St. Mary's Food Bank®

CACFP Kids Cafe®

Afterschool Supper

Sponsor: St. Mary's Food Bank

What is CACFP?

- The **C**hild and **A**dult **C**are **F**ood **P**rogram (CACFP) 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 (SMFB) to feed an afterschool meal (supper) to children in lower income areas.

Sponsors & Site Partners

- **What is a sponsor?**
  - A sponsor operates the CACFP At-Risk afterschool supper program.
    - The sponsor communicates with the state agency, ADE, who administers the nutrition program for the USDA.
- **What is a Site?**
  - Sites are places in the community that receive CACFP meals from a sponsor (SMFB) for kids to eat in a safe and supervised environment.

Partner Responsibilities

- Feed and supervise kids during meal service.
- Serve the designated 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 during storage, handling, and distribution of meals.
- Ability to accommodate a morning or a late afternoon delivery.

Partner Responsibilities

- Provide organized, regularly scheduled, in-person afterschool enrichment activities.
  - Kids must be enrolled members of the organization with information on file.
  - Your site 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 & Health Inspection

- Sites must maintain current Fire and Health Inspection documentation to ensure a safe environment for children to gather, participate in activities, and receive meals.
  - Schools participating in the National School Lunch Program (NSLP) already meet this requirement and do not need further action.
  - Sites with a commercial kitchen or cafeteria must ensure their county health permit is current and posted as required.
  - If your site does not have independent inspections, SMFB may assist eligible sites in obtaining them through contracted vendors.
  - Sites with their own inspections must submit updated documentation to SMFB annually (approximately one month before expiration).

Food Safety

- At least one representative from each site must complete food safety training.
- The trained representative must be a regular staff member or volunteer involved in daily operations and food handling.
- Your Advocate will provide SMFB Food Safety training when:
  - A current Food Handler Card has expired, or
  - New staff are implementing the Kids Cafe program.

Food Safety: Cold Storage

- **Cold Storage Requirements:**
  - Cold storage is required to safely hold meals at your site.
  - Check and record temperatures daily on your meal count sheet.
  - Meals must be stored at **41°F or below**.
  - Use an internal thermometer, when possible, as external thermometers may not provide accurate readings.
  - If temperatures reach the danger zone (**41°F–140°F**), discard the meals and notify your Advocate immediately.

- **Need Cold Storage Equipment?**
  - SMFB may be able to lend equipment for the duration of your program.
  - A signed borrowed equipment agreement is required.
  - Sites borrowing equipment are responsible for keeping it clean and properly maintained.

Reporting Food Safety Issues

Issues with Product	Issues with Borrowed Equipment

• See procedure Reporting a Food Safety Issue.
  • Contact Advocate immediately
  • Do NOT throw away food in question as SMFB 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 of the condition of the product, when possible.
	• Contact your Advocate if borrowed equipment is not working properly.
	• Provide your Advocate 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

- **Your site lead is responsible for making sure an appropriate number of meals are ordered each day.**
  - Changes to meal orders must be made directly with your Advocate 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 Advocate 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 Advocate.
  - Please do not report order or transportation changes to mealcounts@stmarysfoodbank.org.
  - Your Advocate 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 we want to ensure that we are minimizing waste as much as possible.
- 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, please notify your Advocate as soon as possible.
  - Those changes may take 48 hours to reflect.
- Meals will automatically be reduced if there is high waste at your site, sometimes without notice.

Kids Cafe Delivery

Kids Cafe deliveries will occur between the hours of 6:00AM to 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 notify your Advocate.
- Delivery times may vary by day due to traffic, other sites, day of the week, unforeseen circumstances and more.
  - Please allow time for your meals to arrive.
- 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 notify your Advocate.
- 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.

Kids Cafe Delivery: Changes

- Your Advocate 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 notify your Advocate to ensure the availability for the meals to be routed for an earlier delivery time.

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 feeder school releases for the school day.
  - Meals cannot be used for lunch.
    - You must report your scheduled mealtime to you Advocate for monitoring purposes.
    - Notify your Advocate 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.
- Children 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 ‘Justice for All’ compliance material must be always on display.
- Meals counts must be taken at the time you are serving meals.

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.

