



POLICIES AND PROCEDURES MANUAL

2011/2012

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CAFB MISSION STATEMENT

To nourish hungry people and lead the community in ending hunger.

Kids Cafe History and Overview

History

Kids Cafe®, a program of Feeding America, provides free, nutritious evening meals to low-income children through a variety of existing community locations where children congregate. These locations include but are not limited to Boys and Girls Clubs, housing authorities, churches, and public schools. In addition to providing meals to kids, all Kids Cafe programs also offer educational, recreational, and social activities in a safe place under the supervision of adults.

Kids Cafe traces its origins to Savannah, GA in 1989. Two young boys were discovered late one night in the kitchen of their housing project's community center after the older brother broke into the kitchen to feed himself and his younger brother.

In response to this glaring example of child hunger, the Second Harvest Food Bank of Coastal Georgia started the first Kids Cafe. In 1993, Feeding America launched the national Kids Cafe program. Today there are more than 1,500 Kids Cafes in operation throughout the United States.

Program Goals and Objectives

The mission of the Kids Cafe Program is to help alleviate child hunger in America through the provision of nutritious meals served to children at-risk of hunger in safe, accessible sites. The Kids Cafe Program also includes nutrition education and enrichment activities.

Program Objectives

1. Serve nutritious meals and snacks to children at-risk of hunger
2. Provide programs within easily accessible safe sites
3. Supplement the meal service with enrichment activities

Welcome

The Capital Area Food Bank of Texas (CAFB) welcomes you to the Kids Cafe program. Your agency has been chosen to partner with CAFB as a Kids Cafe site because of our shared mission to provide children with the nourishment and resources that will help them thrive and succeed. We look forward to working with you to feed, nurture, and empower the children in your community.

CAFB appreciates that your organization

- Demonstrates a commitment to serving children who are at risk of food insecurity.
- Serves populations in which 51% or more of the children are eligible for free or reduced priced breakfast and lunch.
- Has dedicated and motivated staff committed to providing great service, maintaining records, and proper reporting to ensure the continued success of the program.
- Provides programming in conjunction with Kids Cafe free of charge.
 - In the case of sites that offer multiple programs, meals served to children in programs that charge an enrollment or registration fee may not make up the majority of Kids Cafe meals served.

Standards & Guidelines

Standards

Feeding America supports CAFB in providing the Kids Cafe program. CAFB is mandated to enforce Feeding America guidelines, as well as those approved by CAFB leadership.

Kids Cafe must meet the following standards:

- Approved agency in good standing or program or project of CAFB.
- Healthy, nutritious meals must be served to children. All meals must be offered free of charge. Meals can be hot or cold.
- Staff and volunteers with direct repetitive contact with children must pass a national background search.
- Adult to child ratio is a minimum of 2 adults per 25 children at all times that the Kids Cafe program is operational.
- Enrichment activities must be offered as follows: Nutrition Education, a minimum of once per month or at least nine lessons per year; academic and/or recreational activity each day the Kids Cafe is serving.

Guidelines

Kids Cafe Style Guide

When “Kids Cafe” is used in a sentence or narrative, the following guidelines must be adhered to:

- The first reference will be followed by the “®” registration symbol.
- The affiliation as “A program of Feeding America” is clearly noted in the first reference to Kids Cafe.
- The words Kids Cafe always appear as one unit in their entirety.
- When presented in upper and lower case, the letter “K” in Kids is always capitalized and the letter “C” in Cafe is always capitalized.
- There is no punctuation for the word Kids Cafe in text. There is no apostrophe in the word “Kids” as it is used as a plural, not a possessive noun; and there is no accent mark over the “e” in “Cafe.”

Letter of Agreement

A signed Letter of Agreement must be on file with CAFB. A new Letter of Agreement must be signed annually. The Letter of Agreement will specify:

- Beginning and end date of program operation
- Days and hours of operation
- Estimated number of children to be served
- Operational budget

Days and Hours of Operation

- Each site must adhere to the set days and hours of operation set in their Letter of Agreement.
- Sites are responsible for notifying CAFB within 24 hours if any adjustments to the schedule are necessary.
- Sites may not extend the service period or add/subtract days without the approval of CAFB.
- For sites that are approved to serve through the summer, summer meals may not account for more than 50% of the total meals served in annual contract.
- Kids Cafe meals must be served directly before or directly after programming.
- Children should be allowed a minimum of 20 minutes to eat Kids Cafe Meals

Programming

- Kids Cafe meal sites must offer free supervised enrichment programming.

- Some sites may have multiple programming with a mixture of free and those with fees, for participation. In those instances the youth enrolled in paid programming may not make up the majority of meals served.
- Acceptable programming could include but is not limited to; tutoring, sports, leadership skills training, or art programs.
- In accordance with Feeding America guidelines and as outlined in the Letter of Agreement, Kids Cafe meals must be served in conjunction with enrichment programming.

Each site is responsible for providing CAFB with a list of enrichment programming including any participation or enrollment fees.

Programming – Nutrition Education Requirement

Feeding America guidelines mandate that Kids Cafe sites must offer nutrition education activities once a month or a minimum of 9 times per year.

Kids Cafes are more than a soup kitchen for children. Therefore, enrichment activities that support other facets of the development, of the whole child, are an important part of Kids Cafes.

The rationale for nutrition education is that it enables learning healthy eating choices and nutrition understanding for the future, to ensure the growth and well being for each child in a Kids Cafe. The nutrition education standard was not developed with the intent that CAFB staff would provide the nutrition education; rather the adults or a volunteer at the site can fulfill this requirement.

