



CACFP Kids Cafe® Freeze & Thaw Supper Program

Online Training Guide

Sponsor: St. Mary's Food Bank Alliance

What is CACFP At-Risk Afterschool Supper?

A United States Department of Agriculture (USDA) funded program administered by the Arizona Department of Education (ADE) that allows sponsors like St. Mary's Food Bank Alliance to feed an afterschool meal (supper) to children in low-income areas.



What is Kids Café Freeze and Thaw?

- This program was designed through a model that doesn't require daily delivery of meals. We provide sites a 2-week rotating menu of frozen and non-perishable food items that are delivered in bulk once a month.
- The Food Bank will provide cases of individual products which are the primary components of a meal along with non-perishable side dishes including shelf-stable milk
- The meals will need to be thawed in refrigerator prior to meal service. No cooking or reheating of the meals is required prior to serving.
- The site will store the product for up to a month and assemble to create a full meal on-site prior to mealtime.

Sponsor – Agency Partner

- **Sponsor:** operates the CACFP at-risk afterschool supper program. The sponsor communicates with the state agency, Arizona Department of Education (ADE), who administers the nutrition program for the USDA.
Your Sponsor is: St. Mary's Food Bank Alliance
- **Agency Partner:** places in the community that receive CACFP meals from sponsor for kids to eat in a safe and supervised environment.

Agency Partner Responsibilities

- Feed and supervise kids during meal service
 - Agency Partner must be adequately staffed with an adult to child ratio of:
 - 1 adult per 20 children
 - 2+ adults for 20+ children
- Serve minimum meal numbers - *your site may be discontinued if your minimum numbers are not met*
- Have a working refrigerator and freezer to store meals
- Adhere to food safety requirements, at least one staff member must have food safety training
- Valid fire and health inspection, annually
- Be able to accommodate a mid-morning delivery, and put the food away
- Provide organized, regularly scheduled, in-person, afterschool enrichment activities
 - Kids must be enrolled members of the organization with information on file
 - Agency Partner must track attendance of kids
- Submit accurate meal counts weekly to Sponsor
- Participate in annual training and allow 3 monitoring visits per-year

Food Safety

- Cold Meals – meals should be kept in a refrigerator holding at a temperature of 41° degrees or cooler. If your refrigerator exceeds 41° degrees, please call your Child Nutrition Specialist immediately.
- Meals should only be removed from refrigerator at scheduled meal distribution time.
- If there is a problem with a meal
 - See procedure for **Reporting a Food Safety Issue**
 - Contact your Child Nutrition Specialist immediately
 - Isolate any meals identified to be unsafe
 - Do not throw away food in question



Reporting an issue with Borrowed Equipment

- Contact your Child Nutrition Specialist if borrowed equipment is not working properly.
- Be prepared to provide your Child Nutrition Specialist with the following information so a repair technician can be dispatched:
 - Description of the problem
 - Example: Refrigerator is making a strange noise and holding at a temperature in the danger zone (above 41° degrees).
 - Contact name and phone number
 - Hours of operation or best time to service equipment

Temperature Logs

- Refrigerator temperature should be checked and logged each day.
 - Record the temperature on your meal count form
 - Use an internal thermometer inside of the refrigerator
 - The external thermometers are not as reliable
 - Refrigerators should read **41°F or cooler**
 - Freezers should read **0°F or cooler**
- Child Nutrition Specialist should be notified immediately if temperatures are reading higher than required.

Meal Ordering

Order – Your Child Nutrition Specialist will take care of your orders, product will be packed and sent in bulk.

- Each order takes **two weeks** to create, order, pull product, pack, transfer and deliver to agency location.

Delivery – Site can receive once or twice a month deliveries. Delivery factors include number of kids served, size of order and/or geographic location.

Meal number changes

- Changes to meal orders including cancellations must be made directly with your Child Nutrition Specialist.
- Please let site specialist know meal number changes right away, as orders take two weeks to process.
- Kids Cafe® produces your meals from purchased product.
 - Evaluate the numbers of meals distributed regularly and reduce meals if you have consistent leftovers.



Meal Service

Kids Cafe meals funded through CACFP, are for afterschool use **only**. You can serve these meals as soon as your school, or nearest school releases for the school day. Meals cannot be used for lunch.

- You must report your scheduled mealtime to your Child Nutrition Program Specialist for monitoring.
- Notify your Child Nutrition Specialist if feeding times change throughout the year, so we can update our records with ADE.
- Any enrolled member of your program, age 18 and under, is eligible to receive a meal
- Meals must be consumed on site.
 - Meals can be consumed indoors or outside (weather permitting)
 - Kids cannot be required to pray in order to receive food
- Every child must be served a complete meal (including milk).
- A current menu and Civil Rights compliance material must be on display at all times.
- Meals counts must be taken at point of service.

Meal Production Process

The important part is that all meal components are assembled and readily available for the kids.

Each day:

- Pull intended number of main components (entrees) needed from the freezer for the next meal service day and place in refrigerator. You are thawing these meals in advance.
- Please cross reference the pulled items with your Kids Café menu.
- Do this for each day so that there are enough thawed main component (entrees) for the next serving day.

