



Kids Café® Meal Distribution and Counting Method



1. Meals should be served to program participants first.
2. Serve all meal components together including milk; do not allow kids to choose items they may not want.
3. Meals should be counted at the time each child receives one at “Point of Service”.
4. Meals distributed may be tracked on the meal count form or through your approved attendance log that indicates which children received first meals for each day.
 - i) Complete meal service forms or attendance logs at every meal service – NOT AFTER IT’S OVER
5. All children participating in the program must be offered a first meal before any second meals are offered/served.
6. Designate a “Sharing Table” where kids can place unwanted meal components after they have been served. Encourage the sharing of unopened items; discourage throwing them away.
7. Children may take a fruit or vegetable home – please encourage them to do so in lieu of placing the item on the Sharing Table.
8. Direct child to the Sharing Table first if a child wants more food before handing out a complete second meal.
9. All cold leftover items put immediately back into cold storage, and they will be picked up by the Kids Café® driver and returned to the Food Bank. Never throw out leftover items.
 - i) If you are a cold meal site and are closed on Friday, all leftover meals may be distributed to site staff or the community on Thursday after meal service – do not claim for these meals.
 - ii) If you are a cold meal site and closed on Monday, all leftover meals may be distributed to site staff or the community Friday after meal service – do not claim for these meals.
 - iii) All hot meal leftovers may be distributed to site staff or the community. No hot meal leftovers including the cold components are to be returned to the Food Bank.
 - iv) If you note consistent leftovers, contact your site specialist for a meal reduction.
10. Complete the meal count forms and fax meal counts in weekly by the Monday, 5:00 PM deadline.
FAILURE TO DO SO MAY CAUSE YOU TO BE DISENROLLED IN THE PROGRAM AND/OR HAVE MEALS INTERRUPTED.

Make all child enrollment documents and weekly and monthly meal service reports available for review at any time to Food Bank staff and Arizona Department of Education representatives. Maintain CACFP records for **90 days**.

Please notify site specialist of cancellations at least 48 hours prior to scheduled meal service. Allow 48 hours for meal increases to take effect.