Interactivity with the children at the Kids Cafe is the goal, so the educational component does not need to be extensive or lengthy. Any activity that stimulates children to think about nutrition is acceptable. Kids Cafe nutrition education toolkits will be provided to each site. The toolkit was designed to be taught by anyone involved with a Kids Cafe, regardless of their level of formal nutrition training. Anyone with enthusiasm for teaching children about healthy eating can lead these lessons.

Each lesson includes

- Statement of goals and objectives
- Background information for the instructor
- Warm-up activity
- Main lesson
- Multiple activity ideas (based on the age of your group)
- Detailed Instructions for conducting each activity choice
- Reflection/wrap-up questions
- Supplemental references/resources

Staff and Volunteer Supervision

- Feeding America & CAFB mandates that sites must maintain an adult to child ratio of a minimum of 2 adults per 25 children providing supervision during Kids Cafe meal service and programming.
- Each site agrees that all staff and volunteers who are in repeated contact with children must pass a national background check. Documentation of completed background checks must be kept on site.
- Cooks preparing Kids Cafe Meals must have a Food Manager Certificate. Other staff or volunteers helping with **meal preparation** must have a minimum of Serve Safe training or Food Handler training. Certifications should be displayed at all times. Copies of certifications must be provided to CAFB.

Reporting and Compliance

- Each site is required to submit a monthly report using the form provided by CAFB.
- Kids Cafe partners must report any changes in staffing, scheduling or programming to CAFB within 24 hours. Failure to do so could result in termination of the program.

- Sites will be monitored annually and visited periodically throughout the agreement period.
- Sites will implement changes recommended by CAFB staff during monitors and visits to ensure compliance with national and local Kids Cafe standards.
- Included in each site's Letter of Agreement is a budget listing the site's grant allotment. This budget also includes the maximum amount each site may spend on salaries, outside food expenses, mileage and other expenses. Each site is responsible for reviewing their budget and ensuring that they spend no more than their grant allocation.
- Receipts for expenses and proof of cooks' salaries must be submitted monthly.
- Reimbursement will be issued only after monthly reports and all expense receipts have been received and approved by CAFB.

Reporting and Compliance - Monthly Reports

- Each site is required to submit a monthly report on the form provided by CAFB.
- Monthly reports include the following data for the month:
 - Number of children served
 - Number of meals served to children
 - Number of meals served to parents and siblings
 - Number of meals served to staff
 - Salary expense for cooks
 - Expense of food purchased from outside vendors
 - Mileage expense
 - Other expenses (paper products, cleaning products, utensils etc.)
- In order to receive reimbursement each site must submit the following, along with the monthly reports:
 - Receipts for food and other expenses
 - Proof of payment for cooks
 - Food log including menus and food temperatures
 - Nutrition education activity log
 - Reports are due on the 5th of the month for the prior month.
- Reimbursement will be issued only upon receipt of the monthly report and supplemental documentation.

Reporting and Compliance – Monitoring

As a Kids Cafe, your site will be monitored annually and visited periodically. The purpose of monitoring is to ensure that your site is in compliance with all federal and local regulations. They are also a way for CAFB to gauge your satisfaction with the program and to see if we can assist you in improving the program at your site.

What is CAFB looking for during a monitoring visit?

- Site is in compliance with all federal and local regulations
- Site conducts background checks on all staff and volunteers
- Accurate records are kept of meal service each day
- Monthly reports are submitted correctly and on time
- Sufficient staff and volunteers are available for the number of kids (2 adults to every 25 children)
- All meals served meet USDA recommended guidelines for a meal
- Academic and/or recreational activities are offered each day
- Nutrition education lessons are offered monthly
- Kitchen is clean and organized
- Current Health Inspection displayed in a visible location
- Cook has Food Manager certification
- Food is heated and served according to the correct safety precautions

What should your site have prepared for the visit in advance?

- Accurate child to adult ratio
- Documentation showing that background checks are conducted
- Documentation showing that cooks have obtained Food Manager certification
- Current Health Inspection

- Accurate list of available programming including any fees charged for programs
- Menus
- Nutrition education activity log
- Your thoughts on the program and possible ways to improve it
- Ideas on items you would like to see available from CAFB

Reporting and Compliance – Suspension/Termination

A Kids Cafe may be placed on suspension by CAFB until a reported problem or issue is corrected. While under suspension, the site will lose its CAFB privileges, including the right to order and receive food and other products. A site under suspension may be terminated by CAFB if the site fails to correct the problem leading to the suspension.

Grounds for suspension and/or termination include, but are not limited to:

- Failure to comply with health department regulations, CAFB food storage requirements or failure to correct food storage problems found during a CAFB inspection visit within 30 days. If, at the time of the inspection, the Agency is in gross violation of health and CAFB standards, the suspension may be immediate, with privileges terminated if the standards are not met within 30 days.
- Indication or report that the site sells, transfers, or barter for money or services any items obtained from CAFB, or that the site charges or is reimbursed for the items.
- Indication or report that the site denies services to children or immediate family on the basis of race, color, age, religion, national origin, sex, sexual orientation, disability, or political affiliation.

The procedure for termination of a Kids Cafe Site is as follows:

1. The termination decision will be based on a CAFB staff study and recommendation.
2. A letter will be sent to the site explaining the specific reasons for termination and a description of the appeals procedure.
3. A site may appeal the decision to the CAFB President and CEO by submitting a letter requesting an appeal hearing before CAFB Board of Directors within 10 working days of the date of the notice of termination. If a letter is not received within 10 working days, an appeal hearing will be denied.
4. The CAFB Board of Directors will schedule a time during its next regularly scheduled meeting to hear the appeal. The Agency will be notified in writing of when to appear.
5. CAFB membership privileges of the Agency may be suspended pending the decision by the CAFB Board of Directors.
6. The decision of the CAFB Board of Directors regarding the appeal is final.
7. A letter stating the decision by the CAFB Board of Directors will be sent to the appealing Agency within seven working days of the decision.

