

Afterschool Nutrition Toolkit

After school providers play a critical role in eradicating childhood hunger.

This toolkit was designed to help such programs to provide nutritious snacks and meals.

CHAMP: Combating Hunger through Afterschool Meal Programs

Introduction

Children should come home to healthy snacks and nutritious suppers every day, but this doesn't always happen. Parents struggling to make ends meet may not be able to afford nutritious food. No matter what's in the house, those with demanding schedules may find little time to prepare healthy meals. Food insecurity affects 1 in 5 children in Nebraska and nationwide.¹ Afterschool snack and meal participants benefit not only from nutrition, but from the comfort of knowing where their food will come from each day. For parents, these programs don't just provide nutritious foods for their children. They also reduce the rush to get dinner on the table and allow them to spend more time talking to their children or helping with homework.

Afterschool providers can play a critical role in eradicating childhood hunger. This toolkit was designed to help such programs (especially those in low-income areas) to provide nutritious snacks and meals. In particular, it aims to make federal funding more accessible, and to promote best practices and sustainable program designs.

I. Introduction to the Child and Adult Care Food Program (CACFP):

At-Risk Component

This section is intended to help programs considering this funding source to assess their eligibility and to provide easy-to-follow first steps. It covers:

- CACFP benefits and eligibility requirements
- Initial considerations for potential CACFP sites
- Finding a CACFP sponsor
- Basic instructions for CACFP application

II. Managing an Afterschool Nutrition Program through CACFP

This section can help you design an afterschool nutrition program or increase its efficiency. Guidelines and references for:

- Meeting CACFP's administrative requirements
- Designing a site-sponsor partnership
- Assigning staff responsibilities
- Meal service in a USDA program

III. Best Practices for Afterschool Nutrition

This section draws from the experience of afterschool sites and their sponsors to offer insights for programs looking to serve more nutritious food and/or offer educational enrichment.

- Profiles of successful programs, targeted to address common questions about equipment needs, staffing, vending, site-sponsor partnerships, and other topics.
- List of additional funding streams that may be leveraged for afterschool nutrition
- List of outside resources for menu planning, staff training, and educational enrichment

IV. Appendices

- Sample menus that meet USDA guidelines
- Sample form to help with site-sponsor communication

¹ Feeding America. 2011. "Map the Meal Gap." <http://feedingamerica.org/hunger-in-america/hunger-studies/map-the-meal-gap.aspx>

Key Contacts

HUNGER FREE HEARTLAND



Coalition uniting non-profit, governmental, business and charitable organizations with a common purpose of finding new sustainable approaches to solve the childhood hunger issue. Can provide assistance in starting or improving a nutrition program.

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HUNGERFREEHEARTLAND.ORG

COLLECTIVE FOR YOUTH



Intermediary organization that creates and fosters community partnerships, develops committed leadership, and builds a comprehensive system that supports quality out-of-school-time programming. In afterschool nutrition, mediates partnerships between afterschool providers and OPS nutrition services.

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FOOD BANK FOR THE HEARTLAND



Serves Nebraska and Western Iowa. Kids Café program is a CACFP sponsor and offers advice and support for afterschool programs looking to provide snacks or meals.

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NEBRASKA DEPARTMENT OF EDUCATION, NUTRITION SERVICES



Administers CACFP in Nebraska. Resource for General CACFP Questions: eligibility, applications, program requirements, staff training, meal requirements, and more.

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Toll Free (Nebraska only): 800-731-2233

FAX: 402-471-4407

EDUCATION.NE.GOV/NS

Health and Safety

Current health and safety permits are required for programs participating in CACFP. If the NDE determines that you need an inspection, contact your local office for scheduling.

COUNTY HEALTH DEPARTMENTS

Listings by county available online at

[HTTP://DHHS.NE.GOV/PUBLICHEALTH/PAGES/PUH_OPH_LHD.ASPX](http://dhhs.ne.gov/publichealth/pages/PUH_OPH_LHD.aspx)

NEBRASKA STATE FIRE MARSHAL

Contact information available online, at:

[WWW.SFM.STATE.NE.US/AGENCY-INFO/CONTACT.HTML](http://www.sfm.state.ne.us/agency-info/contact.html)
(Scroll to "Inspections")

KEY ABBREVIATIONS FOR THIS GUIDE

CACFP - Child and Adult Care Food Program

NDE - Nebraska Department of Education

OPS - Omaha Public Schools

Section I: Child and Adult Care Food Program (At-Risk Afterschool Component)

The CACFP is a federally funded nutrition program, similar to the National School Lunch Program. It provides reimbursements to child and adult care providers that serve nutritious snacks and meals. There are several versions of this program, each targeted to a different care setting. This toolkit focuses on the At-Risk Afterschool Meals Component. Under this program, childcare providers in low-income areas receive the highest-level reimbursements for snacks and meals served to children aged 18 and younger during the school year. This includes food served afterschool, on weekends, and during school holidays.

How much can your program receive in at-risk afterschool meal reimbursements?

Your program may claim one snack and/or one meal per child each day (i.e., the maximum is one snack and one meal). You may not claim two snacks or two meals, or claim breakfast or lunch on a school day. Reimbursement rates for the 2012-2013 school year are:

Snacks: \$0.78

Breakfast: \$1.55

Lunch/Supper: \$2.86

What are the requirements?

Your organization may participate as an independent center or work with a sponsor (e.g., school district nutrition services, a local food bank). For more details on eligibility, see the next page. In general, you must be located in an eligible area, meet USDA nutrition standards, offer enrichment activities, and follow program guidelines for recordkeeping.

How does the At-Risk Component differ from the traditional CACFP?

The At-Risk Component is designed to meet the needs of children in low-income areas. At-Risk sites must offer enrichment activities and must be located in the service area of a school where at least 50% of students qualify for free or reduced lunch. At-risk sites may serve participants up to age 18, and all meals served are reimbursed at the highest rate. Traditional sites may only serve children up to age 12, and must solicit household income to determine the reimbursement level for each child.

What if our program does not qualify under the At-Risk Component?

If you are not located in an eligible area, we encourage you to look into the traditional CACFP. Much of the material in this toolkit will still apply, but your requirements will differ from At-Risk sites. You may also want to consult our best practices section for other potential funding streams.

Shouldn't children eat supper at home?

This program is in no way intended to take away from family dinners. The fact is that many children do not receive balanced meals at home each night. Others simply arrive home very hungry (school lunch can be as early as 11:00am!) and reach for high-calorie snack foods. The CACFP helps to ensure that participants have access to healthy food. Programs that provide meals also give overextended parents who might otherwise spend their few hours at home in the kitchen extra time to sit and talk with their children.

Program Eligibility: CACFP At-Risk Component

To be eligible for the At-Risk Component of CACFP, your program must:

- 1 Be organized primarily to care for children after school or on weekends, holidays, or school vacations during the regular school year.**

Summer programs may qualify for funding through the Summer Food Service Program. Contact Hunger Free Heartland or visit the NDE website at WWW.EDUCATION.NE.GOV/NS/SFSP/INDEX.HTML for more information.

- 2 Offer regular, structured enrichment activities.**

Your program probably does this already. Examples include: homework table, open gym, computer lab, reading room/library, mentoring, and education on health skills, life skills, and/or leadership.

Note: CACFP will not provide funds for competitive athletic leagues (youth baseball, football, etc.). Children on school athletic teams may receive afterschool meals, but the program may not count competitive athletics as its enrichment.

- 3 Meet health and safety standards.**

At-Risk sites are not required to be licensed childcare centers, but they must still submit a Certificate of Occupancy and show that areas to be used for meal service meet health standards. As you complete your application, the Nebraska Department of Education (NDE) will help you to determine requirements for your sites.

