



CACFP Kids Café Afterschool Supper

Online Training Guide
Sponsor: St. Mary's Food Bank Alliance

Training Objectives

- We will define CACFP
- Who administers the program
- Food safety
- Temperature logs
- Reporting equipment and food safety issues
- Meal ordering
- Delivery and issues
- Meal service
- Meal counting
- Leftovers
- Block claiming
- Required signs
- Monitoring visits
- Corrective actions

Welcome to CACFP At-Risk Afterschool Feeding

What is CACFP At-Risk Afterschool Feeding?

The Child and Adult Care Food Program is a United States Department of Agriculture (USDA) funded program administered by the Arizona Department of Education (ADE).

CACFP allows sponsors like St. Mary's Food Bank Alliance to feed an afterschool meal (supper) to children in lower-income areas.



Sponsor – Agency Partners

- **What is a Sponsor?** A 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

- **What are Agency Partners/Sites?** Are places in the community that receive CACFP meals from sponsor (SMFBA) 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 to store meals
- Adhere to food safety requirements, at least one staff member must have food safety training
- Be able to accommodate a morning or a late afternoon delivery
- 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 participating in afterschool program
- Submit accurate meal counts in a timely manner
- Participate in annual training and allow 3 monitoring visits per-year
- Must have a valid Fire and Health Inspection

Fire and Health Inspections

- Your site must have a valid Fire and Health Inspection annually to ensure a safe environment for children to congregate, participate in activities and to eat meals.
- If you are a school participating in the National School Lunch Program (NSLP) you already meet these requirements and do NOT need to do anything further.
 - If you have a commercial kitchen/cafeteria, please ensure that the county health permit is posted.
- If you do not have an independent fire and health inspection, we can help you obtain one from the vendors we have on contract.
 - Your Site Specialist will keep these on file
- If you have your own permit, we will ask you to send these to us annually about a month before they expire.

Food Safety

Food safety matters to St. Mary's Food Bank Alliance (SMFBA) and we are committed ensuring our program partners are able to uphold food safety requirements.

- At least one representative from each site must be trained on Food Safety.
- The trained representative must be a regular staff member or volunteer who is involved in the daily operations and handling of food.
- Your site specialist will send you St. Mary's Food Safety training. If the current Food Handlers Card is expired, or if there are new staff implementing the Kids Cafe program.



Food Safety – Cold Storage

Cold storage is necessary to hold meals safely at your site, you may use your own refrigerator if there is sufficient space for meals and milk.

If you don't have cold storage available, we can lend you equipment for the duration of your program

- We will need a signed borrowed equipment agreement for the duration of the program.

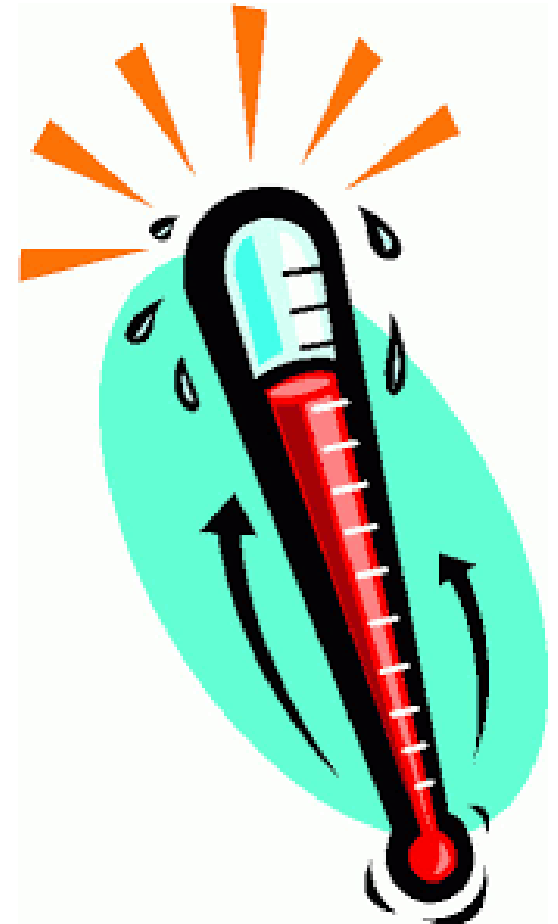
General Storage Guidelines

- Store refrigerated foods at 41° F or lower.
- Log temperature of equipment on meal count form one time per day.
- Store food in designated food storage areas.
- Keep pet food and chemicals away from foods for human consumption.
- Keep food at least 6 inches off the floor Never store food on the floor.
- Store food 18 inches away from the walls.

Please note: Available equipment may vary; we cannot guarantee a certain type of equipment is available.

