Introductions **About DTC Terms CACFP** Responsibilities **Meal Service** Compliance **Civil Rights Food Safety** Questions



# Kids Cafe CACFP At-Risk Afterschool Training

Year: 8.2025 - 6.2026

# Community Partnerships Team

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On Thanksgiving Day in 1969, nine-year-old Bobby Ellis died of starvation in Louisville, KY, spurring residents to take action against hunger in their community.

In 1971, the Dare to Care Food Bank was established following this tragic incident that shocked the Louisville community.

"Dare to Care" emerged as a unifying call to action, mobilizing people across the region to confront the pressing issue of food insecurity and hunger affecting numerous local neighborhoods.



# Mission

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

# Vision

A nourished community where everyone can thrive.

# Belonging

Innovation

Respect

Safety

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

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

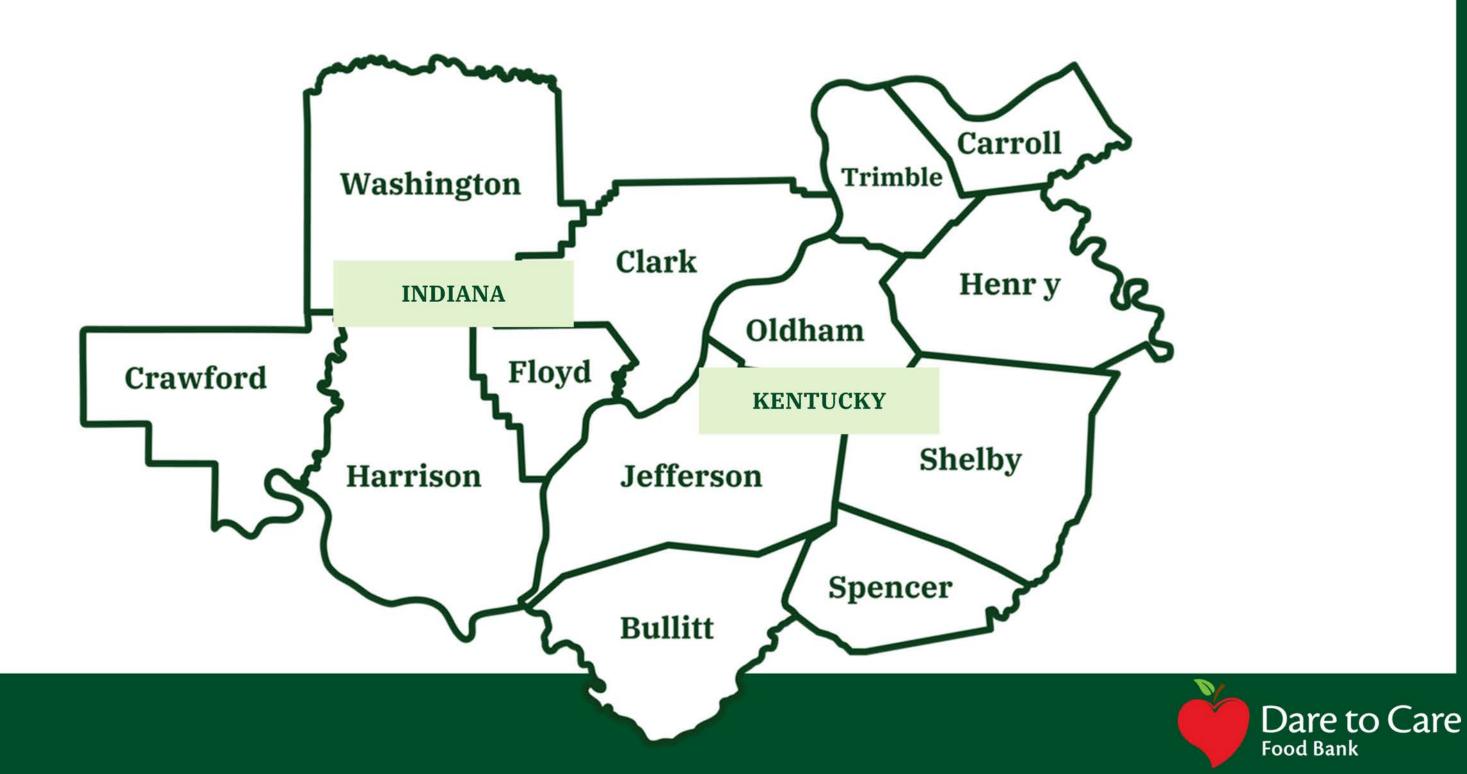
We uphold the dignity of every person. We treat others with kindness, listen actively, acknowledge contributions, steward resources, and are thoughtful in our interactions and relationships.

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





Dare to Care serves **13 Counties** across Kentuckiana, offering a variety of food service programs through **430 partners**.







# LOCATIONS

#### Fern Valley Warehouse

5803 Fern Valley Rd Louisville, KY 40228

- Monday Thursday: 7:30am 1:15pm
- Friday: 7:30am 10:45am

#### Community Kitchen

1200 S 28<sup>th</sup> 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









# INCLEMENT WEATHER

#### **Types of Inclement Weather**

- Inclement Weather: Severe weather conditions including but not limited to:
- Snow and ice storms
- Severe thunderstorms with dangerous winds
- Flooding conditions
- Extreme temperatures posing safety risks
- Any weather condition deemed hazardous by local authorities
- DTC Kitchen will follow School Inclement Weather closings.

#### **Closure Determination**

- **Primary Indicator:** When JCPS announces closure due to inclement weather, Dare to Care Food Bank will automatically close its CACFP Afterschool Program operations.
- Additional Considerations: Dare to Care Food Bank reserves the right to close operations even if JCPS remains open if weather conditions pose significant safety risks for staff or delivery operations.





# INCLEMENT WEATHER

#### **Notification Process**

- Immediate Notification: Upon learning of JCPS or Clark County School closures , Dare to Care Food Bank will notify all Kids Café Sites by:
  - Email to primary and secondary Site contacts
- Notification Timeline: Sites will be notified as soon as possible, but no later than 2 hours before scheduled meal delivery times.

#### **Meal Service Impact**

- **No Meal Deliveries:** On closure days, no meals will be prepared or delivered to Kids Café Sites.
- **Site Discretion:** Individual Kids Café Sites may choose to remain open for programming at their own discretion but will not receive meal service from Dare to Care Food Bank.
- Make-up Meals: No make-up meals will be provided for days lost due to inclement weather closures.



<u>Food Insecurity Rate</u> (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



1 in 8 adults faces food insecurity

<u>Food Insecurity Rate</u> (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%			







# 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 that host the CACFP/SFSP Program
- Neighbors/Participants/Kids people we serve
- **SFSP** Summer Food Service Program
- **USDA** United States Department of Agriculture

# What is the CACFP At-Risk Afterschool Program?

- The Child and Adult Care Food Program for the At-Risk Afterschool Meals component (CACFP) 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 in low-income areas.
- The Department of Education oversees the program in KY & IN.
- DTC is the Sponsor for the At-Risk Afterschool Program.



# Site Eligibility

- Be organized primarily to provide care for children after school or on holidays, or school vacations during the regular school year.
- Provide organized regularly scheduled education or enrichment activities in a structured and supervised environment.
- Be in a school attendance area where at least 50% or more of the children are eligible for free or reduced-price meals.
- Have a childcare license or be exempt from licensure.
- Meet state/local health and safety standards.
- Operate only during the regular school year.



# Participant Eligibility

- Children must be 18 years old or younger.
- Programs may be either drop-in or enrolled
- Children are not required to participate in the scheduled activites.
- Children must remain onsite while consuming the meal.

