



Dare to Care Food Bank

Child and Adult Care Food Program (CACFP)

Program Guidelines:

- Serve only children **18 years of age or younger**
- Must have programming for the ages you serve
- Children do not have to participate in programming to get the meal
- Post a **Calendar of Activities**
- **Update DTC on new staff and any changes in meal service**

Menus:

- Meal Pattern: Skim Milk, Fruit/Vegetable, Vegetable, Grain, and Meat Items
- **Keep Menu Posted**
- Do NOT add food
- Serve everything and full portions of everything
- Post next to **Building for the Future** poster
- Watch emails for changes in the menu and be sure to mark them on the posted menu
- Keep menu in records

Ordering:

- Orders are automatically placed with the predetermined amount of meals
- Closings (holidays, field trips, etc.) <https://daretocare.org/kids-cafe-closures/> must be submitted **one week** before they take place
- Must keep an **85% accuracy rate**
 - Adjust your numbers online <https://daretocare.org/meal-count-change-request/>
 - May be invoiced for unclaimed meals
 - May take up to 4 business days for a change to take place



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Delivery:

- Food will arrive in Cambros
 - **Check** to make sure you have everything
 - Look for half pans
 - Keep Cambros shut until ready to use
 - Sign **delivery ticket** after everything is checked for accuracy
 - It will be emailed the following day – make sure to **save** it
 - Check temperature 30 minutes prior and at time of meal service

Meal Service:

- **Serve ONLY during your serve time and for your entire serve time**
 - Update DTC on any meal time changes immediately
- Make sure children **sign-in** upon arrival
 - May have a separate sign-in sheet for Kids Café or you may use your current system
 - Include first name, last name, and date on Sign-in's
 - Upload weekly <https://daretocare.org/kids-cafe-file-upload/>
- **Wash and sanitize tables: use warm, soapy water first and then use a bleach solution to sanitize**
- Children **MUST** wash hands/use sanitizer before meal service
- **Must serve FULL portion of each item and take EVERYTHING with them at one time**
 - Check to make sure you are using the correct serving utensil
- May use shared table for items the children do not want
- At least one person that has been trained **MUST** be on site during meal service

Paperwork:

At-Risk Record of Meals Served - All columns must be COMPLETED EVERY DAY

- Make sure to include Site name and Month
- **# Meals Delivered = delivery ticket**
- **# First Meals = Weekly Meal Counts**
- **TDA = sign-in sheets**
- **Submit online at the end of each month**



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Community Kitchen Weekly Meal Counts – All columns must be COMPLETED EVERY DAY

- Make sure to include Site name
- Date, Meals Delivered, Temp 30 minutes prior and at serve time, total 1st meals, sign & date
- Put a (/) as each child receives a COMPLETE meal
- **Submit online at the end of each week**

Sign-In Sheets – COMPLETED EVERY DAY

- Must include Site name, date, first & last name
- Taken before meal service
- **Submit online at the end of each week**

After Meal Service:

- Make sure pans are clean of food debris
- Place everything back in Cambros – you may be invoiced for missing utensils/pans
- Clean eating and serving areas
- Fill in At-Risk Record of Meals Served – send in monthly

Civil Rights:

- Protected Classes: Race, Color, Sex, Age, National Origin, Disability
- **“And Justice For All”** poster MUST be prominently displayed
- Non-discrimination statement must be on any materials that mention Kids Café or free food
- **Civil Rights Grievance procedures** must be followed
 - Verbal or Written Complaints
 - Have 180 days to file
 - If during Kids Café must contact sponsor and send appropriate documentation
 - <http://daretocare.org/assets/uploads/2017/05/Civil-Rights-Grievance-ReportForm.pdf>



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REMEMBER:

Make sure ALL paperwork is filled out completely every day.

Make sure you know where all documents are in case of monitoring from DTC or State, you will be asked to show all required paperwork. Maintain all documents for 3 years. **PAPERWORK IS DUE by THE 5TH of the MONTH** – with the new system all paperwork should be submitted prior to the 5th and late paperwork will NOT be accepted.

Kids Café Online Reporting

Go to website – daretocare.org

Click on Agency Partners

Enter Agency Ref _____

Enter Password _____

Click Remember Me

Save to favorites or desktop

FORMS

Meal Count Change – change number of meals you are receiving

Meal Service Request – change serve time, closures, field trips, etc.

Kids Café Upload – upload Kids Café documents