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

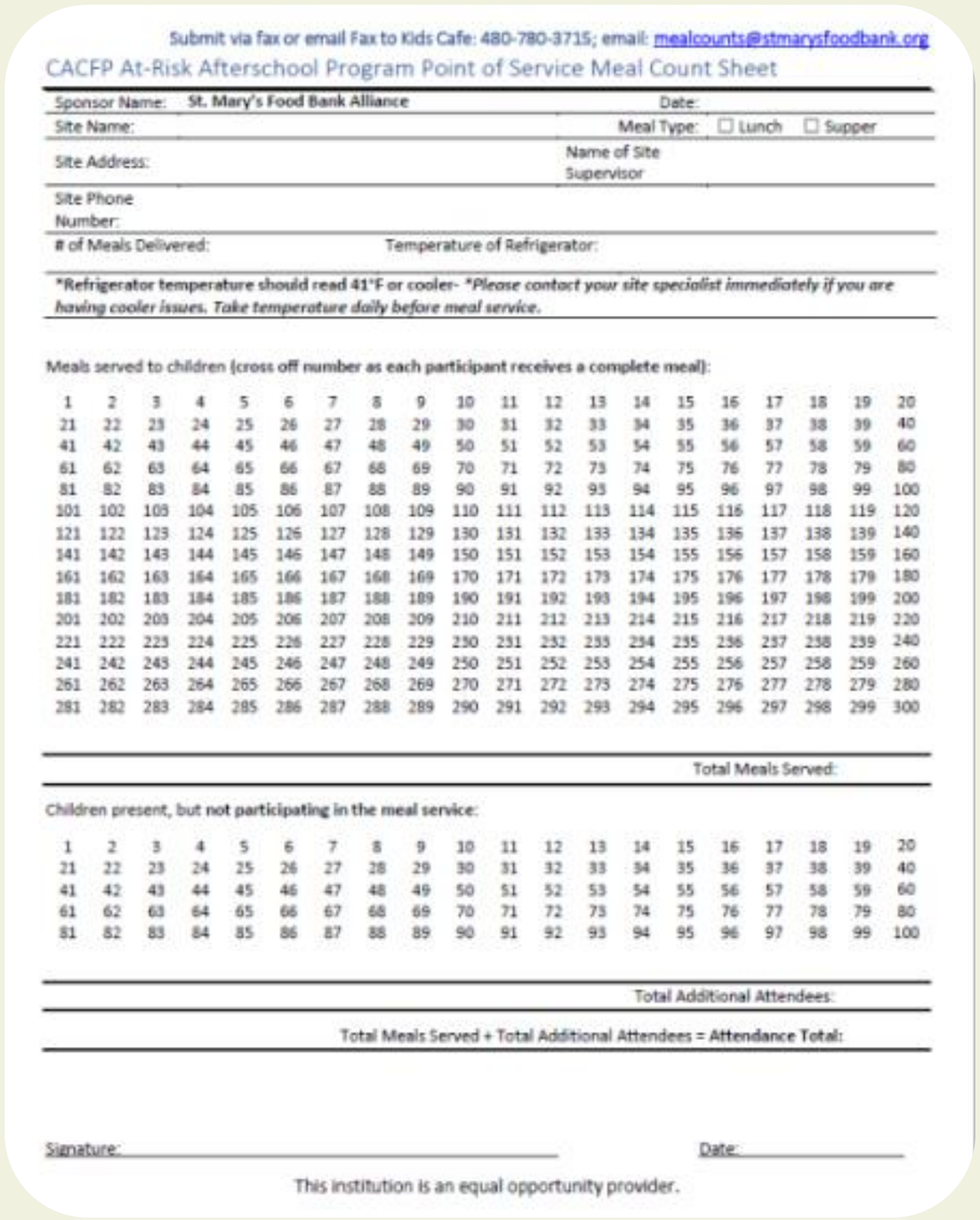
Meal Counts

- SMFB 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 forms.

Meal Count Form: Daily

- Meal Count Form must include:
  - Name of your organization.
  - Date of meal service.
  - Temperature.
  - Individual handwritten tally mark, 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 regulation.



