Student Nutrition Program Coordinator

(Hamilton-Niagara) Weekly Quick Reference Guide

DigitalTracker Login

Student Nutrition Program Nutrition Guidelines (2020)

Hamilton Niagara Regional SNP DigitalTracker Guide

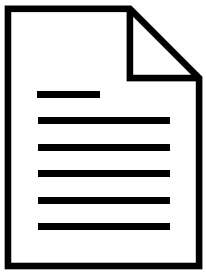
Hamilton Niagara Region SNP DigitalTracker Ordering Quick Reference

Reporting

Monthly Entries – Monthly Reporting is due in DigitalTracker on the 5th of the following month. (e.g. January 2026 data is due on February 5th, 2026).

Monthly Statements – Please send a SNP account statement to your CDW each and every month to ensure that your SNP account is properly considered when grants are allocated.

Timely Reporting and Statements are important!



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Additional Resources

SNP Safe Food Handling Certification

SNP Safe Food Handling Tips

SNP Seasonal Produce Guide in Canada

SNP Nutrition Guidelines Quick Guide

SNP Classroom Bin Poster

SNP Local Fundraising Ideas

Food Order Minimums, Reminders and Quality Issues

Once your food delivery is accepted you have **24hrs** to relay any quality or invoicing issues using the “Report Food Order Issue” link above. *Always check Best Before dates*.

A photo of the entire product affected is helpful for the vendors. Please keep spoiled products unless directed otherwise by the vendor. If the product is thrown away prematurely, a credit or replacement for spoiled products may not be issued.

$150 minimum order for Lococo’s, MZ Foods, Produce Express

$120 minimum order for MacNab Distributing (Niagara Region)

$25 minimum for Drummond Farms; please consider ordering 2 weeks of apples at-a-time to minimize their delivery costs.

MZ Foods: order more than a single item (i.e., not just milk)

Orders may **not be processed if:**

- Minimum $ total not met
- Invalid ½ cases ordered
- ½ cases may be **rounded up** if necessary and delays could occur.

Please note that delivery days that fall during a week that includes a holiday Monday will be pushed back one day.

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Food Ordering Process

1. START: Food Ordering Cycle Opens

Ordering Window Opens

- Normal weeks: **Monday @ 12:00 PM**
- Holiday Monday weeks: **Tuesday @ 12:00 PM**
- **Closes: Wednesday @ 12:00 PM**

Orders **cannot** be placed **outside this window** due to DigitalTracker lock.

2. Create Weekly Order Number

- Click **(+) once** to create **one weekly order number**.
- Use this one order number for **all vendors**.
- If multiple order numbers within the same week are created:
  - Notify **CDW immediately**
  - Extra order numbers will be **deleted**

✏️ Changes can be made **before Wednesday 12:00 PM**

3. Placing Vendor Orders

- Can order from **multiple vendors**
- Enter **quantities** per vendor
- Check **Delivery Notes** for minimum $ order totals and delivery dates
- ½ case rules (e.g., 0.5, 1.5 – **allowed for <u>some</u> vendors, on <u>some</u> products**. These will be marked in the item description.

4. Wednesday 12:00 PM: Order Submission Lock

- Orders are now **LOCKED & SUBMITTED**. Orders will be delivered the following week on the day indicated in the vendor notes.

5. END: Orders Ready for Delivery Next Week

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You may logout when you are finished using DigitalTracker by clicking the logout button at the top-right corner of the main page.

Should you have any questions, please contact your CDW, or contact Regional Food and Logistics Coordinator Debra Beckels at dbeckels@hnreach.on.ca, or the Regional Manager Tyler Arsenault at tarsenault@hnreach.on.ca

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