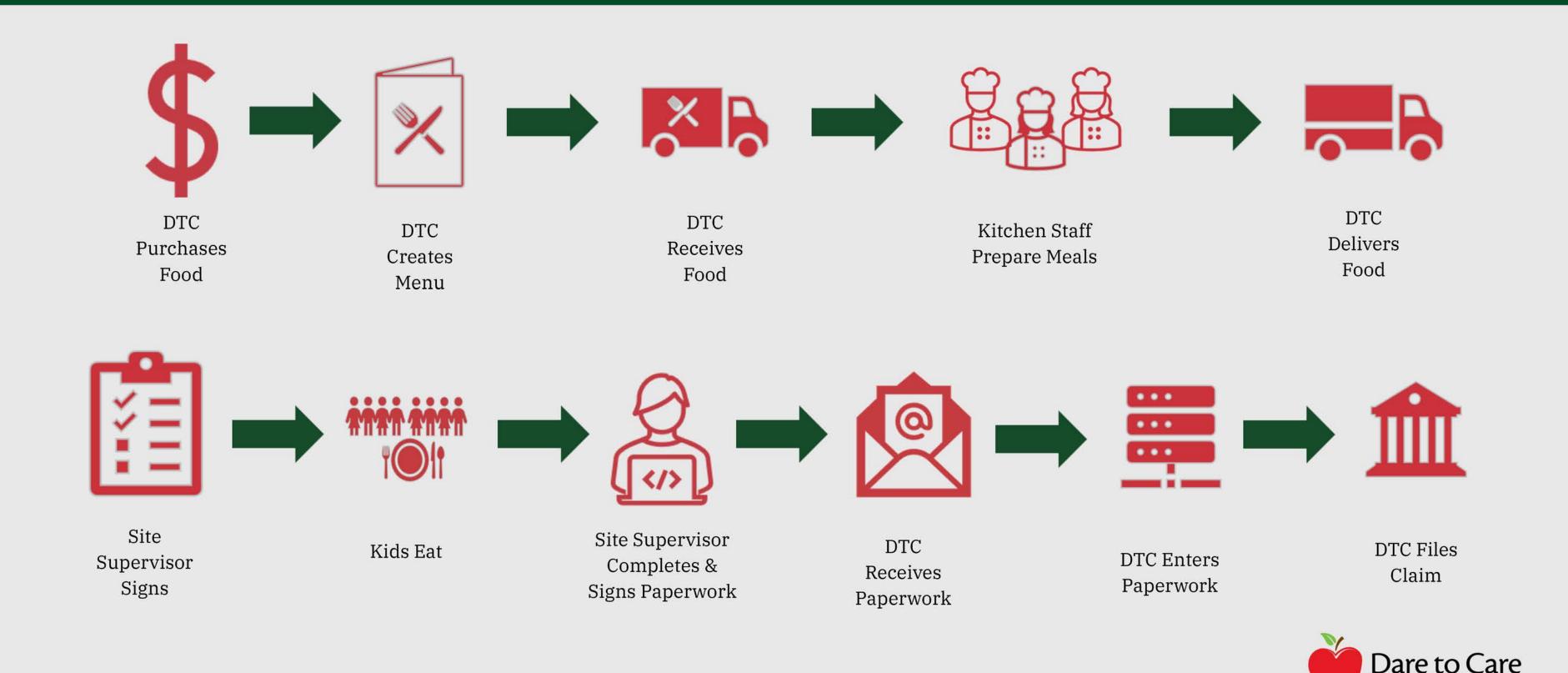


# Educational or Enrichment Activites

- Site must provide an educational or enrichment activity that are open to all children in an organized, structured, and supervised environment.
- No requirements for the types of activities offered.
- Children are not required to participate, the activities just need to be available to all children.
- If any activities change, notify DTC immediately prior to starting the activity so that we can update the state.



# How Does CACFP Work?



**Food Bank** 

#### YOUR RESPONSIBILITIES (SITE SUPERVISOR)

- Attend Yearly Training.
- Comply with Civil Rights laws and Regulations.
- Stay at your 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 Delivery Ticket on the Cambro).
- Serve Meals & Ensure Children Eat Onsite.
- Plan, Organize & Post Daily Activities/Programs.
- Ensure Safe & Sanitary Conditions at Site.
- Have a Backup Supervisor.
- Turn Weekly Meal Count Sheets in each Week by 11:59pm Friday. Keep on site for 3 years.
- Turn Attendance & Record of Meals Served in by last day of the Month at 11:59pm. Keep on site for 3 years.
- 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 Sites at least 3 times during the school year.
- DTC Staff will show up anytime and will be unannounced.
- 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 a copy of the Monitoring Form.
- Collect Meal Count Reports.
- Submit claims to the DOE.



#### DTC MONITORS 3 TIMES DURING THE SCHOOL YEAR

- To ensure Food Safety is being followed.
- Monitoring visits will be unannounced.
- 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.



THE KENTUCKY OR INDIANA DEPARTMENT OF EDUCATION MAY CHOOSE TO VISIT YOUR SITE AT ANY POINT DURING THE YEAR.





#### WHEN, WHERE, AND WHO CAN YOU SERVE?

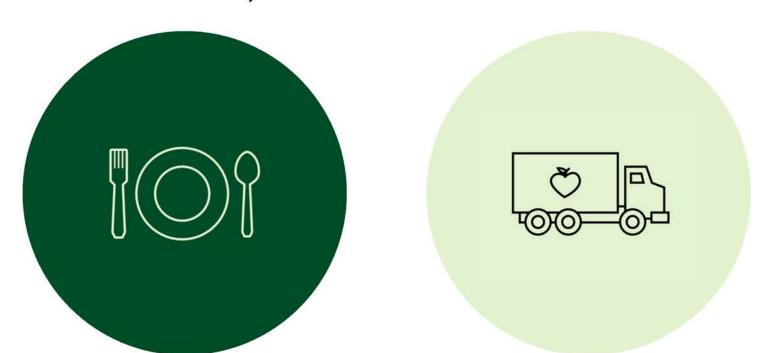
- Meals <u>must</u> be served only during approved meal service times.
- If a meal service time must be changed, DTC <u>must</u> get it approved by the State before it can be changed.
- Any meals served outside the approved meal service window <u>cannot</u> be claimed for reimbursement by DTC.
- All 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 <u>must</u> 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.
- Only order enough meals for **ONE** meal per child.
  - All kids <u>must</u> be served a meal prior to giving a child a 2<sup>nd</sup> meal.
  - A 2<sup>nd</sup> meal should not be offered, if the child asks for a 2<sup>nd</sup> meal, then you may give them one if and only if **ALL** kids have been served and you have left over food.

#### MEAL SERVICE



#### FOOD DELIVERY & PICKUP

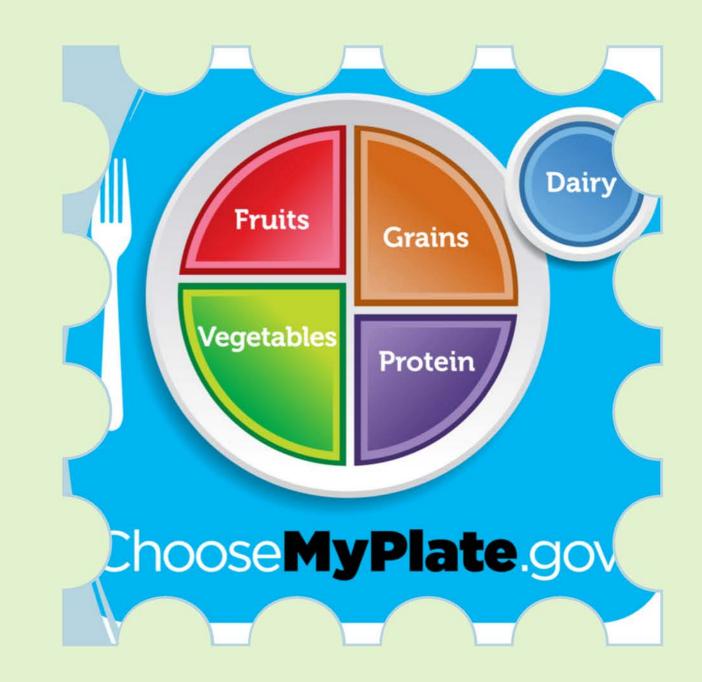
- Someone **MUST** be present to receive Food Delivery between **12pm 2:30pm**.
- Delivery Drivers will not make calls to Sites regarding orders.
- Delivery Tickets should be signed after the Cambro is checked and kept in your files.
- Check the Food Temperature 30 minutes prior to serving and right before Meal Serve Time (135+ Degrees for Hot Food & 40 Degrees and below for Cold Food).
- Pans and Utensils <u>MUST</u> be free of food debris after Meal Service and before they are put back into the Cambro.
- All unused product <u>MUST</u> 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.
- Each Food Component served <u>MUST</u> meet the serving size requirement(found on Cambro).
- Milk is required.
- Do not add food. (wait 15 minutes)
- 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.







#### **AUGUST 2025 CACFP Menu**

Menu for ages 6-18 years WG = whole grain or whole grain rich

"Dare to Care Food Bank is an equal opportunity provider."
Water is always available and offered throughout the day.

