Kids Café

School Year (CACFP) Program Handbook

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

fax: (202) 690-7442; or

email: program.intake@usda.gov.

This institution is an equal opportunity provider.
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Welcome and thank you for your participation in Harvesters’ Kids Café. We are pleased to partner with you and your agency to make a difference in the lives of children in our community. Harvesters—The Community Food Network has made the commitment to provide our partners with resources in order to offer nutritious meals to children in a safe environment.

In August 2001, Harvesters opened two Kids Café sites at Clymer Boys & Girls Club and Friendship Village. Over the past several years, our program has grown tremendously and has become a model for other Kids Café programs around the United States. Currently, Harvesters will sponsor over 100 Kids Café sites located throughout our 26 county service area in both Kansas and Missouri.

Harvesters’ Kids Café program has several objectives:
• Provide nutritional meals to children within the 26 county service area of Harvesters Food Bank.
• Educate children and families about nutrition.
• Motivate and empower the community to respond to the problem of childhood hunger.
• Expand Kids Café to all communities in the Harvesters Food Bank service area that have a population of children in need of the program.

In this book you will find:
– What you can expect from your sponsor
– Your responsibilities as a site coordinator
– The meal pattern requirements for the meals you serve
– Guidance on accurate recordkeeping and its role providing meals at no cost to your site (daily delivery and shelf stable) and verifying your claim for reimbursement (self-prep)
– Meal pattern requirements of Kids Café creditable meals
– Safety rules
– Child nutrition guidelines
– Questions and Answers
– The do’s and don’ts of running your site
What is Kids Café?

How Kids Café works
As part of its Strategic Imperatives to Feed and to Partner, Harvesters offers the Kids Café after school and summer program. Sites choose one of the following:

- Daily delivery of fresh meals to the site, free of charge (some restrictions apply).
- Self-preparation of meals by your onsite staff with a set reimbursement (training provided).
- Shelf stable meals delivered to your site free of charge

Program Benefits
- Students eat healthier, which helps them do better in school and improve their chances for success.
- Students learn healthy eating habits, reducing their risk of chronic disease in adulthood.
- Harvesters provides all training and assists with program set up and administration.
- No cost meals allow sites to stretch their budget.

Key Points to remember about
- Providing nutritious meals is the primary goal.
- CACFP and SFSP are supplementary programs; self prep sites will not have all program cost reimbursed. However, through strategic planning and careful recordkeeping, food purchases should be covered. All sites may incur costs for activities and non-food related items.
- Kids Café utilizes the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). CACFP and SFSP are federally funded programs through the United States Department of Agriculture (USDA), and are administered by the Missouri Department of Health and Senior Services, Bureau of Community Food and Nutrition Assistance in Missouri and the Kansas Department of education, Child Nutrition and Wellness in Kansas.
Kids Café Lingo

There are several terms you will need to be acquainted with in this handbook. Please refer to the following:

**Kids Café**  
The term *Kids Café* and all logos or other representations of this name are the licensed property of Feeding America of Chicago, IL. It is a program specifically designed to serve meals to children who are at risk of hunger.

**SFSP/CACFP**  
The Summer Food Service Program (SFSP) and Child and Adult Food Care Program (CACFP) are programs of the United States Department of Agriculture (USDA) and administered by the Kansas State Department of Education, Child Nutrition and Wellness in Kansas and the Missouri Department of Health and Senior Services in Missouri. Kids Café utilizes the At-Risk or Area Eligible Participation of the CACFP program.

**Sponsor**  
Harvesters - The Community Food Network, affiliate of Feeding America and the agent for Kids Café operations in the Greater Kansas City Metro area and surrounding counties; also an approved sponsor under the SFSP and CACFP.

**Program Partner**  
*Program Partner* refers to the 501c3 agency operating an after-school or summer program for school aged youth, Kindergarten – 12th grade. This includes those students turning 19 during the program year.

**Site**  
*Site* refers to the physical location at which the Kids Café program takes place, as well as the designated staff, volunteers and programming that work along with Kids Café meal service.

**Serving Window**  
You must be available to provide meals during your *Serving Window*, the meal service time approved by the State.

**Attendance**  
The names and marked participation of the children participating in your program. This is taken daily during *CACFP only*. SFSP does not require any attendance documentation.

**Point of Service**  
The moment a child receives a complete meal within the *Serving Window*. This is recorded on the Daily Meal Count sheet.
Harvesters’ Kids Café utilizes the **At-Risk After School meals component of the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP)** which offers Federal funding to after school and summer programs that serve a meal and/or snack to children through age 18, in low income areas.

Sharing in the responsibility is the staff of the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP). The CACFP and SFSP are United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) programs, which are administered by the Missouri Department of Health and Senior Services - Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) in Missouri and the Kansas Department of Education – Child Nutrition and Wellness (KSDE) in Kansas. The national office develops regulations, publications, and forms, and establishes the policies necessary to carry out the program. The national office is also responsible for overseeing the program and providing guidance to ensure delivery of program benefits to eligible children.

The application, agreements and contracts were made between Harvesters and each State agency, which are responsible for administering these programs for the USDA. Applications and agreements are updated each program season, and the agreements with each state for CACFP and SFSP do not require additional applications. State agencies require their own set of renewal procedures.

Harvesters’ programs were established in the following years:

**CACFP Missouri (contracted with the MDHSS-BCFNA):** est. fall 2001  
(Missouri was a pilot state for the At-Risk After School component of the CACFP)

**SFSP Missouri (contracted with the MDHSS-BCFNA):** est. spring 2001

**CACFP Kansas (contracted with the KSDE):** est. fall 2012

**SFSP Kansas (contracted with the KSDE):** est. spring 2009
The Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) is the State agency administrating the CACFP/SFSP in Missouri.

The BCFNA Office is located at:

Missouri Department of Health and Senior Services
Division of Community and Public Health
Bureau of Community Food and Nutrition Assistance
920 Wildwood
P.O. Box 570
Jefferson City, MO 65102
573-751-6269
800-733-6251
573-526-3679 (fax)
www.health.mo.gov/cacfp
CACFP@health.mo.gov

The district office addresses is:

Northwestern District Health Office
3717 S. Whitney Avenue
Independence, MO 64055
800-733-6251
Federal and State Partners

Con’t

The Kansas State Department of Education (KSDE) – Child Nutrition & Wellness is the State agency administering the CACFP/SFSP in Kansas.