Kids Cafe Meals

Serving meals that have nutritional value, meet program meal pattern requirements and taste good to children requires careful menu planning. Each site is encouraged to identify a team of individuals who can assist with this process, including kitchen staff, site staff, and food bank nutrition educators.

- Meals must be provided free of charge to any child who wishes to eat.
- To encourage parental involvement and create a family environment, meals may be served to parents and/or siblings.
- Meals must meet nutrition standards outlined in the Kids Cafe Nutrition Standards section.
- Menus should be planned in advance and be made available when requested by CAFB staff. Copies should be kept on site for 3 years and 90 days.
- Food for Kids Cafe meals should be ordered from CAFB whenever possible. Food ordered from CAFB should only be appropriate for a meal that meets Kids Cafe nutrition standards. See Kids Cafe Ordering Guidelines for examples of appropriate foods.
- Food may be purchased from outside vendors when necessary to provide a healthy variety of meals. Please review the outside food expense budget in your Letter of

Agreement. Sites are responsible for the monitoring of their budgets to stay within their grant allocation.

Kids Cafe Meals – Transportation to Other Sites

In the event that a Kids Cafe kitchen prepares meals for multiple sites, it will be the responsibility of the program host site to arrange for secure transportation of meals. Sites with approval for multiple locations will be reflected on the Letter of Agreement. Sites that do not have prior approval from CAFB may not transport meals to other sites or programs. All food safety guidelines and temperature controls must be followed. Proper equipment must be used to assure food safety. Site monitor must have a minimum of a Food Handler certification prior to the program starting.

Reimbursement for approved additional sites will be limited to salary for one monitor but mileage may be reimbursed using allotment from main facility. Please see funding formula.

Kids Cafe Meals – Child and Adult Care Food Program (CACFP)

To recoup a portion of program costs some Kids Cafe sites may be enrolled in CAFB's CACFP program. These sites will have CACFP reflected in their Letter of Agreement with CAFB. These sites should refer to the Kids Cafe CACFP guidebook.

Kids Cafe Meals – Afterschool Care Program (ASCP)

To recoup a portion of program costs some Kids Cafe sites located within an Independent School District (ISD) may be asked to enroll in the Afterschool Care program. These sites will have ASCP reflected in their Letter of Agreement with CAFB. These sites should refer to the Kids Cafe ASCP guidebook.

Summer Kids Cafe Meals – Summer Food Service Program (SFSP)

Some Kids Cafe sites have approval to serve beyond the school year and through the summer months. Depending on site location, some sites will be enrolled in CAFB's Summer Food Service Program (SFSP). These sites will have SFSP reflected in their Letter of Agreement with CAFB. These sites should refer to the Kids Cafe SFSP guidebook.

KIDS Cafe Nutritional Guidelines

- The Kids Cafe Program nutritional guidelines will follow USDA, National School Lunch Program Standards (<http://www.fns.usda.gov/cnd/Lunch/>).
- Each KC tray must contain all five food items (Meat/Meat Alternate, Grains/Breads, Vegetables, Fruits, Milk).
- Kids Cafe will follow the Enhanced Food-Based Menu Planning Approach-Meal Pattern (attached)

Sample KC K-6 Meal

2 ounces of Meat/Meat Alternate
2 ounces of Grains/Bread
½ cup Vegetable
½ cup Fruit
8 ounces of Milk

Example:

2 ounce hamburger patty (2 ounces Meat/Meat Alternate)
1 whole wheat bun (2 Grains/Bread)
½ cup carrots (1/2 cup Vegetable)
½ cup peaches (1/2 cup Fruit)
8 ounces of low-fat chocolate milk (8 ounces of Milk)

Grains

- Offer whole grains foods as available (whole-wheat bread, corn, brown rice, whole wheat tortillas, whole wheat pasta).
- 1 serving of grain is: 1 slice of bread or an equivalent serving of biscuits, rolls, etc. OR ½ cup of cooked rice, macaroni, noodles, or other pasta products.

Vegetables/Fruits

- Offer a variety of fruits and vegetables (fresh, canned, frozen) weekly.
- Do not serve fruit juice instead of fruit.
- Offer canned fruit packed in its own juice or light syrup.
- Fresh vegetables may be served in combination with other food items (e.g. Lettuce/tomatoes can be served inside the hamburger).
- Some Vitamin C fruits/vegetables include: cantaloupe, grapefruit, honeydew melon, kiwi fruit, mandarin orange sections, mango, papaya, strawberries, tangerines, asparagus, broccoli, brussels sprouts, cabbage, cauliflower, kale, sweet green and red peppers, sweet potatoes.
- Some Vitamin A fruits/vegetables include: broccoli, collards and other green leafy vegetables, carrots, pumpkin, sweet potatoes, winter squash.

Milk

- An 8 ounce serving of milk must be provided with each Kids Cafe meal based on the chart below. On other days, 100% fruit juice may be served with meals.
- Each Kids Cafe site may offer low-fat unflavored, flavored, and/or and lactose-free fluid milk.
- The Boys and Girls Clubs and Recreation Centers may offer two beverages at each KC meal (low-fat milk and 100% fruit juice or water).