HM = homemade
CN = child nutrition label

Monday	Tuesday	Wednesday	Thursday	Friday
Wionday	ruesuay	vveunesday	indisday	1
5	6	7	8	9
11	12	13	14	15
Corndog (1 each)	Fajita Beef Taco (3 oz)	Maple Mustard Chicken (1 each)	Greek Chicken Gyro (3 oz)	Creamy Baked Beef Rotini (1 each)
WG Pretzels (ind bag) (1 each)	WG Tortillas (2 each)	WG Rice (1 oz)	WG Flatbread (1 each)	WG Breadstick (1 each)
Potato wedges (2.5 oz)	Mexicorn (3 oz)	Celery Sticks (2.5 oz)	Cucumber Tomato Salad (3	Italian Blend Veg (3 oz)
Fresh Apple (1 each)	Fresh Pear (1 each)	Fresh Orange (1 each)	oz)	Fresh Strawberries (4 oz)
Ketchupx2, Mustard	Taco Sauce, Pico de Gallo,	Ranch	Fresh Grapes (3 oz)	Parmesan cheese, Red pepper
1% Milk	Shredded cheese	1% Milk	1% Milk	flakes
	1% Milk			1% Milk
18	19	20	21	22
Butter Chicken (3.5 oz)	Ground Beef Taco (4 oz)	Garlic Herb Drumstick (1 each)	Turkey Tetrazzini (4 oz)	Beef Stir Fry (3 oz)
WG rice (1 oz)	WG tortillas (2 each)	WG Roll (1 each)	WG Breadstick (1 each)	WG Rice (1 oz)
Fresh Carrot Sticks (3 oz)	Mexicorn (3 oz)	CA Blend (3 oz)	Fresh Cucumber Slices (3.5	Stir Fry Blend veg (3.5 oz)
Fresh Apple (1 each)	Fresh Orange (1 each)	Fresh Pear (1 each)	oz)	Fresh Strawberries (4 oz)
Naan Bites	Taco Sauce, Sour Cream,	Hot sauce	Fresh Grapes (3 oz)	Soy sauce, Sriracha
1% Milk	Shredded Cheese	1% Milk	Red pepper flakes, Shredded	1% Milk
	1% Milk		cheese	
		000 (422	1% Milk	
25	26	27	28	29
All Beef Hot Dog (1 each)	Buffalo Chicken Enchilada Dip	Hawaiian Chicken Patty	Blackened Chicken Alfredo	Taco Cheeseburger (1 each)
WG Hot Dog Bun (1 each)	( 4 oz)	Sandwich (1 each)	(4 oz )	WG Burger Bun (1 each)
Potato Wedges (2.5 oz)	WG Tortilla Chips (1 oz)	WG Bun (1 each)	WG Breadstick (1 each)	Mexican Tater Tot Casserole (3 oz)
Fresh Orange 1 each	Celery Sticks w/ Ranch (2.5	Caribbean Blend (3 oz)	Broccoli (3.5 oz)	Grapes (3oz)
Ketchup x2, Mustard 1 each	oz)	Fresh Strawberry (4 oz)	Fresh Apple 1 each	Ketchup x2, Monterrey Jack
1% Milk	Fresh Pear 1 each	BBQ Sauce, Pineapple Slice,	Parm, Crushed Red Pepper 1	Cheese, Cholula Hot Sauce, Pickles
	Hot Sauce, Ranch 1 each	Provolone Cheese	each	.25oz
	1% Milk	1% Milk	1% Milk	1% Milk





# Food Allergies



A doctor's note must be provided stating the child has a confirmed disability and that a substitution is required.

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

If a doctor indicates special dietary needs without a disability, no accommodations will be provided.

Lactose intolerant children without a doctor's note must still be served milk but aren't required to drink it.



#### MEAL SERVICE 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 Meal 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.







- Each child should receive only 1 Meal initially.
- Before any child receives a  $2^{nd}$  serving, ensure that every child has been served their  $1^{st}$  Meal.
- 2<sup>nd</sup> Servings are only permitted when a child specifically requests one and **ALL** children have received their initial meal, and surplus food remains available.

#### MEAL DISTRIBUTION GUIDELINES

# 85% MEAL SERVE RULE

#### Site Expectations:

- Serve at least 85% of all Meals Delivered.
- Site only orders enough food for **ONE** (1) meal per child.
- 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.

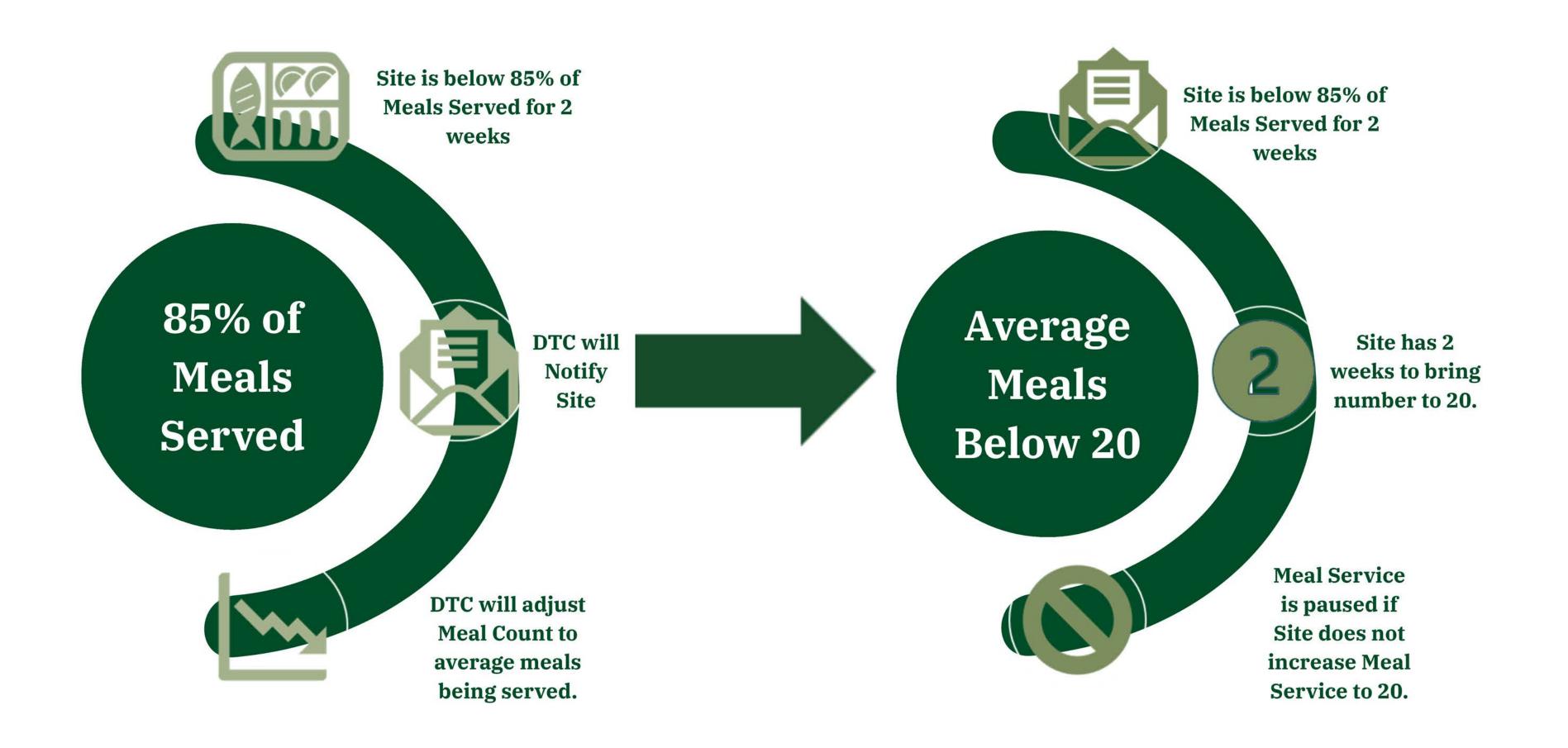


# 85% MEAL SERVE RULE

#### **DTC Enforement:**

- 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.
- Ensure Site is only receiving enough food for **ONE** (1) meal per child.







