



Dare to Care
Food Bank

Kids Café

Sun Meals (SFSP)
Training

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Food Safety

Questions

Year: 6.9.25-8.1.25

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5 Others Treated

Louisville Youngster, 9, Dies of Malnutrition

By STEPHEN FORD
Courier-Journal Staff Writer

On the eve of Thanksgiving—America's traditional day of feast—a 9-year-old Louisville boy was carried into General Hospital last night, dead of malnutrition. He weighed only about 30 pounds.

Treated for the same condition were the boy's five brothers and sisters, all drastically underweight. They ranged in age from 1 to 11 years old.

Robert Drew Ellis, son of Mrs. Estelle Ellis, was pronounced dead on arrival about 7 p.m. by Deputy Coroner Lloyd Roemele, who said the child had been dead since 1 p.m. An autopsy will be performed this morning.

Investigating officers said they were called to 2116 Eddy St., in the Russell area of Western Louisville, about 6:30 p.m. on a report that a child had died.

The officers said they asked Mrs. Ellis, 29, and her husband, R. Cecil White, 33, where the dead child was. The

couple pointed to a bed containing children. One of them Robert. "It looked like the pictures they saw on TV for CARE," one of the said later.

Police took the dead boy and other children to the hospital. are recuperating in the hospital's atries ward and will be sent later to Sunshine Lodge, a county home for dependent children in Jeffersonton.

The five surviving children are Mary Ann, 11, about 35 pounds; Jane, 8, about 30 pounds; Vicki, about 15 pounds; Nicky, 2, a pounds, and Marie, 1, about 10 pounds. Mrs. Ellis told police that she receives a monthly welfare check for \$175.

husband said he makes between \$4 \$10 a day as an odd-job repairman. The parents said they have little money left for food after paying other bills.

The Rev. Charles Elliott Jr., pastor of King Solomon Baptist Church, said la





Dare to Care
Food Bank

Mission

**Working together to provide pathways
to end hunger in our community.**

Vision

**A nourished community where
everyone can thrive.**

Belonging

We nurture an inclusive culture where all feel valued, supported, and have a meaningful voice. We embrace diversity and ensure equitable access to resources and opportunities.

Innovation

We are curious problem-solvers. We challenge assumptions, collaborate, and pursue excellence through continuous learning, improvement, and reflection.

Respect

We uphold the dignity of every person. We treat others with kindness, listen actively, acknowledge contributions, steward resources, and are thoughtful in our interactions and relationships.

Safety

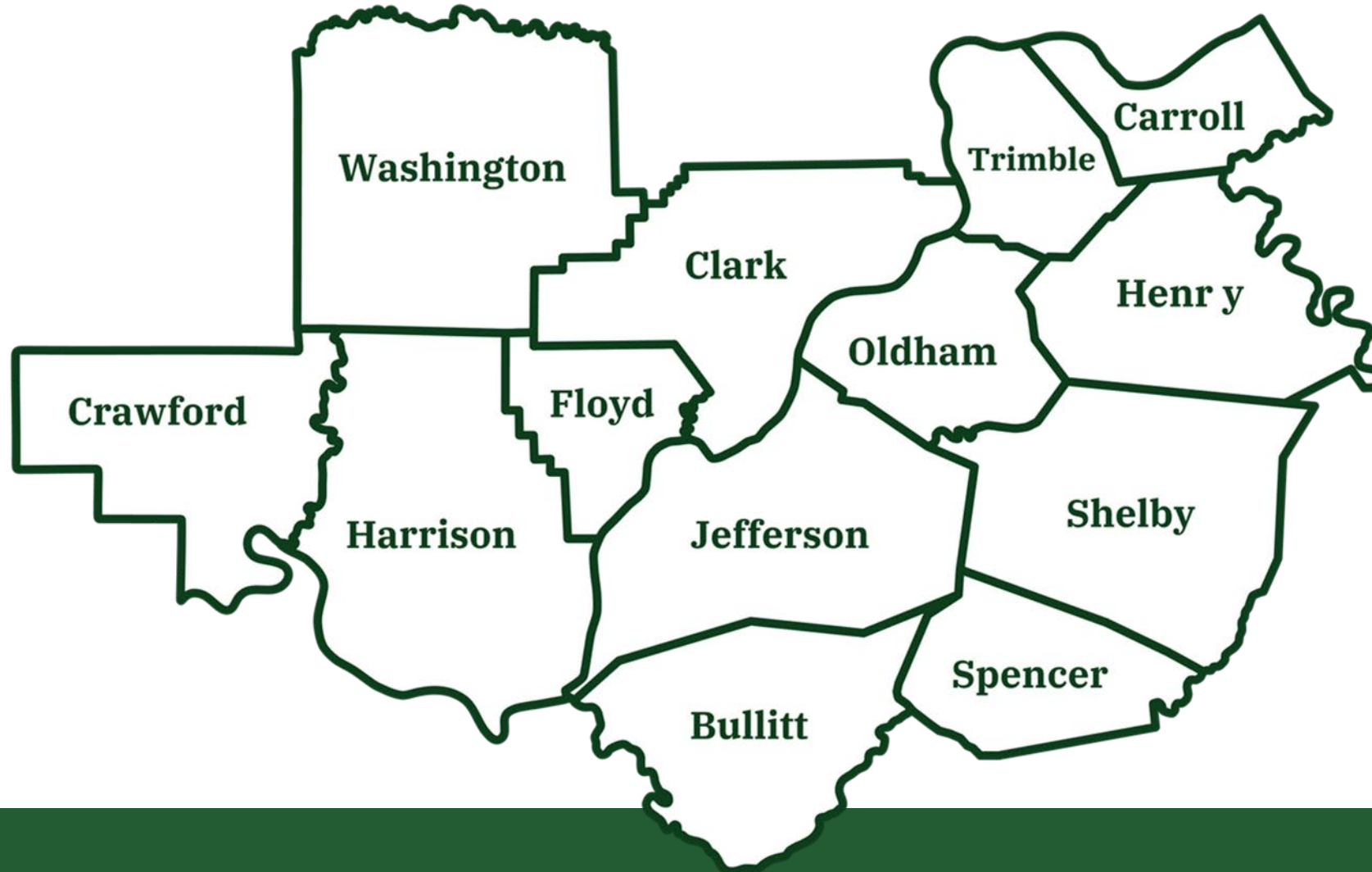
We prioritize safety in all its forms: food- related as well as environmental, psychological, and physical.

Values



Dare to Care
Food Bank

**Dare to Care serves 13 Counties in the Kentuckiana area,
offering a variety of food service programs through 220
Partners.**





Locations

- Fern Valley Warehouse – 5803 Fern Valley Rd, Louisville, KY 40228
 - Monday-Thursday 7:30am – 1:30pm
 - Friday – 7:30am – 12pm
- Community Kitchen – 1200 S 28th St, Louisville, KY 40211
- CSFP Warehouse – 3360 Commerce Center Pl, Louisville, KY 40211

Closures

- New Year's Day
- Martin Luther King Jr's Day
- Oaks Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving & Following Friday
- Christmas Eve
- Christmas Day

SEVERE



WEATHER



Annual Inventory:
LAST WEEK
OF JUNE
EVERY YEAR

Kentucky	
Bullitt County, KY	12.9%
Jefferson County, KY	13.1%
Spencer County, KY	11.2%
Shelby County, KY	11.3%
Henry County, KY	15.6%
Oldham County, KY	8.4%
Carroll County, KY	16.8%
Trimble County, KY	15.3%



1 in 5 children faces
food insecurity.

