



Getting Started: Summer and Afterschool Meals

In Partnership With:

USDA Mountain Plains Regional Office

Colorado Dept. of Education

Colorado Dept. of Public Health and the Environment and
City of Denver, Office of Children's Affairs



Today's goal is for you to leave understanding:

- *The key elements and rules of the summer and afterschool meal programs*
- *The resources and capacity that are needed for successful summer and afterschool meal sites*
- *The ways partnerships with other community stakeholders can strengthen your meal program*
- *The first steps to getting started*
- *All the ways these programs can benefit kids, families and communities*




Tandy Jones

USDA Food and Nutrition Services
Mountain Plains Regional Office

- 
- USDA priority
 - State Technical Assistance Teams (STATs)
 - Target States
 - Partnerships
 - Best Practices
 - Successes
 - Sustainability
- 



AGENDA

- ✓ The Summer Food Service Program
 - ✓ The At Risk Afterschool meal program
 - ✓ What makes a summer and/or afterschool meal site successful?
 - ✓ Staffing and capacity needs
 - ✓ How to get started
- 



COLORADO

Department of Education

Summer Food Service Program 101



Summer Food Service Program (SFSP) Overview

- Child Nutrition Program
- Ensures children receive meals during the summer
- Free meals are provided to children at approved sites



Role of the CDE Office of School Nutrition

- **Conduct sponsor training**
- **Approve sponsor and site applications**
- **Conduct pre-approval visits**
- **Monitor and review program operations**
- **Provide technical assistance**
- **Process program payments**

Sponsor Requirements

- Capable of handling financial, administrative, and food service responsibilities
- Conduct a non-profit food service
- Attend the annual state agency sponsor training
- Apply to the program and be approved by CDE
- Train all site staff on program requirements
- Provide reimbursable meals to sites
- Monitor sites and ensure program compliance
- Submit accurate claims to CDE

Site Eligibility Requirements

Must meet eligibility requirements

- **Open site: serves all children in the area**
 - located in an area where 50% or more of the children residing in the area are eligible for free or reduced-price school meals (area eligibility)
- **Closed-enrolled site: open only to enrolled children**
 - Eligibility based on area eligibility or individual income forms
- **Camp: offer food service as part of an organized program**
 - Eligibility based on individual income forms

To determine site eligibility:

<http://www.cde.state.co.us/nutrition/osnsfspdeterminesiteeligibility>

Meal Pattern Requirements

Meal Pattern Requirements:

<http://www.cde.state.co.us/nutrition/osnfsmealpatternrequirements>

- Each meal must meet meal pattern requirements
- Prepare meals on-site or contract with a SFA or vendor to provide meals



Site Meal Service Requirements

- **Open & Closed-enrolled sites**
 - Up to two meals each day
 - Cannot serve lunch and supper
- **Camp sites**
 - Up to three meals each day
- **Establish meal times and serve during those times**
- **Ensure meals are consumed on-site**
- **Accurately complete the daily meal count form**
- **Adhere to local health and sanitation regulations**
- **Ensure civil rights requirements are followed**

Program Reimbursement

Meals x Rate= Reimbursement

- **Claims must reflect only meals served to eligible children that meet SFSP requirements**
- **Claims must be submitted within 60 days after the last day of each month**

Next Steps

- January- begin planning
- March- required sponsor training
- First Friday in May- sponsor application due

Visit the CDE SFSP Webpage for updates:

<http://www.cde.state.co.us/nutrition/nutrisummer>



More Information

- **The CDE Office of School Nutrition (OSN) Summer webpage**
<http://www.cde.state.co.us/nutrition/nutrisummer>
- **The USDA Summer webpage**
<http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp>
- **Contact Ashley Moen at CDE OSN**
 - Moen_a@cde.state.co.us
 - 303-866-6653

Questions?



*Colorado Department of Public
Health and Environment
Child and Adult Care Food Program
(CACFP)*



CACFP

- USDA Program - administered by CDPHE-CACFP
- Reimbursement program
- Provide nutritious meals & snacks to children & adults in approved programs
- Requires all CACFP reimbursement to be used only for food & food service operation
- Quality and quantity of food are first!
- Must operate a non-profit meal service