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:

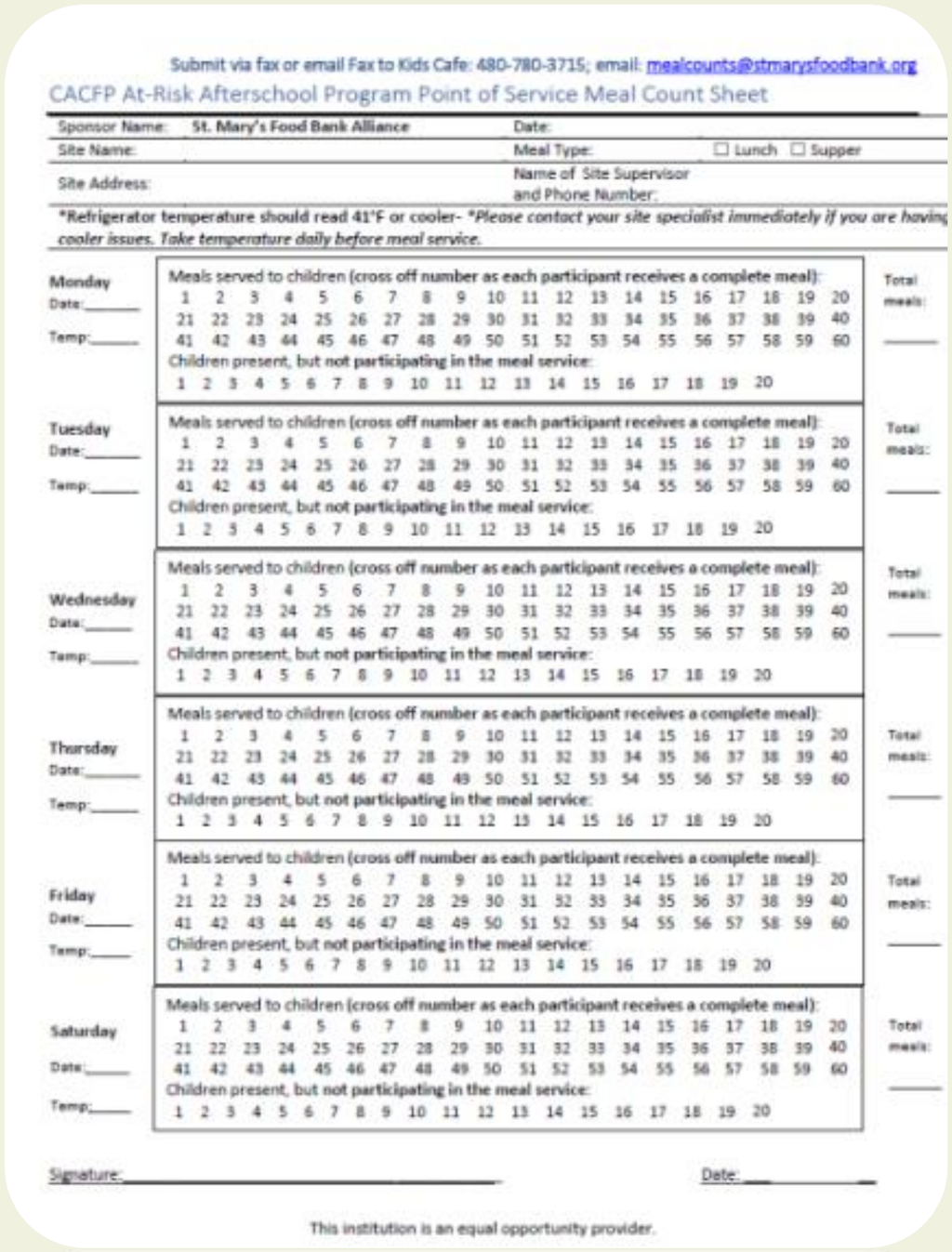
Total Meals Served + Total Additional Attendees = Attendance Total:

Signature: _____ Date: _____

This institution is an equal opportunity provider.

St. Mary's Food Bank® Meal Count Form: Weekly

- Meal Count Form must include:
  - Name of your organization.
  - Date of meal service.
  - Temperature.
  - Individual handwritten tally mark, 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 regulation.



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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 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:_____

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Meal Count: Point of Service

- **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.
    - Point of service means 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 **prohibited.**
- Serving second meals to children is not encouraged.

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 at (480) 780-3715.
    - Scan and email to mealcounts@stmarysfoodbank.org.
    - If necessary, take a picture and send by email or text message to your Advocate.
- **All original meal counts must be kept on-site for a minimum of 90 days.**

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 Advocate 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).
    - **Best Practice:** Label the table as a sharing table for easy identification.
  - Any food in the sharing area can be consumed by anyone who needs or requests it.
  - Be mindful of temperature sensitive items left out for extended periods of time.