Indiana	
Clark County, IN	12.7%
Crawford County, IN	18.3%
Harrison County, IN	12.4%
Floyd County, IN	12.4%
Washington County, IN	14.6%



1 in 8 adults faces
food insecurity.

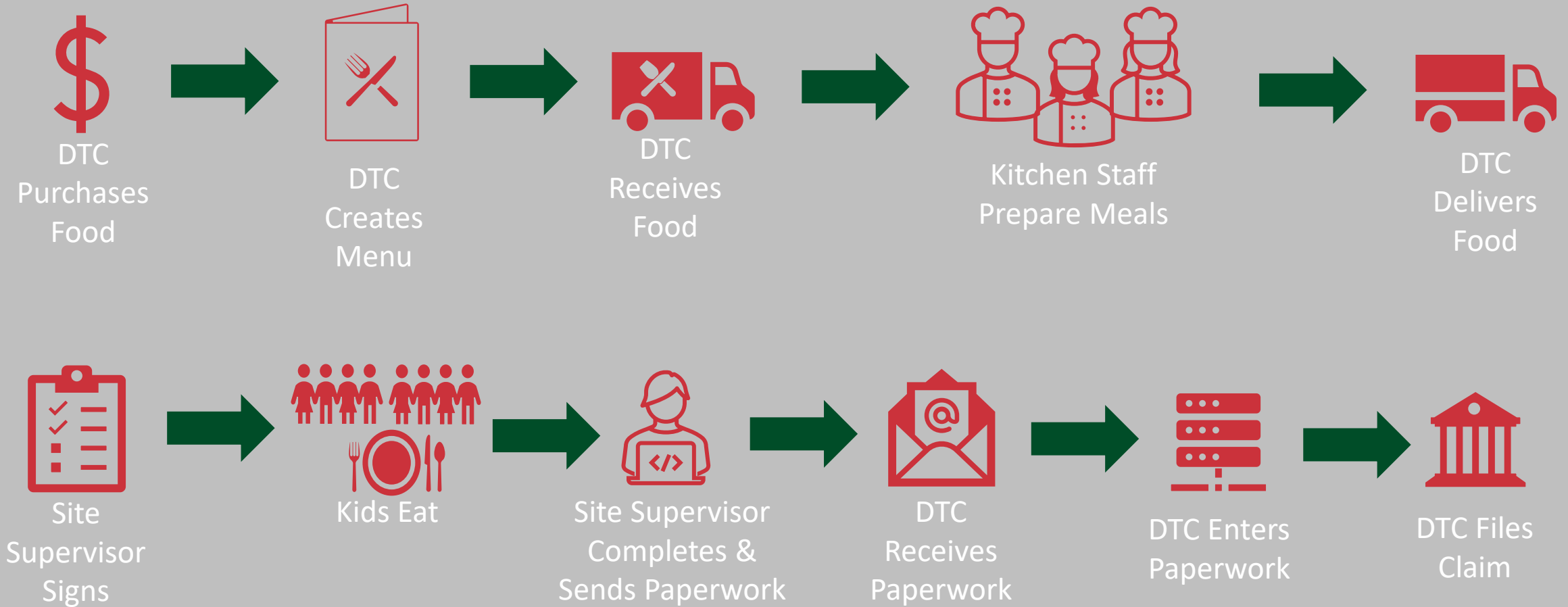
Food Insecurity Rate

Terms Acronyms & Definitions

- **Agency Partners/Sites** - organizations that partner with Dare to Care (also referred to as Partners).
- **CACFP** – Child & Adult Care Food Program.
- **Community Kitchen** - DTC's kitchen in the Parkland Neighborhood.
- **DOE** – Dept. of Education
- **DTC** – Dare to Care Food Bank
- **Kids Café** – Sites/Partners that host the CACFP/SFSP Program.
- **Neighbors/Participants/Kids** - people we serve
- **SFSP** – Summer Food Service Program aka Summer Meals
- **USDA** - United States Department of Agriculture

What is the Sun Meals (SFSP) Program?

- Sun Meals, formerly known as Summer Food Service Program(SFSP), is a federally funded program provided by the Food and Nutrition Service of the USDA that provides reimbursements for nutritious meals and snacks served to eligible children.
- The Department of Education oversees the program in KY.
- DTC is the Sponsor for the Sun Meals Program.



How Does SM Work?

Your Responsibilities (Site Supervisor)

- Attend Yearly Training.
- Comply with Civil Rights laws and Regulations.
- Stay at the Site for the entire Meal Service.
- Provide paper plates/bowls, utensils and thermometers.
- Clean and sanitize food service area.
- Practice Food Safety and ensure safe and sanitary conditions at your Site.
- Receive and Account for Delivered Meals(Driver& Site must sign the Daily Meal count sheet).
- Serve Meals & Ensure Children Eat Onsite.
- Plan, Organize & Post Daily Activities/Programs.
- Have a Backup Supervisor.
- Turn Daily Meal Count Sheets in each Week by 11:59pm on Friday.
- Turn Record of Meals Served in by last day of the Month at 11:59pm.
- Update DTC on any Changes.
- Clean and return Cambro's/Pans/Utensils.
- Post Menu, "And Justice For All Poster", and Entry Signage.

DTC Responsibilities (Sponsor Site)

- Visit the site at least once during the first four weeks of operation after opening day.
- DTC Staff will arrive without prior notice at any time.
- Check on Site Operations to Ensure Site Supervisor Maintains all Records.
- Conduct Pre-Op Visit (must view Site prior to approval).
- Review Food Service Operations.
- Prepare Report of Visits and Reviews-Revisit Site if Necessary-Conduct Trainings.
- If Issues are Found, a Corrective Plan will be Developed with Site Staff.
- Email Site copy of Monitoring Form.
- Collect Meal Count Reports
- Submit claims to the DOE.

SPONSOR & STATE REVIEWS



DTC will Monitor 1 time during the Summer:



- To ensure Food Safety is being followed.
- To ensure paperwork is in order.
- To ensure Meal Service is being counted correctly.
- To ensure Race/Ethnic Data has been collected.
- To answer any questions/concerns.
- Noncompliance will result in a Corrective Action Plan.
- Immediate Termination if health, safety or wellbeing of children is threatened.

KY Dept. of Education may choose to visit your Site at any point during the summer.

Monitoring Visits



WHEN, WHERE, AND WHO CAN YOU SERVE?

- Meals must be served only during approved Meal Service times.
- If a Meal Service time must be changed, DTC must get it approved by the State before it can be changed.
- Any Meals Served outside the approved Meal Service window cannot be claimed for reimbursement by DTC.
- All Meals must be served at the Site's location and cannot be changed/moved without approval.
 - Sites must be easily accessible and safe for kids to gather.
- Meals must be eaten in the presence of Site Staff.
 - Meals cannot be taken offsite.
- Children between the ages of 6yrs – 18yrs are eligible to be served a Meal.