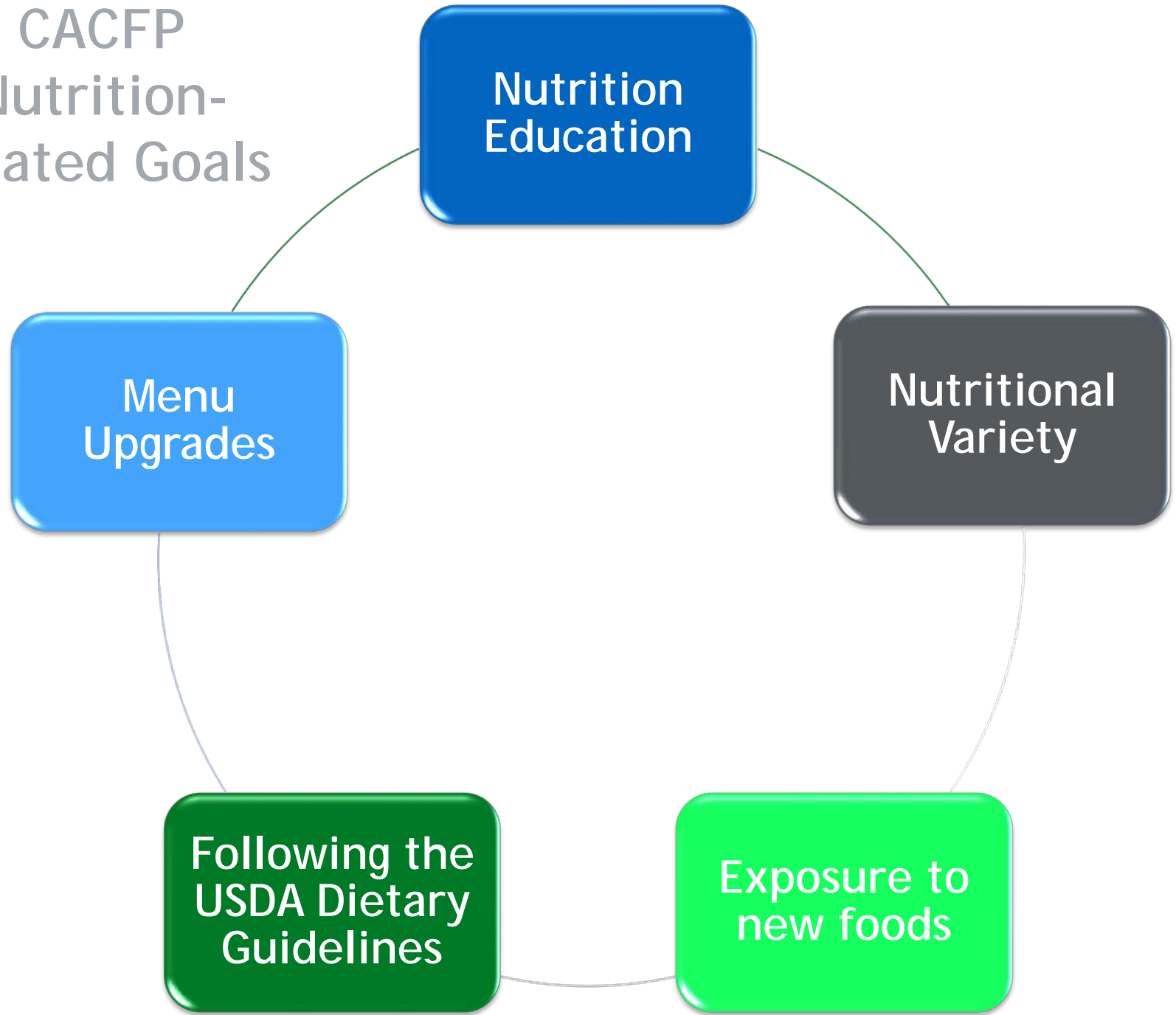
CACFP Programs

- Child Care Centers
- Adult Day Care Programs
- Head Start Programs
- Homeless/Domestic Violence Shelters
- Outside School Hours
- At-Risk Meal Program
- Family Day Care Homes





CACFP
Nutrition-
related Goals



History of At-Risk Afterschool Meals

- ❑ 1994- Healthy Meals for Healthy Americans Act
 - ❑ Demonstration projects- snacks to children between the ages of 13 and 18, in areas of high rates of violence or drug and alcohol use

- ❑ 2010- The Healthy, Hunger Free Kids Act
 - ❑ Expanded meal reimbursement for At-Risk Afterschool programs in all States

Program Benefits

- ❑ Reimbursement for snacks and meals (typically suppers) after school and on weekends and school holidays
- ❑ Site eligible to claim up to one snack and meal served to each eligible participant per day
- ❑ All approved at-risk meals and snacks are eligible for reimbursement at the free rate
- ❑ Eligible for reimbursement during the school year only, unless the qualifying school operates year round

At-Risk Institutions can be...