- 4 Serve youth aged 18 or younger.**

Students who turn 19 during the school year are still eligible.

- 5 Be located in the attendance area of a public school where at least 50% of the students are eligible for free or reduced price meals.**

Free/reduced lunch data for local schools is available on the NDE website.

1. Go to WWW.EDUCATION.NE.GOV/DATASERVICES/DATA_AND_INFORMATION.HTML
2. Scroll to "Free and Reduced Lunch Counts by School" and open the most recent data.

Private schools may cite their own free/reduced enrollment data or the data for their public school attendance area. Programs in areas with mandated busing may cite enrollment data for the neighborhood school or for the school that participants attend.

- 6 Eligible programs may be operated by a nonprofit, public entity, or for-profit child care facility.**

For-profit centers must also demonstrate that 25% of children served (1) are eligible for free or reduced price meals base on family income; or (2) receive benefits under Title XX of the Social Security Act.

For additional details, please consult the USDA's At-Risk Afterschool Meals Handbook, posted on the Hunger Free Heartland website:

HUNGERFREEHEARTLAND.ORG/AT-RISK-AFTERSCHOOL-MEALS-2

Initial Considerations for CACFP

Your CACFP application requirements will depend on the structure of your program, so you should have some sense of how you will operate before you contact the NDE. In particular, you should think about:

- 1 Whether you will operate as an independent center or under an existing sponsor.**
- 2 How you will obtain and prepare your food.**

INDEPENDENT

SPONSORED

A sponsor is an organization that provides support and is fiscally responsible for CACFP sites. Programs may participate in CACFP independently (as their own sponsor) or with an outside sponsor.

SPONSORS & INDEPENDENT CENTERS:

- Have more freedom in program design and more direct communication with the NDE.
- Should have relatively strong administrative capacity.
- Must accept financial responsibility, complete additional paperwork, conduct site evaluations, train staff at individual sites, and report numbers to the NDE.

WORKING WITH A SPONSOR:

- Involves a lighter administrative burden.
- Often provides access to an experienced partner.
- Is the best decision if your organization is small, if you have limited administrative capacity, or if most of your staff's time is spent working directly with participants.

COOK ON-SITE

VEND

PROGRAMS THAT COOK ON-SITE:

- Must have kitchens with the capacity for the number and type of meals to be served.
- Might need more staff or volunteers, as cooking takes personnel from direct care.
- Will need a thorough understanding of USDA meal patterns. Chefs must learn requirements and complete paperwork to show that meals meet nutrition standards.
- Have more control over their meals and can tailor them to their participants.
- Have more opportunities to involve children in meal preparation.

PROGRAMS THAT USE VENDED MEALS:

- Might still need equipment (e.g., warmers or refrigerators to keep food at safe temperatures). You might want to consider a grant to cover these costs (see page 25).
- Save staff time in shopping, menu planning, food preparation, and cleanup.

IN EITHER CASE:

- You should think about what kinds of partners your organization might need.
- Will you need ingredients or meals delivered to your site(s)? If so, you will need to have the NDE approve your contract
- You will need to meet health and safety guidelines. Consult the NDE during your application process. If you need to arrange inspections, see page 5 for information about contacting your County Health Department and/or local Fire Marshal.

Finding a Sponsor

If you decide to operate under a sponsor, identifying that partner should be one of your first steps. While there are many potential approaches, the options below are some of the most common:

Ask the Nutrition Services Offices of Local School Districts

Because most schools use the National School Lunch Program, food service managers tend to be very familiar with federal nutrition programs. In many cases, your district's Nutrition Services office may already be a CACFP sponsor. For primary contacts, look for Nutrition Services or Food Services staff on your school district's website.

For programs in the Omaha area: Collective for Youth has an established relationship with OPS Nutrition Services. If you operate in an OPS school, you may be able to obtain CACFP sponsorship through this network. Contact Megan Addison (maddison@collectiveforyouth.org) for more information.

Talk to Neighboring Afterschool Programs

Ask the NDE if there are CACFP sites or sponsors in your area. If you are in an eligible area without CACFP sites, you might ask other programs to work with you in seeking a sponsor. Forming a network of afterschool providers makes a huge difference in supporting children in your area, and that impact can be a great way to encourage potential CACFP sponsors to get involved.

Contact Hunger Free Heartland

Hunger Free Heartland works to connect organizations that would be good partners for each other. If you need assistance finding CACFP resources in your area or navigating conversations with the NDE and potential sponsors, this coalition may be able to help. For more information, contact Sue Arment (sarment@hungerfreeheartland.org).

Contact Food Bank for the Heartland

For programs in the Omaha metropolitan area, Food Bank for the Heartland (FBFH) administers a CACFP-funded program called Kids Café. Under this program, FBFH acts as the CACFP sponsor. Its staff manages reporting and is available to answer questions. Most Kids Café sites take their own inventory, place their own food orders, and manage meal preparation, meal service, and daily paperwork. Depending on your program's size and structure, it may be possible to adjust this partnership to meet your needs. For more information, contact Ericka Smrcka (esmrcka@foodbankheartland.org).

Becoming a CACFP Sponsor or Independent Center

Your first step is to request a paper application packet from the NDE. Call their main line at (800) 731-2233 and ask to speak to a CACFP consultant.

Important: Sponsors and independent centers are required to attend an NDE training session prior to submission of their CACFP application. At this session, a representative will walk you through the application process and the requirements for the program. To register, visit the NDE's CACFP page, under "Training" http://www.education.ne.gov/NS/training/CACFP_Training/cacfptrain.html.

What does the application process involve?

The timeline below provides a basic overview of steps to take throughout the application process.

INITIAL CONSIDERATIONS

TAKE YOUR TIME. BRING QUESTIONS TO YOUR NDE TRAINING SESSION.

- Are you eligible?
- How many meals daily?
- Do you have enough staff?
- Do you have the equipment?
- What support do you need?
- What type of enrichment?
- On-site prep or vended meals?

Attend NDE training

CACFP APPLICATION

MUST SUBMIT WITHIN 6 MONTHS OF NDE TRAINING

- Fill out CACFP application through NDE
- Gather certifications and supporting documents
- Compare/select vending contracts (if applicable)
- Research supplemental funding options
- You can also train staff during this time

Submit application

NDE REVIEW (Up to 1 month)

Application approved

- Organize reporting systems
- Continue training support staff
- Review best practices
- Make menu plans (if applicable)

First CACFP meal

WAIT PERIOD (Up to 1 month)

ESTABLISH COMPLIANCE (Up to 3 months)

- NDE will review your first few claims closely and work with you to make sure that your program is running smoothly.

Becoming a CACFP Sponsor or Independent Center

What documents are required?

The NDE will provide the appropriate forms. They will also request some supporting documents.

❑ **NDE 01-017: Program Application and Agreement**

Basic information about sponsor; plan for administering sites and training staff; staff names and duties; annual budget.

❑ **NDE 01-18: Center Site Information (one for each site administered)**

Confirmation of eligibility; plans for enrichment activities, site reviews, and food service.

❑ **NDE 01-032: Pre-award Compliance**

Confirms that program is non-discriminatory.

❑ **Supporting Documents:**

Requirements vary by type of organization and food service structure.

- In general, you must demonstrate financial viability; show compliance with health and safety standards; and indicate status as a nonprofit, public agency, or private agency.
- If you will be contracting with a vendor, the NDE may need to approve your contract.
- If you plan to use recordkeeping forms not provided by the NDE, you must receive approval.

Note: Missing health and safety forms are the number one reason for application delays. Consult the NDE to determine whether you will need to schedule inspections.