Meal Service

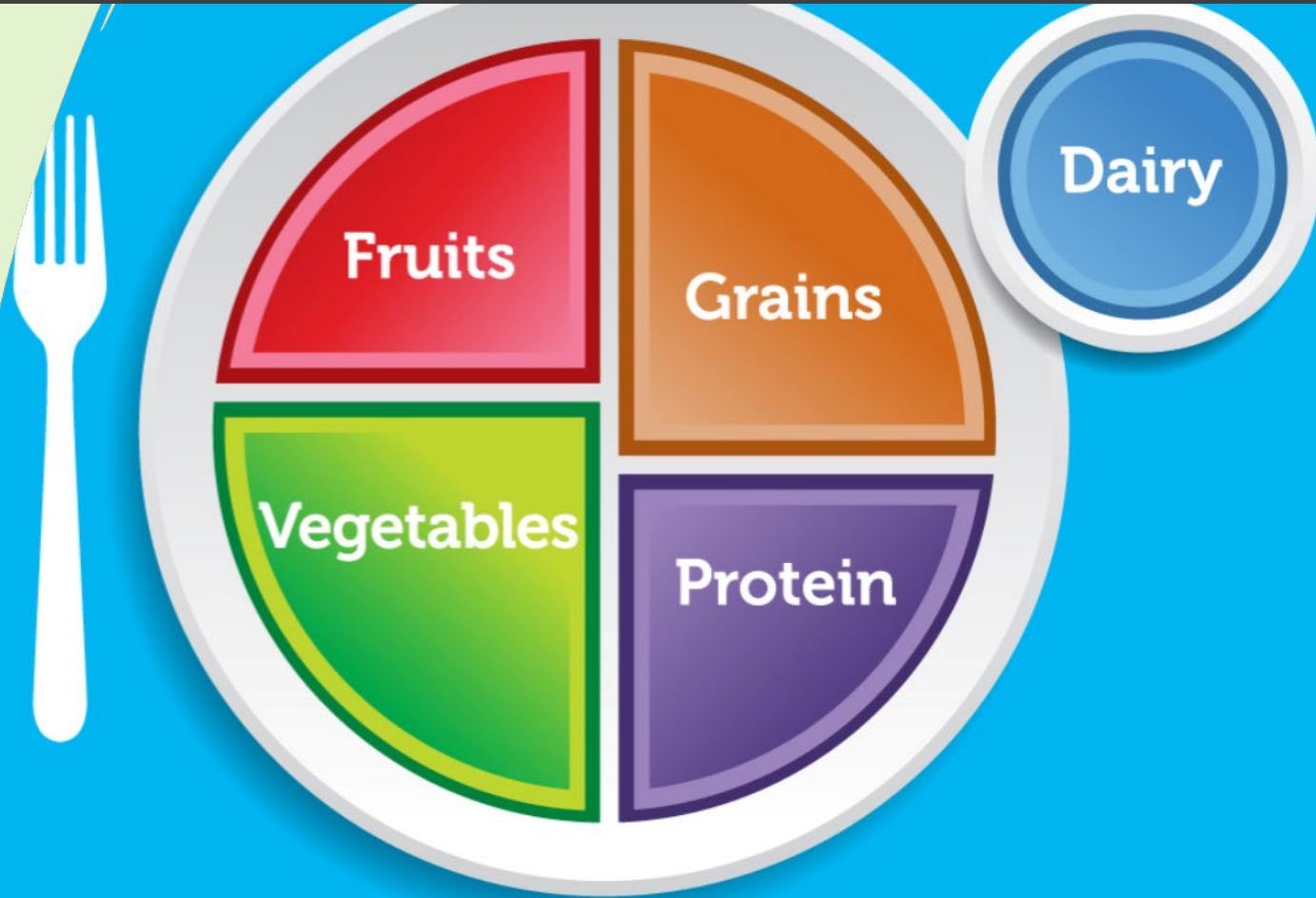


FOOD DELIVERY & PICKUP

- Someone **MUST** be present to receive Food Delivery between **9am – 11am**.
- Delivery drivers will not make calls to Sites regarding orders.
- Delivery Tickets should be signed after Cambro is checked and kept in your files.
- Check the Food Temperature 30 minutes prior to serving and right before Meal Serve Time(135+ Degrees for Hot Food & 41 Degrees and below for Cold Food).
- Pans and Utensils **MUST** be free of food debris after Meal Service and before they are put back into the Cambro.
- All unused product **MUST** be removed from the Cambro's and thrown in the trash(Cooked Food Must be thrown out).

MEAL PATTERN & MENUS

- Menu must be posted.
- Meals served at approved time.
- Children **MUST** take ALL items.
- Milk is required.
- Do not add food.
- Water may be served, but it does not replace milk.
- DTC may change the menu as needed – we will communicate any changes on the Delivery Ticket.