- Independent sites, self sponsor or participate under a sponsor
- School Food Authority (SFA)
- Child care centers with an at-risk component
- Extended day schools
- Military programs with an at-risk component

At-Risk Afterschool Program Requirements

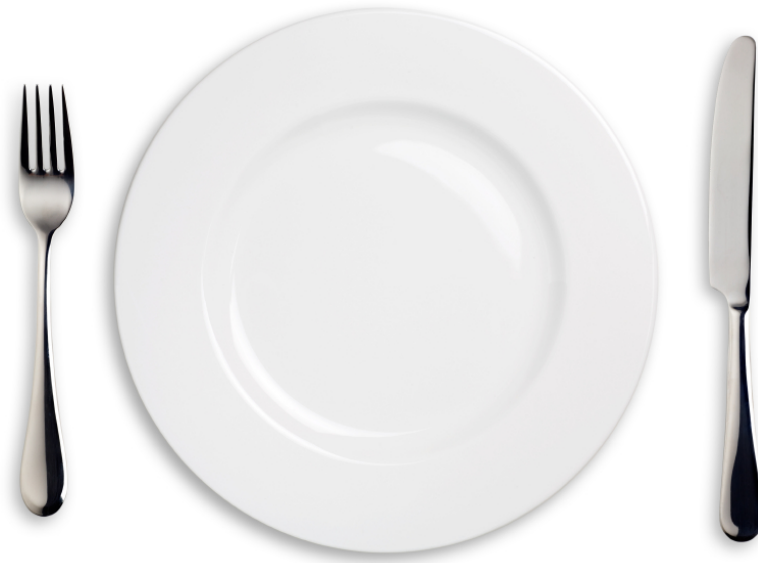
- ❑ Be organized to primarily provide care for children after school or on weekends, holidays, or school vacations during the regular school year
- ❑ Site located in a geographical area served by a school in which 50% or more of children enrolled are eligible for free/reduced meals
- ❑ Operate a program with regular educational or enrichment activities for children during the regular school year

At-Risk Afterschool Program Requirements

- ❑ Contact Colorado Department of Human Service to determine licensing status
- ❑ Colorado requirement: if licensed exempt, programs must meet local health and safety standards in Colorado

Participant Eligibility

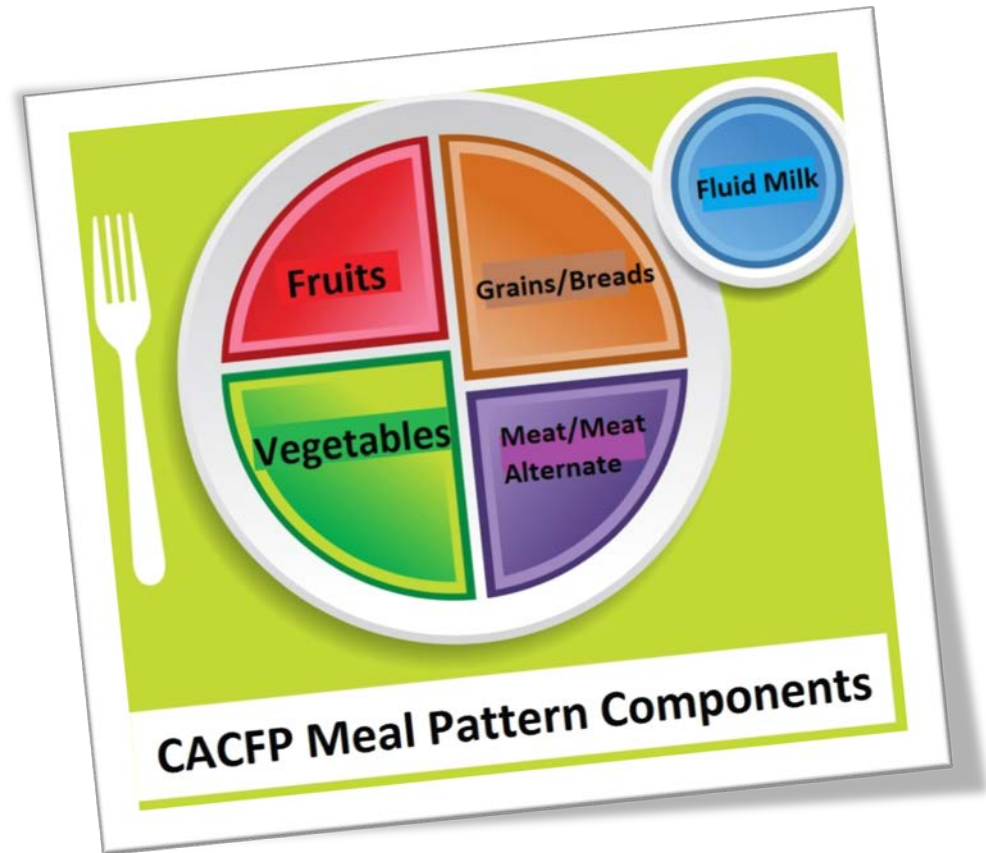
- ❑ Children who participate in an approved afterschool program and who are age 18 or under at the start of the school year
- ❑ Federal law has no minimum age for at-risk program participants. For example, Head Starts are an eligible afterschool program are eligible for reimbursement
- ❑ No requirement that each facility must serve the full age range of eligible children



Meal Pattern Requirements, Components, and Creditable Foods

Meal Pattern

- Meet USDA guidelines based on age
- Include minimum portions & components
- Provide 2/3 of a child's daily nutrient requirements



