



# Program Guide

## Site Responsibilities

### Client Identification

Kids Café Freeze and Thaw (F&T) is a federally funded child nutrition program which was established to ensure that low-income children, ages 18 and younger, continue to have an opportunity to receive nutritious meals in areas where daily delivery of meals are not possible. Free meals are provided to all children at approved sites in the areas with significant concentrations of low-income children.

### Site Activities

- **School Year:** Eligible after school programs include but are not limited to: tutoring, students clubs, athletics, and other extracurricular activities that are consistent.
- **Summer:** Although not required, providing positive activities to engage children is highly encouraged for consistent attendance.
  - SMFBA can provide resources on possible activities to host at your site.

### Staffing

- Provide adequate staff and/or volunteers to pack meals, hand them out, and fill out a one page form tracking meals distributed each day meals are served. We recommend 1 staff for every 20 children.
- Verify staff has undergone a national background check.

### Storage

- If refrigerator and/or freezer storage is not available at your site, SMFBA will provide either or both units for the duration of the meal service at no cost
- The F&T model requires storage space for up to a month's worth of food at a time. The following storage dimensions are what you should expect from us:
  - Non-perishable food items arrive on a pallet: 48" x 40"
  - Refrigerator dimensions: 32" x 29" x 66"
  - Freezer dimensions: Height (with hinges) 73-3/16"; Width 34"; Depth (including door) 30-1/4"
  - All food that is not in cold storage must be at least 6" off the ground and in a clean, secure location.



### About

St. Mary's Food Bank Kids Café Freeze & Thaw Program provides a nutritious meal to all school-age children.

There are two timeframes in which this program is offered: school year and summer.

### Questions

Contact the Child Nutrition Program Manager

Terra Masias  
tmasias@firstfoodbank.org  
(602) 343-3124



St. Mary's  
Food Bank<sup>®</sup>

MEMBER OF  
**FEEDING  
AMERICA**<sup>™</sup>



# Program Guide

## Site Responsibilities

### Food Safety

- It is ideal that at least one person (preferably the person distributing the food) will obtain a Food Handler Card. Or, St. Mary's will provide the necessary food safety training to satisfy this requirement.
- Food can be stored on pallets, crates, or shelves. The storage area should be clean and pest free.

### Reporting

- Complete a daily meal count form (provided by SMFBA) to track the number of meals distributed.
- Submit meal count forms every Monday for the previous week.
- Timely submission of the daily meal count forms helps us to determine the need for future orders. If you don't submit meal counts on time, your future orders may be delayed.

### Distribution Area

- Provide a safe and comfortable sitting area for children to eat.
- All meals must be consumed on-site.
- Sites can serve in their cafeteria or individual classrooms.

### Distribution Process

- Offer meals at least three days per week Monday-Sunday a minimum of 15 meals per day or 60 meals per week.
- SMFBA recommends sites having a longer feeding time if possible and a feeding time that will impact the most children – when a site is busiest.
- **School Year:** Meal service times are flexible, depending on a sites program schedule and staff availability; however, it should always be afterschool hours.
  - Mealtimes may range from 30 minutes to 2 hours if the meals can be maintained in a safe temperature and the service is supervised.
  - Meals can be used for lunch on Saturdays and Sundays.
- **Summer:** Meal service times are flexible. Breakfast can be served anytime before 12pm. Lunch or supper must be served after 12pm, with an hour elapsing between the end of breakfast and the beginning of lunch/supper.
  - Mealtimes may range from 30 minutes to several hours depending on how many meals you decide to serve, and provided the meals can be maintained in safe temperatures and the service can be supervised.



### Next Steps

Contact the Child Nutrition Program Manager

Terra Masias  
tmasias@firstfoodbank.org  
(602) 343-3124

The Kids Café Freeze and Thaw program is a federally funded program through the USDA's Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) and as such is subject to their policies and procedures.

This institution is an equal opportunity provider.



St. Mary's  
Food Bank<sup>®</sup>

MEMBER OF  
**FEEDING  
AMERICA**