Choose**MyPlate**.gov

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>Chicken and Rice Bake</i> - 3.5 oz WG Rice - 1 oz Seasoned Broccoli- 1/2 <u>cup</u> Fresh Pear-1 each Skim Milk - 8 fl. oz.</p>	<p><i>TACO TUESDAY</i> Beef fajita with peppers and onions- 2 oz WG flour tortilla- 2 each Refried pinto <u>beans</u>- 1/2 cup Fresh Apple-1 each Skim Milk - 8 FL oz</p>	<p><i>Orange Chicken</i>- 4 oz WG Dinner Roll -(1 each) Seasoned Broccoli- 1/2 <u>cup</u> Mandarin Cup - 1 each Skim Milk - 8 fl. Oz.</p>	<p><i>Beef and Bean Chili</i> - 6 oz WG Crackers - 1 oz Baked Potato - 1 each Grapes - ½ cup Skim Milk - 8 fl. Oz.</p>	<p><i>Fried Chicken Drumstick</i> WG goldfish crackers - 1 oz Mashed Potatoes and Gravy - ½ cup Fresh Pineapple - 4 oz Skim Milk - 8 fl. Oz.</p>
<p><i>Beef Nachos</i> WG Nacho Chips - 1 oz Four-Way Vegetables -1/2 cup Fresh Pineapple - 4 oz Skim Milk - 8 fl. Oz.</p>	<p><i>Honey Mustard Chicken</i> WG Twisted Breadstick - 1 <u>each</u> Crinkle Cut carrots - 1/2 <u>cup</u> Fresh Orange - 1 each Skim Milk - 8 fl. Oz.</p>	<p><i>Cheeseburger</i> - Burger with Cheese Slice - 1 each WG Bun - 1 each Potato Wedges - ½ cup Fresh Apple - 1 each Skim Milk - 8 fl. Oz.</p>	<p><i>Chicken, Cheese, & Pasta</i> WG Rice - 1 oz Seasoned broccoli - ½ cup Fresh Pear- 1 each Skim Milk - 8 fl. Oz.</p>	<p><i>Beef Lasagna</i>- 4 oz WG Lasagna Sheets -½ cup Garden Veg blend - ½ cup Fresh Grapes - ½ cup Skim Milk - 8 fl. Oz.</p>
<p><i>Chicken Fajita Soft Tacos w peppers and onion</i> 1/2 oz shredded cheese Seasoned Corn - ½ cup Fresh orange - 1 each Skim Milk - 8 fl. Oz.</p>	<p><i>Spaghetti Bolognese</i> 6 oz meat and pasta WG Dinner Roll - 1 each Seasoned Veg Mix - ½ cup Fresh Banana- 1 each Skim Milk - 8 fl. Oz.</p>	<p><i>Fried Chicken</i> WG Mac & Cheese - 6 oz Green Beans- ½ cup Fresh Grapes - ½ cup Skim Milk - 8 fl. Oz.</p>	<p><i>Salisbury Steak</i> - 1 each WG Twisted Breadstick - 1 <u>each</u> Mashed Potatoes - ½ cup Brown Gravy - 1 oz Fresh Plum - 1 each Skim Milk - 8 fl. Oz.</p>	<p><i>Beef Enchilada Casserole</i> (1 each) WG Flour Tortilla Pinto Beans - ½ Cup Fresh Orange - 1 each Skim Milk - 8 fl. Oz.</p>
<p><i>Naples Meatball Sub</i>- 1 each 2 Meatballs WG Bun - 1 each Seasoned Broccoli - ½ cup Mandarin Cup- 1 each Skim Milk - 8 fl. oz.</p>	<p><i>Moroccan Chickpeas & Orzo</i> 3.5 oz WG Pita Bread - 1 each Ginger Carrots - ½ cup Fresh Apple - 1 each Skim Milk - 8 fl. oz.</p>	<p><i>Beef Nachos</i> - 2.5 oz WG Tortilla Chips - 1 oz Corn Cobette - 1 each Fresh Pineapple - ½ cup Skim Milk - 8 fl. oz.</p>	<p><i>Baked Rotisserie Chicken</i>- 1 each WG Twisted Breadstick - 1 <u>each</u> Collard Greens - ½ cup Fresh Orange - 1 each Skim Milk - 8 fl. oz.</p>	<p><i>Turkey Sausage Bratwurst</i> - 1 each WG Hot Dog Bun - 1 each Kevin's Famous Baked Beans- ½ cup Fresh Pear - 1 each Skim Milk - 8 fl. oz.</p>

Sample Menu

Food Allergies

Doctors' note stating child has confirmed disability and that a substitution is required.

If doctor marks that the child has special dietary needs but does not have a disability, no accommodations will be made.

If a child never brings a doctor's note, you are required to serve the entire meal.

If a child is lactose intolerant and does not bring a note, they must still be served milk. They are not required to drink it, but they must take it.

Meal Serve Guidelines

Sanitation

Staff must wash hands and use gloves to serve food.

Children must wash hands or use hand sanitizer before eating.

Tables must be washed and sanitized before meal service.

Food Temperature must be checked and recorded.

Meal Service

Each Meal Served must meet the Meal Pattern to be counted as a Meal.

The Meal Count must happen as the Children go through the line and are served.

The Count cannot happen before or after Meal Service.

Share Table

Must have a designated area.

All Food Safety Guidelines must be followed.

Food must be kept at the appropriate temperature.

Shelf stable food left on the share table may be served at another time.

Food Waste

Children may take a fruit, grain, or vegetable off site.

Whole or unopened fruits, grains, or vegetables may be served at another time.

Everything else **MUST** be discarded – cannot be donated or eaten elsewhere.

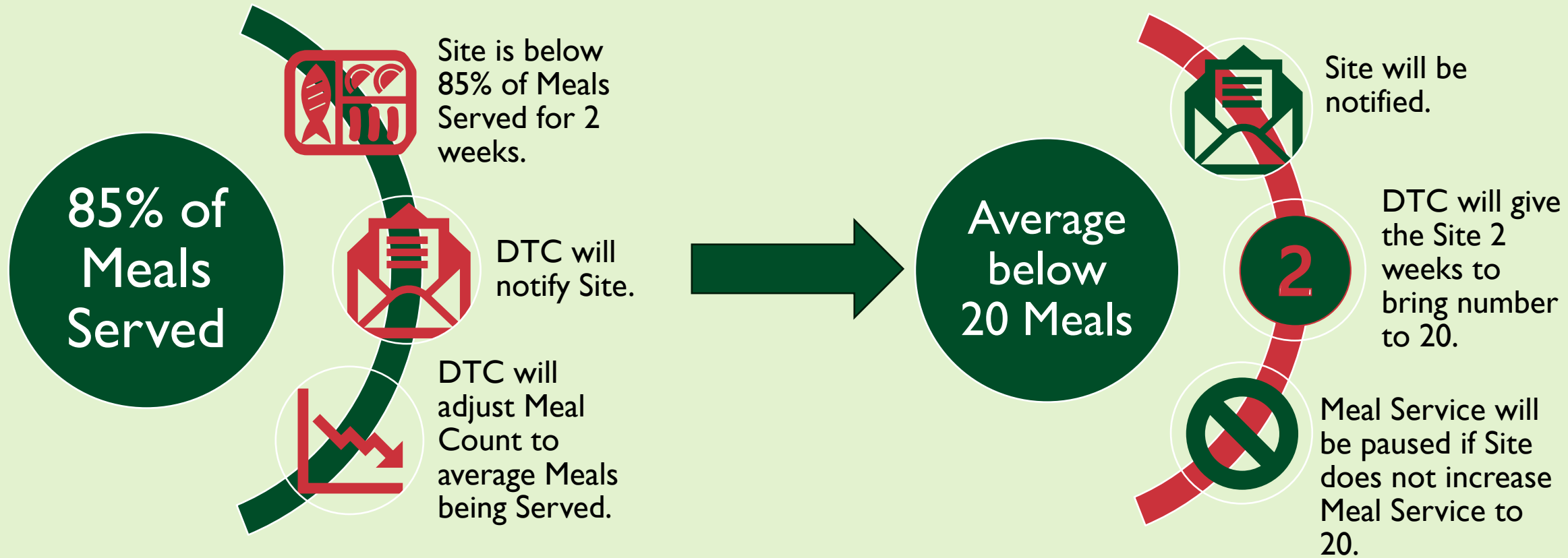
Site Expectations:

- Serve at least 85% of all Meals Delivered.
- Maintain Meal Count at 85% or higher over any two (2) week period.
- Modify Meal Count as needed in a timely fashion to stay above the 85% Meal Service rate.
- If your Site is unattended during delivery, the food will be returned to our Kitchen, and you will need to arrange pickup.

DTC Enforcement:

- Will send an email to let the Site know when they fall below 85%.
- Site will receive a notification when average is below 85%, and adjustments will be made.
- If a Site is still below 85% the 2nd Month, then the Site will receive a Corrective Action.
- DTC may modify your numbers without prior authorization.

85% Meal Serve Rule



85% Meal Serve Rule

Required Cleaning Steps

1. Empty all food contents completely from the Cambros and Pans.
2. Pre-rinse Pans and Utensils with warm water to remove food debris.
3. Wash both thoroughly with appropriate dish detergent and warm water.
4. Rinse completely with clean water until all soap residue is removed.
5. Empty ALL liquid completely - containers must be returned empty.
6. Dry Pans/Utensils thoroughly with clean towels or air dry.
7. Stack and store properly for return.