Meal Pattern Components

- ❑ CACFP meal patterns are food based
- ❑ Components
 - Fluid Milk
 - Meat/Meat Alternate
 - Grain/Bread/Bread Alternate
 - Vegetables
 - Fruits



Lunch/Supper Meal Pattern

Components	Ages 1-2	Ages 3-5	Ages 6-12
Milk	½ cup	¾ cup	1 cup
2 Different Fruits/Vegs.	¼ cup total	½ cup total	¾ cup total
Grains/Bread <ul style="list-style-type: none"> • Bread • Cornbread, Biscuit, Roll • Pasta, Rice, Grains 	½ slice ½ serving ¼ cup	½ slice ½ serving ¼ cup	1 slice 1 serving ½ cup
Meat/Meat Alternate <ul style="list-style-type: none"> • Meat, Poultry, Fish • Cheese • Eggs • Beans • Peanut/Nut Butter • Yogurt 	1 ounce 1 ounce ½ egg ¼ cup 2 Tbsp** 4 ounces	1 ½ ounces 1 ½ ounces ¾ egg 3/8 cup 3 Tbsp** 6 ounces	2 ounces 2 ounces 1 egg ½ cup 4 Tbsp** 8 ounces



Snack Meal Pattern

Components (select 2)	Ages 1-2	Ages 3-5	Ages 6-12
Milk	½ cup	½ cup	1 cup
Fruit/Vegetable	½ cup	½ cup	¾ cup
Grains/Breads <ul style="list-style-type: none">• Bread• Cornbread, Biscuit, Roll• Cold Cereal• Hot Cereal• Pasta, Rice, Grains	½ slice ½ serving ¼ cup ¼ cup ¼ cup	½ slice ½ serving 1/3 cup ¼ cup ¼ cup	1 slice 1 serving ¾ cup ½ cup ½ cup
Meat/Meat Alternate <ul style="list-style-type: none">• Meat/Poultry/Fish/Cheese• Egg• Beans• Peanut or Nut/Seed Butters• Yogurt	½ ounce ½ egg 1/8 cup 1 Tbsp 2 ounces	½ ounce ½ egg 1/8 cup 1 Tbsp 2 ounces	1 ounce ½ egg ¼ cup 2 Tbsp 4 ounces

At-risk Meal Requirements

- At least the minimum portion sizes for 6-12 year old children listed on the meal patterns
 - Recommend that seconds are available for older children
- Maximum of one snack and one meal per child per day after school
 - No requirements for time of meal and snack (ex: supper can be at 3:30)
- During the school year on the weekends, holidays, and school vacations

Record of Meals Served (ROMS)

Record of Meals Served After School Meal Programs for At-Risk Children

Site Name: _____

Month/Year: _____

	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack
Daily Totals																						
Meals Check One	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	B____ L____ Su____	
Daily Totals																						

*Indicate the date and daily at-risk snack totals above. For at-risk meals, indicate the type of meal served and the daily totals for that meal.

Page
Total

Snack	Breakfast (B)	Lunch (L)	Supper (Su)

1. The organization must provide care in after school settings, during the school year including weekends, holidays, or school vacations.
2. The At-Risk program shall be organized to provide children with regularly scheduled educational or enrichment activities in a setting that is structured and supervised.
3. The At-Risk program must not be an organized athletic program competing in a league such as community sports leagues.
4. The facility must not claim more than one snack and one meal per child each day.
5. Snacks and meals are eligible for reimbursement for participants up to age 18.
6. The snack must meet the CACFP snack pattern requirements; the meal must meet CACFP meal pattern requirements based on meal type.
7. When school is in session the meal/snack must be served after the school day.
8. During weekends or school vacations the meal/snack can be served anytime during the day, with State Agency approval.
9. During the summer months the meal/snack cannot be claimed unless school is operating on a year-round calendar.

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Time-in and Time-out Records

- Maintain daily records of each child's attendance
 - Daily attendance roster, or
 - Sign in sheet

Time-In and Time-Out/Attendance Record

Month and Year: _____

Name of the Site: _____ Classroom: _____

Date	Participant's Name	Time In	Time Out	Comments

CACFP Record Keeping

- Menus
- Production Records
- Milk and Food Receipts
- Training Records
 - Staff training
 - Civil Rights
- Records of Meals Served (ROMS)
- Time-in/Time-Out
- Documentation of enrichment activity/calendar of activities

Record Keeping for Claim Reimbursement

- Reimbursement can be claimed by programs that meet Federal regulations and:
 - Serve creditable meals & snacks
 - Record creditable meal & snack content
 - Record who eats the meals & snacks
 - Keep records of the eligibility status of each participant
 - Time In/ Time Out Records
- Records required to make a claim:
 - Records of Meals Served (ROMS)
- Meals and snacks are reimbursed at the free rate
 - Lunch/supper: \$3.3075
 - Snack: \$0.84

Contact CACFP

Main line: 303-692-2330

Meghan George-Nichols 303-692-6277

Website:

<https://www.colorado.gov/pacific/cdphe/cacfp>

Questions?