The KSDE Office is located at:

Kansas State Department of Education
Child Nutrition & Wellness
Landon State Office Building
900 SW Jackson street, Suite #251
Topeka, KS  66612
www.kn-eat.org

Related Forms and documentation:
MDHSS CACFP At-Risk After School Policy and Procedure Manual
KSDE Child and Adult Care Food Program Administrative Handbook
USDA At-Risk After School Meals Handbook

Records:
Federal regulations governing CACFP are found in the Code of Federal Regulations, Title 7, Volume 4, Department of Agriculture, Food and Nutrition Services, 7 CFR Part 226 Child and Adult Care Food Program:
http://ecfr.gpoaccess.gov/cgi/t/text/textidx?c=ecfr&sid=9eaba12bf19bebd9840f3411c8c2c2b8&rgn=dv8&view=text&node=7:4.1.1.5.1.4&idno=7

Federal regulations governing SFSP are found in the Code of Federal Regulations, Title 7, Department of Agriculture, Food and Nutrition Services,7 CFR Part 225 Summer Food Service Program:
http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR&searchPath=Title+7%2FSSubtitle+B%2FChapter+II%2FSubchapter+A%2FPart+225&oldPath=Title+7%2FSSubtitle+B%2FChapter+II%2FSubchapter+A&isCollapsed=true&selectedYearFrom=2014&ycord=517
The owner of the at Risk CACFP or SFSP program or Site must accept final administrative and financial responsibility for management of an effective Kids Café that is operated with program integrity. Harvesters establishes rules and procedures in compliance with federal and state regulations and makes decisions regarding a Site’s ability to operate the program based on information obtained during the application process, observations from Harvesters’ staff and information from monitoring and complaints.

Each Kids Café Site must demonstrate it is operating in conformance with three Performance Standards – Viability, Capability and Accountability (VCA) pursuant to 7 CFR 226.2(b)(1)

- The organization must be Financially Viable. The institution must have a budget and demonstrate it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to withstand temporary interruptions in CACFP payments and/or fiscal claims against the institution and can document financial viability through audits or financial statements;
- The organization must be Administratively Capable. The institution must have appropriate and effective management practices in effect to provide program benefits to all participants and adequate number and type of qualified staff to operate the CACFP; and
- The organization must have Program Accountability. The institution must have internal controls and other management systems in effect to ensure that the CACFP will operate in accordance with Site requirements. Kids Café sites must obtain and adhere to the following:
  - 501 (c) 3 non-profit organization or present a Church Qualifier exemption certificate.
  - Recordkeeping - maintains appropriate records to document compliance with Program requirements

- Meal Service and other operational requirements - follows practices that result in the operation of the Program in accordance with the meal service, recordkeeping and other operational requirements of the Federal Regulations.
  - These practices must be documented and must demonstrate the independent center or sponsored facilities will:
    - provide meals that meet meal pattern requirements;
    - comply with licensure or approval requirements;
    - have food service that complies with applicable State and local health and sanitation requirements;
    - comply with civil rights requirements;
    - maintain complete and appropriate records on file; and
    - submit claim reimbursement only for eligible meals.
To be considered for the Kids Café program, sites must:

- Establish sites in a public location.
- Provide adequate space for storing food and serving meals.
- Have staff to administer the program, sign for meals upon delivery, perform daily attendance (CACFP only) and meal counts and act as liaison between the site and Harvesters.
- Obtain a Child Care License or appropriate documentation required by the state:
  - Missouri: Fire Inspection, Sanitation Inspection, and DC-20 form.

### Daily Delivery Eligibility

Because of the cost of delivery, sites consistently serving 25 or more meals per day will be given priority. Other sites will be added at Harvesters’ discretion.

### Participant Eligibility

Harvesters provides the Kids Café program free of charge to eligible participants. Meals are served at no cost to children.

The Kids Café School Year program (CACFP) serves school aged children, Pre-K through Seniors in high school. Students who are 18 or younger at the start of the school year may be served; students who turn 19 after the start of the school year may be served through the end of that school year. Programs may be either drop-in or enrolled.

*Meals and snacks served to children who are enrolled in preschool, Even Start, Head start, etc. and who are participating in an eligible afterschool program are eligible for reimbursement*

There is no requirement that an at-risk program must serve the full age range of eligible children. For example, a program could operate at a high school and only serve high school age students [CACFP 08-2012, February 17, 2012].
Eligibility Requirements

To be eligible to participate in the at-risk afterschool meals component of CACFP, either independently (one center) or through a sponsoring organization (responsible for two or more centers), an at-risk after school program must:

• Be organized primarily to provide care for children after school and, with state approval, on weekends, holidays, or school vacations during the regular school year;
• Provide organized, regularly scheduled activities (i.e., in a structured and supervised environment);
• Include education or enrichment activities; and
• Be located in an eligible area – the attendance area of a public school with at least 50% of its enrolled students eligible for free or reduced-price meals.

Activities:

CACFP Programs must provide educational or enrichment activities in an organized, structured, and supervised environment. Although there are no specific requirements for the types of educational or enrichment activities that a program can offer, examples include, but are not limited to: Arts and crafts homework assistance; life skills; computers; remedial education (tutoring); and organized fitness activities. NOTE: There is no requirement that all children receiving meals participate in the offered activities.

Institutions may contract with another organization to provide enrichment or educational activities for the afterschool program. However, the sponsor or independent center must retain administrative and fiscal responsibility for the meal service.