Cambro Cleaning Policy

Safety Alerts

- NEVER return Cambro's containing any cleaning solutions (including bleach).
- NEVER return Cambro's with standing water.
- ALL Pans/Utensils must be completely empty and dry before return.

Why This Matters

- Returning containers with bleach creates a serious food safety hazard.
- Chemical solutions can damage equipment over time.
- Proper cleaning protects food safety and extends equipment life.
- This protocol is part of your signed agreement.

Cambro Cleaning Policy

COMMUNICATION & Collaboration



When should you reach out to us?

- Changes to your order
- Food quality issue
- Location changes
- Staff changes
- Temporary closures
- Changes in distribution hours or days
- Changes to your distribution model
- Complaints
- Technical support
- Capacity building
- Complements/Testimonials



Site:

Wednesday

NUMBER:

MM/DD/2025

Scan Me!

Salsa Verde Chicken (1 Drumstick)

WG Tortilla Chips (1 oz each)

Corn Salad (4 oz spoodle)

Banana (1 each)

Milk (1 each)



Cambros keep meals at temperature for 4-6 hours. Do not open door except once to quickly take food temperatures.

Take temperatures of meat/meat alternative components twice. Once 30 minutes prior to serving, and again at serving. Hot meals must register at 140F or higher; cold foods must register at 40F or lower.

Record meal temperatures TWICE daily. Check the temperature of all meat/meat alternative components. Sanitize the thermometer each time prior to taking temperature by using alcohol pads, sanitizing solution, or 1 ounce of bleach diluted with 1 gallon of water.

If temperatures are below 140F, the meat/meat alternative must be reheated to 165F, in either an oven (remove the film) or microwave. Record both temperatures on POS form as soon as they are taken.

Food Delivery

Kids Cafe Partners | Dare to Care

BREAKFAST ORDERS

[Breakfast Order |
Dare to Care](#)

SUBMITTING PAPERWORK

[Kids Cafe File
Upload | Dare to
Care](#)

CHANGING MEAL COUNTS

[Meal Count
Change Request |
Dare to Care](#)

CLOSURES AND/OR CHANGES IN MEAL SERVICE

[Kids Cafe Closures
| Dare to Care](#)

NEW STAFF & STAFF CHANGES

[Kids Cafe New Site
Staff | Dare to
Care](#)

Online Forms Process

Breakfast Cereal Order Request Form

All breakfast cereal orders must be submitted no later than 5:00 PM every Tuesday to receive a delivery for the following week!

Site Name *

Beechmont Community Center

Contact Email *

Breakfast Cereal- How many do you need?

All breakfast orders (include milk) must be submitted by 5:00 PM every Tuesday to receive a delivery for the following week! Please read all directions before placing an order for breakfast cereal and milk. Please order breakfast cereal by the case. In the dropdown menu, choose how many breakfast cereal cases you need based on the below directions.

Breakfast Orders

How to Order

If your site needs 30 breakfast cereals daily and serves Monday- Friday. Your site will need to order 150 breakfast cereals for one week as we only accept orders for one week at a time. For example: for 150 cereal, you will need 2 cases of Coco Puffs, and 1 case of Cinnamon Toast Crunch. This order will equate to 156 breakfast cereals for that week. You will have 6 cereal left over. Those 6 left over will be used for the next week. When you place an order for Tuesday next week, you will subtract the left over cereal. If you do not need any, please enter 0 in the field.

Start Date Breakfast Kits are needed

mm/dd/yyyy

What week do you need your breakfast kits for? Please select the start date for when you need breakfast kits. Remember one order/week. For example, if you need breakfast kits starting June 10th, this would be the date entered here. The amount you ordered would be for the duration of the week.

Apple Jacks - 1 case = 36 breakfast meals *

Please enter a number from 0 to 10.

Enter case number.

Cinnamon Toast Crunch - 1 case = 36 count breakfast meals *

Coco Puffs - 1 case = 60 breakfast meals *

Please enter a number from 0 to 10.

Enter case number.

Lucky Charms - 1 case = 60 breakfast meals *

Please enter a number from 0 to 10.

Enter case number.

Milk - 1 case = 27 servings of milk *

Please enter a number from 0 to 35.

Please order by the case. This order will be very similar to ordering the breakfast cereal. For example, if you need 30 milk per day for one week to accompany the 30 breakfast cereals, please order 8 cases. This order would be 160 counts of milk. You will have 10 left over, and these can be used for next week.

Submit

Breakfast Orders

DAILY DELIVERY TICKET AND MEAL COUNT FORM

Site Name: **Kids Cafe Site Name**

Date: **6/10/25**

Meal Type (circle): **B** L SN SU

Congregate or Non-Congregate (circle one)

Site Address: **1234 S 6th St, Louisville, KY 40211**

Site Supervisor's Name: **Jane Doe**

Telephone: **502.123.4567**

Delivery Time: **9am**

Meals ordered//prepared **60**

Have Driver Sign here

Kitchen/Supervisor/Staff Signature

Meals Received **60**

Site Signs here

Person Receiving Meals Signature (Delivery/Pick-up Receipt)

Meals Received **60** + Meals available from previous day **0** = **60** (Total meals available)[1]

First Meals Served to Children (cross off number as each child receives a 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										

Total First Meals + **30**

[2]

Meal Count Form



141 142 143 144 145 146 147 148 149 150	Total First Meals + 30	[2]
Second meals served to children:		
1 2 3 4 5 6 7 8 9 10	Total Second Meals + 2	[3]
Meals served to Program adults:		
1 2 3 4 5 6 7 8 9 10	Total Program Adult Meals + 0	[4]
Meals served to non-Program adults:		
1 2 3 4 5 6 7 8 9 10	Total non-Program Adult Meals + 0	[5]
TOTAL MEALS SERVED = 32		[6]
Total damaged/incomplete/other non-reimbursable meals + 0		[7]
Total leftover meals + 28		[8]
Total of items: [6] 32 + [7] 0 + [8] 28 = 60		[9]
Item [9] should be equal to item [1]		
Number of additional children requesting a meal after all available meals were served:		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15		
By signing below, I certify that the above information is true and accurate:		
<u>Tamara L. Garris</u> Signature		<u>6/10/25</u> Date



Meal Count Form

SUN Meals (SFSP) Site Record of Meals Served

Site Name: Kids Cafe Site Name

Site Supervisor: Jane Doe

Meal Service: ☒ Breakfast ☐ A.M. Snack ☐ Lunch ☐ P.M. Snack ☐ Supper

Date: 6/30/25

Note: A copy of this form must be maintained at the site for the duration of the site's operations.