### CAMBRO CLEANING POLICY

#### 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.



#### 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
- Compliments/Testimonials



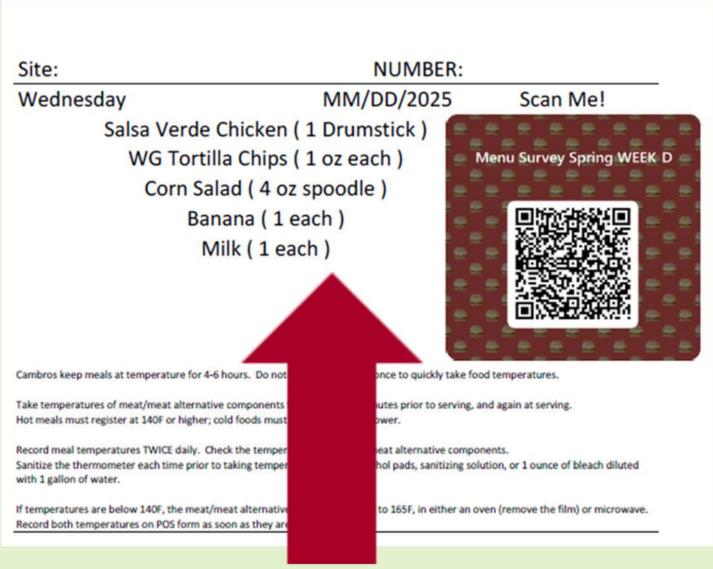




- The Kitchen determines the correct portion sizes for all meal components per CACFP Guidelines.
- The Kitchen generates a "Delivery Ticket" detailing each component and its serving size.
- This ticket is attached to the Cambro.
- The Site staff serving the meal MUST

  follow the portion sizes in parentheses

  to ensure each child is served the appropriate portion quantity for each meal component.
- Meals that do not adhere to specified portion quantities for each component
   MUST be excluded from reportable meal counts.







Site: NUMBER:

Wednesday

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.

- Staff and Driver MUST sign the Delivery Ticket.
- Keep Delivery Ticket on File for 3 years.
- Upload Delivery Tickets to DTC website.

# FOOD DELIVERY



#### KIDS CAFE PARTNERS | DARE TO CARE

SUBMITTING PAPERWORK CHANGING
MEAL
COUNTS

CLOSURES NEW
AND/OR STAFF/STAFF
CHANGES IN CHANGES
MEAL

Kids Cafe File
Upload | Dare to
Care

Meal Count Change
Request | Dare to
Care

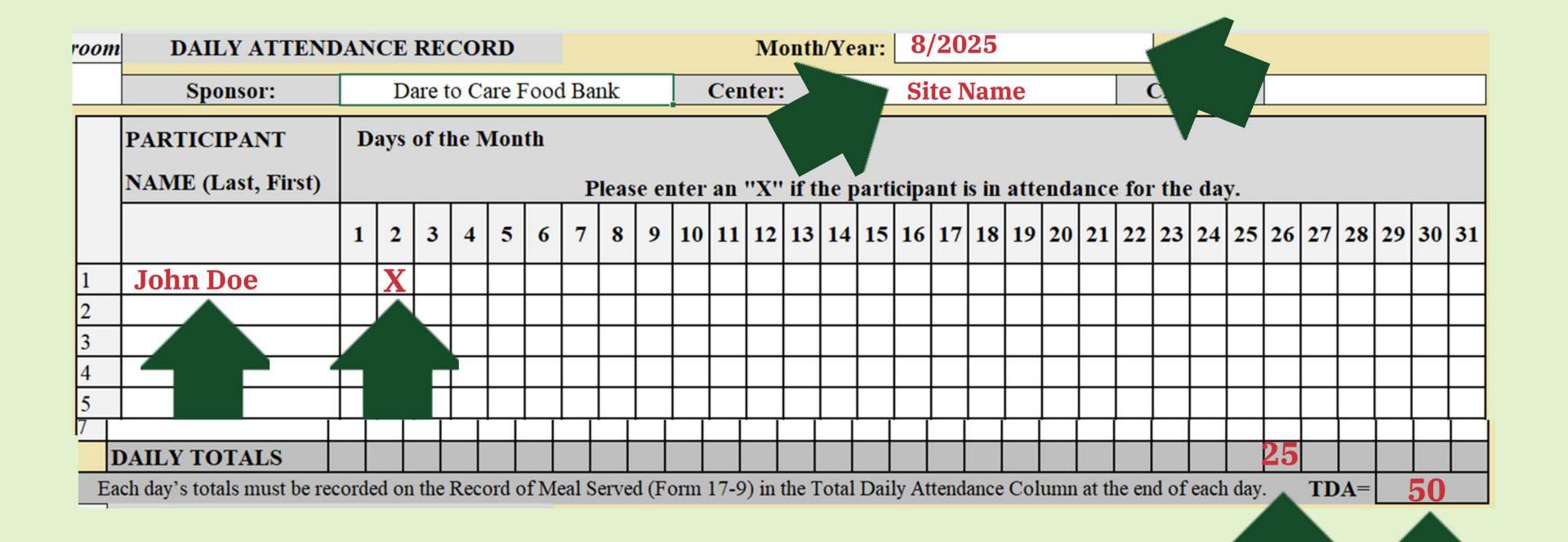
<u>Kids Cafe Closures</u> | Dare to Care