What Makes a Great Site?

Sara Amberg
InteGREAT

Dan Sharp
Mesa County Valley D51

Billie Theye
Adams 50

Andrea Garcia
City of Denver



Summer Food Service

A Pilot Program

Sites and Major Partners

- Avon Elementary (Open)
- Eagle Valley High School (Open)
- Homestake Peak (Closed)



Partners



Congregating

Volunteers

102

unduplicated

7703 Allowable Meals



 Vail Valley Medical Center





Volunteer Tasks:

- Welcome Kids and Families
- Count Children
- Assist Children
- Supervise Cafeteria
- Serve Children
- Set-Up
- Clean-Up
- Stock
- Marketing/Outreach

School District 51-Mobile Meals



<http://wc-cf.org/community/alleviating-child-hunger/>



<https://bestpractices.nokidhungry.org/summer-meals/mobile-meals-playbook>

ENRICHMENT ACTIVITIES

Day Camps
Care

Swimming Lessons

Fitness Centers

Reading Program

Pre School Day

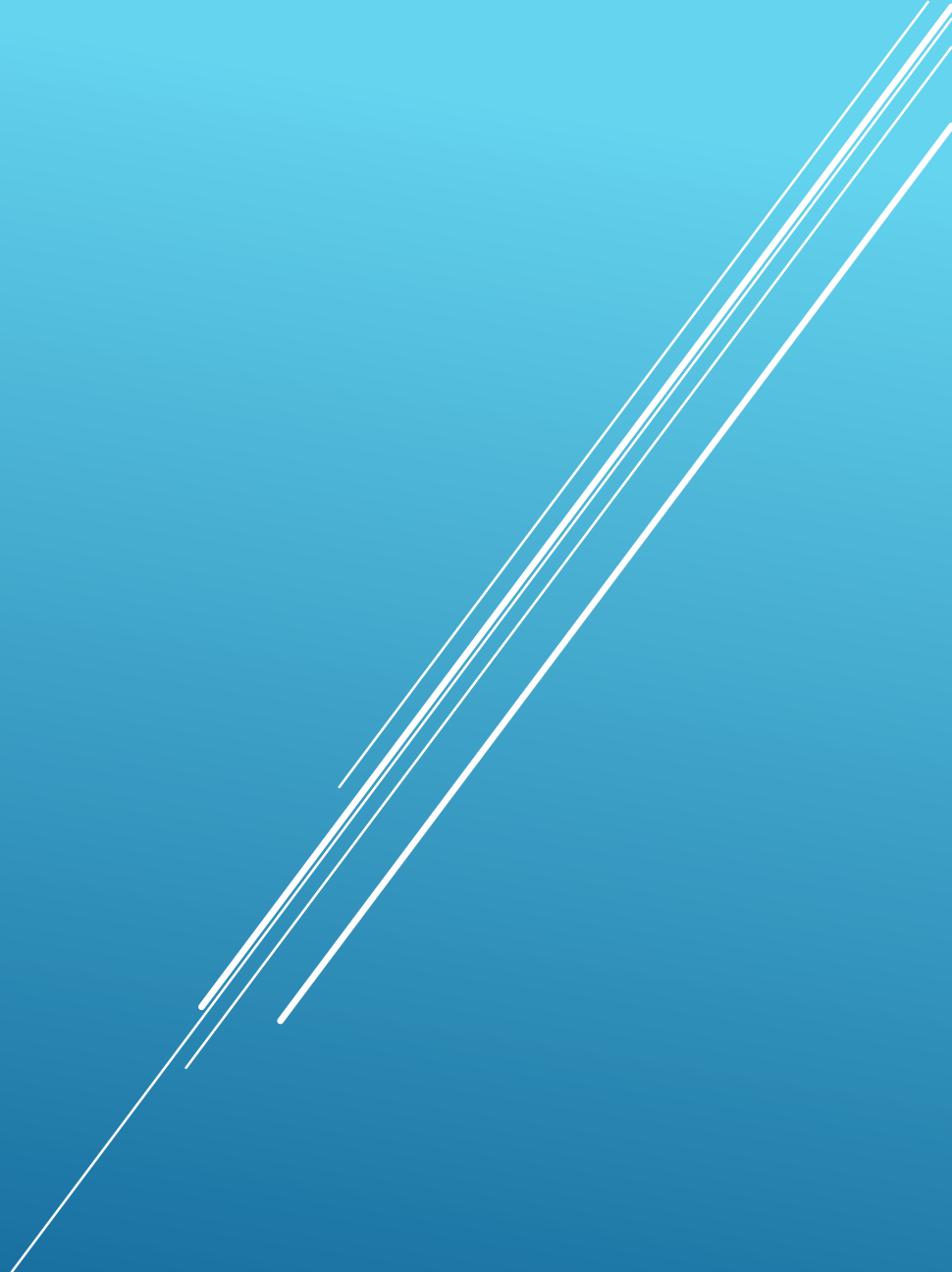
Athletic Programs

SITES

City of Westminster

Hyland Hills

Athletic Coaches



PARTNERSHIPS

City of Westminster

Hyland Hills





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What Makes a Great Meal Site

