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**OFFICE OF THE SUPERINTENDENT GENERAL**

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**TO : DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS, ESSS  
NSNP CO-ORDINATORS  
SCHOOL PRINCIPALS  
SCHOOL GOVERNING BODIES**

**CC : CLUSTER CHIEF DIRECTORS  
PROGRAMME 2 MANAGER  
DIRECTOR IDS&G**

**FROM : SUPERINTENDENT GENERAL**

**DATE : 2 JUNE 2020**

**SUBJECT : INSTRUCTION NOTE 24: NATIONAL SCHOOL NUTRITION PROGRAMME  
TRANSFER OF FUNDS TO SCHOOLS**

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**PURPOSE:**

1. The purpose of the Instruction Note is to guide Education Districts and Schools on matters pertaining to the first NSNP tranche for 2020/21.

**BACKGROUND:**

2. The Division of Revenue Act (DORA) provides an annual statutory basis for the provisioning as well as the utilization of Conditional Grants, including the NSNP Conditional Grant. The stipulations of the DORA, as they relate to NSNP, are translated into an annual NSNP Conditional Grant Framework which becomes the basis for the development of an Annual NSNP Business Plan by each Provincial Department of Education.
3. The annual promulgation 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 Manifesto or Blueprint of the NSNP Conditional Grant and also for purposes of realizing a uniform and seamless implementation across the Province it is imperative that amendments or changes that have been made, even though they were consulted on, be reduced into a Circular, Instruction Notes or Memoranda.
4. The Honourable Minister of Basic Education announced the re-opening of schools on 1 June 2020 following the closure of all schools due to the implementation on the Disaster Management declaration in the context of the COVID-19 pandemic.
5. This document serves to standardize the system whereby Education Districts and specifically Schools respond to matters pertaining to utilization of funds received in the first transfer.

**OUTLINE OF FUNDS TRANSFERRED:**

6. All schools that were included in the approved business plan for 2020/21 financial year, notwithstanding anything to the contrary, will receive an allocation of funds based on the approved Business Plan.
7. These funds are expanded as follows:

- i. Volunteer food handler stipend, payable in line with the revised amendment to the 2020 School Calendar. As Food Handlers are assuming duty in June 2020 all Food Handlers contracted per the prescribed Food Handler Sliding Scale to be remunerated from June 2020.
  - ii. Gas allocation as per the sliding scale for June 2020.
  - iii. Cooked meals for grade 7 and grade 12 learners. (Procurement for and disbursement to learners in grades not yet phased in will be detailed in due course.
8. The funds that have been transferred are inclusive of all learners (in all Grades) who qualify for the NSNP programme. As a way of guiding Schools, a School Specific Document that is adaptive, has been developed and sent to all Districts and Schools.
9. Schools are advised that the database from SASAMS was not used due to a technical glitch with EMIS at the time of the transfer. Any differences in learner numbers will be corrected with the next NSNP payment.
10. The first term NSNP payment has been processed to reach schools by, 29 May 2020. Should there be any other disparities or challenges a two-way communication is highly recommended

### FEEDING OF LEARNERS

11. Feeding of Learners should commence on the date the Minister of Basic Education pronounces for the resumption of learning, in line with the phased introduction of grades.
12. As alluded to above a separate memorandum detailing the modus operandi for feeding learners not yet phased in will follow in due course. Schools should thus be prudent in using feeding funds for the grades phased in so that they have funds to procure for the learners still at home when an instruction to that effect is issued.
13. Volunteer Food Handlers must be orientated on COVID-19 Health and Safety Protocols. NSNP-specific SOPs and related documents, circulated to Districts and Schools, should serve as reference.

### GRANT RECORD KEEPING AND GOVERNANCE:

14. Districts are required to monitor that all funds are aligned to beneficiaries. If any school should cease operations or not re-open the funds must follow the enrolment and placement of learners to ensure that the beneficiaries are the ultimate recipients of NSNP. A collaborative arrangement between the Circuit Management and District NSNP Office is essential in this regard.
15. All schools are expected to ensure that they comply with the NSNP guidelines for the Programme in respect of the procurement and provision of meals. Any offset required will be made in the transfer for Quarter 2, 2020/2021 save for omissions.
16. All schools must access the approved Menu as provided through the WIZARD together with their school specific budgets. Districts are to assist Schools with the revised calculation template which helps schools to determine the adjustment of food quantities as learner numbers increase with the phased in approach to the sector [School Re-opening Documents for schools\EC SSM school calc\\_v1.xlsx](#).
17. It has to be reiterated that any amendments or changes in the learner cohort phased in or otherwise will be addressed in a subsequent communique.

  
**T. S. KQJANA**  
HEAD OF DEPARTMENT

03/06/20  
DATE

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*A Woman of Fortitude*

ALBERTINA SISULU  
Centenary  
2018