Athletic Programs:

Organized athletic programs that only participate in interscholastic or community level competitive sports (for example, youth sports leagues such as “Babe Ruth” and “Pop Warner” baseball leagues, community soccer and football leagues, area swim teams, etc.) may not be approved as sponsors or independent centers in the Program. However, students who are part of school sports teams and clubs can receive after school snacks or meals as part of a broad, overarching educational or enrichment program, but the program cannot be limited to a sports team [Fact Sheet: Athletic Programs and Afterschool Meals, October 2, 2012].
Licensing and Health and Safety Requirements

Determining Applicable Standards - In order to participate in CACFP, at-risk after school care programs (ASCSs) and outside school hours care centers (OSHCCs) must meet State or local public health and safety standards when licensing is not required. Health and safety standards differ across the state and depend, in part on the type of facility involved. In addition, required standards for each type of center may differ, depending on the building or location of the site, the structure of the program, and the type of meal services offered. For example, a site that serves both a snack and a supper may be required to meet different health and safety standards than one that serves only a snack. Similarly, a self-preparation site may be subjected to more stringent health and safety standards than a site that serves vended meals.

School Participation in CACFP - Schools that participate in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) are required to obtain a minimum of two food safety inspections per the NSLP and SBP regulations. Therefore, schools that participate in NSLP or SBP and as ASCS or OSHCCs in CACFP do not have to meet any additional health and safety standards.

Summer Food Service Program (SFSP) Health and Safety Inspections – Where the State or local health and safety inspection standards for ASCS/OSHCC and SFSP sites are the same, CACFP may accept documentation of a current inspection obtained by a SFSP sponsor pursuant to SFSP regulations as long as the current SFSP inspection has not expired or been revoked [SFSP 06-2014, CACFP 03-2014, Available Flexibilities for CACFP At-risk sponsors and Centers Transitioning to Summer Food Service Program (SFSP), November 12, 2013].

Public Programs – Are at-risk after school programs are those owned or operated by city, county, or state governmental entities. Public programs may be licensed or license-exempt and must meet health and safety standards.

Absence of Health and Safety Standards – At-risk after school care centers are not eligible to participate in CACFP in areas where State or local health and safety standards do not exist. In such cases, CFNA must work with those authorities to remedy any barriers to participation that existing standards or lack of standards may create.
Weekends, Holidays and Vacations
CACFP At-Risk after school meals may be reimbursed if they are served on weekends or holidays including vacation periods (for example, spring break) during the regular school year only and may be served at any time of day when approved by Harvesters and the State.

Summer Food Service Programs
CACFP institutions currently in good standing are well positioned to offer summer meals. Although CACFP at-risk afterschool meals may not be served during the summer months, these organizations may be eligible to serve meals through the Summer Food Service Program (SFSP). The Food and Nutrition Service (FNS) encourages participation in both programs so as to establish a year-round presence in the communities in which they serve.

Both organizations and communities benefit when meals are offered to children in low-income communities year-round by participating in both At-risk Afterschool Meals and SFSP. Organizations benefit from having the ability to hire year-round staff, a continuous flow of reimbursements providing additional financial stability, and recognition in the community as a stable source of services. Communities benefit by having a partner that provides year-round nutrition services for children and brings increased Federal funds into the local economy.

Area Eligibility
To be eligible to participate in the at-risk afterschool meals component of CACFP, a program must be located in an eligible area. This means that the site is located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced-price school meals for the preceding October, or another month designated by the National School Lunch Program (NSLP) state agency. The state has the discretion to use school data from a more recent month in the school year to establish eligibility for an otherwise ineligible location [CACFP 02-2014, Use of School and Census Data, November 12, 2013]. In both cases, the site’s area eligibility determination made under CACFP is valid for 5 years [7 CFR §226.17(a)(i)(3)].

FINAL SITE ELIGIBILITY AND APPROVAL IS DETERMINED BY EACH STATE AGENCY. The location of the site in relation to other sites and the viability of the site may be determining factors.
All sites will be asked to submit a new application and paperwork prior to training for the Kids Café school year and summer programs. This information is kept in the site’s program file at Harvesters. The following will be required for each program file:

Required Application program file paperwork for CACFP At-Risk After School programs:

- Harvesters’ Kids Café Program Application
- Harvesters’ Kids Café Program Agreement
- Harvesters’ Kids Café National Background Check
- Harvesters’ Kids Café Enrichment Program Plan
- Federal 501(c)3 Documentation
- Child Care License

OR

Kansas:
- Fire Inspection
- Health Inspection
- Sanitation Inspection

Missouri:
- Fire Inspection
- Sanitation Inspection
- DC-20 form

- Training Documentation
- Planned Daily Dated Menu (self-prep sites only)
- Pre-Operational Visit (new sites only)

New documentation is required beginning in the fall of 2018. Requirements will be assessed annually. A Harvesters’ Kids Café Coordinator or the Harvesters’ Government Programs manager may request missing paperwork or paperwork that needs updating. Prompt attention is requested and appreciated.
Each SFSP and CACFP Sponsor takes on Administrative Responsibility. As part of Harvesters commitment to our Sites, Harvesters agrees to the following:

- Act as liaison between Feeding America and the Kids Café Program Partners.
- Regularly deliver free, USDA approved, nutritious meals in a safe manner to each site.
- Provide technical support, leadership, guidance and monitoring to ensure compliance.
- Provide orientation, administration, and meal service training to the appropriate Program Partner site staff and volunteers.
- Collect data, prepare required reports, and submit claims in a timely manner.
- Monitor CACFP sites for compliance three times during the school year. Monitoring may be announce or unannounced.

Management Tools and Resources
The following resources are available to each Kids Café site:

- Kids Café Handbook
- “And Justice for All” poster
- “Building for the Future” poster (KANSAS CACFP ONLY)
- Creditable Foods Guide
- Food Buying Guide for Child Nutrition Programs
- Missouri or Kansas information is available on their websites. See “Federal and State Partners”
- Templates of daily meal counts and attendance forms
- WIC (Women Infant Children) Posters (MISSOURI CACFP ONLY)
- Kids Café training

Please contact Harvesters’ Kids Café if you have any questions or concerns regarding Harvesters’ role as Sponsor in the Kids Café program.
The primary function for Harvesters sponsored sites is the safety and the welfare of our children. Each Harvesters Sponsored Kids Café Site is responsible for their own meal service program. Harvesters Sponsored Sites agree to the following:

- **Program Accountability:** Operate a program, supervised and organized, which includes educational and/or enrichment activities for students.
- **Site Coordination:** Have direct operational control over Site.
- **Civil Rights:** Comply with all civil rights laws/regulations and display nondiscrimination poster.
- **Training:** Guarantee all appropriate staff, including volunteers, will be available for training by representatives of Harvesters.
- **Accuracy:** Verify correctness of the meals delivered, including food and refrigerator temperatures, sanitation, and the number of meals.
- **Attendance:** Keep all original Daily Attendance and Daily Meal Count sheets.
- **Timely Paperwork:** Send copies of Paperwork (Daily Attendance, Daily Meal Count Sheet) to Harvesters by email, mail or by hand delivery the Monday following a week’s service. All monthly paperwork is due to Harvesters’ Kids Café by the 5th calendar day of each month.
- **Stewardship:** Reimburse Harvesters for the cost of discarded meals due to excessive ordering (meals over 3% of the total monthly meal orders) and/or meals served out of compliance.
- **Surveys:** Complete all surveys/evaluations provided by Harvesters.
- **Ordering:**
  - **Daily Delivery:** Order at [www.harvesterskidscafe.com](http://www.harvesterskidscafe.com), for next day service, by 8 p.m. the previous evening during the school year.
  - **Shelf Stable:** Order by email at least one week in advance.
- **Operation:** Operate Kids Café in accordance with instructions provided by Harvesters.
Report to Harvesters’ Youth Services Coordinators anything concerning the meal service and/or Kids Café Program. Michael may be contacted at 816-929-3044. If Michael is unavailable, please call the Kids Café line at 816-929-3262.

**Paperwork**

Send copies of Daily Attendance and Daily Meal Count Sheets to Harvesters by email, mail or by hand delivery the Monday following a week’s service. All monthly paperwork is due to Harvesters’ Kids Café by the 5th calendar day of each month.

**Field Trips**

Submit field trip form at least one week in advance. All guidelines still apply. See “Dispensations” page in this handbook.

“And Justice for All” and “Building for the Future”

The “And Justice for All” (all sites) and “Building for the Future” (CACFP Kansas only) poster must be placed on a wall visible for all to see. Harvesters will provide the posters to sites.

**Drop-in vs. Enrolled Sites**

Drop-in sites may serve meals to any school aged individuals who come to the site.

**Alternative Meal Plan**

If Harvesters is unable to deliver meals on a particular day sites will be notified as soon as possible. Please have a back up plan for meals. See creditable meal component guidelines.

**Media Opportunities**

Harvesters encourages community awareness about kids programs and Kids Café. Please contact Harvesters prior to any media reports so we can ensure the messages communicated are consistent with the goals of the program or all parties involved.

Harvesters works with media and a marketing team to promote the program and may need stories or photos from schools.

**Enrichment**

Programs must provided education or enrichment activities that are open to all children in and organized, structured and supervised environment. Feeding America encourages Nutrition Education be taught at Kids Café sites. As with other enrichment activities, not all children you serve need be present. However, you are encouraged to have as many children as possible participate. This information should be included with your monthly paperwork on the 5th calendar day of the month.

**Ordering Meals**

Daily Delivery meals must be ordered by 8 pm the day before delivery. If no meals are needed, a zero must be entered.

Shelf Stable Meals require at least one week notice for order entry and delivery.
Because Kids Café utilizes federal programs, Kids Café sites are required to comply with the following civil rights obligations:

• Annual Beneficiary Data Report. Complete the racial/ethnic category of enrolled participants in attendance at each site and determine the child's racial/ethnic category visually using your best judgment.

• The “And Justice for All” poster must be displayed in a prominent location visible to the public and at Point of Service.

• Federal Relay phone information. The 2016 “And Justice For All” poster provided by Harvesters includes the Federal Relay numbers and replaces the need for the Federal Relay Poster.

• Annual Civil Rights training for CACFP sponsors and staff, completed at Harvesters' training or at your site.

• The USDA nondiscrimination statement and civil rights complaint information required on Program material directed to the parents/guardians. If the center has a parent handbook or a policy booklet which indicates that the center is participating in the CACFP or SFSP, the nondiscrimination statement and procedure for filing a complaint (updated 2016) must be included. It is included in the front cover of this handbook.

• Forward complaints of alleged discrimination to Harvesters, which will in turn report alleged discrimination to the State. All complaints of discrimination, written or verbal, including anonymous complaints, must be forwarded to Harvesters within three days of receipt via email. Provide all available information and detail.

• IF YOU RECEIVE A CIVIL RIGHTS COMPLAINT, GO TO THE “And Justice for All” POSTER. It tells you where and how to file a complaint in English and Spanish.

• Harvesters can provide you with alternate languages for your site if you serve other non-English speaking populations.

• Train all staff working with federal programs on Civil Rights using the Civil Rights power point or the “Front Line Training”. Both are on our website at www.harvesters.org/agencies/resources. Look under Kids Café materials.
Harvesters contracts with a USDA approved vendor for meals. A Harvesters driver will bring food to the site in the Kansas City Metro Area. Sites outside the metro area may be responsible for picking up their own meals from their vendor. Regardless of the vended method, it is the responsibility of the site to promptly take responsibility for the meals and refrigerate them, keeping meals within safe temperatures. Refrigerators must keep food at or below 40 degrees F to prevent harmful bacteria growth. Each site is responsible for providing their own refrigerator thermometers. Place your thermometer in your refrigerator where the temperature can be easily seen.

Upon delivery the site must:

- **Meet the driver** promptly or train an individual to receive meals according to program guidelines.
- Check the **condition** of the meals
- The driver will record the **temperature** of meals at delivery on the ticket.
- Record the **number of meals** delivered
- Sign the **delivery ticket**
- **PROMPTLY REFRIGERATE MEALS**

When you sign for your meals, make sure the delivery ticket is correct. Make corrections if the delivery ticket does not coincide with the number listed. Contact Harvesters immediately if meals arrive incomplete at 816-929-3262 and follow up via email immediately with the exact numbers of components delivered to you and the exact components you are missing.