Temperature Logs

- Refrigerator temperature should be checked and **logged one time per day**, right before your meal service begins.
 - Record the temperature on your meal count sheet.
 - Use an internal thermometer, the external thermometers are not as reliable
 - Thermometers should read **41°F or cooler**
- Child Nutrition Specialist should be notified immediately if temperatures are reading in the temperature danger zone **41°F to 135 °F**



Reporting a Food Safety Issue

If there is a problem with a meal:

See procedure Reporting a Food Safety Issue

- Contact site specialist immediately
- Do NOT throw away food in question— St. Mary's may pick it up to investigate the source of the issue.
- Isolate any meals identified to be unsafe, and stop meal service, if needed.
- Take a photo, if available

If there is a problem with equipment:

Contact your Child Nutrition Specialist if borrowed equipment is not working properly. Provide your Child Nutrition Specialist with the following information so a technician can be dispatched:

- Description of the problem
- Contact name and phone number
- Hours of operation
- Take a picture or video of the problem when possible

Meal Ordering



Meal Service supervisors at your site are responsible for making sure an appropriate number of meals are ordered each day. Changes to meal orders must be made directly with your site specialist— by phone or email

Please order only enough food for each child to receive one complete meal. Consider that not all children attend or want a meal every day.

Notify your Site Specialist at least 48 hours ahead of your meal service if you need to change or cancel your order.
Allow 48 hours for all order changes to take effect.

Meal Ordering – Adjustments

- Changes to meal orders including meal cancellations must be made directly with your Child Nutrition Specialist.
 - ***Do not report order or transportation changes to mealcounts@stmarysfoodbank. Your Child Nutrition Specialist will not see the request in a timely manner, and your request will not be made.***
- Kids Cafe® produces your meals from purchased product. Every meal wasted costs the food bank money and prohibits another child from receiving a meal.
- Evaluate the numbers of meals distributed regularly and reduce meals if you have consistent leftovers even if it's only on certain days of the week.
- If you need an increase in meals, it may take up to a week based on the product order cycle. Your child nutrition specialist will let you know when we can accommodate the order change.
- Meals will automatically be reduced if there is high waste at your site; sometimes without notice.

Kids Café Delivery

We use a software called dynamic routing. This allows us to make all our deliveries while meeting our partners meal service times.

Kids Cafe deliveries will occur between the hours of 6:00AM and 2:00PM

- We will create a delivery window based on your hours of operation and the time you plan on serving meals
- Drivers are unable to change routes. If you are having issues with your meal delivery, please contact your Child Nutrition program specialist
- Delivery times and SMFBA drivers may vary by day
- Drivers will count off meals at delivery and provide you with an agency order receipt.
- It is possible the order may be off because are drivers are manually counting off meals. If this issue persists, please let us know.
- Drivers must put meals in cold storage. If your facility or refrigerator is not available at delivery time, the driver will wait about 15 minutes they need to move on with their route.

Changes to Kids Café Deliveries

- Your Child Nutrition program specialist needs to report all transportation changes for the next business day by 1:00 PM the day before scheduled delivery.
- If a next day change is reported after 1:00 PM we can not guarantee the delivery time change or cancelled delivery will be accommodated.
- If you plan on serving Kids Cafe meals as lunch during Fall, Winter, and/or Spring Break. Please let us know so we can make sure to have the meals routed for an earlier delivery time.



Meal Service

Kids Cafe meals funded through CACFP are for afterschool use. You can serve these meals as soon as your school/or nearest feeder 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 time changes throughout the year, so we can update our records with ADE
- Any enrolled member of your program, age 18 and under, are 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 as a condition to receive food
- Every child must be served a complete meal, including milk
- A current menu and Civil Rights 'Justice for All' compliance material must be always on display
- Meals counts must be taken at point of service

Meal Pattern

The USDA is very specific on meal pattern and what meals are eligible during CACFP. As an afterschool feeding partner, you can expect Kids Cafe meals to meet this meal pattern.



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Components	Lunch & Supper
Fluid Milk	1 cup (8 fl. oz) White Milk 1% or fat free
Grains and Breads (Whole grain)	1 serving
Meat or Meat Alternative	1 serving
Vegetable and/or Fruit	2 servings – ½ cup veggie ¼ cup fruit

Meal Counts

St. Mary's Food Bank will claim reimbursement for meals distributed to kids during your meal service. For us to claim a reimbursement, we need your meal count sheets as documentation to support the claim.

We have created two meal count forms to track distributed 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.