Becoming a CACFP Site: New Sites under Existing Sponsors

If you are a new site under an existing sponsor, you **do not** need to complete a full CACFP application, but your sponsor will need to submit some additional paperwork. Sponsors also provide and document training for key staff at each site to ensure that they will meet program requirements.

The timeline below outlines the application process for new sites under existing sponsors. Note that these sites are not required to attend NDE training. Sponsors may add new sites at any time of year.

INITIAL CONSIDERATIONS

- | | |
|---|---|
| <ul style="list-style-type: none"> • Are you eligible? • How many meals daily? • Do you have enough staff? • Do you have the equipment? | <ul style="list-style-type: none"> • What support do you need? • What type of enrichment? • On-site prep or vended meals? • Who will sponsor? |
|---|---|

CACFP APPLICATION

YOU DO NOT NEED TO COMPLETE A FULL CACFP APPLICATION.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Meet with sponsor to design partnership • Gather certifications and supporting documents • Compare/select vending contracts (if applicable) | <ul style="list-style-type: none"> • Complete Center Site Information form in sponsor's online account (any time of year) • Research supplemental funding options • Begin training support staff |
|---|---|

Sponsor submits Information to NDE

NDE REVIEW (Up to 1 month)

Application approved

- Organize reporting systems
- Continue training support staff

First CACFP meal

WAIT PERIOD (Up to 1 month)

- Review best budgeting practices
- Make menu plans (if applicable)

Required Paperwork: Must be included for each site. See sponsor application process for details.

- **NDE 01-18: Center Site Information**
- **Supporting documents**
- Any relevant updates to **NDE 01-017**

Upgrading a CACFP Site: Expanding from Snacks to Meals



This “application” is the simplest of all. Once you are an approved CACFP site, you do not need to complete a new application to upgrade from snacks to meals. You or your sponsor will just need to call your consultant at the NDE to set a start date for the new reimbursements.

However, you should make sure that your staff are prepared for the change. In particular, your kitchen staff should understand the USDA nutrition requirements for full meals.

Section II: Managing an Afterschool Nutrition Program through CACFP

As you apply, you should also think about how you will manage your program. This section outlines administrative requirements and provides tools to help you assign responsibilities.

Overview: Administering CACFP Successfully

The chart below can help you to make sure that your program is always on track. Note that there are two important secrets to success:

- 1 Build from the bottom up**
The daily paperwork isn't difficult, but it is extremely important! The best way to make sure your monthly claims are accurate is to be thorough every day.
- 2 Set routines and stick to them**
If you need help finding a system that works, ask the NDE, your sponsor, or an experienced program. Once you find the right routine, your afterschool meal program should run very smoothly.

CACFP ADMINISTRATIVE TASKS	
Daily	<ul style="list-style-type: none"> Complete production records, attendance rosters, meal counts Retain all receipts and invoices Documents available on-site as specified in (your) application
Weekly	<ul style="list-style-type: none"> Enter meal counts into your reporting system. Review numbers to make sure they add up correctly (e.g., Meals served should not exceed meals prepared.)
Monthly	<ul style="list-style-type: none"> Submit the claim for reimbursement to the NDE by 12pm on the 10th of each month. Accurate claims receive reimbursement on the 15th of each month
At least 3x a year	<ul style="list-style-type: none"> Sponsors must conduct site reviews. These must be no more than 6 months apart, and 2 of the 3 must be unannounced. One unannounced visit must be a meal visit.
Annually	<ul style="list-style-type: none"> March- commodity declaration requests April- solicit bids for food service contracts April/May- attend annual NDE training May- receive packet of official forms for the following year June/July- renew CACFP application
At least every 3 years	<ul style="list-style-type: none"> Full compliance review by the NDE
As needed	<ul style="list-style-type: none"> Provide staff training Food orders (frequency depends on food service structure) Restock kitchen supplies (gloves, plates, napkins, utensils, etc.)

The Foundation: CACFP Paperwork

The easiest way to be successful is to keep your documents organized. The main forms include:

- ❑ **Daily production records** - provide menu plan and the amount of food prepared
- ❑ **Daily attendance and meal count** - record the number of children and meals served each day
- ❑ **Monthly claim** - form submitted to the NDE for reimbursements
- ❑ **Monthly time certification** – submitted monthly if any CACFP funds will be used for salaries

Sponsors will receive an overview of these forms at their CACFP training and are responsible for training individual sites. To help their own staff, Food Bank for the Heartland's Kids Café program included a section on paperwork in its program guide. This resource is available through Hunger Free Heartland (<http://hungerfreeheartland.org/at-risk-afterschool-meals-2/>). It is a great resource for staff training.

Other approaches from successful programs

For daily forms, receipts, and invoices:

- CACFP folder or binder at your meal service site. Place forms here at the end of each day, and carry them to the office once a week for review.

For paperwork from past months:

- Designated binder or drawer at the office.
- Scanning all documents to a specific folder on your server.

For communication between site and sponsor:

- Monthly emails with the documents attached. Use the same subject line every time.
- Saving all documents to a shared online dropbox or sharing Google documents.
- CACFP flash drive given to the sponsor at the end of each month.
- Forms faxed to a designated CACFP line at the sponsor's office.



The Big Picture: Site-Sponsor Partnerships

Every CACFP arrangement is different, so sites and sponsors should talk about how to share resources. You can use this chart as a guide as you design your partnership. We've provided a Monthly Update form in our appendix to help with site-sponsor communication.

CACFP SPONSORS	SITES AND SPONSORS SHOULD DISCUSS	ALL CACFP SITES
<ul style="list-style-type: none"> • Complete bulk of application • Manage NDE account • Submit monthly claims • Distribute reimbursements • Attend NDE training • Train individual sites • Review each site 3x/year 	<ul style="list-style-type: none"> • Who will create daily menus • Who will place food orders • How information will be shared and stored • How sponsor will train sites • Whether sponsor will receive a portion of the reimbursement 	<ul style="list-style-type: none"> • Fill out daily records • Submit paperwork to sponsor and/or NDE in a timely manner • Follow program rules and meet nutrition standards daily • Complete CACFP training through the sponsor or NDE



The Details: CACFP Task Checklist

Finally, we encourage you to scan this list and note the individual who will be responsible for each task (and a back-up person). The most successful approach is to set a routine in which the same person does each job every time.

COMMUNICATION WITH THE NDE:

- Complete CACFP application
- Update CACFP site information as needed
- Enter monthly reimbursement claims and submit to NDE
- Complete annual renewal forms
- Attend NDE training sessions

SITE-SPONSOR COMMUNICATION:

- Serve as contact person at sponsoring institution
- Serve as contact person at sponsored program
- Submit monthly numbers and other relevant updates to sponsor
- Distribute monthly reimbursements to sites
- Conduct site reviews

FOOD SERVICE:

- Solicit and evaluate food service contracts
- Create menu plan
- Place food orders
- Receive food orders
- Prepare food
- Complete production records
- Serve food
- Complete daily meal counts/attendance rosters
- Keep track of food service supplies (e.g., gloves, plates, utensils) and obtain more as needed

SITE REPORTING REQUIREMENTS:

- Collect receipts and invoices
- File and/or scan daily paperwork once a week
- Tally and record daily meal counts and attendance once a week

TRAINING REQUIREMENTS:

- Train new staff at sponsoring institution
- Train new staff at sponsored program
- Maintain staff training records

Concluding Note

Running a successful CACFP site means incorporating many rules and reporting requirements into your program. At first glance, the list above may seem overwhelming, but meeting requirements will become second-nature once your routine is in place. Do not hesitate to contact NDE Nutrition Services or a more experienced program if you need assistance or advice. They share your goal of providing healthy food for children who need it, and they want to see your program succeed!