Days/week KC serving	Minimum days/week milk must be served
2	2
3	3
4	3
5	3

Choose Healthy Options Program (CHOP)

Created by the Greater Pittsburgh Community Food Bank, Choose Healthy Options Program (CHOP) has two major components: a food analysis tool that assigns a rank to a food based on nutrient content provided by the Nutritional Facts Label; and education activities centered on the use of the ranks as a guide to making healthy food choices. Agencies are taught in monthly training sessions how to use the rankings to maximize healthy choices when ordering product from the Food Bank’s inventory.

Foods are categorized and analyzed to assign a ranking for each food in our inventory. Foods are ranked 1,2, 3 or MC (minimal contribution) with 1 being the highest nutritional ranking a food can receive. The nutrition rank appears with each product on our inventory list on the partner agency website:

<http://www.austinfoodbank.org/partner/shopping/shopping-list.html>

Nutritionists use agency order history, which includes food ranks, to determine the amount of nutritious food ordered pre and post intervention. Food distribution is analyzed each month to measure progress towards strategic nutrition goals for food distributed by the Food Bank.

Menu Analysis:

A 2-week menu must be submitted to the CAFB Registered Dietitian at the beginning of every fall semester. Menus should include all serving sizes and specifics of each food item. Also, include any recipes for “homemade” food items. The Food Processor program will be used to analyze the 2-week menu for the following nutrients:

NUTRIENTS AND ENERGY ALLOWANCES	MINIMUM REQUIREMENTS	
	Grades K-6	Grades 7-12
Energy allowances (calories)	664	825
Total fat (as a percentage of actual total food energy)	1, 2	2
Saturated fat (as a percentage of actual total food energy)	1, 3	3
RDA for protein (g)	10	16
RDA for calcium (mg)	286	400
RDA for iron (mg)	3.5	4.5
RDA for Vitamin A (RE)	224	300
RDA for Vitamin C (mg)	15	18

¹ The Dietary Guidelines recommend that after 2 years of age "...children should gradually adopt a diet that, by about 5 years of age, contains no more than 30 percent of calories from fat."

² Not to exceed 30 percent over a school week

³ Less than 10 percent over a school week

Other information

- Children should be given at least 20 minutes to eat each Kids Cafe meal.
- Children should be encouraged to try all food items served.

Resources

- Menu Planning under the National School Lunch Program (NSLP) <http://www.fns.usda.gov/cnd/menu/menu.planning.NSLP.htm>
- USDA, Choose My Plate, <http://www.choosemyplate.gov/>
- USDA, Dietary Guidelines, <http://www.cnpp.usda.gov/DietaryGuidelines.htm>

Facilities

- Kids Cafe Partner Agencies must provide and maintain a safe, secure location to serve children.
- The facility should be accessible to a large number of children.
- The building must have heating, cooling, restrooms and staff or properly trained volunteers to ensure ongoing maintenance and cleaning.
- The facility must have an existing kitchen that meets City, County or State Health and Fire Department codes, with minimum food preparation equipment to include an oven, refrigerator and kitchen sink.
- Tables and chairs must be available to accommodate the maximum number of children expected at any one time, although feeding children in shifts is acceptable.
- An annual health inspection certificate must be provided to CAFB and kept on site for 3 years and 90 days.

Food Storage

- The food storage area must be clean, with no holes in the walls, ceilings or floors. There should be no gaps around the windows or floorboards that could allow entry of rodents or insects.
- The food storage area should be locked when not supervised to prevent possible theft. Refrigerators and freezers should either be in a locked area, or they must be lockable.
- A thermometer must be positioned in each cooler and freezer.
- Temperature logs are kept for 3 years and 90 days.
- The site must post a "Use Safe Sense" poster in all food handling, storage and/or preparation facilities. The poster must be accessible to all staff and volunteers working in the food program. All required signage is provided to the site by the food bank at no charge.

- Non-food articles such as cleaning products, detergents, soaps, pesticides and other toxic materials must be stored lower than food items or in a separate storage area.
- Food items must be stored at least six inches above the floor. Food should not be stored on pallets in an area with open containers or where food is prepared. Pallets provide a dark, warm habitat for pests. In rare cases, the use of pallets may be used in the staging area of the pantry, but may not be the primary method of storage.
- Shelves should not be lined with contact paper as the glue attracts insects. Butcher paper is a good alternative.
- Site should rotate, label or take periodic inventory of the food items to ensure freshness. Remember, FIFO (First In First Out).
- Site must take adequate steps to ensure that food items obtained from sources other than CAFB have adequate labeling and are free of serious defects that may pose a health hazard to the kids.
- Food may not be stored in a commercially operated storage facility (i.e. Public Storage, U-Lock-It, etc.).

Ordering Food from CAFB

The majority, if not all of the food that you use for the Kids Cafe meals should be obtained from the Food Bank. However, there are times when certain foods are not available. Purchasing food from other vendors is acceptable if items necessary to prepare nutritious and varied meals are unavailable from the Food Bank. We will reimburse funds used for those items if receipts are presented along with the monthly report. Again it is the responsibility of the site to stay within its budget for outside food costs.

Deadlines for placing orders:

Orders to be picked up at Food Bank9 a.m. two days before pick-up
 Monday Regional Delivery.....9 a.m. the previous Thursday
 Monday Local Orders9 a.m. the previous Thursday
 All other Regional Deliveries.....9 a.m. two business days before
 scheduled delivery date

Pick-up day	Order received by	Time
Monday	Thursday (the previous week)	9 a.m.
Tuesday	Friday (the previous week)	9 a.m.
Wednesday	Monday	9 a.m.
Thursday	Tuesday	9 a.m.
Friday	Wednesday	9 a.m.