**Remember, we cannot help make a flawed order right unless we have enough time.**

**Please enter a ‘0’ for days you do not need meals.** However, remember we must be contacted at least one week prior to a fieldtrip to notify the State and our Vendors of no service. Failure to do so may result in meals being charged to your site. Sites are not to simply look at the menu and order for only days they “choose.” Participation in Kids Café require your site to participate on your days of service unless prior arrangements have been made.
Daily Delivery sites are required to perform the following tasks each day, week and month to ensure program success:

**Daily**

**Order:** Order meals by 8 pm (CACFP) or 2:15 pm (SFSP) the prior evening at [www.harvesterskidsCafe.com](http://www.harvesterskidsCafe.com)

**Delivery:**
- Meet Kids Café Driver at meal site and take delivery of meals (see page 8).

**Prior to meal service:**
- Sanitize tables with proper cleaning solution.
  - Lysol /Clorox wipes (Kansas only), or one capful of Bleach per gallon of water (Missouri or Kansas).
- Supervise children during hand washing or hand sanitizer disbursement.
- Check refrigerator for proper temperature and record on refrigerator log.
- Escort children to food service area.

**Meal service:** (Suggested Service Window: 1/2 to 1 hr)
- Take attendance (CACFP only).
- Distribute entire meal to child as a unit, including one whole carton (8 oz) of milk!
- Complete Daily Meal Count sheet at Point of Service, when the child receives the meal.
- Seat child so child may consume the meal.
- Take unwanted food to share table.

**After meal service:**
- Promptly refrigerate unused meals in refrigerator. Uncounted leftover meals are served first the next day of service.
- Properly dispose of trash and secure trashcan lids.
- Sanitize tables and clean floors.
- Log on to [www.harvesterskidscafe.com](http://www.harvesterskidscafe.com) to order the next day's meal order by 8:00 pm for school year programs!

**NOTE:** If complete paperwork is not received by the deadline, your site’s meal deliveries may be interrupted until documentation is received. Additionally, failure to submit all documentation by the 5th calendar day of the following month may result in Harvesters billing the site and/or temporary suspension of the program.
Meal Service

Each site is responsible for preparing to serve their meals by:

- Using disinfectant to clean tables.
  - Lysol /Clorox wipes (Kansas only), or one tablespoon of Bleach per gallon of water (Missouri or Kansas).

- Testing bleach water with chlorine litmus strips (Missouri)

- Washing hands thoroughly (workers and children)
  - (20 seconds under warm water with soap).

- Following health and safety standards outlined by the local health department.

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During Meal Service

- Serve meals only during the Service Window (1/2 to 1 hr in length) approved by Harvesters and at the approved location unless Harvesters grants prior approval for a change (see field trip information). Meals must be consumed at the location of service. No meals may be taken off approved premises except for Excessive Heat Dispensation for outdoor only sites (see Excessive Heat Dispensation).

- Serve one complete meal including one 8 oz serving of milk per child.

- Second meals are not allowed in daily delivery unless your next serving day is more than 3 days after delivery. Second meals are not allowed with shelf stable meals but are allowed with self prep meals.

- Share Table- Children place unwanted food on extra table for others to eat after they have been seated and gentle encouragement fails. Do not return to inventory.

- Keep meals 3 days after delivery or to the expiration date of components.

  - (ex: meals delivered on Monday may be served Tuesday, Wednesday, and Thursday and then must be thrown out.)

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Paperwork

Attendance sheets (CACFP only) completed daily
- Daily Meal Count sheet at Point of Service completed daily
- Fill out forms completely! Online meal counts must be submitted after each meal for the online system to record the numbers!
SHARE TABLE GUIDELINES

A “share table” can reduce the amount of waste and is especially helpful in programs with no option for participants to choose the components in their meal. A “share table” may be used for unopened packaged food items, fresh fruit with a nonedible peel or washed and wrapped with an edible peel, or wrapped whole grain baked items that participants do not consume.

1. Share tables must follow safe food handling procedures and follow health regulations.
2. Share table items are discarded at the end of their safe food expiration.
3. Participants who wish to eat more may take food from the share table to eat on-site.
4. Adults who are not CACFP participants may not take food or beverages from the share table.
5. Share table foods may be returned to appropriate storage and served to participants on the share table at another meal. Share table foods may not be served as a meal component in another meal.
6. Share table foods may be returned to appropriate storage and donated to charitable institutions, food banks, and government-supported facilities, such as correctional facilities, child welfare facilities, homes for senior populations, institutions for the physically or mentally ill, or similar qualifying institutions. Such donations should be documented.
7. Re-service (sharing) of unopened cartons of milk is permitted if the following criteria are met:
   A. Within 30 minutes after an unopened container of milk is placed on the share table, the container shall be:
      Placed on ice for other participants to consume later in that serving period.
      Placed in refrigeration separate from unserved milks, and marked in some way (such as “R” or a slash mark) to designate that they are the returned product.
      Milk can be returned to appropriated storage and donated to a recognized charitable organization.
   B. Returned unopened containers of milk shall not be intermixed with fresh milk in storage.
   C. Expiration date of returned milks shall be monitored and product discarded when expiration date is reached.
**Timeliness is a key to program success!**

Please adhere to the following deadlines for ordering and paperwork:

**Daily:**
- Order by 8 p.m. during the school year for the next day’s service at [www.harvesterskidsCafé.org](http://www.harvesterskidsCafé.org).
- Record your refrigerator/freezer temperature on the appropriate log on the days you serve.

**Weekly:**
Please send copies weekly to your Youth Services Coordinator:
- Daily Meal Count forms (for sites not utilizing the online meal count)
- Daily Delivery Tickets (for daily delivery)
- Attendance forms
- All previous week’s forms MUST be submitted by 4:30 pm the following Monday to ensure continued service.

**Monthly:**
Please send copies monthly to your Youth Services Coordinator:
- Daily Delivery Sites: Refrigerator and/or freezer log for all storage coolers
- Self Prep Sites: Refrigerator and/or freezer log for all storage coolers Child Nutrition (CN) labels for all processed foods, changes in menu.

*All monthly paperwork must be in our offices by the 5th calendar day of the month following service in order to avoid billing and/or disruption of service.*
All paperwork should be submitted electronically if possible.

There are several ways to submit your weekly, monthly and annual paperwork.

1. **Scan and email.** Utilize the scan function on your computer and send to [kidsCafé@harvesters.org](mailto:kidsCafé@harvesters.org)

2. **Photocopy, scan and send.** This works well for Daily Delivery Tickets and grocery Receipts.