Planning Meals under CACFP

In order to qualify for reimbursements, sites must serve meals that meet USDA requirements. This means serving balanced meals that contain the nutrients children need for healthy growth. For different approaches on meeting these requirements (e.g., vending, cooking without a full kitchen), please see our “Best Practices” section.

USDA Meal Components

BREAKFAST	
Lowfat Fluid Milk	8 fluid ounces (1 cup)
Vegetables and/or Fruits	½ cup
Grains and Breads¹	1 serving
Meat or Meat Alternate²	Optional

LUNCH/SUPPER	
Lowfat Fluid Milk	8 fluid ounces (1 cup)
Vegetables and/or Fruits	2 kinds, totaling ¾ cup
Grains and Breads¹	1 serving
Meat or Meat Alternate²	1 serving

SNACK (CHOOSE 2 OF 4)	
Lowfat Fluid Milk	8 fluid ounces (1 cup)
Vegetables and/or Fruits	¾ cup
Grains and Breads¹	1 serving
Meat or Meat Alternate²	½ - sized serving

¹ For grains and breads, serving sizes depend on grain content (e.g., 1 slice bread, ½ cup cooked pasta)
² For meat and alternates, serving sizes depend on protein content (e.g., 2 oz. lean meat, 1 cup yogurt)

Planning Meals under CACFP

Since so many existing resources already cover USDA meal components, these are not covered in detail in this guide. You can find additional information through the following resources:

- ❑ **USDA's At-Risk Afterschool Meals Guide:**
Explains all requirements in detail, complete with suggestions for healthier meals. Can be accessed through the Hunger Free Heartland website, at HUNGERFREEHEARTLAND.ORG/AT-RISK-AFTERSCHOOL-MEALS-2
- ❑ **NDE Monthly CACFP Training Sessions:**
While most of this training is targeted for sponsors, kitchen staff at sites preparing their own meals may wish to attend the meal planning portion. Contact the NDE to discuss whether this training might fit your needs, and which portion you should attend.
- ❑ **Hunger Free Colorado's Afterschool Meal Guide:**
You can access this resource on the Hunger Free Heartland website (see link above). Their 4-week rotating menus that meet USDA nutrition standards are also included as an appendix to this guide.

Additional Tips for Meal Planning

USE EXISTING RESOURCES:

Creating a new menu every week might not be the best use of your time. Consider contacting successful programs for menu plans or working from the rotating menu in the back of this guide.

If you'd like to get started but don't have all of your equipment yet, look into the possibility of shelf-stable meals. It's also easy to update your program from snacks to meals, so you might consider starting with a snack and then upgrading.

GO ABOVE AND BEYOND:

These meal patterns are the minimum requirements. The USDA guide above also offers recommendations on how to exceed them. These include: selecting lean meat, skinless poultry, and low-fat cheeses; selecting vegetables from the dark green, deep orange and red, and dry beans and peas categories; and using fresh fruit whenever possible.

LEVERAGE YOUR VENDOR'S KNOWLEDGE:

Many vendors will already be familiar with USDA requirements and will be able to assist you in menu planning. If you want to exceed requirements, consider putting additional criteria into your bid and your vendor agreement. For example, you might say that the vendor must include fresh fruits or vegetables a few times a week.

KEEP FOOD SERVICE KID-FRIENDLY: Giving children healthy food doesn't do any good if they refuse to eat it. You may want to be creative in the way that you present healthy food. Some key strategies:

- ❑ **Plan menus or activities that let children help with meal preparation.**
Kids usually want to try foods that they've made themselves. Try handing out the ingredients for a tortilla wrap or a yogurt parfait. Just make sure that you stick to health and safety standards!
- ❑ **Provide incentives that encourage children to eat the healthiest items first.**
Example: give out program "dollars" to children who finish their vegetables, and trade them for non-candy rewards like stickers or pencils.
- ❑ **Make positive statements about foods, even if they are not your preference.**
Comments like, "Those broccoli are really big," draw attention to food without sounding insincere.
- ❑ **Respect differences in food preferences; never force a child to eat everything on his or her plate.** It is normal for children to "play with" new foods, and adjusting may take as many as 6-12 exposures. Let children decide when they are full, and respect their abilities to decide what they like.
- ❑ **Be prepared for dietary restrictions.** When you start your meal program, ask all parents whether their children have any allergies or rules about what they can eat. On days when often-restricted foods are served (e.g., peanuts, strawberries, pork), make sure that you have an alternate option available. Be sure to talk to the NDE about these options, and make sure that you'll still be able to receive the full reimbursement.



Section III: Best Practices for Afterschool Nutrition

This section gives examples of ways that afterschool providers have overcome barriers to meet and exceed the CACFP requirements. It includes success stories and lists of additional resources that you can use to strengthen your program.

Hope Center for Kids

Getting the Right Staff

Hope Center for Kids was one of Omaha's first Kids Café sites, and serves hot afterschool meals to around 100 children each day. While the Hope Center expanded from snacks to meals when the Food Bank's program expanded. Under CACFP, Food Service Directors are often responsible for much more than making meals. As a self-prep site, the Hope Center wanted someone who understood USDA



requirements, could keep accurate records, and could interact with program staff, volunteers, and the children in an encouraging way. Initially, finding someone to fill their original chef's shoes was a challenge. As Director Deb Johnson explained, "A lot of people could cook," but they needed someone who could do more.

After struggling to balance responsibilities among staff, the Hope Center reexamined their chef's job description. They decided to hire a full-time Kitchen Coordinator, and to give the position administrative responsibility for CACFP and other food the Hope Center provides. As a result, they attracted candidates more prepared to meet the full scope of their needs

Advice for Other Programs

Johnson advises carefully examining your program structure, and making sure that job descriptions for new staff are complete. Even if you don't need another full-time staff member, you should still have a staff member who fits your needs (e.g., a chef who is willing to complete paperwork). CACFP does require attention to detail, but it runs smoothly once you have the right people in place. The Hope Center's Kitchen Coordinator Diane Gilquist uses a file cabinet for paperwork and a spreadsheet for inventory. Once a month, she emails CACFP records to her sponsor. When new staff and volunteers arrive, Gilquist walks them through safety rules and program requirements.

For other self-prep sites, Gilquist recommends time-savers like chicken already cooked and diced; salad mix; and canned, diced tomatoes. In early stages when numbers are less defined, she recommends planning for more people, rather than less, to avoid running out of food. Using shelf-stable ingredients during that time (e.g., canned fruit instead of fresh) can help to reduce food waste. The Hope Center is also working to encourage healthy lifestyles by cutting down on the use of candy and snacks as rewards. In future months, they hope to transition to family-style eating, as opposed to a cafeteria-style service line, to provide conversation over dinner in a less chaotic setting.

Going Above and Beyond with Enrichment

Solomon Girls Center

Solomon Girls Center in Omaha is a Kids Café partner. Their program serves 250 girls and provides around 8000 suppers each school year, with an additional 4000 breakfasts, 4800 lunches, and 4800 snacks during the summer. In addition to traditional enrichment components like homework help, the center also strives to incorporate activities that encourage healthy lifestyles.



Promoting Self-Sufficiency

Many participants at Solomon Girls Center face uncontrollable challenges in their neighborhoods or at school. Besides serving meals, the program works to show them ways to make their nutrition something that they control. For nutrition education, they use the USDA's "My Plate" curriculum. They also partner with the Visiting Nurse Association's Cooking Matters program, which offers hands-on demonstrations that show how to prepare healthy meals. Recently, Solomon Girls Center purchased an aquaponics unit, which allows them to grow

fresh produce indoors all year round. The girls learn how to grow, freeze, and can vegetables, and learn that access to healthy food is something that they can control. Besides providing food, the program teaches the girls ways to take care of their own nutrition.