**SERVICE** 

Kids Cafe New Site
Staff | Dare to Care

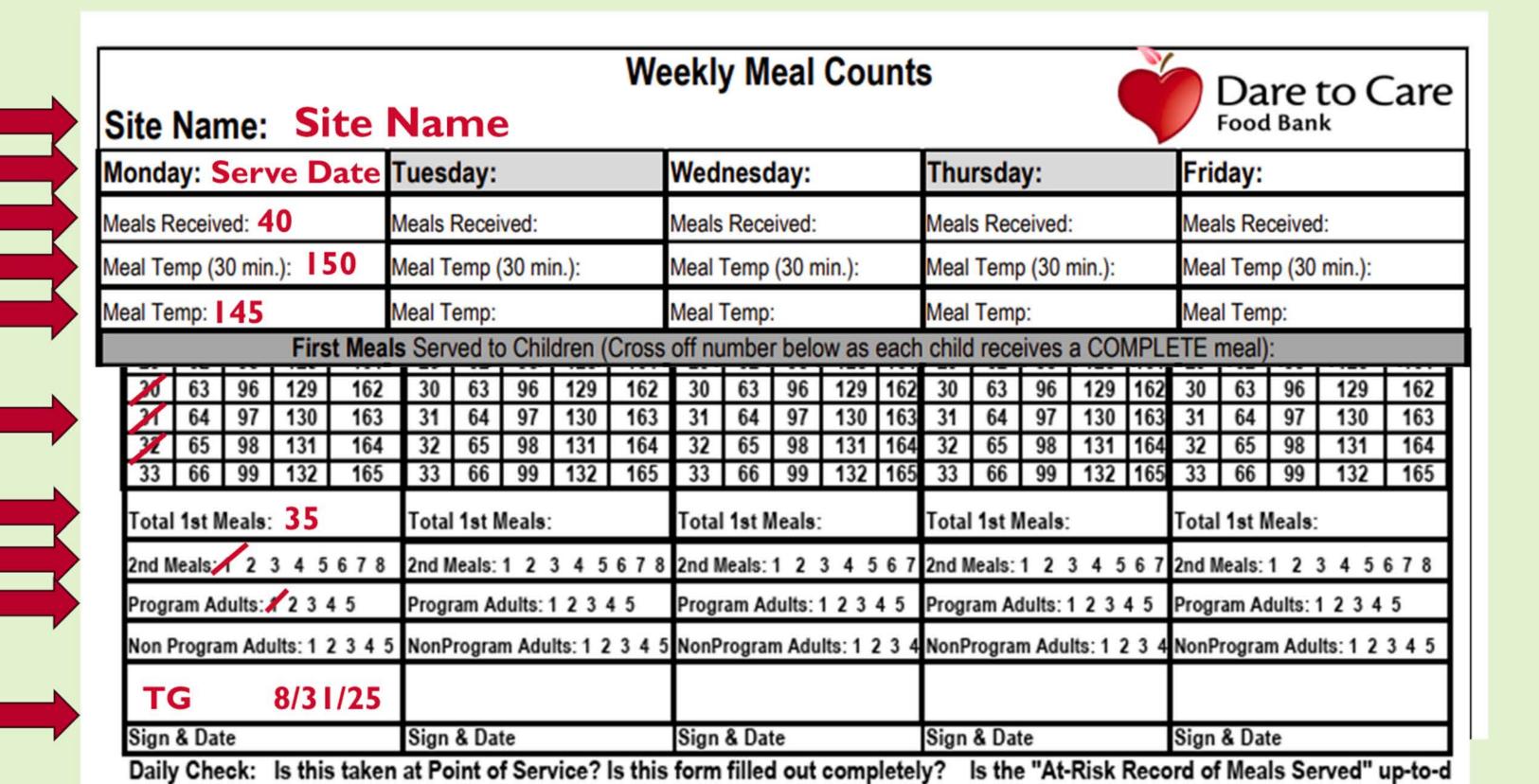






# ATTENDANCE RECORDS

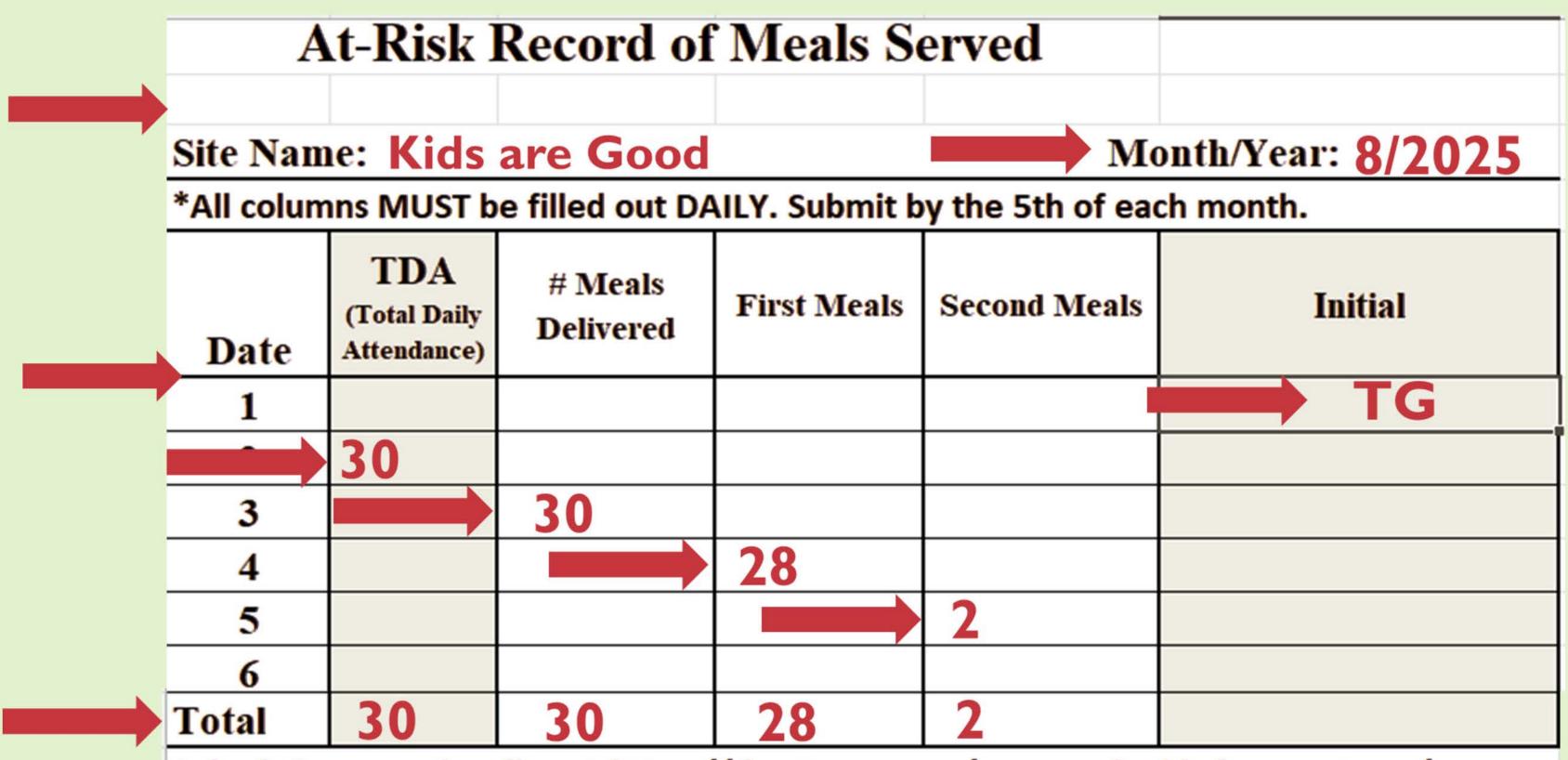




Indiana requires a signature, no initials.







Submit Paperwork online at <a href="https://daretocare.org/community-kitchen-partners/">https://daretocare.org/community-kitchen-partners/</a>



## RECORD OF MEALS SERVED



#### Child and Adult Care Food Program (CACFP) Ethnic/Racial Data Survey

Organizations participating in the CACFP must follow the civil rights requirement to collect ethnic and racial data every year for all participants. The data collected is used to improve outreach efforts and to ensure compliance with USDA nondiscrimination requirements ONLY. The completion of this survey is voluntary, anonymous and will not impact eligibility for meals. Please complete one survey per participant and return by (Date) Click or tap to enter a date.

- Ethnic Category (Select one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Undeclared
- Racial Category (Select one or more): American Indian or Alaskan Native Asian
- ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander □ Undeclared Data Collection

- . Institutions must collect data annually and maintain the data documentation for 3 years plus current year.
- The collection of racial and ethnic data allows institutions and sponsoring organizations and the state agency to determine how effectively the program is reaching the diversity of a population and if outreach
- Visual identification is not an option for collecting participant racial and ethnic data. This means program operators may not collect racial or ethnic data simply by looking at participants. Instead, program operators should use methods that are based on self-identification and self-reporting.
- . Obtaining data from parents or guardians is the preferred method of data collection, as parents or guardians can provide accurate information.
- . Parents and guardians may be asked to identify the racial or ethnic group of the participant only after it has been explained, and they understand, that providing the information is to ensure compliance with USDA nondiscrimination requirements only.
- Providing racial and ethnic data is voluntary and failure to report the information will not impact the participant's eligibility for meals.

#### CACFP Ethnic/Racial Data Survey Form

(For Independent and Sponsoring Organizations which do not collect CACFP Enrollment forms)

- . Sponsors must provide the form annually to the parent/guardian of each participant through one of the
  - o Electronically via email or other electronic distribution method
  - o Hard copy completion onsite when parents are present
  - o Hard copy sent home and returned
- One form should be collected per participant.
- The sponsor should insert the return deadline date on each form.
- The sponsor should tally the results of all surveys which were completed by the deadline.
- . If less than 50% of the surveys were completed by the deadline, school data may be used. School data can be accessed on the Kentucky Department of Education website under "Public School Ethnicity Report" at https://education.ky.gov/federal/SCN/Documents/Public%20School\_Ethnicity%20Report.pdf.
- . The sponsor should review the survey data or the school data and consider if additional outreach efforts are needed.

#### USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating go, thg., basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior divil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, 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 USOA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the USDA Program Discrimination Complaint Online Form (AD-3027) found online at How to file a Complaint, 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:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

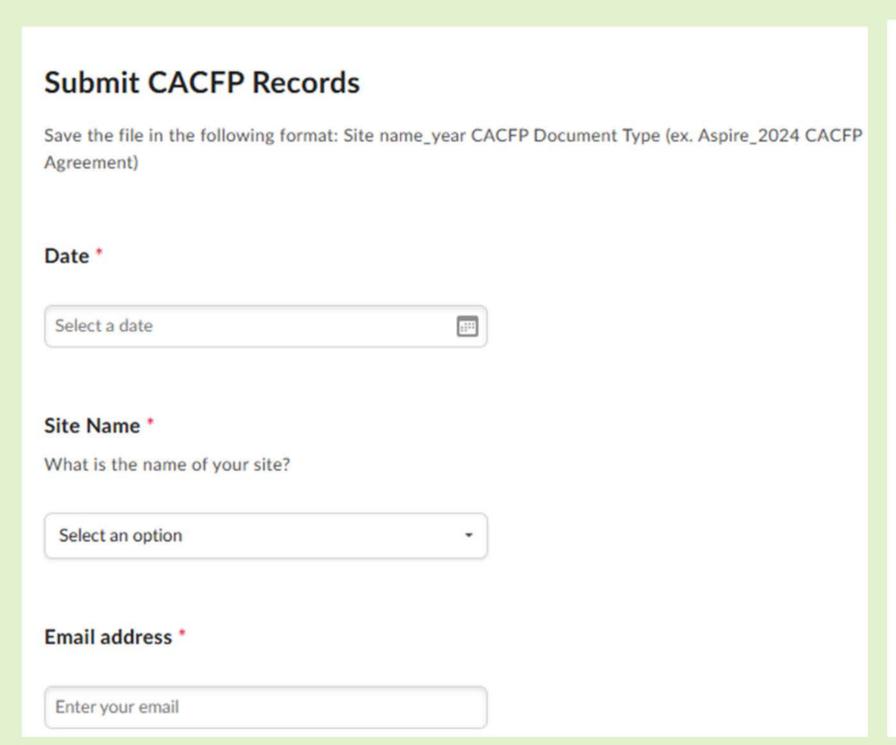
(2) fax: (833) 256-1665 or (202) 690-7442; or