A complete meal will have the following items packaged in the Kids Café bag:

- ✓ **Main component (entrée)**
- ✓ **One fruit & One vegetable**
- ✓ **Shelf stable milk**
- ✓ **Condiments and utensils**

Leftovers

Leftover entrees should be placed in the freezer after meal service:

- These items should be used first when removing items from the freezer for subsequent days
- All leftover inventory should be used before opening new product (First In First Out)
- Leftover product can only be frozen one time

Call your Child Nutrition Specialist if leftovers are consistent to decrease meal numbers and keep waste to a minimum

Share Table - Allow your program participants to place whatever components they don't want in a designated area for others to have. May place unused items in inventory.



Meal Count Forms

St. Mary's Food Bank will claim reimbursement for meals distributed to Kids during your meal service. In order for us to claim reimbursement we need the meal count form as documentation to support the claim.

We have created two meal count forms to track meals

- Daily meal count form - Designed to track meals for sites serving over 60 kids.
- Weekly Classroom meal count form - Designed to track meals for sites serving in multiple classrooms/areas.

You may select the meal count form that works best for your meal distribution model. **You do not have to use both forms.**

Meal Count Forms – Daily

Meal Count Form must include:

- Name of your organization
- Date of meal service
- Temperature of the meals
- Individual handwritten tally mark, at point of service, for each complete meal served to a child
- The total number of meals served
- The total number of additional attendees (kids that did not eat)
- Signature and date affirming form is accurate and was completed in compliance with Federal and State regulations



Submit via fax or email Fax to Kids Cafe: 480-780-3715; email: mealcounts@stmarysfoodbank.org

CACFP At-Risk Afterschool Program Point of Service Meal Count Sheet

Sponsor Name: St. Mary's Food Bank Alliance Date: _____

Site Name: _____ Meal Type: Lunch Supper

Site Address: _____ Name of Site Supervisor _____

Site Phone Number: _____

of Meals Delivered: _____ Temperature of Refrigerator: _____

**Refrigerator temperature should read 41°F or cooler- *Please contact your site specialist immediately if you are having cooler issues. Take temperature daily before meal service.*

Meals served to children (cross off number as each participant receives a complete meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300

Total Meals Served: _____

Children present, but not participating in the meal service:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

Total Additional Attendees: _____

Total Meals Served + Total Additional Attendees = Attendance Total: _____

Signature: _____ Date: _____

This institution is an equal opportunity provider.

Meal Count Forms – Weekly

Meal Count Form must include:

- Name of your organization
- Date of meal service
- Temperature of the meals
- Individual handwritten tally mark, at point of service, for each complete meal served to a child
- The total number of meals served
- The total number of additional attendees (kids that did not eat)
- Signature and date affirming form is accurate and was completed in compliance with Federal and State regulations



Submit via fax or email Fax to Kids Cafe: 480-780-3715; email: mealcounts@stmarysfoodbank.org

CACFP At-Risk Afterschool Program Point of Service Meal Count Sheet

Sponsor Name: St. Mary's Food Bank Alliance		Date: _____
Site Name: _____	Meal Type: _____	<input type="checkbox"/> Lunch <input type="checkbox"/> Supper
Site Address: _____		Name of Site Supervisor and Phone Number: _____

**Refrigerator temperature should read 41°F or cooler- *Please contact your site specialist immediately if you are having cooler issues. Take temperature daily before meal service.*

Monday	Meals served to children (cross off number as each participant receives a complete meal): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 Children present, but not participating in the meal service: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	Total meals: _____
Tuesday	Meals served to children (cross off number as each participant receives a complete meal): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 Children present, but not participating in the meal service: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	Total meals: _____
Wednesday	Meals served to children (cross off number as each participant receives a complete meal): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 Children present, but not participating in the meal service: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	Total meals: _____
Thursday	Meals served to children (cross off number as each participant receives a complete meal): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 Children present, but not participating in the meal service: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	Total meals: _____
Friday	Meals served to children (cross off number as each participant receives a complete meal): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 Children present, but not participating in the meal service: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	Total meals: _____
Saturday	Meals served to children (cross off number as each participant receives a complete meal): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 Children present, but not participating in the meal service: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	Total meals: _____

Signature: _____ Date: _____

This institution is an equal opportunity provider.

Point of Service Meal Counting

In order to be compliant with the program, you must adhere to the proper meal counting and distribution method.

- Meal Counts must be marked off at the point of service
- Counting the number of meals distributed after meal service is over or several days later **is not allowed**
- You **MUST** count distributed meals during meal service on the meal count roster provided, unless an alternative form has been pre-approved by your Child Nutrition Specialist or Program Manager
- Serving second meals to children is not encouraged

Block Claiming

Block claiming is when a site reports serving the same exact number of meals to the same children every day, with no variation

Block claiming is not allowed

- Avoid block claiming by tallying meal counts at the point of service
- If block claiming is suspected, a meal count audit will be performed by a member of the Child Nutrition team
- If block claiming is confirmed, your site may be placed on corrective action to include meal count training
- If block claiming persists, further action may be taken including probation or inactivation of the program at the agency partner site

Meal Count Form Quality

- Use a dark **blue or black pen** to make sure electronic submission can be read.
- Clearly write the name of your site and dates of service on the meal count form.
- Before submitting meal counts check scan or fax to make sure all pages are attached and whole form can be seen.
- Before scanning or faxing please make sure all meal count forms are signed.