Health Beyond Nutrition

Solomon Girls Center also promotes physical activity, by highlighting forms of exercise that they know the girls will enjoy. Zumba and "Go, Girl, Go" incorporate dance and movement to make staying healthy something fun, and they show the girls that they don't need much space or equipment to do it. Social and emotional health is also of high importance, with structured leadership training that covers topics like setting goals, long-term planning, public speaking, service learning, and business leadership.

Advice for Other Programs

Look for ways to not just serve nutritious meals but empower kids to be in control of their nutrition and adopting a healthy lifestyle.

Vended Meals and other Time-Savers

Kids Can

Kids Can is a self-sponsored CACFP site in Omaha, serving approximately 70 children after school each day. They are currently expanding their afterschool program from snacks to meals. Since there is not a full kitchen on-site, using a vendor for snacks and for other meals (e.g., for their preschool program) has helped them to meet federal nutrition requirements.



Using a Vendor

Kids Can's vendor provides sample menus at the beginning of each year, and staff place orders one week in advance. There is no shopping, no menu planning, no cooking or additional cleaning, and no additional staff to manage meals. The vendor has also provided mini-trainings to help staff with meal service and ordering, and the staff appreciate knowing that their food will meet nutrition guidelines. It does require some thought; staff need to pay careful attention to attendance and place accurate orders, as food that is ordered but not served is not reimbursed. However, the vended option has worked well for Kids Can. In particular, they appreciate that staff have more time to interact with participants.

Using a Small Staff

On the administrative side, Chief Operating Officer Terri Lewis says that Kids Can staff "work smart and hard" to meet requirements. To save time and ensure accuracy, they have purchased a software program that tracks attendance and produces monthly reports. Direct care staff enter daily numbers, and the office manager prepares the reports. While federal nutrition programs' requirements can be daunting, Lewis notes that the burden is minimal now that the program is up and running. As long as direct care staff take accurate point-of-service meal counts and enter them correctly, submitting food orders and/or preparing monthly reports now takes the program less than an hour a week.

Advice for Other Programs

Vended meals can be a great option if you have the numbers to support it, but you still need to stay organized. Even if you save time through vending or use recordkeeping software, success depends on having well-trained, committed staff at the point of service. When monthly numbers don't add up because of uncounted meals or typing errors, finding the mistake can be stressful and time-consuming. Data entry isn't difficult, but it can be boring, so be sure to let staff know that what they are doing is important. Keep accurate records, and once you have a routine in place, the program runs very smoothly!

Cooking with Limited Means

Completely Kids!

Completely Kids is an Omaha nonprofit that operates community- and school-based afterschool sites throughout the city. For CACFP, one of their sites has found ways to prepare hot meals for 40-60 children each day without the use of a full kitchen.

Managing Resources

At its downtown Omaha site, Completely Kids prepares meals with one chef, one warmer, one convection oven, and one griddle. With these limited resources, Completely Kids super chef Valerie Long prepares entrees including hamburgers, spaghetti, quesadillas, hot dogs, and pork shoulders. To encourage children to try new foods, Long uses themed meals. Recent examples include 'Thanksgiving' (Long cooked a turkey in the convection oven) and 'Breakfast for Supper.'

Ann Lawless, Director of Family and Community Services, emphasizes the importance of designing meals according to the resources available. For Long, this means cooking each component of the meal in a separate appliance (e.g., hamburgers on the griddle, vegetables in the warmer, and French fries in the oven). Long also uses a similar technique to keep food warm as she plates it. Often, child care counselors and other staff assist with this task.

Advice to Other Programs

Lawless and Long emphasize community partnerships. Completely Kids partners include Roberts Dairy (milk donations), District 66 (sponsor for summer meals), and Food Bank for the Heartland (delivers food). These partnerships have allowed Long to focus on preparing the food, and have reduced the time devoted to managing food delivery and paperwork.



Additional Funding Opportunities

The At-Risk Component of CACFP is not the only way to offset the cost of serving healthy food. This list provides resources for alternative and supplemental funding, as well as resources for summer nutrition.

Potential Funding for Afterschool Providers:

21st Century Community Learning Centers (21st CCLC)

EDUCATION.NE.GOV/21STCCLC

21st CCLC's are programs that share the mission of "working to improve student learning in one or more core academic areas, increase social benefits and positive behavioral changes, and increase family/community engagement to support student education." This is a competitive federal grant program that supports high-quality enrichment for students in high-need areas.

Grants.gov

GRANTS.GOV

Grants.gov is the best site for finding federal grants. For afterschool funds, it will be most useful to search for justice and education opportunities, by showing that your program deters youth from delinquent behavior (justice) or that it provides academic enrichment (education).

The Wallace Foundation

WWW.WALLACEFOUNDATION.ORG/PAGES/DEFAULT.ASPX

The Wallace Foundation provides up-to-date research and unique strategies for afterschool providers. They also offer grant opportunities for innovative programs.

Hunger Free Heartland (HFH)

HUNGERFREEHEARTLAND.ORG

Hunger Free Heartland works to expand access to available food programs and to strengthen community and legislative action. The website is routinely updated with upcoming opportunities.

Traditional CACFP

HTTP://WWW.EDUCATION.NE.GOV/NS/CACFP/BLOG.HTML

This is recommended for sites in areas that do not qualify for the At-Risk Component.

Related Federal Nutrition Programs:

Summer Food Service Program (SFSP)

EDUCATION.NE.GOV/NS/SFSP/INDEX.HTML

The SFSP is the summertime counterpart of the CACFP. It is a USDA program that provides meals to children during the summer. Like CACFP, it is administered by the NDE Nutrition Services. Sites open to all children in their area may qualify based on free or reduced lunch data or census data. Closed sites (those with fixed participant lists) may qualify based on participant income levels.

National School Lunch Program (NSLP)

FNS.USDA.GOV/CND/LUNCH

The National School Lunch Program is a federal program that provides balanced, low-cost or free lunches to children each school day. School-based sites can also receive funding for afterschool snacks (but not meals) through this program. Sponsors already participating in NSLP (usually school districts) are able to use an abbreviated CACFP application

FNS.USDA.GOV/CND/GOVERNANCE/POLICY-MEMOS/2013/SP09_CACFP04-2013OS.PDF

Ask the NDE for more information.



Other Outside Resources

NDE Nutrition Services Website, CACFP Page

EDUCATION.NE.GOV/NS/CACFP/INDEX.HTML

This page is the #1 resource for up-to-date information on running a CACFP program in Nebraska.

- Find up-to date information about eligibility, program requirements, and training sessions
- Find contact information for Nutrition Services staff who can answer CACFP questions
- Access the CACFP manual distributed at NDE training sessions
- Access your online account to apply for CACFP, enter claims, or add sites
- Download worksheets and required forms
- Download powerpoints and other training resources to share with your staff
- Browse the USDA's Child Care Recipes and Food Buying Guide to assist with menu planning

Food Research and Action Center (FRAC)

FRAC.ORG

FRAC works to address hunger and under nutrition in the United States through improvements to public policy and community partnerships, including CACFP and other federal nutrition programs. Their website offers research and best practices from across the country, including an Afterschool Meals Guide. This document is a great resource for more information on CACFP models, sponsorship options, staff training, and outreach strategies to increase participation. It is available online at:

FRAC.ORG/FEDERAL-FOODNUTRITION-PROGRAMS/AFTERSCHOOL-PROGRAMS/FRACS-AFTERSCHOOL-MEALS-GUIDE/

USDA At-Risk Afterschool Meals Guide

HUNGERFREEHEARTLAND.ORG/AT-RISK-AFTERSCHOOL-MEALS-2

Resource outlining federal guidelines for programs serving at-risk meals through CACFP. Detailed information on eligibility, application requirements, meal patterns, recordkeeping, and reimbursements. Should be used in conjunction with NDE resources, as requirements vary from state to state.