Note: The ordering schedule will change temporarily when CAFB is closed for holidays, inventory or staff meetings. CAFB will send out emails to all sites in advance of any closure to let you know when we will be closed and how that will affect the ordering schedule. Be sure CAFB has up-to-date email addresses for your site so that you don't miss out on this important information. You may also visit the CAFB Partner Agency website at www.austinfoodbank.org/partner.

- All Kids Cafe orders **must** be completed on-line using “Agency Express 3” website <http://agencyexpress3.org>. Training for this will be given prior to your first order. If you ever have issues with online order, contact the Programs Director at (512)684-2501 or our Distribution Services Assistant at (512) 684-2150.
- **Who orders food?** It is important that the food being ordered for the Kids Cafe site is done by the person preparing the meals or creating the menus. This will enable the cooks the opportunity to prepare meals that they deem appropriate as outlined in the “Menu Planning” section of this document.
- **Determining what is acceptable and what is not acceptable for your food orders.** Food ordered for Kids Cafe should be limited to foods that are appropriate

to make meals that fit the nutritional standards of the USDA National School Lunch Program. Food ordered for Kids Cafe should not be used for any other purpose than preparation of Kids Cafe meals. Ordering non food items should be limited to paper products and cleaning items used in serving Kids Cafe meals and cleaning.

Ordering Produce (See: Shop-For) from CAFB

Local Kids Cafe sites that pick-up food orders at CAFB have the option to “shop-for” fresh fruits and vegetables on the day of order pick-up from CAFB. Because of this, you cannot include fresh produce to your on-line order or it will be removed. CAFB cannot pull and stage separate produce orders for each local agency. To ensure that a local Kids Cafe receives produce, the person placing the food order and designing the menu must communicate with the person picking up the order to let them know what types and quantity of produce is needed. Kids Cafe sites that pick-up off-site at a regional delivery location must add perishables to their on-line orders as they are unable to come to CAFB to do a “shop for.”

Scheduled Pick Ups Off-Site – Regional Food Delivery (RFD)

- Orders for Regional Food Delivery must be placed by 9:00 a.m. two business days before the scheduled delivery day.
- Pick up times and locations can be found on the transportation calendar located on the Partner Agency website or by contacting CAFB Distribution Services Assistant at 282-2111 ext. 150.
- Toxic or poison items such as bleach, insecticides, etc. may not be transported and should not be ordered for delivery.
- Site representatives must be at the distribution site prior to distribution time. The driver is not obligated to wait for late arrivals and late arrivals will be served last.
- No children under the age of 18 should be brought to the RFD drop site.
- Tobacco products should not be used at the RFD drop site.
- All safety procedures must be followed. Site representatives should not enter the Food Bank truck unless instructed to do so by the driver. The rail lift and pallet jack may only be operated by the CAFB driver.
- It is the responsibility of the site to provide a vehicle and necessary volunteers to accommodate its order. Agencies are encouraged to help each other.
- The site should practice good housekeeping. Trash should be put in containers and boxes and pallets neatly stacked.
- Sites receiving dairy and/or frozen items must bring coolers to transport these items. **The Site will not receive these items without the appropriate insulated containers.**
- The Site must check its order against the Pick List as the order is loaded into the vehicle. Any discrepancy must be brought to the attention of the driver at the time of the delivery.
- Procedures at the pick up site are subject to change by the driver. Sites will be notified in writing before new policies take effect.
- Adverse weather conditions may prolong or delay distribution.
- Sites are responsible for bringing necessary equipment to accommodate weather conditions.
- All Sites must check in with the driver upon arrival and show their Agency card.
- All dry goods must be distributed and loaded onto agency vehicles before distribution of cooler and frozen items.
- Average distribution time could range from one to three hours.

Scheduled Pick Ups at CAFB - Local

- Pick up times are determined by the Kids Cafe site and the CAFB Distribution Services Assistant at 282-2111 ext. 150.
- Each Kids Cafe site will be given two membership ID cards. The site should appoint an authorized person(s) to pick up orders. This person should be given a card. The site must notify CAFB with the name of the authorized pick up person(s). If someone arrives without a membership ID card, the pick up time will

be rescheduled. If arrangements to reschedule the pick up have not been made within 24 hours, and/or the card is not present at the rescheduled time your order will be restocked. As a Kids Cafe site, you should not let this happen.

- Upon arrival, the Kids Cafe personnel will be asked to sign in and show their membership ID card to the receptionist. Then should then be seated in the reception area and wait for the warehouse assistant to call for them. For issues of fire safety, each agency representative entering the warehouse must sign in and out.
- If a site is late or early, the site personnel will follow the same sign-in procedures listed above, however they must wait in the reception area while the scheduled Agencies are served. Any site that is more than 20 minutes late may not be allowed to add “shop for” items to its order. Any site that knows it is going to be late should call CAFB as soon as possible. If the site is more than 20 minutes late without prior notification, they may be asked to reschedule the pick-up day and time at the discretion of CAFB warehouse staff.
- The site’s vehicle may then be backed up to an empty dock. Only one (1) vehicle may be backed up to the dock at a time.
- Sites receiving dairy and/or frozen items must bring coolers to transport these items. The site will not receive these items without the appropriate insulated containers.

Warehouse Procedures

- Agency personnel must stay within the areas of the warehouse accessible to those picking up orders. These areas include the bread and pastry room, the front portion of the cooler, the loading area, and the pathway leading to the restrooms. Agency personnel are not allowed in the main portion of the warehouse or in the freezer.
- If an item is listed on the “Add-On Board,” it may be added to the order at the time of pick-up. Only items so designated may be added.
- While the order is still at CAFB, the Agency may reject items from the order if they seem inappropriate for the Agency, (i.e. shaving cream for child care center).
- Agency personnel must load pre-ordered products prior to selecting “shop for” items such as bread, pastries, and produce.