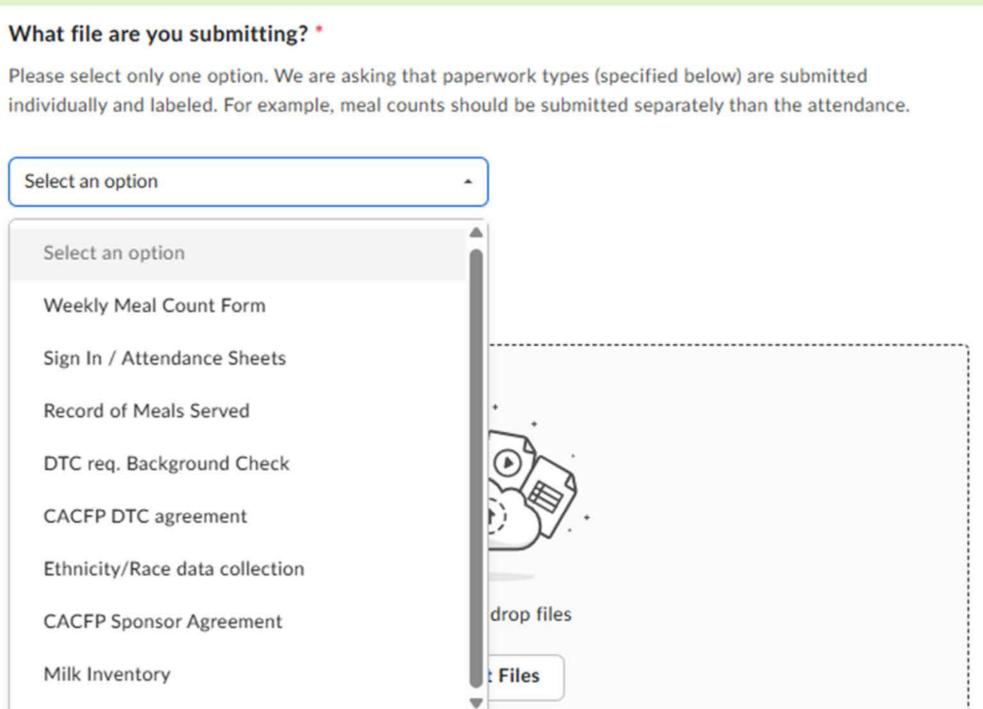
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

## RACE & ETHNIC FORMS

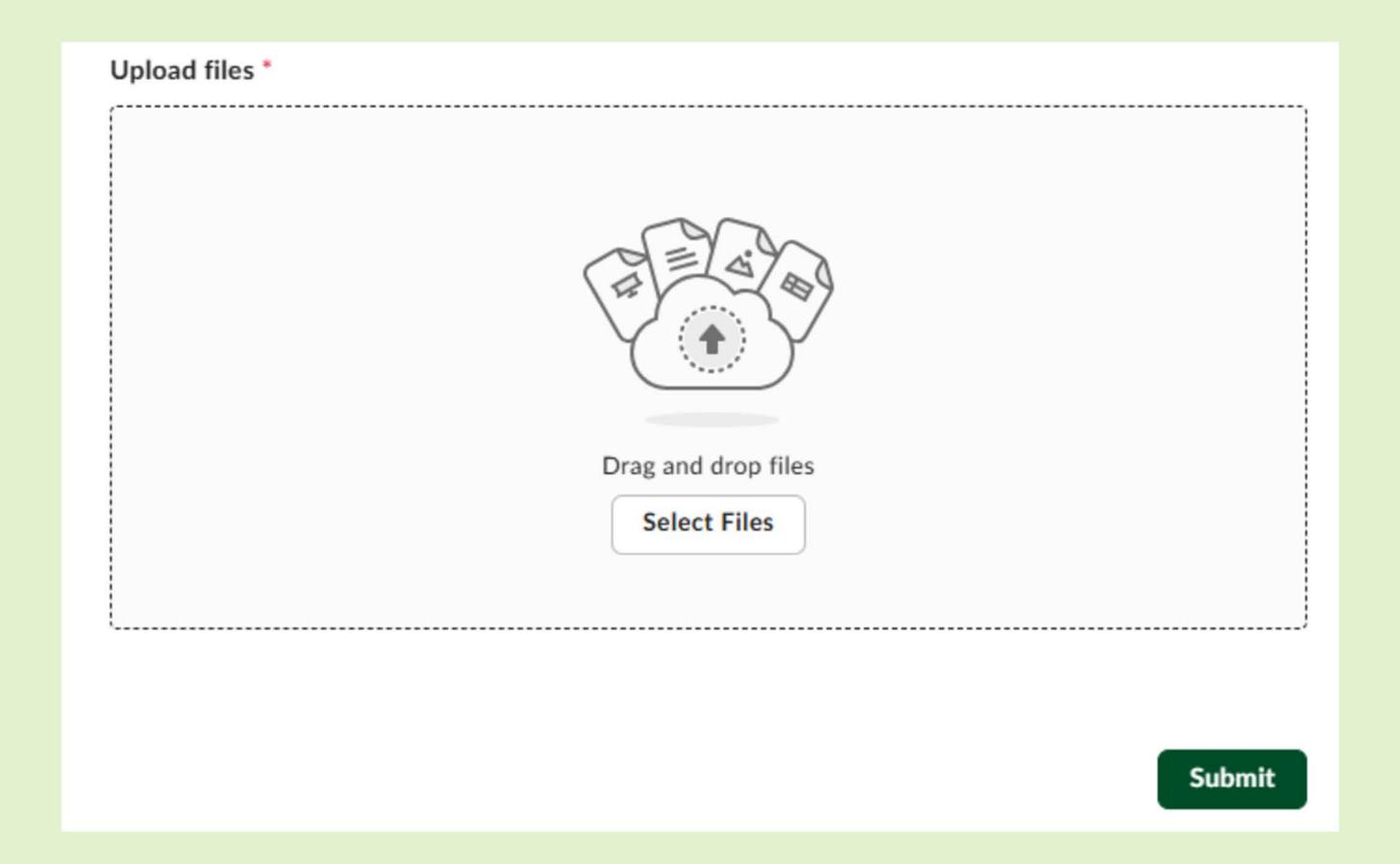






## UPLOADING FILES









If your Site has excess milk inventory, please contact DTC staff at <a href="mailto:kidscafe@daretocare.org">kidscafe@daretocare.org</a> to request a reduction in your milk delivery.



When attendance changes, revise meal counts via Meal Count Change Request to avoid excess food waste.



#### **Meal Count Change Request** Today's Date \* mm/dd/yyyy Site Name \* Email \* Changes may take up to 2 business days Changes may take up to 2 business days Meal Service to Change Select All Meal Service to Change Select All (select all that apply) \* Lunch (select all that apply) \* Lunch Snack Supper Snack Supper Length of Change \* Single Day Short Term Length of Change \* Single Day Long Term Short Term Start Date \* Long Term mm/dd/yyyy Date of Change \* End Date \* mm/dd/yyyy mm/dd/yyyy Number of Meals Number of Meals Requested \* Requested \* Submit

## STAFF CHANGES

### **CLOSURES**

# MEAL COUNT CHANGE

- Submit any Staff Changes online: Name, email, and phone number.
- Submit Closures and Time Changes 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

Based on 4 days a week and 41 weeks of meal service.

Children Served	Number of Meals (After School)	Annual Savings (Est.)	
25	4,100	\$31,242	
50	8,200	\$62,484	
80	13,120	\$99,974	
100	16,400	\$124,968	

\*The Kitchen staff prepares 1,500 meals daily. Failure to report changes may result in DTC billing your Site for wasted food.





- Someone Must be Present to receive food.
- A Trained Site Supervisor(s) **Must** be Present during **ALL** Meal Services to Serve the Children.
- 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 **Attendance**, **Delivery Ticket & Record of Meals Served** on the last day of the Month.
- Inform DTC of **ALL** Changes Immediately.
  - Immediately Adjust Meal Counts according to attendance via the DTC website.
- Keep **ALL** Necessary Forms Onsite for 3yrs plus the current year.