DATE	DAY	# OF MEALS AVAILABLE*	# OF FIRST MEALS SERVED	# OF SECOND MEALS SERVED	# OF LEFTOVERS
6/9/25	Monday	60	30	2	28
	Tuesday				
6/11/25	Wednesday	40	35	0	5
	Thursday				
	Friday				
	Saturday				
	Sunday				
6/16/25	Monday	40	36	0	4
	Tuesday				
6/18/25	Wednesday	40	36	0	4
	Thursday				
	Friday				
	Saturday				
	Sunday				
6/23/25	Monday	40	37	2	1
	Tuesday				
6/25/25	Wednesday	40	35	0	5
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

DATE	DAY	# OF MEALS AVAILABLE*	# OF FIRST MEALS SERVED	# OF SECOND MEALS SERVED	# OF LEFTOVERS
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

Record of Meals Served Form

SUN Meals (SFSP) Ethnicity/Race Data Collection for Parent/Guardian Completion

Instructions: Complete sections 1 and 2. **No children's, parent or guardian names are to be collected.** Completion of this information is voluntary and will not impact a child's eligibility for meals. The data collected will be used to ensure compliance with USDA nondiscrimination requirements only. The data is kept confidential, accessible only to authorized personnel, and may be protected by the Privacy Act of 1974.

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Free language assistance or other aids and services are available upon request.

Section 1: Is the child participating in the summer meals Hispanic/Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish Origin" can be used in addition to "Hispanic or Latino.") Check one selection in this section.

	No, not Hispanic/Latino	Yes, Hispanic/Latino
Child 1	<input type="checkbox"/>	<input type="checkbox"/>
Child 2	<input type="checkbox"/>	<input type="checkbox"/>
Child 3	<input type="checkbox"/>	<input type="checkbox"/>
Child 4	<input type="checkbox"/>	<input type="checkbox"/>
Child 5	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Check any racial categories that apply (choose at least one, but more than one can be indicated)

American Indian or Alaskan Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black race groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

	American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
Child 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Sponsor Use

Sponsor Name: _____ Date: _____

Site Name: _____

SUN Meals 10/24

SUN Meals Civil Rights Data Collection Site Summary Report Form

Sponsor Name: _____

Date: _____

Site Name: _____

# children participating	_____
# completed forms	_____
# E/R unknown	_____

This section is for **open sites only**. Residential camps or closed enrolled sites in a non-needy area do not complete this.

Complete the form below using either completed E/R forms from this site, school data, or census data for the area the site serves. Residential camps and closed-enrolled sites in non-needy areas will enter numbers for ethnicity/race categories based on the attendance the day of review, referencing the ethnicity/race information from participant applications.

Ethnicity Categories	Number of Participating Children
Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	_____
Non-Hispanic or Latino	_____
Total	_____
Race Categories	
American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.	_____
Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	_____
Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."	_____
Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	_____
White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	_____

Signature: _____

Date: _____

Race/Ethnic Form

Keep a Daily Attendance Form Record Onsite

Do Not Submit the Attendance Form to DTC

Daily Attendance Form

Submit CACFP Records

Save the file in the following format: Site name_year CACFP Document Type (ex. Aspire_2024 CACFP Agreement)

Date *

Select a date



Site Name *

What is the name of your site?

Select an option

Email address *

Enter your email

What file are you submitting? *

Please select only one option. We are asking that paperwork types (specified below) are submitted individually and labeled. For example, meal counts should be submitted separately than the attendance.

Select an option

Select an option

Weekly Meal Count Form

Sign In / Attendance Sheets

Record of Meals Served

DTC req. Background Check

CACFP DTC agreement

Ethnicity/Race data collection

CACFP Sponsor Agreement

Milk Inventory



drop files

Files

Uploading Files



Staff Changes

Closures

Meal Count

Change

- Submit any Staff Changes online: Name, email, and phone number.
- Submit Closures online at least 24 hours in advance.
- Meal Count Changes must be submitted at least 2 days in advance, allowing the kitchen time to adjust ordering and food preparation schedule.
- Meal Counts should be adjusted as needed.

Estimated Annual Savings to Site

Children Served	Number of Meals 5 days/wk/8 wks	Annual Savings (Est.)
25	1,000	\$8,293
50	2,000	\$16,585
80	3,200	\$26,536
100	4,000	\$33,170

*The Kitchen staff prepares 1,000 meals daily. Failure to report changes may result in DTC billing your Site for wasted food.

Site Supervisor Recap

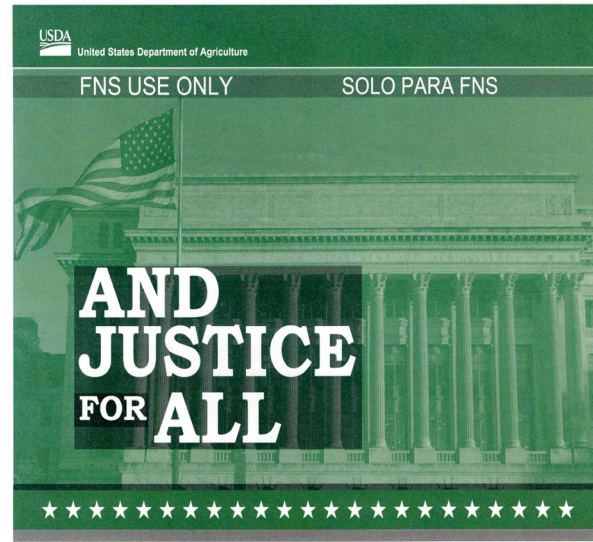
- Someone Must be Present to receive food.
- A Trained Site Supervisor(s) **Must** be Present during **ALL** Meal Services to Serve the Kids.
- Ensure Accurate Meal Count & Attendance Documentation.
- Clean Pans & Utensils.
- Ensure Site follows Civil Rights Compliance.
- Submit **Weekly Meal Count** Form to DTC by Friday each Week.
- Submit **Record of Meals Served** on the last day of the Month.
- Inform DTC of **ALL** Changes Immediately.
 - Keep **ALL** Necessary Forms Onsite for 3yrs plus the current year.

Documents to Keep

- **Corrective Action plans**
- **Paperwork DTC has sent**
- **Income applications (closed only sites)**
- **Menus – changes**
- **Ethnicity/Race Data Collection**
- **Site reviews**
- **Meal Counts**
- **Record of Meals**
- **Attendance**
- **Delivery Tickets**



Color



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442; or

email:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Form AD-3027--Assisted Poster, Revised May 2022

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación de sexual), edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles.

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

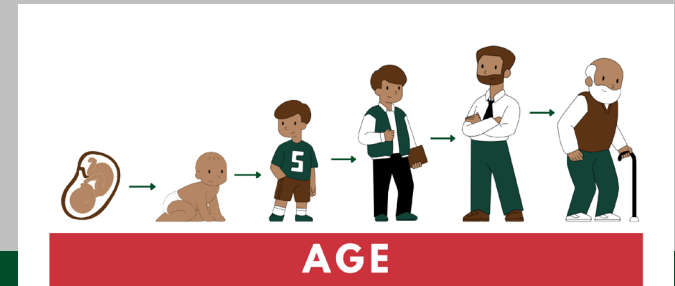
correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o

fax:
(833) 256-1665 o (202) 690-7442; o

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

AlchocommentarFormularioAD-3027a/Revised May 2022



Civil Rights Training



Treating individuals differently based on legally protected characteristics as prohibited by laws, regulations, or executive orders—whether such differential treatment occurs intentionally, through neglect, or via specific actions or inactions—that results in distinguishing one person or group from others.