3. **Create a PDF from your smartphone.** iScanner is just one app you can use to create a PDF of your individual paperwork sheets. These apps create clear images of your paperwork.

Please follow these guidelines when submitting your paperwork electronically: Images should be clear, complete, chronological, and concise.

1. Images should be **clear**.
2. Include **complete** images. Make sure the entire image is included. Avoid partial receipts and cut off images.
3. Paperwork should be **chronological**. Organize your paperwork by date and type before scanning.
4. The electronic title should include the Site name, date(s) and type of paperwork being submitted. ORGANIZE your paperwork by type and in chronological order.

For example:

Gather your weekly Daily Meal Count forms. Make sure they are completely filled out. Organize them chronologically with the earliest date first. Scan the weeks paperwork. Label in this like manner:

**Over the Rainbow Child After School Program, September 4-7, daily meal count**

Save your items and send to [kidsCafé@harvesters.org](mailto:kidsCafé@harvesters.org)
The health of food service workers and the sanitation of the food service site are of paramount importance. **Site workers should always follow these guidelines when working with food:**

**Health**

No one should work with food if they have any of the following:
- Diarrhea
- Fever
- Vomiting
- Sore throat with fever
- Jaundice (yellowing of the skin and eyes)

**Sanitation**

- Keep food and containers with food six inches off the ground.
- Bare hand contact with unwrapped food is prohibited. All food service personnel must follow hand washing guidelines. Self prep Sites must wear gloves. Daily delivery personnel do not have to wear gloves; however, they must wear gloves when handling fruit in which the peel is eaten (example: apples).
- A thermometer must be kept in each refrigerator. Temperatures will be checked during visits: refrigerator temperatures must be lower than 40 degrees Fahrenheit and freezers must be kept below 0 degrees Fahrenheit. You must provide your own thermometer.
- Temperatures must be recorded on the refrigerator log.
- Hot foods must be kept above 135 degrees Fahrenheit. You must have thermometers available to check.
- Cold foods must be kept below 40 degrees Fahrenheit. You must have thermometers available to check.
- All rooms in which food is served must be well ventilated.
- Food service facilities must have adequate hand washing sinks with hot and cold running water, soap, and paper towels.
- Hand washing signs must be posted above all hand washing sinks.
- All equipment and surfaces in the food service area must be kept clean, free of contaminating materials and/or substances conducive to insect infestation.
- All surfaces in the food service area where food and drink may come into contact must be kept free of cracks.
- Trash receptacles must be tied and covered immediately after service and disposed of after meal service.
Keep hot foods hot and cold foods cold.

**Hot food** should be held at **135° F or hotter** at all times.

**Cold food** should be held **40° F degrees or colder** at all times.

Use a thermometer and check food regularly!
Complete these records daily and maintain on a clip board or binder. At end of the week, send an electric copy to your Harvesters Coordinator and file the original.

**DAILY RECORDS- All Sites**

Retain the following original records:
- Daily Meal count records – documented at point of service
- Daily Dated Menus – meals served that meet Program requirements
- Delivery tickets– daily number of snacks and/or meals prepared or delivered (if vended) for each meal service
- Refrigerator and Freezer Logs
- Daily Attendance

**MONTHLY RECORDS- Self Prep Sites**

Retain the following original records:
- Original machine generated dated and itemized food and milk receipts
- Original machine generated dated and itemized non-food program supplies
- Documentation of program labor cost
- Documentation of non-profit foodservice
- Commercially processed food documentation (CN labels or Product Formulation Labels)

**YEARLY RECORDS – All Sites:** Retain the following original records:
- CACFP training documentation
- Medical food substitution records
- Sanitation and fire inspection • Background Check Verification

All required records must be maintained on location during (licensed) hours of business and available for review within one hour of arrival by state officials. CFNA reviewer(s) will request CACFP records for one month or more and have the authority is disallow up to 12 months of claims. CACFP records must be retained for three years after the end of the fiscal year to which they pertain. The fiscal year is October 1 through September 30.
Harvesters complies with all State and Federal privacy requirements.

In order to satisfy USDA and State requirements, Harvesters will file and retain the following paperwork for seven full fiscal years:

- Daily Meal Count forms
- Daily Delivery Tickets (for daily delivery)
- Refrigerator Log
- Receipts
- Background Check Verification
- Attendance
- Fire Inspection License
- Child care license (if applicable)
- Food Service license (if applicable)
- All file information pertaining to your site operation

Harvesters respects your privacy and takes active measures to protect private information. All files are secured on site at Harvesters. Your personal information will not be shared with anyone outside the State and Harvesters’ Government Programs Department.

At the end of seven years, your information will be disposed with a secure shredding service contracted by Harvesters.

Please contact Harvesters Government Programs Manager if you have any questions or concerns.

Please keep any forms securely for three years at your Site or organization.
A Harvesters staff member or trained volunteer will visit sites to observe the meal service. This will happen three times during the school year. Visits may be announced and unannounced per USDA regulations.

**Monitors will look for the following procedures:**

- Meals served during serving window. NOTE: Meals served outside the serving window are subject to billing.
- Meal count form documented at point of service.
- Children’s meals cannot be eaten by adults.
- All meals must be eaten on site.
- Only one meal given to each child at a time.
- Meals served as a unit.
- Inaccurate or falsification of records.
- Sanitation and hand washing.
- Refrigerator and meal temperature.

Before leaving the site, the monitoring checklist will be reviewed for accuracy by monitor and site staff. All corrections will be made immediately on site if possible.

Retraining of staff will occur on site when possible.

If necessary a follow up visit will be scheduled.

A written Corrective Action Plan will be required for violations.

Visits to sites may also be conducted by the Missouri Department of Health or Kansas Department of Education and/or USDA.

Please send Harvesters a scanned copy of the monitoring form if a State, Local or Federal monitor visits your site. Harvesters must keep all copies of any monitoring in your program files for audit purposes.