## SITE SUPERVISOR RECAP

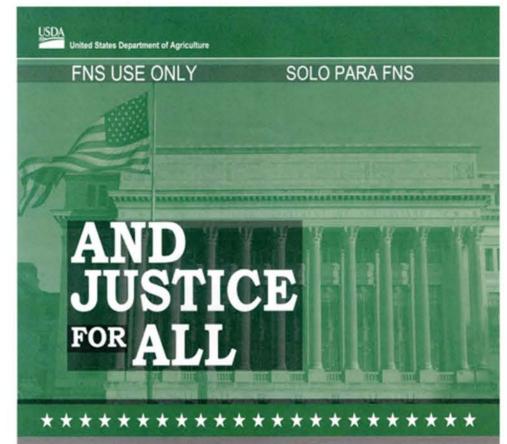
- Corrective Action plans
- Paperwork DTC has sent
- Income Applications (closed only sites)
- Menus Changes
- Ethnicity/Race Data Collection
- Site Reviews
- Weekly Meal Counts
- Record of Meals
- Attendance
- Delivery Tickets











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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, audiotage, 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 deben comunicarse con la agencia estatal o local responsable que TTY) or contact USDA through the Federal Relay Service at

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:

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

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

program.intake@usda.gov.

This institution is an equal opportunity provider

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onforme a la ley federal y las políticas y regulaciones de

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) 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 linea, 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:

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

(833) 256-1665 o' (202) 690-7442; o'

correo electrónico: program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades













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. <u>Civil Rights Grievance Form</u>
- Keep procedures and report forms at Site.
- Never try to discourage a complaint.
- The Complaint goes directly to USDA
  - information is on the form.

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 Addre	ess:					
City:	State: Zip code:					
E-mail addre	ss (if you have one):					
	umber starting with area code:					
Alternate Tel	ephone Number starting with area code:					
Best Time of	the Day to Reach You					
If yes, please First Name: Address: Telephone: _ 1. Who do yo	a representative (lawyer or other advocate) for this complaint? Yes					
Please name	the program you applied for (if known/if applicable):					

## GRIEVANCE PROCEDURES





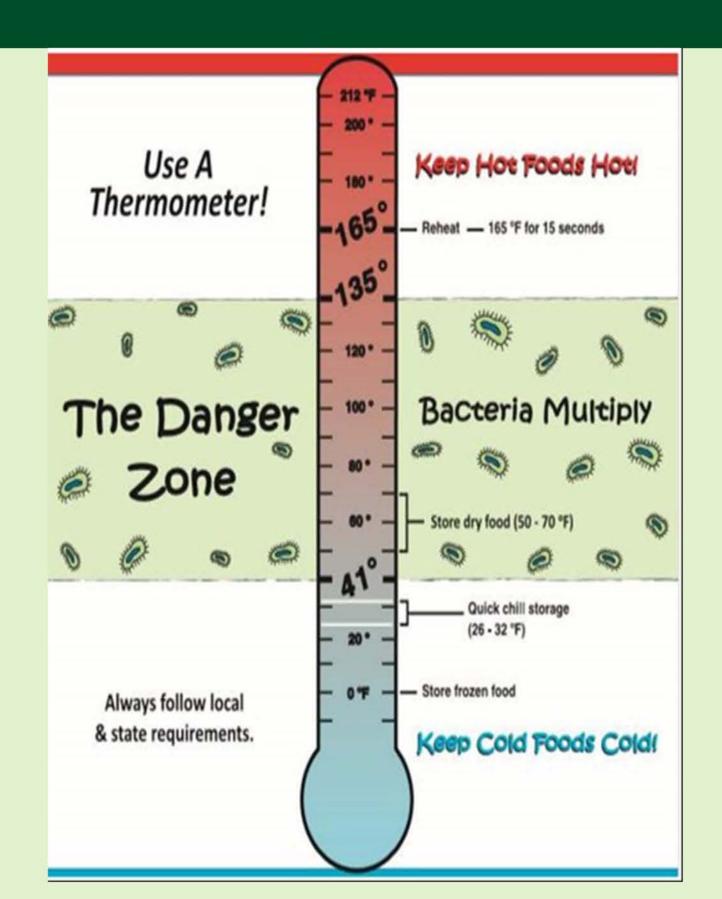
## FOOD SAFETY TRAINING

#### **How Food Becomes Unsafe**

- Environment hazards
- How people make food unsafe
- Understanding food allergies

#### Maintaining a Clean Space

- Cleaning and sanitizing
- Pest control



#### **How to Keep Food Safe**

- PreventingContamination
- Practicing good personal hygiene
- Receiving, transporting, and storing
- Temperature control

Policies and Preparing for a

Monitoring Visit

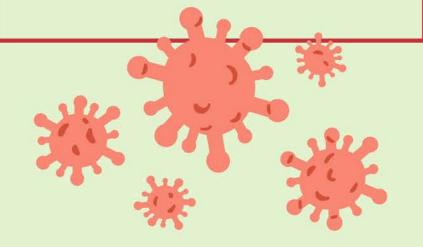




## HAZARDS FROM THE ENVIRONMENT

#### 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



**fish** such as bass, flounder, and cod



wheat



tree nuts such as almonds, walnuts, and pecans



shellfish crustaceans such as crab, shrimp, clams



sesame

## PREVENTING FOOD ALLERGEN CONTAMINATION





#### **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.





## HOW TO WASH YOUR HANDS





## 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



### STORE

**FOOD** 

### SAFELY



#### Store food in a way that prevents crosscontamination

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.

Keep frozen food frozen solid at 0°F or below. Store refrigerated food between 36-40°F. Keep dry storage rooms between 50-70°F.



## RECORDING TEMPERATURES

#### **COLD & DRY STORAGE UNIT REQUIREMENTS:**

#### LABELS & NAMES

"Fridge #1"

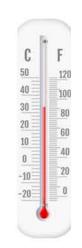
"Freezer #1"

"Dry Storage #1"

#### **THERMOMETERS**

Inside all cold storage units.

Don't forget the dry storage!





1. Name of Agency: Agency A

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

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			

Month	Day	Ter	mperature	Checked By	П	Month	Day	Temperature	Checked B
7_	7		30	Checked By					
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#### **TEMPERATURES**

Recorded DAILY for kitchens and WEEKLY for pantries.

#### Temperature Recording Charts

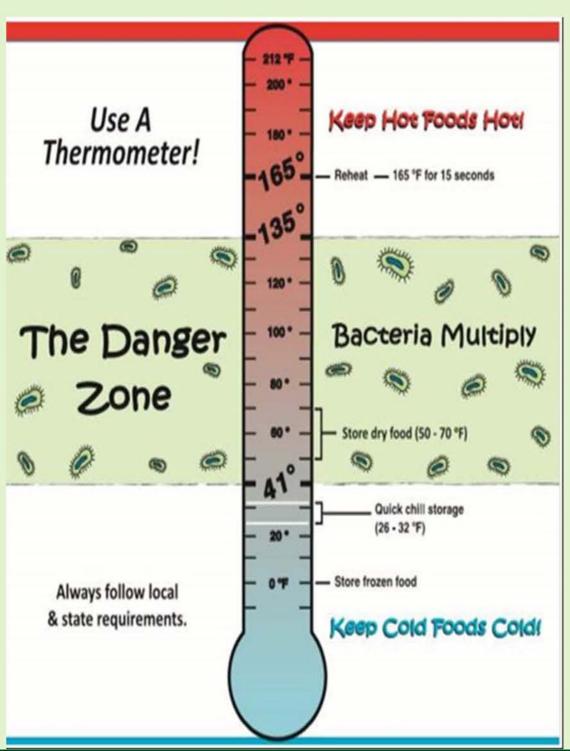
Must be kept on file for 3 years plus the current year.





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











# FIRST EXPIRED

FIRST

OUT

(FEFO)

Check the Dates

- 2 Label the Cases
- Store food with the earliest date in front of food with later dates.
- Use the food stored in the front first.



### CHECK PACKAGING FOR DEFECTS

#### LABELS



unlabeled, unreadable, no code dates, or labeled incorrectly

#### **PACKAGING**



Single-packaged food with damaged/open packaging.

Double-packaged food with damaged, wet, or stained inner packaging.