Meal Program Champions,
Preparation, High Quality Meals,
Enriching Activities & Effective
Outreach

- Caring adults, with a passion to serve children and teens.
- A commitment to creating a welcoming and positive environment for meal program participants, which may include, but is not limited to:
 - A smile
 - A hello
 - A friendly tone
 - A word of encouragement
 - Calling meal participants by name
 - Taking time to talk to and engage with the meal program participants as they eat
 - A sincere thank you
 - An invitation to return

“By failing to prepare, you are preparing to fail.”

– Benjamin Franklin

Meal service preparation is key to conducting a responsible and effective meal program!

Preparation includes, but is not limited to:

- Completion of all necessary sanitation procedures
- Arranging the tables and chairs nicely
- Announcing to youth that meal service is about to begin
- Getting sign-in sheet out and ready
- Setting out your share basket and utensils
- Placing trash cans in an accessible place for youth
- Reviewing menu for the day and identifying what meal components go together
- Ensuring current menus and “And Justice for All” posted are posted

- High quality meals include a wide variety of fruits and vegetables.
- High quality meals seek to minimize artificial preservatives, colors, flavors, sweeteners, and hydrogenated fats.
- High quality meals promote organically grown foods.
- High quality meals support health & are safe to eat.
- High quality meals are culturally competent and take into consideration meal preference.
- High quality meals look appealing and taste great!

Combining your meal program(s) with enriching activities/programming are mutually beneficial!

- Enriching activities/programming include, but are not limited to:
 - Arts/Music
 - Fitness/Recreation
 - Homework Assistance/Tutoring
 - Character and Leadership Development
 - Mentoring
 - Book Club
 - Cooking Club
 - Chess Club
 - STEM Club

- Effective outreach includes both external and internal strategies for increasing participation at your meal site.
- External Outreach Ideas:
 - Equip children/teens/families frequenting your site w/ multi-lingual flyers highlighting your meal program.
 - Equip nearby schools and youth serving partners with multi-lingual flyers & posters to pass out and post up.
 - Include meal program details on social media outlets, in newsletters and on banners around your facility.
 - Create a special event for children/teens to enjoy, whereby the meal program will be included and highlighted.

- Internal Outreach Ideas:
 - Make a daily announcement at your meal site, just prior to your meal service.
 - Personally invite anyone 18 years old and younger at your meal site to enjoy a meal. Be ready to share what's on the menu for the day! Engage in this strategy throughout your meal service!
 - 15 minutes prior to the end of your meal service, send out a volunteer to do a, “last call.”



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Introduction to Summer and Afterschool Meals

Resources and Staffing Needs

Susan M. Gallo, Ph.D.

Director of Health Initiatives

Office of Children's Affairs

- This presentation focuses on a sponsor and sites that receive food that is prepared by a food vendor
 - Other models, such as those that prepare their own food or work with a sponsor will have different workloads
 - The goal of this presentation is to give a sense of the different types of roles and activities that are required to actually operate the program
- Amount of time per role will depend on number of sites and number of meals served per site
- Office of Children’s Affairs (OCA) has 18-24 sites at any given time (150,000 meals annually)
 - OCA operates the program with 1.5 FTE
 - Staff from the Controller’s Office assist with submitting claims
 - When needed, our Purchasing Department assists in bids and Food Service Management Company (FSMC) agreement
- OCA operates meal programs year-round and participates in both SFSP and ARAS

- Complete annual applications/renewals
 - Each program has its own established deadlines
 - Start process at least two to four months in advance, as need information from both the sites which serve food, along with information from the sponsoring organization
- Identify process to select or renew FSMC
 - Start three to six months in advance, dependent on length of your internal processes for vendors bids for and contract approval process
- Submit reimbursement claim
 - Review paperwork for accuracy, and identify how often your organization will need to receive site paperwork in order for your organization to complete
 - OCA receives paperwork from sites on a weekly basis
 - SFSP and ARAS encourage monthly claiming
 - Each program has its own deadline on when to be submitted in order to receive reimbursement
- Monitor sites
 - One to four per year per each site, depending on the program and if they are a new or a returning site

- Conduct annual training of site staff, including civil rights
 - Staff need to be trained in each program, as each program is different, so staff may have to participate in two trainings each year
 - Sponsor will have to develop training based on required elements of each meal program
 - Reach out to other sponsors or to state agencies for training tools
- Communicate with State agencies
 - Including informing of changes to sites, meal times, holiday closures, Average Daily Participation (ADP), field trips
 - Changes need to be regularly made into state online systems and approval is often needed for changes, so these changes must be timely
 - Never be afraid to ask what is needed for any step in the process, including reimbursements
- Communicate with sites
 - Encourage active communication to increase success and minimize potential problems
- Liaison to FSMC
 - Ensuring meals accurately ordered, delivered, and comply with program regulations