Warehouse Regulations

- Only three people per agency are allowed on the dock at one time.
- Do not smoke or chew tobacco while in the building or on the dock.
- Do not eat or drink in the warehouse.
- Children under the age of twelve are not allowed in the warehouse or on the loading dock. Children must remain in the reception area under adult supervision at all times. CAFB staff is not responsible for supervising children.
- Do not operate warehouse equipment.
- Be aware of special notices posted in and around the warehouse.
- Notify the warehouse staff of any irregularities or potentially hazardous conditions. This includes any spills in the cooler or bread room.
- Anyone on the loading dock or in the warehouse MUST wear appropriate, closed-toed shoes (no flip-flops, sandals, high heels, etc.).

Loading Orders

- Each site is responsible for loading its own order. Only persons loading the vehicle should be on the dock. All others should wait in the reception area. *(No unattended children under the age of 12). Please note that the Warehouse Assistant reserves the right to limit the number of people on the dock at his/her discretion.*
- The site should provide a vehicle or vehicles large enough to transport the order. To help the site judge the size of its order, the site may ask the Distribution Services Assistant for the estimated weight. This estimated poundage includes all ordered items but does not include “shop for by weight” items for local sites but does for Regional sites.

- It is the responsibility of the site to make sure the order is correct. Each case or package should be checked as it is loaded into the vehicle. When a site representative signs the work ticket, he or she accepts it as printed.
- Sites receiving dairy and/or frozen items must bring coolers to transport these items from CAFB to their facilities if travel time is more than 20 minutes. The Agency may not receive these items without the appropriate insulated containers.
- Please note, CAFB schedules two appointments every thirty minutes, so it is important that each Agency load its vehicle(s) in a timely fashion.

Shopping – Selecting “Shop For” Items

- After loading orders, site personnel may “shop for” certain bread, pastries, produce, and dairy. Breads, tortillas and pastries fall under one category and do not have to be separated; however, any cooler items written on the “add-on board” must be weighed separately. The “shop for” items must be boxed separately and weighed by warehouse staff, including those items for which there is no charge.
- In the cooler, sites may select items only from the wire shelves in the front of the cooler or from the pallets on the floor in front of the shelves. Agencies are not allowed to walk past the “No Agencies Beyond This Point” sign or blue racks or take items from the blue racks. Again, each type of product should be weighed separately (e.g. dairy, produce, breads, pastries, etc.). Sandwiches should be weighed with dairy products and tortillas should be weighed with bread.
- Cased products found in the cooler may be handled and distributed only by CAFB staff.
- Agency personnel should stack any trays they may have emptied in both the cooler and the bread room.
- When loading uncased product, care should be taken that heavy products (e.g. meat, cheese) are not loaded on lighter, more fragile products (e.g. pastries, bread).
- No eating or drinking is allowed in the cooler or the bread room.
- There is a 30-minute time limit for “shop for.” Any site exceeding this time limit will be asked to leave.

Check Out

- After all food is loaded, the Agency representative should bring the signed copy of the “Picking List” to the Warehouse Staff and retain the “carbon” copy for the agency’s records.
- Agency representatives must “sign-out” in the logbook in the lobby before leaving.

Budget Formula

Budgeting

CAFB will provide each Kids Cafe site with a grant budget which will be included in the Letter of Agreement. This allocation is based on the number of children served and the number of serving days in the agreement period. A break-down of the budget formula is as follows:

- Salary reimbursement
- Mileage reimbursement
- Non-food costs
- Outside food costs

Formula - Salary

On average, a successful program serving 75 children or more has two cooks and at least one paid monitor. It has also been identified that three hours is the average time needed to conduct a successful Kids Cafe. Based on the number of children participating in the program, the site’s Letter of Agreement will reflect if the site will be reimbursed for two or three staff, at a flat daily rate of \$12.00 per hour for three hours or \$36.00 per staff per day.

- CAFB will fund two paid people for sites serving **0-74**.
- CAFB will fund three paid staff for sites serving **75 or more**.
- CAFB will fund one paid staff (monitor) at approved additional sites where meals are not prepared but must have meals delivered.
- Site's Letter of Agreement will reflect if the site qualifies for one, two or three paid staff.
- CAFB will reimburse \$36.00 per day per Kids Cafe staff as outlined on Letter of Agreement.
- Monthly salary reimbursement will depend on number of approved paid staff and actual number of days served.
- In addition to the paid staff, the site is still responsible for maintaining an adult to child ratio of a minimum of 2 adults per 25 children providing supervision during Kids Cafe meal service.

Note – CAFB will reimburse a flat rate of three hours per day per person, no matter if the Kids Cafe meal lasts 1 hour or four hours. While CAFB will pay a flat daily amount towards salary, each site will then have the ability to use that money to secure additional staff at lesser rates.

Example – A site that qualifies for three paid staff at \$12 per hour may choose to have two cooks at \$12.00 hour and two monitors at \$6.00 hour. The site may only need one cook and two paid monitors. Or a Senior Cook may need to be paid more than \$12.00 per hour therefore you would adjust the assistant and monitor(s) at a lesser pay rate. While the Kids Cafe site has the authority to control how they use the flat rate reimbursement, the site **is required** to have the minimum mandatory paid staff on site at each Kids Cafe distribution.