## SIGNS OF PESTS



gnaw marks,
droppings,
insects (dead or
alive), pin-sized
holes in
packaging



## DISCARDING UNSAFE FOOD

Food Tempature less than

135 degrees for 4 hours

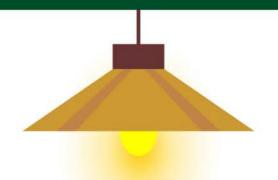




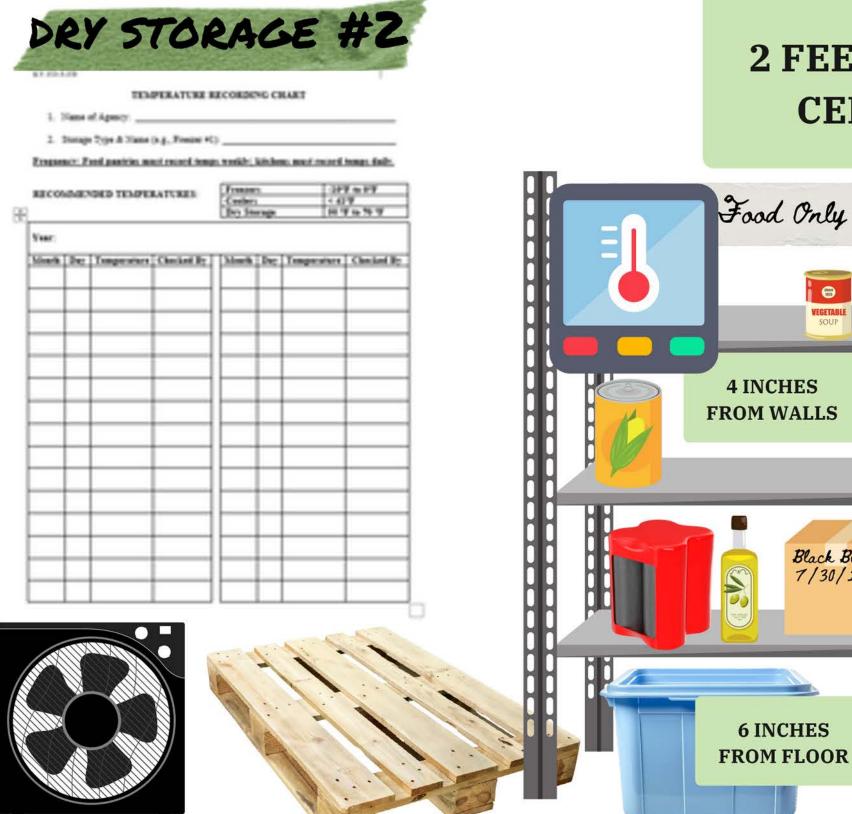


## FOOD STORAGE









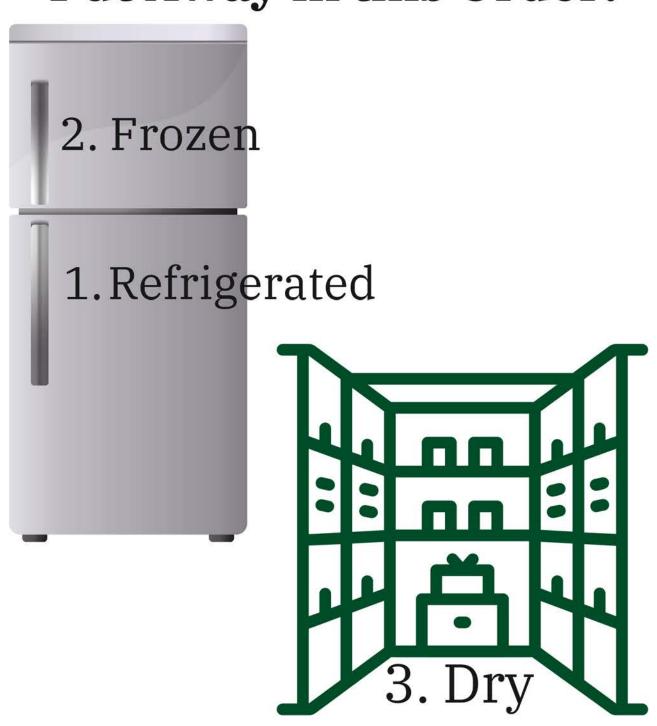
#### 2 FEET FROM **CEILING**

Black Beans 7/30/2023

## HOW TO PUT FOOD AWAY



#### Put Away in this Order:



READY TO EAT

DAIRY

FISH & SEAFOOD

BEEF & PORK

POULTRY



## HOW TO CLEAN & SANITIZE

1. REMOVE FOOD FROM SURFACE

3. RINSE THE SURFACE 4. SANITIZE
THE
SURFACE

2. WASH THE SURFACE



5.ALLOW THE SURFACE TO AIR DRY



## 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



BEFORE REPACKING BULK PRODUCT



**SPOT** 

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

&

CONTROL

**PEST** 





#### **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 Count Forms turned in weekly by 11:59pm.
- Record of Meals Served & Attendance Form turned in by the 1st of each Month.
- Delivery Tickets turned in by 1<sup>st</sup> of each Month.

#### 85% ACCURACY

• Serve 85% of Meals Delivered.

#### PROGRAM STAFFING

- Have a minimum of 2 trained people at meal service.
- A person onsite to collect Driver's Signature and sign for food.
- Fill out Weekly Meal Counts at point of service.
- Complete Background Check on Staff.

#### **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.





- **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).



## Questions? contact: Alexus Richardson, Director of Communications <a href="mailto:alexus.richardson@daretocare.org">alexus.richardson@daretocare.org</a>





DO NOT STRETCH
DO NOT MAKE LARGER THAN YOUR SITE LOGO

## BRANDING & IDENTITY



KIDS CAFE MEAL ENTRANCE HOURS: 12PM-6PM

MEAL SERVICE TIMES SUPPER: 4PM-5PM



# Dare to Care Food Bank

## BRANDING & IDENTITY

## QUESTIONS?



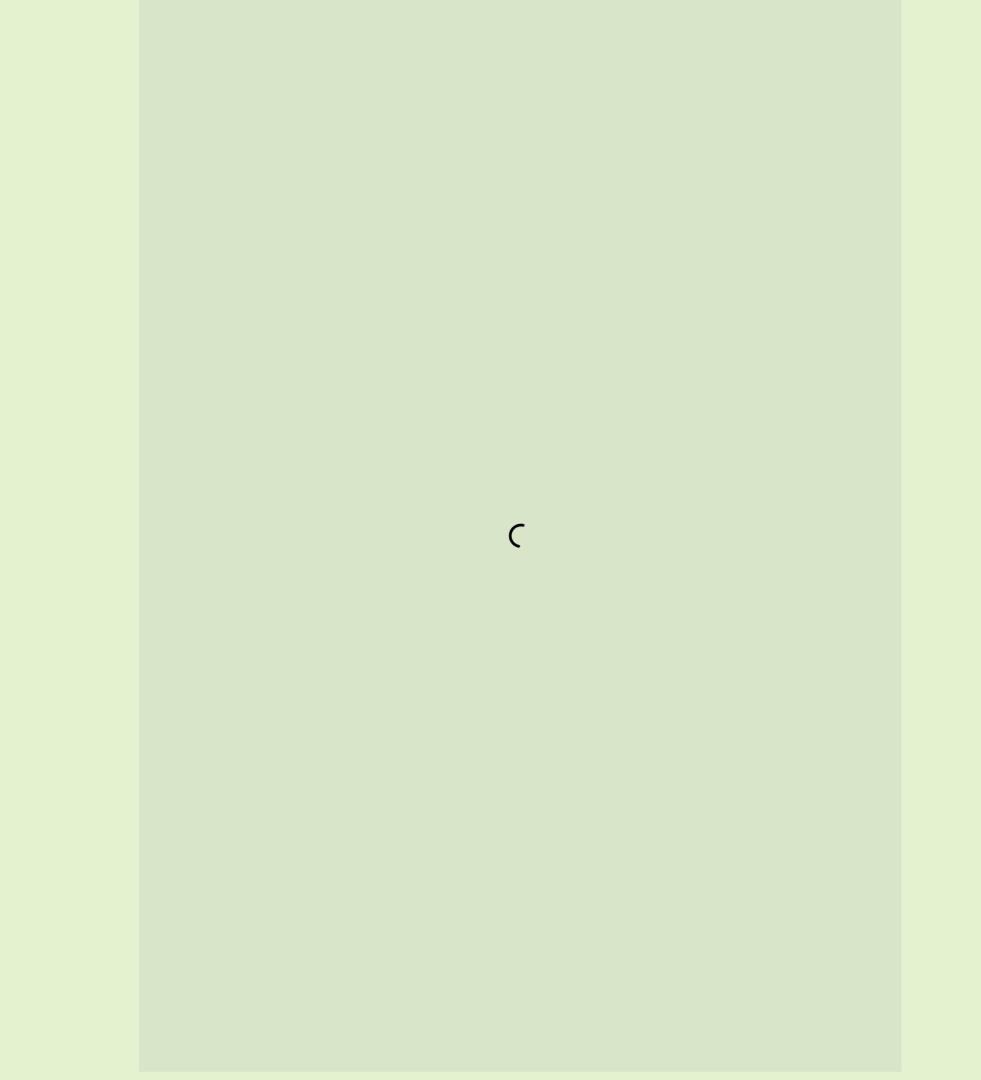


## QUIZ TIME



https://forms.office.com/r/GBb0zbAVVc





# THANK MODUS