Share Our Strength

NOKIDHUNGRY.ORG

Share Our Strength is committed to ending childhood hunger across the nation. They work with local anti-hunger organizations and child nutrition programs to connect children to healthy meals. Their website includes a Center for Best Practices, which includes resources for afterschool meals, summer meals, school breakfast, and nutrition education.

University of Nebraska at Lincoln Extension (UNL Extension)

EXTENSION.UNL.EDU//

UNL Extension provides educational programs to empower youth, strengthen families, advance agriculture, and manage natural resources. It also sponsors the 4-H program for Nebraska. The website offers enrichment suggestions, as well as contact information if you would like to partner directly.

Food Supplement Nutrition Education (FSNE)

MD.NUTRITION-ED.ORG

FSNE is a University of Maryland program designed to encourage healthy lifestyles among youth through nutrition education. It works to promote healthy eating habits through reading, physical education, role modeling, and effective parenting. The program includes a collection of online resources and free nutrition education curricula. Programs are available for kindergarten through 12th grade.



COOKING WEEK 1 - SERVING 20 CHILDREN

Meal	Food supplies and Quantities		Other Supplies	Cost/Meal			
Chicken Burrito^D				Total: \$34.02 Total (regular tortillas): \$32.62			
Salad	• Chicken - 3.57 lbs	• Tomatoes - 4 large (1lb)	Sauce pan	Boneless Chicken Thighs	\$7.10	Tomatoes	\$1.50
Seasonal Fruit (choice)	• Taco seasoning - 1 packet	• Cucumber - 2	Frying pan	Seasoning	\$0.99	Dressing	\$0.99
Milk	• Tortillas -20	• Onion - 1	Cutting board	Tortillas	\$5.18	Fruit	\$5.37
	• Salsa - 38 oz	• Ranch dressing - ½ bottle	Spatula	Salsa	\$2.65	Milk	\$4.46
	• Romaine Lettuce - 2 heads (1.5 lbs)	• Seasonal fruit - 3 lbs (¼ cup each)	Knife	Lettuce	\$2.58	Paper	\$3.20
		• Milk - 1 ¼ gallons	Can opener				
			Serving spoon				
Spaghetti^{DE}				Total: \$32.91			
Green Beans	• Spaghetti noodles - 30 oz, uncooked	• Frozen green beans - 64 oz (½ cup each)	Frying pan	Noodles	\$3.60	Fruit	\$2.90
Pineapple	• Ground beef - 3.57 lbs	• Canned pineapple - 40 oz (¼ cup each)	Sauce pan	Beef	\$9.99	Milk	\$4.46
Milk	• Spaghetti (marinara) sauce - 80 oz	• Milk - 1 ¼ gallons	Sauce pot	Sauce	\$4.78	Paper	\$3.20
			Spatula	Green beans	\$3.98		
			Serving spoons				
			Slotted spoon				
Teriyaki Chicken and Rice				Total: \$29.42			
Mixed Vegetables	• Chicken - 3.57 lbs	• Frozen mixed vegetables - 80 oz (½ cup each)	2 Sauce pots	Boneless Chicken Thighs	\$7.10	Fruit	\$5.37
Seasonal Fruit (choice)	• Teriyaki marinade - 1 bottle (20 oz)	• Seasonal fruit - 3 lbs (¼ cup each)	Baking dish	Marinade	\$1.79	Milk	\$4.46
Milk	• Brown rice - 6 cups, dry (½ cup cooked each)	• Milk - 1 ¼ gallons	Serving spoons	Rice	\$2.52	Paper	\$3.20
				Vegetables	\$4.98		
Taco Salad^D				Total: \$35.62			
Fruit Cocktail	• Tortilla rounds - 20 oz (1 oz each, about 9 chips)	• Tomatoes, diced - 4 large (1lb)	Frying pan	Chips	\$3.39	Olives	\$2.80
Milk	• Ground beef -1.79 lbs	• Olives, whole - 1 can (20 oz), about 4 large olives each	Cheese grater (optional)	Beef	\$5.00	Salsa	\$2.65
	• Taco seasoning - 1 packet	• Salsa - 38 oz jar	Can opener	Seasoning	\$0.99	Fruit	\$2.25
	• Cheese, shredded - 20 oz	• Canned fruit cocktail, - 45 oz (¼ cup each)	Knife	Cheese	\$5.30	Milk	\$4.46
	• Romaine Lettuce, shredded - 2 heads (1.5lbs)	• Milk - 1 ¼ gallons	Cutting board	Lettuce	\$2.58	Paper	\$3.20
				Tomatoes	\$3.00		
Turkey and Egg Sandwich^{DEN}				Total: \$35.42			
Carrots	Bread - 40 slices, about 3 loaves	• Mayonnaise - ¼ jar	Sauce pot	Bread	\$4.77	Carrots	\$3.91
Pears	Deli turkey - 1 lb	• Canned pear halves - 45 oz (¼ cup each)		Turkey	\$7.99	Pears	\$2.25
Milk	Eggs - 10 large	• Baby carrots - 50 oz (½ cup each)		Eggs	\$1.20	Milk	\$4.46
	Cheese - 20 oz	• Milk - 1 ¼ gallons		Cheese	\$5.40	Paper	\$3.20
	Mustard - 1 jar			Mustard	\$1.29		
				Mayonnaise	\$0.95		