If we catch errors or omissions in meal documentation, we will send meal count back for corrections. Please send corrections to us as soon as possible.

Meal Count Submission

Submit meal counts on Monday by close of business for the previous week. Delivery Options:

- Fax to **(480) 780 3715**
- Email to mealcounts@stmarysfoodbank.org
- Take a picture and send to your Child Nutrition Specialist
- **Meal counts must be dated, have your site name, and be signed.**
- All original meal counts must be kept on-site for 90 days or sent to St. Mary's Food Bank Alliance - Child Nutrition Office.
- Failure to submit meals counts will result in an interruption in service or suspension. You will be notified if your meal counts are delinquent prior to order cancellation

Required Signs

Agency Partners are required to have the following posters **displayed** in their meal service area

- “And Justice for All” Poster
- “Building for the Future” Poster
- Current Menu

Agency Partners are also expected to **maintain**:

- “Procedures for Complaints of Discrimination”
- All meal counts for 3 months, with temperatures recorded

Required Kids Cafe signs, menus and compliance materials can be found on our website.


[Click here to find Kids Cafe compliance material!](#)

[Click here for the Freeze and Thaw Menu](#)

Password:
foodbankagency123

Civil Rights and Non-Discrimination

- Meals must be provided to all eligible children regardless of race, color, national origin, sex, age, or handicap.
- “And Justice For All” poster must be posted in meal service area
- Parents and guardians have the right to file a civil rights complaint,
 - Agency Partner Staff should be able to direct them to the information required to make a complaint; instructions are included on your mandatory civil rights posters.
 - Record these on your “Complaints of Discrimination” log and contact your Child Nutrition Specialist right away if a family files a complaint.
 - If a child or family is requesting information in another language please contact your Child Nutrition Specialist for assistance in obtaining the materials in the appropriate language.



The poster features the USDA logo at the top left, with the text 'United States Department of Agriculture' below it. The main title 'AND JUSTICE FOR ALL' is prominently displayed in large, white, serif font against a background of a classical building with columns and an American flag. The text 'FNS USE ONLY' and 'SOLO PARA FNS' is positioned above the main title. A decorative border of stars runs along the bottom of the poster.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1665 or (202) 690-7442; or
email:
program.intake@usda.gov.
This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación de sexual), edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles.

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o
fax:
(833) 256-1665 o (202) 690-7442; o
correo electrónico:
program.intake@usda.gov.
Esta Institución ofrece igualdad de oportunidades.

Form AD-425-A—Revised Poster (Revised May 2022) #Bdcomp/medial/Forms/AD-425-A/Revised_May_2022

Agency Partner Monitoring Visits

Sponsors are required to make periodic, in-person, monitoring visits to the Agency partner. During these visits, your Child Nutrition Specialist will check for:

- ✓ Point of Service meal counts
- ✓ Temperature Log
- ✓ Excess waste/over ordering of meals
- ✓ Refrigerator and environment are clean
- ✓ Meals are consumed on site
- ✓ Meals are served during the designated meal service time
- ✓ Only enrolled children 18 years and younger are receiving meals
- ✓ Complete meals (including milk) are served
- ✓ Agency partner is adhering to the Civil Rights requirements
- ✓ All required signs are posted

Monitoring Visits

The Arizona Department of Education (ADE) and United States Department of Agriculture (USDA) have the authority to conduct unannounced site visits.

- The monitor will introduce themselves and show identification.
- Please notify your Child Nutrition Site Specialist if you receive a monitoring visit from ADE or the USDA.

If you have special protocols for visitors due to COVID-19, please let your site specialist know.

Corrective Action

- Corrective Action may be necessary to address issues that aren't in compliance with the program.
- Any issues needing to be addressed will be communicated in writing within seven business days.
- Sites must abide by the policies, procedures, and record keeping requirements of SMFBA and correct the needed deficiencies to bring site into compliance
- Termination & Grievance Policy will be enacted if deficiencies are not corrected

Next Steps to Complete

- Complete CACFP Enrollment Packet
 - Training Sign-in
 - Partnership Agreements
 - Background verification form
 - Borrowed Equipment Agreement, *if applicable*
- Submit Activity Schedule
- Non-Associated Site Agreement, *for new sites only*
- Complete Food Safety Training
- All partners that are not schools operating NSLP will need to submit Fire and Health Inspections.



Thank you for your partnership!



F&T Program Specialist

Cheyann Pham

cpham@stmarysfoodbank.org

Direct: 602-343-2529

Cell: 480-272-4317

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;*
- 2. fax: (202) 690-7442; or*
- 3. email: program.intake@usda.gov.*



This institution is an equal opportunity provider.