etc. in a prepared school lunch) to sell to schools as part of meals then these products are *not* considered B.C. foods. Districts are encouraged to work with their providers to identify and track which B.C. foods providers are supplying to schools.

11. Our district prepares meals in-house. Does this count as 100% B.C. food?

The goal of Feed BC's tracking approach is to support B.C. public institutions to track their annual *purchase* of B.C. food. Where schools are preparing meals 'in-house' (e.g. in a cafeteria), schools should focus on tracking and reporting on how much of the food they are *purchasing* (i.e. ingredients for meals) meets the above B.C. food definition.

12. How do I ask distributors or other suppliers for food purchase information?

See [Appendix II](#) for a sample email template to suppliers to request their support providing food purchase information that is required for accurate B.C. food tracking. Feed BC's post-secondary partners have found this email language particularly useful.

13. Do I need to track purchases from grocery stores?

Tracking B.C. food purchases from grocery stores requires more time and effort than from suppliers with centralized ordering systems (e.g. distributors, external food service providers). If and when you are ready to start tracking B.C. food purchases from grocery stores, see Step 2 for more information.

14. Is a Buy BC product a B.C. Food?

Yes, any product with the [Buy BC logo](#) is a B.C. food, as it is produced and/or processed in B.C.

15. I have more questions, who can I ask?

You can contact us by email: feedbc@gov.bc.ca

Appendix I Glossary

B.C. food: A final food product that is produced and/or processed within British Columbia. See [Appendix III](#) for examples.

B.C. food purchases: The value of all B.C. food items purchased during the school year, excluding any non-food items such as paper, plastic, packaging, food containers, small ware, or chemicals.

Distributor: An organization that provides the services of selling and delivering goods on behalf of food producers and processors. E.g. Sysco and Gordon Food Services (GFS) are broadline distributors; Yen Bros and Lekker Foods are regional/specialty distributors.

External food service provider (sometimes called a third-party vendor): Organizations that are contracted by schools to prepare and provide school food programs. This could include caterers and restaurants, non-profits, food service management companies like Chartwells, and others.

Processor: A person or organization that transforms raw food products into value-added products through activities such as grinding or cutting meats, canning or preserving produce, or combining ingredients into making a new product (e.g. baking muffins, blending juices, etc.)

Producer: A person or organization that grows, raises, and/or harvests raw food products such as fruits, vegetables, meats, seafood, and grains.

Product origin: The location where a final food product was produced or processed.

Purchasing record: A document that contains food purchase information such as product and pricing details. E.g. receipts, invoices and velocity reports are all purchasing records.

School food program: Any program that serves food to students at school, including but not limited to meal or snack programs, food boxes, cafeteria programs, and others.

Retailer: A business that sells food products directly to consumers. E.g. Save-on Foods and other supermarkets, Costco and other wholesale clubs, local and specialty grocery stores.

Supplier: Any organization supplying food for school food programs, including but not limited to food producers and/or processors, distributors, retailers, external food service providers, and others (a food supplier may also have a combination of those roles).

Tracking: A standardized process developed by Feed BC to support measuring and reporting on the value of B.C. foods that are purchased by B.C. public institutions.

Total food purchases: The value of all food items purchased during the school year, excluding any non-food items such as paper, plastic, packaging, food containers, small ware, or chemicals.

Velocity report: A detailed record of a vendor's purchasing data over a period of time (e.g. fiscal year) which includes details like product descriptions by item and total amount purchased by item.

Appendix II Sample Email to Suppliers

Adapt and use the following email template to request food purchase information from your suppliers:

Hello,

I am (**your name, job title**) from (**XX School District name**).

As a customer of (**supplier name**), I am reaching out to request your assistance getting information about which of the food products currently being purchased for (**XX name of your food program contract/agreement with this supplier**) are B.C. produced or processed foods.

As part of the [Feeding Futures program](#) and in partnership with [Feed BC](#), we are working to develop capacity to track and report on the amount of B.C. food purchased for our school food programs including (**school food program name**).

Could you please provide me with a (**velocity report/sales report/itemized product receipt**) with the following food purchase information:

- A full list of food products purchased from ___date___ to ___date___ 202_.
- The total quantity (e.g. number of cases) and the total dollar amount per purchased food product.
- Indication of which food products were produced and/processed in B.C. ([as per the Feed BC definition](#)).

This information will help me to fulfill our school district's reporting requirements, help us to understand where we are currently using B.C. food, and identify potential opportunities to increase B.C. food purchases to advance our school district's local food purchase goals.

If possible, we would appreciate receiving this information in an Excel file by (**insert date**). If you have any questions, please don't hesitate to contact me.

I appreciate your time assisting me with this request.

Thank you!

Appendix III Definition and Examples of B.C. Food

Feed BC has worked with B.C. public sector institutions to develop a consistent definition for a B.C. food.

B.C. food: A final food product that is produced and/or processed within British Columbia.

B.C. produced: A raw food product that is grown, caught, harvested or raised in British Columbia.