Remember: **BY LAW, YOU MAY REQUEST TO SEE THE IDENTIFICATION OF ANY MONITOR.** Please do not hesitate to contact the Kids Café Youth Services Coordinator and or the Government Programs manager immediately if you have questions or concerns.
Non Compliance Issues

If your site is found outside compliance by Harvesters staff, drivers or monitors, please take steps to immediately address the compliance issues. Your site may be asked to complete a Corrective Action Plan.

If your site is found non-compliant please follow these steps:

Discuss the compliance issues with your staff.
Develop methods of dealing with the concerns immediately.
Determine who will be responsible for completing each part of the plan with a date of completion.
Develop methods and procedures which will keep the non-compliant finding from happening again.

Email Harvesters with a short paragraph outlining the above WITHIN ONE WEEK of being asked to complete a Corrective Action Plan.

For example:

At Bad Apple Summer Site, we discussed the issue of milk being out of temperature on the serving table and on the share table. We developed the following solutions:
Front line staff will monitor milk temperature.
Milk will not be on serving table until 5 minutes before serving. We will only take out the milk we need to complete meals, leaving milk in the refrigerator until needed.
Milk will be put back into the refrigerator within 15 minutes of non-use.
The share table bucket will have ice packs to keep milk cold.
These changes were made on July 4, 2015 and were discussed and agreed upon with front line staff and volunteers.

In order to prevent some compliance issues, consider posting the following information:
NO CHARGE FOR MEALS
One Meal Per Youth
Food must be eaten on site.
This a child feeding program of the USDA, Child and Adult Care Food Program for YOUTH ONLY.
To help children develop healthy eating habits Harvesters will provide USDA approved meals and nutrition education materials.

The Site can help by doing the following:

- Maintain a regular schedule for consuming meals and snacks.
- Never force or bribe a child to eat food he/she does not like.
- Teach orderly and positive eating. This includes eating slowly, sitting down at the table, and limiting influences that distract from eating.
- Help children trust their own internal signals of hunger and satisfaction. Allow each child to determine how much to eat, or whether or not to eat. Never make children clean their plates!
- Utilize the Harvesters’ nutrition education materials or your own nutrition education materials once a month. Please let your Youth Services Coordinator know how many children you educated during the month.
Meal Pattern Requirements

The meal pattern requirements assure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. You must make sure that meals served at your site meet the meal pattern requirements listed on the following page. Compare the menus of the meals to be served at your site with these requirements and learn to recognize incomplete meals. **For a Meal to be Reimbursable, it Must Contain:**

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch or Supper</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>– One serving of milk</td>
<td>– One serving of milk;</td>
<td>– Must contain two food items from different components. However, juice cannot be served when milk is served as the only other component.</td>
</tr>
<tr>
<td>– One serving of a Vegetable or fruit or a full-strength juice; and</td>
<td>– Two or more servings of vegetables and/or fruits;</td>
<td></td>
</tr>
<tr>
<td>– One serving of grain or bread;</td>
<td>– One serving of grain or bread.</td>
<td>– One serving of meat or meat alternate.</td>
</tr>
<tr>
<td>– A meat or meat alternate is optional.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Supper Meal Pattern

### Updated Meal Pattern (must follow no later than October 1, 2017)

<table>
<thead>
<tr>
<th>Food Components for Ages 6-12 and Ages 13-18</th>
<th>Breakfast</th>
<th>Lunch/Supper</th>
<th>Snack&lt;sup&gt;2&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk, unflavored fluid low-fat (1%) or fat-free (skim), or flavored fat-free (skim)</td>
<td>1 cup</td>
<td>1 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Vegetable(s)&lt;sup&gt;3&lt;/sup&gt;</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
</tr>
<tr>
<td>Fruit&lt;sup&gt;4&lt;/sup&gt;</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
</tr>
<tr>
<td>Grains&lt;sup&gt;5&lt;/sup&gt;</td>
<td>1 slice</td>
<td>1 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>Whole grain-rich or enriched bread; or</td>
<td>1 serving</td>
<td>1 serving</td>
<td>1 serving</td>
</tr>
<tr>
<td>Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; or</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
</tr>
<tr>
<td>Whole grain-rich, enriched, or fortified cooked breakfast cereal&lt;sup&gt;6&lt;/sup&gt;, cereal grain, and/or pasta; or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold)&lt;sup&gt;7&lt;/sup&gt;;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Flakes or rounds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Puffed cereal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Granola</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meat and Meat Alternates&lt;sup&gt;8&lt;/sup&gt;</td>
<td>A meat/meat alternate is not required at breakfast but may be used to substitute the entire grains component a maximum of 3 times per week.</td>
<td>2 oz</td>
<td>1 oz</td>
</tr>
<tr>
<td>Lean meat or poultry or fish; or</td>
<td>2 oz</td>
<td>1 oz</td>
<td></td>
</tr>
<tr>
<td>Cheese; or</td>
<td>1 large egg</td>
<td>1/2 large egg</td>
<td></td>
</tr>
<tr>
<td>Eggs; or</td>
<td>2 oz</td>
<td>1 oz</td>
<td></td>
</tr>
<tr>
<td>Tofu, soy product, or alternate protein product&lt;sup&gt;9&lt;/sup&gt;;</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td></td>
</tr>
<tr>
<td>Cooked dry beans or peas; or</td>
<td>4 tbsp</td>
<td>2 tbsp</td>
<td></td>
</tr>
<tr>
<td>Peanut butter or soy nut butter or other nut or seed butters; or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peanuts or soy nuts or tree nuts or seeds&lt;sup&gt;10&lt;/sup&gt;;</td>
<td>1 oz = 50%</td>
<td>1/2 oz = 50%</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>8 oz or 1 cup</td>
<td>4 oz or 1/2 cup</td>
<td></td>
</tr>
<tr>
<td>Yogurt&lt;sup&gt;11&lt;/sup&gt;; or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An equivalent quantity of any combination of the above meat alternates</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table Notes

1. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
2. Select 2 of the 5 components for a reimbursable snack. Only one of the two components may be a beverage.
3. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
4. A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served. Fruit cannot be used to meet the vegetable requirement.
5. All grains must be made with enriched or whole grain meal or flour. At least one serving per day, across all eating occasions, must be whole-grain rich. Grain-based desserts do not count towards the grains requirement.
6. Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.
7. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).
8. Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¾ cup for children ages 6-12 years and ages 13-18 years. A serving size consists of the edible portion of the cooked lean meat or poultry or fish.
9. Alternate protein products must meet the requirements in Appendix A to Part 226.
10. Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch/supper requirement.
11. Yogurt may be plain or flavored, unsweetened or sweetened, but must contain no more than 23 grams of total sugars per 6 ounces.
Harvesters realizes you may experience changes in meal service times and places due to staff changes, field trips, excessive heat etc… However, with proactive planning, your Harvesters Youth Services Coordinators can help you keep your site in compliance.