*Some Kids Cafe sites operating in an Independent School District (ISD) may require a slight revision of the budget formula. Should the ISD project that costs may exceed the set budget, a review will be held and adjustments may be approved on a case by case basis.

Accordingly, it is essential that both CAFB and the site conduct periodic reviews of Kids Cafe's spending and expense accounts to ensure that expenses are not only legal but also justifiable in terms of the organization's mission and finances.

Salary formula looks like this:

\$12.00hr X 3 hours = \$36.00 for one employee for one day.
 \$36.00 for 2 mandatory staff = \$72.00 per day of operation
 \$36.00 for 3 mandatory staff = \$108.00 per day of operation

Depending on the number of days of operation, as outlined in the site's Letter of Agreement, a week's reimbursement at a glance will look like this:

Site that qualify for two paid staff (Serves 0 - 74 children):

\$72.00 X 2 days = \$144.00 per week
 \$72.00 X 3 days = \$216.00 per week
 \$72.00 X 4 days = \$288.00 per week
 \$72.00 X 5 days = \$360.00 per week

Site that qualify for three paid staff (Serves 75 or more children)

\$108.00 X 2 days = \$216.00 per week
 \$108.00 X 3 days = \$324.00 per week
 \$108.00 X 4 days = \$432.00 per week
 \$108.00 X 5 days = \$540.00 per week

Additional Site that qualifies for one paid staff (Monitor only)

\$36.00 X 2 days = \$72.00 per week
 \$36.00 X 3 days = \$108.00 per week
 \$36.00 X 4 days = \$144.00 per week

\$36.00 X 5 days = \$180.00 per week

Formula - Mileage Reimbursement:

Mileage will be reimbursed at the federal rate of .55 cents per mile. A request for mileage reimbursement is acceptable for

- Picking up food orders from CAFB.
- Delivery of meals to a site if they are prepared in an alternate location.
- There is a \$500 cap per site where meals are prepared per annual contract period.

Formula - Non-Food Supplies

Acceptable non-food items include but are not limited to

- Paper and plastic (serving trays, utensils, etc)
- Cleaning supplies
- Cooking needs (pots, pans, can opener, etc)

CAFB has issued a dollar cap on the amount of non-food items that may be reimbursed on an annual contract period. The annual budget for non-food supplies per site:

- Serves less than 50 children = \$500
- 50 – 99 children = \$1000
- More than 100 children = \$1500

CAFB may allocate additional funds to purchase supplies if CAFB and the site deem the item is needed for a successful program. In addition, CAFB will purchase and provide up to 10 Kids Cafe t-shirts annually per site for staff and volunteers. CAFB will also purchase and provide or replace Kids Cafe banners for each site. This cost is absorbed by CAFB and does not come out of a site's budget.

Formula - Outside Food

The majority, if not all of the food that you use for the Kids Cafe meals should be obtained from the Food Bank. However, there are times when certain foods are not available. Purchasing food from other vendors is acceptable if items necessary to prepare nutritious and varied meals are unavailable from the Food Bank. We will reimburse funds used for those items if receipts are presented along with the monthly report. Again it is the responsibility of the site to stay within its budget for outside food costs.

Budget caps are as follows:

Serves less than 50 children = \$1500

50 – 99 children = \$2500

More than 100 children = \$3500

ATTACHMENTS

Letter of Agreement
Agency Visit Worksheet
Food Safety Monitoring Checklist
Monthly Report Form



Kids Cafe Letter of Agreement

The terms of the following Agreement have been agreed upon and understood by the **Capital Area Food Bank of Texas (CAFB)** and

Program Partner Name:	
Program Beginning & End Date:	
Days & Hours of Operation:	
Estimated number of Children to be served:	
Program Budget Reimbursement	Maximum Amount Allowable To Be Reimbursed During Agreement Period
Salary:	
Mileage Reimbursement	
Non-food Costs	
Outside Food Costs	

By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of Kids Cafe, a program of Feeding America. Kids Cafes serve nutritious meals to children at risk of hunger in safe, accessible sites that also include nutrition education and enrichment opportunities.

The Program Partner agrees to:

1. Ensure that the site complies with all applicable federal and local statutes, ordinances and regulations.
2. Serve healthy, nutritious meals to children. All meals must be offered free of charge.
3. Assure that if the site has a mixture of free and fee-based after school enrichment that the fee-based programming does not make up the majority of meals served.
4. Conduct a national background check on all staff and volunteers with direct repetitive contact with children.
5. Have an adult to child ratio of a minimum of 2 adults for the first 25 children at all times that the Kids Cafe program is operational. If there are greater than 25 children, the number of additional adults will be determined by both CAFB and the Program Partner.

6. Offer enrichment activities as follows: nutrition education a minimum of once per month (or at least nine lessons per year), and offer academic and/or recreational activity each day the Kids Cafe is open.
7. Utilize the Kids Cafe logo in accordance with the logo usage guidelines as outlined in the Kids Cafe Policy and Procedure manual.
8. Inform CAFB of any changes in Kids Cafe personnel, days & hours of operation, activities offered and/or number of children served.
9. Identify the meal program as a Kids Cafe in partnership with CAFB on all outreach materials and press releases.
10. Follow all other guidelines set forth by CAFB as outlined in the Kids Cafe Policy manual.

CAFB agrees to:

1. Appoint a primary contact for the Kids Cafe program providing oversight and leadership in program research, design and development, and collaborative guidance in program implementation.
2. Ensure that the Program Partner meets national and local Kids Cafe standards through annual monitoring inspections and periodic site visits as necessary. Any issues needing to be addressed will be communicated in writing to the Program Partner within seven business days.
3. Provide or coordinate training opportunities for Kids Cafe staff and volunteers as appropriate such as safe food handling or nutrition education.
4. Provide food from CAFB inventory for all meals served at the Kids Cafe site with no handling fee.
5. Provide a cash reimbursement grant, payable monthly to cover program costs as outlined in the Kids Cafe Policy and Procedures manual.