Fraudulent Claiming

- **Fraudulent claiming or 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 indicates that point of service meal counts may not be occurring, and forms are filled out hours or days after service is complete.
  - If block claiming is suspected a monitoring visit of meal counts will be conducted by your Advocate.
    - This monitoring visit will occur within 30 business days of the finding.
  - If a fraudulent claim is confirmed, further action may be taken including probation or inactivation of the program.

Red Flags for Block Claiming

- **Overclaiming**
  - Site is claiming more meals than they are receiving.
    - Example: Site receives 10 meals M-F, and claims 25 meals M-F.
- **Points of Service method not used**
  - Meal count forms are submitted with various errors, consistently.
  - Example: Meals are not tallied individually, or no tally marks at all.
  - 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.
- **Holiday or Days Off**
  - Site claims meals for days when meals were not ordered or delivered.

Required Signage

- **Sites are required to have the following posters displayed in meal service area:**
  - Current month menu.
    - A blank menu will be provided for any unforeseen changes.
  - Building for the Future – English & Spanish version.
  - WIC Flyer, English and Spanish are available.
  - And Justice for All poster, in 11x17 size.
- **Sites are also expected to maintain:**
  - All meal counts for 3 months.
  - Temperature log on meal count form.
  - Procedures for Complaints of Discrimination.

For more Kids Cafe Compliance Materials

Civil Rights: Non-Discrimination

- Meals must be provided to all eligible children without discrimination based on race, color, national origin, sex (including gender identity and sexual orientation), age, or disability.
- Parents and guardians have the right to file a civil rights complaint related to USDA meal programs if they believe they have experienced discrimination, unequal treatment, unequal impact, or retaliation.
- Site staff should be able to provide families with information on how to file a complaint.
- Instructions are available on required Civil Rights posters.
  - If a child or family requests information in another language, contact your Advocate for assistance with obtaining translated materials.
- Document all discrimination complaints on the **Complaints of Discrimination Log** and notify your Advocate immediately when a complaint is received.

Monitoring Visits

- **Sponsors are required to make periodic, monitoring visits to the agency.**
- **During these visits, your Advocate 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 sponsor operates the CACFP At-Risk afterschool supper program.

Monitoring Visits: ADE

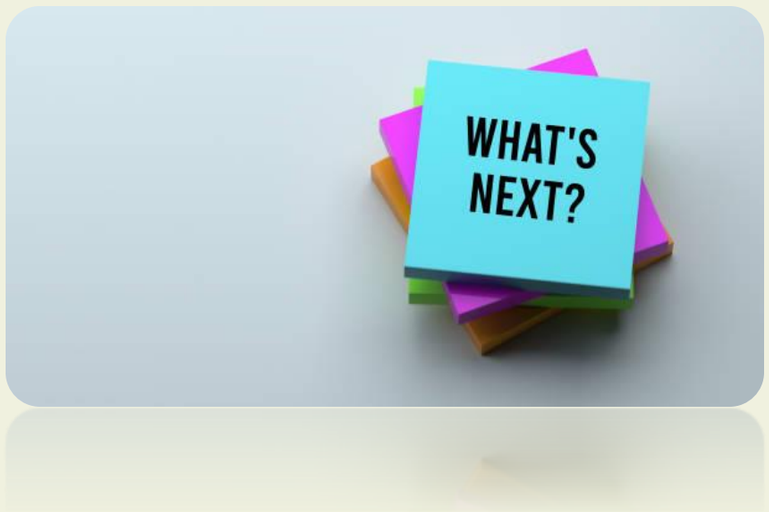
- **The Arizona Department of Education (ADE) and United States Department of Agriculture (USDA) have the authority to conduct unannounced site visits.**
  - The monitor will introduce themselves and show identification.
  - Please notify your Advocate if you receive a monitoring visit from ADE or the USDA.

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 SMFB 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 the CACFP Enrollment Packet**
  - Training Sign-In.
  - Partnership agreements.
  - Background Verification Form.
  - Borrowed Equipment Agreement (if applicable).
- **Submit Activity Schedule.**
- **Non-Associated Site Agreement (new sites only).**
- **Complete Food Safety Training.**
- **Submit Fire and Health Inspections.**
  - All partners that are not schools operating NSLP.



Disclaimer

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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.

USDA is an equal opportunity provider, employer, and lender.

Thank You

St. Mary's Food Bank®