COOKING WEEK 2 - SERVING 20 CHILDREN

Meal	Food supplies and Quantities	Other Supplies	Cost/Meal
Hamburger ^{DE}			
			Total: \$32.90
Cucumbers	<ul style="list-style-type: none"> Sandwich slims - 20 	<ul style="list-style-type: none"> Mustard - ½ jar 	<ul style="list-style-type: none"> Griddle or grill
Applesauce	<ul style="list-style-type: none"> Ground beef - 3.57 lbs 	<ul style="list-style-type: none"> Mayonnaise - ¼ jar 	<ul style="list-style-type: none"> Knife
Milk	<ul style="list-style-type: none"> Cucumbers - 6 (½ cup each; 6 sticks, ¾-inx3in) Applesauce - 40 oz (¼ cup each) 	<ul style="list-style-type: none"> Ketchup - ½ jar Ranch dressing - ½ jar Milk - 1 ¼ gallons 	<ul style="list-style-type: none"> Cutting board ¼ cup serving spoon
			<ul style="list-style-type: none"> Sandwich Slims \$5.97 Beef \$9.99 Cucumbers \$4.74 Applesauce \$1.79 Mustard \$0.65 Mayonnaise \$0.95 Ketchup \$0.65 Ranch \$0.50 Milk \$4.46 Paper \$3.20
Enchiladas ^D			
			Total: \$36.96
Total (regular tortillas): \$35.56			
Mixed Vegetables	<ul style="list-style-type: none"> Chicken, cooked and shredded - 5 cups (2.5 lbs) 	<ul style="list-style-type: none"> Canned green chilies, chopped - 2 (4 oz) Tomatillo salsa - 2 cups 	<ul style="list-style-type: none"> 3- 9x13 inch pans Mixing bowl Can opener Serving spoon Spatula Knife Cutting board Sauce pot Grater (optional)
Peaches	<ul style="list-style-type: none"> Cheese, shredded - 3 cups (12 oz) Sour cream - 2 cups Tortillas - 20 Onions - 2 Garlic cloves - 4 Olive oil - 4 teaspoons 	<ul style="list-style-type: none"> Frozen mixed vegetables - 80 oz (½ cup each) Canned peach halves - 45 oz (¼ cup each) Milk - 1 ¼ gallons 	<ul style="list-style-type: none"> Chicken Thighs \$4.98 Cheese \$3.24 Sour cream \$1.62 Tortillas \$5.18 Onions \$1.49 Garlic \$0.50 Chilies \$1.78 Salsa \$2.29 Vegetables \$5.97 Peaches \$2.25 Milk \$4.46 Paper \$3.20
Milk			
Chinese Broccoli and Chicken			
			Total: \$30.92
Apple Juice	<ul style="list-style-type: none"> Whole wheat flour - ½ cup + 2 T Chicken broth - 4 ½ cups (bouillon) Sugar - ¼ cup + 1 T Soy sauce - ¼ cup + 1 T Chicken - 3.57 lbs Garlic cloves - 2, minced 	<ul style="list-style-type: none"> Fresh broccoli - 10 cups (3.5 lbs) Brown rice - 6 cups, dry (½ cup each) Apple Juice - 80 oz (4 oz each) Milk - 1 ¼ gallons 	<ul style="list-style-type: none"> Mixing bowl Knife Cutting board Skillet or Wok Sauce pot Serving spoon Spatula
Milk			<ul style="list-style-type: none"> Chicken Thighs \$7.10 Garlic \$0.50 Soy Sauce \$2.19 Broccoli \$7.16 Rice \$2.52 Apple juice \$3.79 Milk \$4.46 Paper \$3.20
Chicken Sandwich ^{DEN}			
			Total: \$29.76
Carrots	<ul style="list-style-type: none"> Chicken (fillet) - 3.57 lbs 	<ul style="list-style-type: none"> Seasonal fruit - 3 lbs (¼ cup each) Baby carrots - 50 oz (½ cup each) Milk - 1 ¼ gallons 	<ul style="list-style-type: none"> 2- 9x13 pans Knife Cutting board
Seasonal Fruit (choice)	<ul style="list-style-type: none"> Bread - 40 slices, about 3 loaves Mayonnaise - ¼ jar 		<ul style="list-style-type: none"> Chicken \$7.10 Bread \$4.77 Mayonnaise \$0.95 Fruit \$5.37 Carrots \$3.91 Milk \$4.46 Paper \$3.20
Milk			
Pizza (order with low-fat cheese or make) ^D			
			Total: \$36.66
Salad w/Tomatoes, Cucumbers and Eggs E	<ul style="list-style-type: none"> Tomato sauce - 2 cans (8 oz each) Frozen pizza or bread dough (9 oz) - 2 Basil - ½ tsp, dried Oregano - ½ tsp, dried Green pepper - 1 Cheese, shredded - 20 oz Romaine Lettuce - 2 heads (1.5 lbs) 	<ul style="list-style-type: none"> Tomatoes - 4 large (1lb) Cucumber - 2 large Hard-boiled eggs - 20 large Ranch dressing - 1 bottle (20 oz) Strawberries - 3 pints (¼ cup each) Milk - 1 ¼ gallons 	<ul style="list-style-type: none"> 2 Large baking sheets Knife Cutting board Can opener Grater (optional) Sauce pot (boil eggs)
Strawberries			<ul style="list-style-type: none"> Sauce \$2.20 Dough \$4.19 Green Pepper \$1.99 Cheese \$5.30 Lettuce \$2.58 Tomatoes \$3.00 Cucumber \$1.79 Eggs \$2.40 Dressing \$0.99 Strawberries \$4.56 Milk \$4.46 Paper \$3.20
Milk			

Menu Guide

COOKING WEEK 3 - SERVING 20 CHILDREN

Meal	Food supplies and Quantities	Other Supplies	Cost/Meal	
Chicken Stir Fry			Total: \$28.11	
Oranges Milk	<ul style="list-style-type: none"> • Chicken - 3.57 lbs • Brown rice - 6 cups, dry • Cornstarch - 2/3 cup • Soy sauce - 1/2 cup • Garlic powder - 3/4 tsp • Cooking oil - 1/2 cup + 3 T • Broccoli florets - 6.5 cups • Celery, sliced - 4 cups (1.28lbs) • Carrots, sliced - 3 + 1/3 cups (1.25lbs) 	<ul style="list-style-type: none"> • Onion, cut into wedges - 2 • Water - 3 + 3/4 cups • Chicken bouillon granules - 1 T + 3/4 tsp • Oranges - 10, cut into fourths (1/2 orange each) • Milk - 1 1/4 gallons 	Skillet or Wok Spatula Measuring cups Measuring spoons Knife Cutting board Sauce pot or rice cooker Re-sealable plastic bag or bowl with plastic wrap	Chicken Thighs \$7.10 Rice \$2.52 Broccoli \$3.50 Celery \$0.85 Carrots \$0.99 Onion \$1.50 Oranges \$3.99 Milk \$4.46 Paper \$3.20
Cheesy Pasta with Chicken and Spinach ^{DE}			Total: \$33.56	
Apples Milk	<ul style="list-style-type: none"> • Chicken, cooked and cubed - 1.5 lbs • Spiral pasta - 24 oz • Frozen Spinach, thawed, chopped - 15 oz • Eggs - 4 • Olive oil - 1/3 cup + 3 T 	<ul style="list-style-type: none"> • Bread crumbs - 1 cup + 2 T • Tomato basil pasta sauce - 88.5 oz • Cheddar cheese, shredded - 12 oz • Mozzarella cheese, shredded - 12 oz • Apples - 10, cut in half • Milk - 1 1/4 gallons 	2- 9x13 inch pans Sauce pot Knife Cutting board Grater (optional) Measuring cups Measuring spoons Wisk	Chicken Boneless Thighs \$2.99 Pasta \$3.98 Spinach \$3.19 Eggs \$0.48 Bread crumbs \$0.99 Sauce \$4.92 Cheddar \$3.18 Mozzarella \$3.18 Apples (3 lb bag) \$2.99 Milk \$4.46 Paper \$3.20
Turkey Wrap ^{DE}			Total: \$36.32 Total (regular tortillas): \$34.92	
Applesauce Milk	<ul style="list-style-type: none"> • Tortillas - 20 • Turkey deli meat - 1.25 lbs • Mozzarella cheese - 20 oz • Lettuce, shredded - 1 head • Carrots shredded - 1 lb 	<ul style="list-style-type: none"> • Mayonnaise - 1/4 jar • Mustard - 1/4 jar • Applesauce - 80 oz • Milk - 1 1/4 gallons 	Knife Cutting board Grater Sauce pan	Tortillas \$5.18 Turkey \$11.19 Cheese \$5.40 Lettuce \$1.29 Carrots \$0.75 Mayonnaise \$0.95 Mustard \$0.32 Applesauce \$3.58 Milk \$4.46 Paper \$3.20
Baked Potato Bar ^{DE}			Total: \$35.43 Total (no sour cream): \$33.81	
Mixed Vegetables Seasonal Fruit (choice) Milk	<ul style="list-style-type: none"> • Potatoes - 20 • Cheddar cheese, shredded - 12 oz • Frozen broccoli - 34 oz • Canned chili con carne - 3 (15 oz each) • Hardboiled eggs - 10 (1/2 each) 	<ul style="list-style-type: none"> • Frozen mixed vegetables - 40 oz (1/4 cup each) • Seasonal fruit - 3 lbs (1/4 cup each) • Butter - 1 small tub • Sour cream - 1 small tub (optional) • Milk - 1 1/4 gallons 	Baking sheet Sauce pot- 3 Grater-optional	Potatoes \$3.59 Cheese \$3.24 Broccoli \$3.40 Chili \$4.77 Eggs \$1.20 Vegetables \$2.99 Fruit \$5.37 Butter \$1.59 Sour cream \$1.62 Milk \$4.46 Paper \$3.20