B.C. processed*: A final product that has undergone one of the following activities performed in a commercial food and/or beverage manufacturing facility located in B.C., for the purposes of sales and distribution:

1. General physical alterations: grinding beef, milling wheat, crushing tomatoes, shredding cheese, chopping cucumbers, etc. and/or
2. Extending shelf life: freezing, canning, drying, smoking, fermenting, etc. and/or
3. Combining ingredients to make a new product: baking muffins, making pizza, blending juice, mixing salad greens, etc.

*Not considered food processing: cleaning, washing, bagging, packaging and/or wrapping, unless combined with one of the three activities above.

Other Considerations:

- The use of B.C.-produced ingredients in B.C.-processed foods is encouraged wherever possible.
- The definition of B.C. processed food applies to the final stage of processing only, due to operational challenges of tracking the many different steps of the supply chain, particularly for multi-ingredient, processed foods.
- The product origin should be tracked, and not the supplier origin.
 - A supplier based in B.C. may carry both B.C. and non-B.C. products. Only the B.C. products should be counted in the B.C. food expenditures.

Examples of B. C. foods:	Not a B.C. food:
<ul style="list-style-type: none"> • Tofu processed and packaged in B.C. • Washington apples that are washed, sliced, and packaged in B.C. • Bread, muffins or cookies mixed and baked in a B.C. bakery, grocery store or other commercial facility, even if made with ingredients from outside of B.C. • Grab n' go sandwiches made in a commercial facility in B.C. and sold to schools 	<ul style="list-style-type: none"> • Beef that is raised, processed and frozen in Alberta, and packaged into smaller boxes in B.C. • Apple from Washington that are <u>not</u> sliced or otherwise processed in B.C. • Not all foods provided by a B.C. catering service, local restaurant, or local grocery are considered B.C. foods by default. See FAQ #10 on page 17.

Examples of how to track foods purchased from external food service providers

School District 99 retains the paid services of ABC Caterer, a B.C.-based caterer, for their breakfast program. For this breakfast program, ABC Caterer purchases bagels from a local B.C. bakery (considered a B.C. food) and cheese portions that are produced in Alberta (not considered a B.C. food). They also make smoothies from scratch at their facility. The smoothies are considered a B.C. food because they are processed by the caterer and sold to the school.

School district 101 hires a non-profit organization to prepare and provide a hot lunch program at two schools. They serve soup made from scratch in their commissary kitchen (considered a B.C. food), alongside packaged crackers produced in the U.S (not considered a B.C. food – should not be counted).

Examples of Product vs. Supplier Origin Clarification

ABC Dairy is a B.C.-based aggregator and distributor (supplier). They carry both B.C. products (fluid milk) and non-B.C. products (cheese strings processed/packaged outside of B.C.). Only the fluid milk should be counted as a B.C. food.

ABC Produce is a wholesale produce company based in B.C. They carry a variety of B.C. products (e.g. carrots, potatoes, lettuce) and non-B.C. products (e.g. mangos, bananas, watermelon). Only the B.C. products should be included in tracking reporting.

Appendix IV Feed BC Food Tracking Categories

Feed BC Food Tracking Category	Examples of Common Foods Used in K-12 School Food Programs in this Category
Baked Goods	Bread, tortillas, bagels, buns, naan, English muffins, <i>muffins</i> etc.
Beverages	Water, <i>bottled smoothies, juice and juice boxes</i> , etc.
Dairy	Milk, yogurt, kefir, <i>yogurt drinks</i> . Do not include cheese³. <u>Non-Dairy Alternatives</u> Non-dairy milk alternatives (soy, almond, oat, etc.), non-dairy yogurt alternatives. Do not include cheese alternatives.
Produce	Fresh or frozen fruit and vegetables, e.g. cucumbers, lettuce, tomatoes, carrots, potatoes, broccoli, sprouts, etc. Do not include dried or canned fruits or vegetables⁴.
Dry goods/grocery	The 'grocery' category refers to shelf-stable processed and packaged foods, not to items purchased in a grocery store. Canned or dried fruits and vegetables, cereal, grains (e.g. rice and barley), noodles and pasta, canned and dried beans, spices, flour, jam, <i>broth, salad dressing, canned sauces, sugar, condiments, granola bars</i> , and other packaged items.
Protein and entrees	Cheese and non-dairy cheese alternatives, eggs, fresh or frozen meats (e.g. chicken, beef, pork), seafood, legumes, plant-based meat alternatives (e.g. tofu, tempeh), pre-made sandwiches, <i>deli meat, dried meat and fish (such as jerky)</i> , entrees (e.g. lasagna, soups)

Items to “serve infrequently or in smaller serving sizes,” are italicized to align with provincial guidance on creating healthy school food environments. More information can be found in the BC School Food Toolkit.

³ For tracking purposes, cheese should be included in the “Protein and entrees” category since it is commonly served as a protein source.

⁴ As a shelf-stable processed product, dried or canned fruits and vegetables should be included in the “Dry Goods/Grocery” category.