This Agreement may be terminated at will by either party with written notice delivered to either party not less than 30 days prior to the desired date.

Upon termination of this agreement, the Program Partner will return any equipment and/or materials provided by CAFB for the Kids Cafe program within 30 days of termination date.

Program Partner Executive Director Signature

Date

Capital Area Food Bank of Texas Signature

Date



Capital Area Food Bank of Texas

Kids Cafe Site Visit Evaluation

Form

Name of Site: _____ Date: _____
Address: _____
Person(s) Interviewed: _____ Title: _____
Name of Cook(s): _____
Phone Number: _____ Email: _____
Name of Monitor(s): _____
Phone Number: _____ Email: _____
Serving Time: _____ Serving Days: *Mon. Tues. Wed. Thurs. Fri.*
(Circle)
Does Site also include paid afterschool care: yes no Total paid enrollment: _____
If yes, please list: _____

Program Operations

Operating hours: _____ Adult to child ratio: _____
Service area or boundary served: _____
Open or enrollment site: _____
List enrichment programs: _____

How is nutrition education component met: _____

Mandatory for Kids Cafe:

Last Health Dept. inspection: Expires: _____ Type: _____ Score _____ NA

Compliance with Health Dept. corrective measures: yes no instructed
Food managers Certificate:
Name: _____ Expiration date: _____
Food Handler Certificate (Monitor):
Name: _____ Expiration date: _____

Kids Cafe Records

Total afterschool enrollment: _____
Pest control: Frequency _____ Company: _____
If self, is the chemical log being kept? yes no instructed
Pest control records kept for 3 years/90 days yes no instructed
Food statements/Pick list kept for 3 years/90 days yes no instructed
Temperature logs kept for 3 years/90 days yes no instructed
Is site due for CAFB required training? yes no instructed
"Your Civil Rights" and "...and Justice for All" posters yes no instructed



Kids Cafe Site Visit Evaluation Form Continued

CAFB Inspector Observations

Contents of meal:

Serving process (*i.e. everyone gets the same items on a plate, family style, kids given a choice, etc.*):

What percentage of food is discarded? _____ What is being discarded? _____

Comments on why food was discarded:

Notes on portion size:

Program Site Input

What steps are taken if the kids don't like a particular item? I.e. change recipe, stop serving, etc. Explain:

- Do you ask kids what foods they prefer? yes no
 - Do you give each a choice of food? yes no
 - Are the kids encouraged to try new foods? yes no
 - Are the kids allowed seconds? yes no
 - Are kids encouraged to wash their hands prior to the meal? yes no
 - Is hand sanitizer available in meal area? yes no
 - Are you satisfied with food made available from Food Bank? yes no
 - Are your food needs being met by the Food Bank? yes no
- Foods typically purchased elsewhere and why:

Do you anticipate any changes in enrollment or participation (Explain):

Additional Comments:



Agency Signature

CAFB Signature

Date

Date



Food Safety Monitoring Checklist

Agency: _____ **Acct. #:** _____ **Date:** _____

Visual inspection of surroundings:	Improvement Needed		Comments
	NOW	Within 45 days	
___ Outside free of debris/contaminants	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ No holes or gaps in outside structure	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Screens in good repair	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food storage & Common areas:			
___ Food secured against theft	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Evidence of insect/rodent infestation	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Overall Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ No holes or gaps in floor, ceiling, doors	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ No holes or gaps around pipe conduits	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Food stored at least 6 inches off floor	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Garbage cans kept covered/emptied	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Thermometers in refrigerators/freezers	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Proper refrigerator/freezer temperatures	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Temperature logs kept	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Poss. sources contamination in fridge/freezer	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Airtight containers/unopened packages	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ No possible sources of contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Area cool and dry	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ No indication of overstocking	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Repackaged goods labeled (if allowed)	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ No severely dented/rusted/unlabeled cans	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Shelf/contact paper on shelves (not allowed)	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food preparation/handling area:			
___ Separate hand washing sink	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Posted hand washing sign	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Probing thermometers available	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Proper heating/serving temperatures	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Proper equipment sanitation	<input type="checkbox"/>	<input type="checkbox"/>	_____
___ Food items in fridge/freezer properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	_____

Next scheduled visit:

Revisit necessary: _____ Reason for revisit: _____
 Yearly: _____

The Agency has been given a copy of this monitoring report and agrees to complete the corrective actions indicated within the time frame allotted.

Signed for Agency: _____ **Signed for CAFB:** _____

The Agency may not exclude any individual from service based on the race, color, age, religion, national origin, disability, sex, sexual orientation or political affiliation of the individual. The Agency may not require any individual to attend a religious or political meeting. The Agency may not require a client to make a statement of faith or pledge membership to any religious or political organization before receiving assistance.



Monthly Report

This form is due by the 5th of the month for the month prior. Receipts and all other back up documentation should be included.

Site Name:	
Name of Person Submitting Report:	
Your Phone Number:	
Your Email:	
Month & Year Reporting For:	
Mileage Reimbursement:	
Non-food Costs: (Supplies)	
Outside Food Costs: (Purchased)	

Number of Meals Served Each Day:

1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		29	
5		13		21		30	
6		14		22		31	
7		15		23			
8		16		24			

Program Partner Signature

Date

Phone Number