Six Protected Classes:

Race, Color, National Origin, Age, Sex, Disability

What is Discrimination?

What is the Goal of Civil Rights

- Understanding rights and responsibilities.
- Removing illegal obstacles that block access to benefits.
- Ensuring dignity and respect for everyone.
- Providing Equal treatment to ALL applicants and recipients

- Accept verbal or written grievances.
- Complaint must be made in 180 days.
- Form available on DTC or USDA website. Civil Rights Grievance Form
- Keep procedures and report forms at Site.
- Never try to discourage a complaint.
- Complaint goes directly to USDA - information is on the form.

USDA OMB Control Number 0508-0002

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
Office of the Assistant Secretary for Civil Rights
Program Discrimination Complaint Form

First Name: Middle Initial: Last Name:

Mailing Address:

City: State: Zip code:

E-mail address (if you have one):

Telephone Number starting with area code:

Alternate Telephone Number starting with area code:

Best Time of the Day to Reach You

Best Way to Reach You, (check one): Mail ☐ Phone ☐ E-mail ☐ Other:

Do you have a representative (lawyer or other advocate) for this complaint? Yes ☐ No ☐

If yes, please provide the following information about your representative:

First Name: Last Name:

Address: City: State: Zip Code:

Telephone: E-mail:

1. Who do you believe discriminated against you? Use additional pages, if necessary.
Name(s) of person(s) involved in the alleged discrimination (if known):

Please name the program you applied for (if known/if applicable):

3

Grievance Procedures

How Food Becomes Unsafe

- Hazards from the environment
- How people can make food unsafe
- Understanding food allergies

Maintaining a Clean Space

- Cleaning and sanitizing
- Pest control



How to Keep Food Safe

- Preventing Contamination
- Practicing good personal hygiene
- Temperature Control

Policies

Food Safety Training

Hazards from the Environment

BIOLOGICAL HAZARDS

- Bacteria
- Viruses
- Parasites
- Fungi

PHYSICAL HAZARDS

- Jewelry
- Glass
- Brittle plastics
- Ceramics
- Bandages

CHEMICAL HAZARDS

- Cleaners
- Sanitizers
- Pesticides

What is your role in keeping food safe?

Practice Good Personal Hygiene

- **DON'T** transfer pathogens from your body to food.

Control the Time & Temperature of Food

- **DON'T** let food stay too long at temperatures that are good for pathogen growth.

Prevent Cross-Contamination & Contact

- **DON'T** transfer pathogens from one food to another.
- **DON'T** transfer pathogens from one surface to another.
- **DON'T** transfer allergens to non-allergen foods

Clean & Sanitize Surfaces Correctly

- Keep everything clean.
- Clean and sanitize anything that touches food.

UNDERSTANDING FOOD ALLERGENS



MILK



EGGS



PEANUTS



SOY



SESAME



WHEAT



TREE NUTS

almonds, walnuts, & pecans



SHELLFISH

crab, shrimp, clams



FISH

bass, flounder, and cod

PREVENTING FOOD ALLERGEN CONTAMINATION

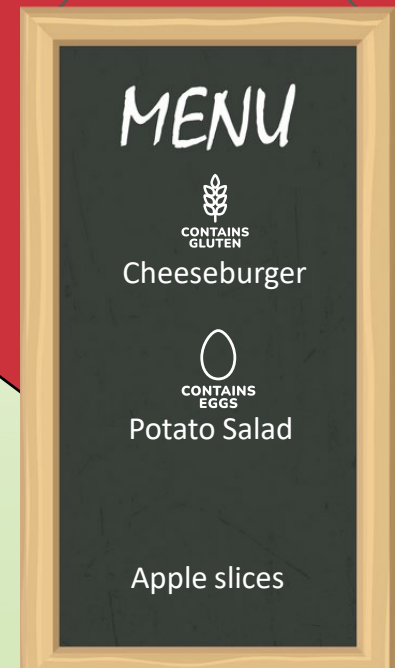


**CONTAINS
SESAME**

Prevent Cross-Contact:

- Clean and sanitize
- Inspect food packaging
- Store separately
- Wash your hands

TIP: Labeling is the most important way to help keep people with food allergies safe.



STORE FOOD SAFELY

Store food in a way that prevents cross-contamination

Store food away from toxic chemicals and products.

Store food only in designated food-storage areas.

Store food off the floor and away from the walls and ceiling.

Store food at proper temperatures.

Store refrigerated food between 36-40°F.

Keep frozen food frozen solid at 0°F or below.

Keep dry storage rooms between 50-70°F.

How to Wash Your Hands

**1. Wet hands
and arms**



① Wet

2. Apply soap



**② Get
Soap**

**3. Scrub
hands and
arms**



③ Scrub

**4. Rinse
hands and
arms**



④ Rinse

**5. Dry hands
and
arms**



⑤ Dry



Hands
that look
clean can still
have icky
germs!

**Wash
YOUR HANDS!**

www.cdc.gov/

When to Wash Your Hands

Before you start working and after any of these activities



Touching anything else that may contaminate your hands



Using the restroom

Touching your face, hair, or body

Touching clothing or aprons

Handling raw meat, poultry or seafood (before and after)

Taking out the garbage

Sneezing, coughing, or using a tissue

Handling chemicals that can make food unsafe

Smoking or vaping

Chewing gum or tobacco

Eating or drinking

Before putting on gloves at the start of a new task

Leaving and returning to the food-handling area

RECORDING TEMPERATURES

COLD & DRY STORAGE UNIT REQUIREMENTS:

KY-FD-8-FB

TEMPERATURE RECORDING CHART

1. Name of Agency: _____

2. Storage Type & Name (e.g., Freezer #1): _____

Frequency: Food pantries must record temps weekly; kitchens must record temps daily.

RECOMMENDED TEMPERATURES:

Freezers	-10°F to 0°F
Coolers	< 41°F
Dry Storage	50 °F to 70 °F

Year:

[illegible]

LABELS & NAMES

"Fridge #1"

"Freezer #1"

"Dry Storage #1"

THERMOMETERS

Inside all cold storage units.

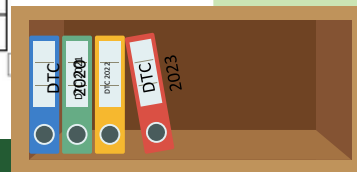
Don't forget the
dry storage!

TEMPERATURES

Recorded DAILY for
kitchens and
WEEKLY for
pantries.