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

Meal Count Form – Daily

Meal Count Form must include:

- Name of your organization
- Date of meal service
- Temperature (required for both hot and cold meals before service)
- Individual handwritten tally mark, completed at point of service, for each complete meal served to a child
- The total number of meals served
- The total number of additional attendees
- 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: <u>St. Mary's Food Bank Alliance</u>		Date: _____
Site Name: _____	Meal Type: <input type="checkbox"/> Lunch <input type="checkbox"/> 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 Form – Weekly

Meal Count Form must include:

- Name of your organization
- Date of meal service
- Temperature (required for both hot and cold meals before service)
- Individual handwritten tally mark, completed at point of service, for each complete meal served to a child
- The total number of meals served
- The total number of additional attendees
- 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 Date: _____ Temp: _____	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 Date: _____ Temp: _____	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 Date: _____ Temp: _____	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 Date: _____ Temp: _____	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 Date: _____ Temp: _____	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 Date: _____ Temp: _____	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: _____

Point of Service Meal Counting

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

- First meals served to children must be marked off individually at the Point of Service (as each child receives a complete meal).
- You **MUST** track distributed meals during your approved meal service time on the meal count sheet provided.
- Counting the number of meals distributed or leftovers after your meal service is over or several days later **is not allowed**

Serving second meals to children is not encouraged

Things you can do to improve meal count quality

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

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

Meal counts are due every Monday by close of business day for the previous week of service.

Submission Options:

- Fax to Kids Cafe **(480) 780-3715**
- Scan and email to mealcounts@stmarysfoodbank.org
- Take a picture and send by email or text message to your Child Nutrition Program Specialist
- All original meal counts must be kept on-site for a minimum of 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.

Leftover Meals

- Leave unopened complete leftover meals in refrigerator for the Kids Cafe driver to pick-up the next day.
 - Except when the following day is a **weekend, holiday, or site closure**. In these instances, food can be distributed to the community without recording it on your meal count sheet.
- Call or email your Child Nutrition Specialist if leftovers are consistent so we can decrease your meal order number.
- *Our goal is to keep waste to a minimum.*
- **Share Table** – each child must take all components of the meal for it to be reimbursable. If the child doesn't want a component of the meal, they may place in a sharing area (table, basket, crate). Any food in the sharing area can be consumed by anyone who needs or requests it.



Block & Fraudulent Claims

Block Claiming is not allowed

An indicator of block claiming is the same number of meals are distributed everyday to the same children with no variation.

- Block claiming also indicates that Point of Service meal counts may not be occurring, and forms are filled out hours or days after meal service is complete.
- If block claiming is suspected a monitoring visit/audit of meal counts will be conducted by your Child Nutrition Specialist. This monitoring visit will occur within 30 business days of the finding.
- If a block claim is confirmed, further action may be taken including probation or inactivation of the program.

Red Flags for Block Claiming

Over claiming

- Site is claiming more meals than they are receiving.
- Example: Site receives 10 meals M-F, and claims 25 meals M-F

Point of Service method not used

- Meal count forms are submitted with errors.
- Example: Meals are not tallied individually.
- Number of meals claimed is equal to the number of meals delivered without variation for 15 or more days.

Waste Report

- Waste report shows leftover meals are being sent back, but meal count reflects all meals were distributed.

Holidays/Days off

- Site claims meals for days when meals were not ordered or delivered.



Required Signs

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

- Current month menu
- Building for the Future – English & Spanish version
- And Justice for All poster, in 11x14 size

Agency Partners are also expected to maintain:

- All meal counts for 3 months
- Temperature log on meal count form
- Procedures for Complaints of Discrimination

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

Civils Rights – Non-Discrimination

Meals must be provided to all eligible children regardless of race, color, national origin, sex including gender identity and sexual orientation), age, or disability.

Parents and/org Guardians have the right to file a civil rights complaint related to USDA meals if they feel that there has been disparate treatment, disparate impacts and/or reprisal retaliation

- 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.

- If a child/family is requesting information in another language – please contact your Child Nutrition Specialist for assistance in obtaining the materials in the appropriate language.
- Record these on your Complaints of Discrimination log and contact your Child Nutrition Specialist right away if a family files a complaint



USDA United States Department of Agriculture

FNS USE ONLY SOLO PARA FNS

AND JUSTICE FOR ALL

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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
program.intake@usda.gov.

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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 requieran 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-3027s.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-475-A—Assisted Poster Revised May 2022

Formulario complementario a Formulario AD-475-A Revisado May 2022

Agency Partner Monitoring Visits

Sponsors are required to make periodic, monitoring visits to the agency partner. During these visits, your Child Nutrition Specialist will check:

- Point of Service meal counts are being taken
- Temperature is being tracked on meal count forms
- 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 the 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 are not 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 the 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.



Contact Us

Maricopa County Site Specialist

Annette Martinez

amartinez@stmarysfoodbank.org

Direct: 602-343-2526

Cell: 714-366-2962

Diana Rocha

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Kayleen Vargas

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Direct: 602-344-4114

Cell: 623-308-9230

Maricopa and Northern Arizona Site Specialist

Cheyann Pham

cpham@stmarysfoodbank.org

Direct: 602-343-2529

Cell: 480-272-4317

Meal Counts

mealcounts@stmarysfoodbank.org

Fax: 480-780-3715



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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.*



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