- Servers
 - Count food received from FSMC
 - Sanitize surfaces
 - Create positive environment—activities must be available for children/youth to participate
 - Ensuring all children/youth sign-in
 - Will need to occasionally check sign-in sheets as they go to make sure children do sign in with their complete name
 - Ensure all children eat on site during approved meal time
 - Serve complete meals, in alignment with USDA requirements
 - Serve unserved meals the next day
 - Communicate this information to Sponsor6060 so Sponsor can adjust food order
 - Protect civil rights of participants so that all children feel welcome and that the meals are available to them
 - Store and serve food safely—check temperature of food prior to serving meals

- These can be the same as the person who serves the food at a site
- Post required items, such as menus, And Justice for All poster
- Control waste, as Sponsor is only reimbursed for what served, not what is ordered; i.e., if 40 meals regularly ordered and only 10 kids are regularly documented as eating, site will not be able to get reimbursed for those 30 leftover meals
 - Monitor ebbs and flows of when kids are in program—which days, which times
 - Ask your FSMC if they provide Shelf-Stable Meals to help control waste
- Check paperwork for accuracy, submit to sponsor in a timely fashion
- Communicate with sponsor—provide information on adjustments, such as changes in meal time, number of meals, ask questions on anything site is uncertain

- Organizational skills essential
 - Since there is a lot of paperwork and information to keep track of, identify best systems for you to keep track of deadlines and required paperwork.
 - Create systems for both the Sponsor and the Sites
 - Reach out to other Sponsors and Sites for tips/suggestions
- Fiscal
 - Identify someone who is skilled at:
 - Creating program budgets, submitting claims, and tracking expenditures
- Purchase or utilize software or create other system to track meals served, such as Excel, Meal Tracker, Minute Menu, etc.
 - The better the system/strategy that works for your organization, the more accurate your reimbursements will be
- Monitor(s)
 - This can be subcontracted to someone who is trained to monitor sites
 - Ensure that the person is both good at checking for compliance, but also able to provide technical assistance to encourage sites to be successful in serving as many children/youth at site
- Trainer and materials to conduct annual training
 - Who is good at conducting trainings and engaging staff, in order to improve content retention
 - May need to conduct more than one training, as staff can turn over or when a new site begins participating in one of the meal programs
 - Utilize training binder as a reference tool

Getting Started

- What are the first steps?
- What are the resources to support you?
 - Data
 - Toolkits
 - Experts

Our Food Insecurity Snap Shot

- **Child Food Insecurity Rate:**
18%
- **F&RL:** 69% in site areas
- **Food Assistance:** 39% of food insecure families do not qualify for aid

Estimated Children

in Need of SFSP:

2,200-3,000

The highest rates of food hardship occur in August.



Children Accessing SFSP in 2015

- 450 in summer school students
- 70 from youth local programs
- 62 Great Start children
- 802 *duplicated* community meals
- 133 community children

Estimated Reach in 2015:

715 children



7703 Reimbursable Meals

Summer Meal Gap

We Could Reach:

1,485 to 2,200 more children

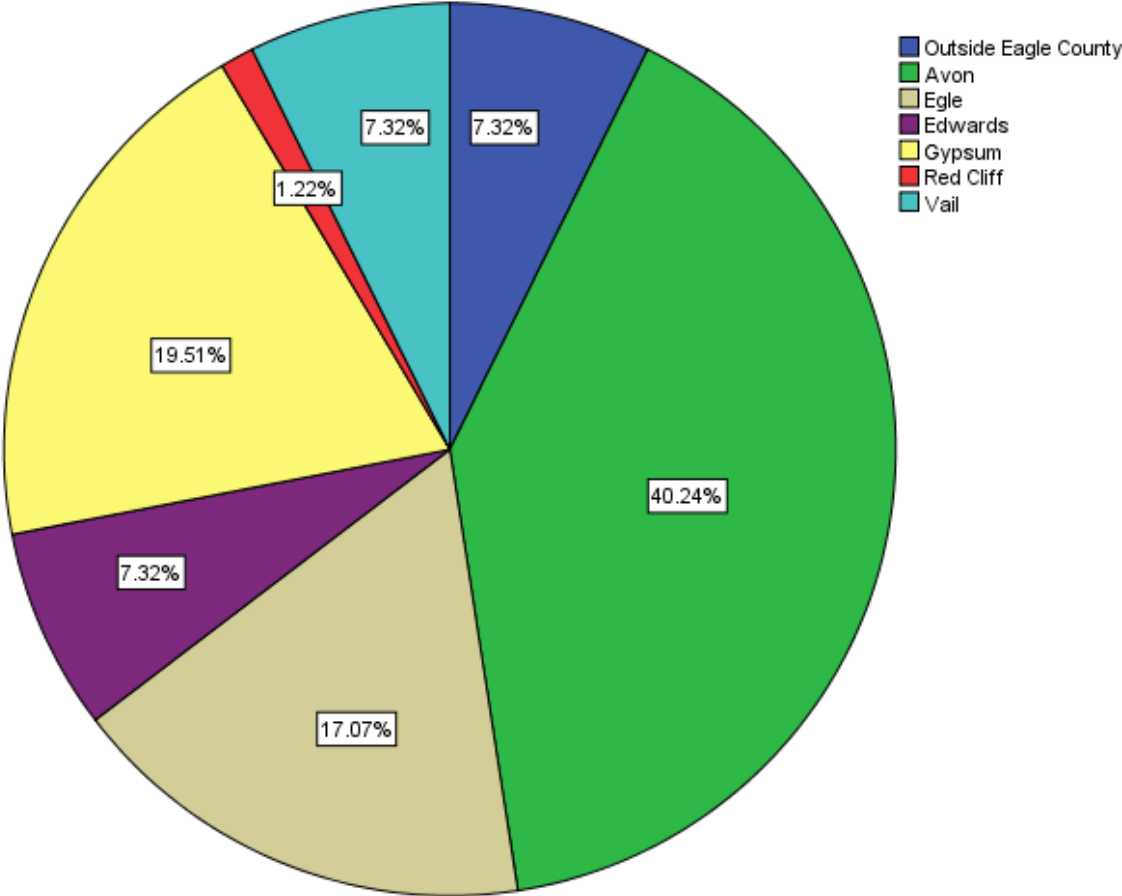
35,640 more meals (six weeks)

74,250 more meals (ten weeks)

*Based on Food Insecurity Statistics
for Eagle County*



Summer Lunch Participant Home Zipcode



191

Parent and Child Surveys

49

Volunteer Surveys

23

Focus Group Participants

Evaluative Measures

Children, Families, Volunteers

What is your favorite thing about lunch?

Free

The People

Sharing with my Kids

Healthy Food

Seeing Friends

It's good for kids to eat here; it distracts them.

The Chicken

Seeing a community do good.

Interaction

I don't have to stay home alone.

Bananas

Fruits and Vegetables

Kids like it. Oranges

Socializing

Pizza

No worries about packing lunch.

My kids can serve themselves.

Not having to clean up.

What was your favorite thing about volunteering?

Interacting with children

Interacting with children

Being a part of a very necessary program in our valley

It was a welcoming space to be.

Smiles on kid's faces

Seeing the amount of kids benefitting from the program

Other volunteers and families

Bringing Community Together!

Seeing my students over the summer

It was an awesome experience

... smiles, laughter, sharing valuable information, interactions, meeting others, supporting life and nutrition skills, and filling stomachs.

It was heartwarming to see all the happy children come in for lunch.

... Serving, opening their milk, I loved when the kids said 'Thank You.'

Focus Groups: Transportation

A parent suggested offering a special bus for lunch programs and to add more programs to more schools. Especially in Edwards, because then transportation is not a major obstacle.

One of the teachers stated families she talked to told her they were not able to participate because they had to work and couldn't send their kids or the parent at home then lacked transportation means.

Schedules set by ECO also make it difficult to come to the program because buses only go by every ninety minutes. It would be great if the buses schedule match with a time frame where participants could take a bus and make it to the program, eat and then take another bus back home.

For families in Edwards that don't drive, transportation was a major issue. On parent added that it is hard to travel by bus with little children and that the schedules don't always align with the lunch.

The bus is \$4.00 each way plus one dollar per child each way. It is very expensive.

Focus Groups: Family Impact

They acknowledged, however, that during the summer, parents work, and middle or high school age children sometimes may not eat, so having the program helped bridged the gap of children skipping lunch or not eating a healthy meal.

The fact that some students had to walk to the school was also good for both children and parents as they were able to increase physical activity.

One parent also shared the joy in not having to cook every day.

Another parent added that the lunch encouraged them to get out the house, enjoy the weather, and exercise.

Families shared different items that their children ate at the lunch that they didn't eat at home, especially salad, vegetables, and milk. According to several parents, even kids who are picky about these foods when they are served at home, when they saw the rest of the kids eating veggies and fruits, they ate them as well, realizing how tasty they can be.

When the kids get here with their friends they have fun eating.

Resources for Getting Started

- CDE and CDPHE staff
- CDE website
- USDA Capacity Builder Map
- Toolkits:
 - Promotion & Outreach
 - Mobile Meals Playbook
 - Summer and Afterschool Meal Toolkit for Cities
- Fellow community leaders from around the state
- KidsFoodFinder.org

Questions?



Next Steps

- We'll be sending out the following:
 - The link to the recorded webinar and PowerPoint slides
 - Contact information for the presenters
 - Updates on the Municipal Toolkit
 - Other items?



Thank you!