



Program Guide

Site Responsibilities

Client Identification

Kids Cafe® Freeze and Thaw (F&T) bulk delivery model 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.

Site Activities

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 to you.
- This model requires storage for up to a month's worth of food. The following 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"

Distribution Area

- Provide a safe and comfortable sitting area for children to eat.
- Sites can serve in their cafeteria, individual classrooms, community rooms, or provide meals to parents to pick up based on their location.



About

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

Questions

Contact the Lead Child Nutrition Program Specialist

Cheyann Pham
cpham@firstfoodbank.org
(602) 343-2529

This institution is an equal opportunity provider.





Program Guide

Site Responsibilities

Food Safety

- It is ideal that at least one person (preferably the person distributing the food) will obtain a Food Handlers 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, that are 6 inches off the ground. 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 to determine the need for future orders. If you don't submit meal counts on time, your future orders may be delayed.

Distribution Process

Rural – Sites that are located in areas that qualify as rural per the USDA Rural Map, are able to hand out non-congregate meals, otherwise known as grab and go meals. These meals are offered as take-home meals in a number of ways, however the most popular is a hybrid model.

1. Sites have in person sessions Monday-Friday and send home meals for Saturday and Sunday.
2. Sites serve lunch and send breakfast home for the next day to eat before coming to class/session.

Urban – Sites that are located in areas that do not qualify as rural per the USDA Rural Map, must consume meals on site. These sites usually host onsite programming for kids to participate in and eat a meal while they do so.

The following applies to rural and urban distribution:

- Offer meals at least three days per week Monday through Sunday, a minimum of 15 meals a day or 45 meals a 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).
- 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 Lead Child Nutrition Program Specialist

Cheyann Pham
cpham@firstfoodbank.org
(602) 343-2529

The Kids Cafe® 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®

MEMBER OF
**FEEDING
AMERICA**