Temperature Recording Charts

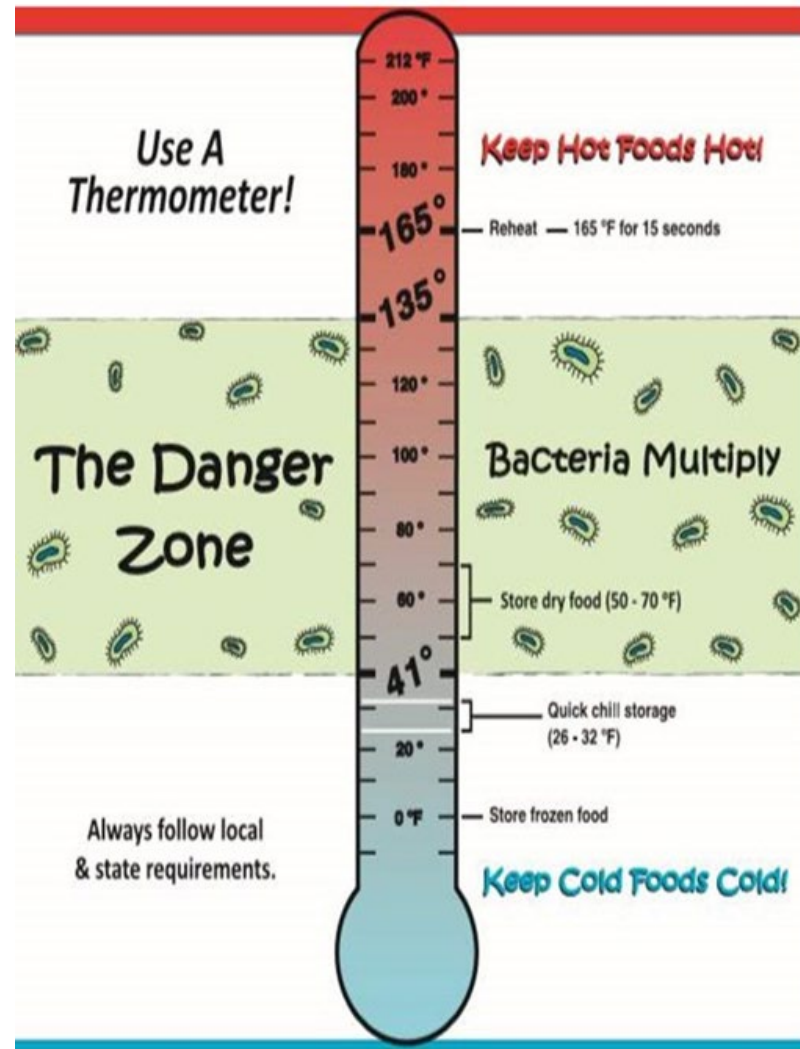
Must be kept on file for 3 years plus the current year.



CAUTION

**DANGER
ZONE!**

BETWEEN 40 - 135°F



Have at least 2 staff people trained on how to properly read a thermometer.

[illegible]

BLÙE = SAFE ZONE

Clean & Sanitize

1. Remove food from surface
2. Wash the surface
3. Rinse the surface
4. Sanitize the surface
5. Allow the surface to air dry

CLEAN THEN SANITIZE

A ONE-TWO PUNCH FOR FOODBORNE ILLNESS IN THE KITCHEN



When to Clean & Sanitize Surfaces

- **After four hours if the surfaces have been in constant use**
- **Any time the item has become contaminated**
- **Before and after use**
- **When changing to a new product or between allergens**

SPOTTING & CONTROLLING PESTS

Look for droppings, nests, and damages to products,
packaging, and the facility.



Delivery

- If staff is not at site, driver will bring food back to kitchen to be picked up by 3pm.
- Drivers will not call site.
- DTC drivers will deliver to the main floor.
- Pathways must be clear.
- Post Signage for Drivers & Kids

Paperwork

- Weekly Meal Counts turned in weekly by 11:59pm.
- Record of Meals Served turned in by the 1st of each Month.

Program Staffing

- Have a minimum of 2 trained people at meal service.
- A person to collect Driver's Signature.

Food Safety

- Thermometers in cold & dry storage
- Keep a Temperature log.
- Site will provide paper plates, bowls & plastic utensils.

New Site Probation Policy

- 30/60/90-day probation- requirements must be met to be released from probation.

85% accuracy

- Serve 85% of Meals Delivered.

Policies

Suspension & Termination Policy

- Suspension - Temporary removal of a Site's eligibility to receive and distribute Kids Café hot meals.
- Termination - Permanent end of a Site's participation in DTC's CACFP and SFSP youth programs for a minimum of one year.
- Corrective action - A severe occurrence that requires immediate attention and action due to its potential to harm participants, staff, or significantly compromise the program's integrity or compliance. (i.e.: not present for monitoring, food safety issues, unsafe Site, failure to follow policies.)
- Incident - An event that deviates from standard operating procedures or regulatory requirements but does not pose immediate serious risk to participants, staff, or the program's integrity. (i.e.: not present for delivery, not submitting required reporting documents by weekly deadline, falling below 85% of Meal Serve.)

Policies

Questions?

Contact Alexis Richardson

Director of Communications

alexis.richardson@daretocare.org



In Partnership with

Dare to Care
Food Bank



In Partnership with

**Dare
to Care**
Food Bank

Do not stretch

Do not make larger than your Site logo

Branding & Identity



In Partnership with

Dare to Care
Food Bank

Kids Café Summer Meal Entrance

Hours 10am – 4pm

Meal Serve Time:

Breakfast – 9am – 10am

Lunch – 12pm – 1pm



In Partnership with

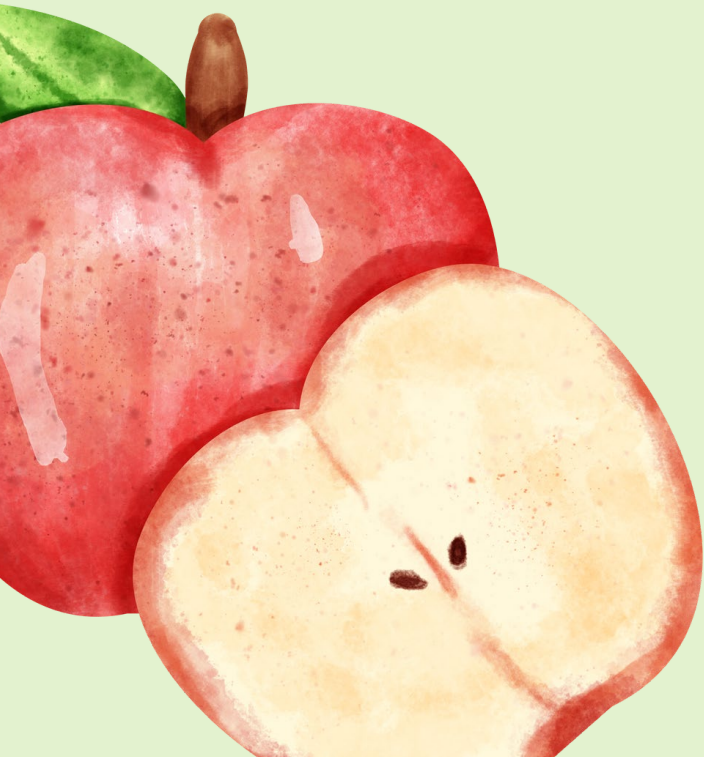
Dare
to Care
Food Bank

Branding & Identity



QUESTIONS?

Quiz Time





36 responses submitted

To have time and temperature logs and thermometers for each cold storage unit and dry storage area, as well as to take temperature of food 30...

Scan the QR or use
link to join



<https://forms.office.com/r/msWndtZ216>

Copy link



100%
I agree

Treemap

Bar



31 of 39



Hide correct answer

Thank you!