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COOKING WEEK 3 - SERVING 20 CHILDREN

Meal	Food supplies and Quantities	Other Supplies	Cost/Meal				
Quesadilla ^D			Total: \$31.25 Total (regular tortillas): \$29.85				
French-Style Green Beans Watermelon Milk	<ul style="list-style-type: none"> Tortillas - 20 Cheddar cheese, shredded - 20 oz Black beans - 3.5 cans (15.5 oz) 	<ul style="list-style-type: none"> Salsa - 1 jar Green beans, frozen - 30 oz Watermelon - 1 large (6.5 lb), ½ cup each Milk - 1 ¼ gallons 	<ul style="list-style-type: none"> Skillet, 3 Sauce pot Knife Cutting board Strainer Grater (optional) Olive oil 	Tortillas	\$5.18	Green Beans	\$1.99
				Cheese	\$5.40	Watermelon	\$5.99
				Beans	\$2.38	Milk	\$4.46
				Salsa	\$2.65	Paper	\$3.20

COOKING WEEK 4 - SERVING 20 CHILDREN

Meal	Food supplies and Quantities	Other Supplies	Cost/Meal				
Scoop-It-Up Tuna & Egg Salad ^{DE}			Total: \$24.12				
Crackers ^D Cucumbers Celery Milk	<ul style="list-style-type: none"> Canned tuna - 4 cans (6 oz each) Hardboiled eggs - 10 Carrots, shredded - 8 small Mayonnaise - 1 ½ cups Salt and pepper to taste Milk - 1 ¼ gallons 	<ul style="list-style-type: none"> Celery stalks - 20 (¼ cupeach; 3 sticks, ½-inx4-in) Cucumber - 6 (½ cup each; 6 sticks, ¾-inx3in) Crackers - 20 oz (1 oz each, about 15-1in crackers) 	<ul style="list-style-type: none"> Sauce pan Can opener Knife Cutting board Grater Mixing bowl Mixing spoon 	Tuna	\$2.76	Cucumber	\$4.74
				Eggs	\$1.20	Crackers	\$3.98
				Carrots	\$0.75	Milk	\$4.46
				Mayonnaise	\$0.95	Paper	\$3.20
				Celery	\$2.08		
Turkey and Black Bean Pita			Total: \$30.19				
Fruit Cup Milk	<ul style="list-style-type: none"> Pita - 10 Ground turkey - 2 lbs Tomato paste - 12 oz Black beans - 3.5 cans (52.5 oz) Jalapeno, diced - 2 small Onion, diced - 1 cup Diced tomatoes in juice - 2 cans (15 oz) 	<ul style="list-style-type: none"> Garlic - 3 cloves, minced Chili powder - 1 + 1/3 T Pepper to taste Salt -free season - 2 tsp Canned fruit cocktail - 80 oz (½ cup each) Milk - 1 ¼ gallons 	<ul style="list-style-type: none"> Skillet Spatula Knife Cutting board Measuring spoons Measuring cups 	Pita	\$3.99	Tomatoes	\$1.40
				Turkey	\$7.98	Garlic	\$0.50
				Tomato Paste	\$0.99	Fruit	\$4.00
				Beans	\$2.38	Milk	\$4.46
				Jalapeno	\$0.30	Paper	\$3.20
				Onion	\$0.99		
Chicken Kebobs - (allow to marinate overnight)			Total: \$33.58				
Brown Rice Pineapple Milk	<ul style="list-style-type: none"> Chicken thighs (boneless) - 3.57 lbs Brown rice - 6 cups, dry Vegetable oil - 1 cup Soy sauce - 1 cup Lemon juice - ¾ cup Worcestershire sauce - 1/3 cup Mustard - 1/3 cup Black pepper - 2 tsp 	<ul style="list-style-type: none"> Garlic - 3 cloves, minced Green peppers - 1, cubed Red bell pepper - 1, cubed Cherry or grape tomatoes - 2 pints Canned pineapple - 80 oz (½ cupeach) Milk - 1 ¼ gallons 	<ul style="list-style-type: none"> Saran wrap Mixing bowl Mixing spoon Knife Cutting board 	Chicken Thighs	\$7.10	Peppers	3.98
				Rice	\$2.52	Tomatoes	\$4.00
				Lemon Juice	\$1.50	Pineapple	\$5.80
				Mustard	\$0.52	Milk	\$4.46
				Garlic	\$0.50	Paper	\$3.20

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COOKING WEEK 4 - SERVING 20 CHILDREN

Meal	Food supplies and Quantities	Other Supplies	Cost/Meal				
Chicken Fajita Stir Fry - (allow to marinate overnight)			Total: \$28.25				
Chile Corn Pears Milk	<ul style="list-style-type: none"> • Chicken thighs (boneless) -1.75 lbs, cut into thin strips • Black beans - 3.5 cans (52.5 oz) • Brown rice - 6 cups, dry • Vegetable oil - ¾ cup + 2 T • Lemon juice - ¾ cup + 2 T • Garlic cloves - 8, minced • Chili powder (chicken) - 1 tsp • Pepper - 1 tsp • Green onions - 8, thinly sliced 	<ul style="list-style-type: none"> • Salsa - 38 oz • Frozen corn - 30 oz • Roasted red chilies - 1 small can, finely diced • Chili powder (corn) - 1 tsp • Paprika - ¼ tsp • Onion powder - ¼ tsp • Oil - 1 T • Canned pears - 80 oz (½ cup each) • Milk - 1 ¼ gallons 	Skillet Measuring cups Measuring spoons Knife Cutting board Skillet Spatula Sauce pot Mixing spoon	Chicken Rice Black beans Lemon juice Garlic Onions	\$3.48 \$2.52 \$2.38 \$1.49 \$0.50 \$0.50	Salsa Corn Chiles Pears Milk Paper	\$2.65 \$1.98 \$0.89 \$4.20 \$4.46 \$3.20
Breakfast for Lunch ^{DE}			Total: \$21.49				
Scrambled Eggs Whole Wheat Pancake Banana Juice Milk	<ul style="list-style-type: none"> • Eggs - 20 • Salt - ¾ tsp (eggs) • Whole wheat flour - 4 cups • Eggs - 4 (pancakes) • Sugar - 4 T • Baking powder - 2 T + 2 tsp • Salt - 1 ¼ tsp (pancakes) • Oil - ½ cup 	<ul style="list-style-type: none"> • Syrup - 1 bottle (24 oz) • Bananas - 10 large, 2.5 lbs (½ cup each) • Apple juice - 80 oz (4 oz each) • Milk - 1 ¾ gallons (total) 1 ½ cups (eggs) • 4 cups (pancakes) 	Knife Cutting board Spatula Mixing bowl Measuring cups Measuring spoons Salt Pepper	Eggs Flour Syrup Bananas	\$2.88 \$1.00 \$3.00 \$1.38	Juice Milk Paper	\$3.79 \$6.24 \$3.20

Appendix B

Sites can use this to update their sponsors.

MONTHLY UPDATE FORM

Site Name:

Phone:

Email:

Any staff changes this month

Staff trainings completed:

Date(s)	Topic	Staff Attending
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Volunteer assistance this month:

Date(s)	Topic	Staff Attending
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Special enrichment activities this month

Questions/Concerns:

PLEASE ATTACH ALL RELEVANT RECEIPTS AND INVOICES! THANK YOU!