As with any unforeseen circumstance, please let your Youth Services Coordinator know immediately if there is a change in meal location, time or day. We must notify the State immediately.

Field Trips
Your site may utilize Kids Café meals in conjunction with field trips. Please make sure you fill out a field trip request form at www.harvesterskidsCafé.org for daily delivery sites or all other sites may request a copy from your coordinator. Due to State regulations, Harvesters must request permission from the State at least one week in advance of the field trip for approval.

If you do not notify us of a field trip at least one week in advance and you go on a field trip, you may be out of compliance. You may be financially liable for that day’s meals if Field Trip procedures are not followed.

All meal guidelines still apply for field trips:
• Keep meal temperature under 41 °F (thermometer required)
• Serve at the approved time
• Wash hands (hand sanitizer is acceptable)
• Complete daily meal count form and attendance (Don’t forget the Justice and Building posters!)

Pre-sacked field trip meals are available by request and by space availability on the truck. Please request pre-sacked meals from your coordinator at the time of your field trip request.
A Kids Café Site In Good Standing is a site which demonstrates the following requirements:

**USDA/ MDHSS/KSDE/Harvesters’ Guideline Adherence** The site adheres to program guidelines set forth by Harvesters, MDHSS and KSDE as explained in seasonal mandatory training.

**Online Ordering** Daily Delivery sites order by 8:00 pm for next day delivery in CACFP and by 2:15 pm for SFSP. Failure to do so will result in no meals being delivered. After three times of no orders being placed during a program year, the site will be placed on hold with the possibility of contract termination. See Three Strikes Policy.

**Delivery** The site takes responsibility to receive, sign for, count and store meals in a timely manner.

**Communication** Good communication is a key component for any site. Site coordinators need to provide Harvesters’ Kids Café contact information for timely communication. Changes should be made via email to Kids Café staff. Sites must be able to respond to Kids Café requests for additional reporting. As of the fall of 2018 Harvesters requires two contacts for every site; both contacts will be emailed or called regarding missing paperwork or questions or other concerns related to paperwork or ordering.

**Weekly and Monthly Reporting** All weekly reporting is correctly submitted by the first service day following a serving week, and all monthly reporting is correctly submitted by the 5th calendar day of the month following service.

**Sanitation and food handling** Sites must adhere to proper sanitation, food handling, and food storage procedures as described in training or as mandated by the local health department.

**Training** All sites must send appropriate staff to Harvesters’ for training. Regulations mandate a sponsor trained personnel must be on site during meal service.

**Childhood Nutrition** Sites will provide proper supervision to provide program participants with an orderly, stress free and appropriate atmosphere, in accordance with training regulations.

**Site Staffing** Staffing considerations should be enough to maintain a Kids Café site and provide the appropriate guidance for participant behavior. This includes providing a safe, stress free, bully free and drug free atmosphere.

**Site Management** Site management will maintain accurate and complete records, in accordance with Harvesters’ and State requirements.

**Monitoring Findings** All sites will provide professional, courteous and appropriate assistance during monitoring visits performed by MDHSS/KSDE/USDA/Harvesters. Sites should not incur Critical Violations. If a Critical Violation is incurred, sites must submit corrective actions taken by the required deadline.

**Harvesters’ Mission** All sites will provide an atmosphere that fosters appropriate respect for Harvesters’ mission to feed hungry people. This includes, but is not limited to, minimizing food waste and appropriate handling of food by staff, volunteers and participants.
Timely orders and paperwork are essential. Late orders and paperwork may disrupt service, delay reimbursements and cause financial loss.

While Harvesters understands there may be occasional circumstances for late order and paperwork, this should not be a reoccurring concern for your site. Timely submission needs to be a priority as part of our partnership agreement.

A few examples of situations which disrupt service are:

**Applications and Required Paperwork**- Please return required paperwork in a timely manner or by date requested.

**Daily Fresh Meal Orders**- Please place Daily Delivery site orders by 8:00 pm for next day delivery in CACFP. Failure to do so will result in no meals being delivered. After three times of no orders being placed during a program year, the site will be placed on hold with the possibility of contract termination.

**Meal Delivery**- Please be prepared to meet the driver, open the facility for meal delivery and sign for meals. Delivery delays may not affect you… but it will affect deliveries after yours.

**Daily Meal Count and Attendance** - Please have all weekly forms filled out legibly and correctly. Submit them to your coordinator by 4:30 pm the following Monday.

**Self-Prep Sites**- Please have all end of month paperwork into our offices by the fifth calendar day of the month following service. Our finance department will not process ANY reimbursement checks until ALL cost reports have been reconciled.

**Meal Waste**- It is everyone’s responsibility to reduce food waste. While it is not always possible to utilize each meal, site coordinators are responsible for checking daily meal count sheets and attendance logs to make sure meals are accounted for and ordering according to the need.

**Order Flux**- When a site orders 30 meals and then places an order for 3 meals the next day, it is difficult for the vendor to estimate usage, and it increases delivery cost. Please try to keep your orders as consistent as possible. Order for special events ahead of time, and keep your Harvesters Coordinator aware of upcoming meal order flux via email.

Repeated disruptions may lead to the termination of the program agreement.
Food Substitutions and Variations

If the institution serves children who have disabilities or special dietary needs that require alterations of the meal pattern, ensure that these children are being served meals in accordance with their needs and confirm that the appropriate documentation has been obtained and retained to support claiming the meals.

Special Dietary Need

All Harvesters fresh daily vended meals are pork free. Nut and peanut free meals are available upon request. However, we cannot accommodate for each preference, only doctor signed medical disabilities. If there is not a medical disability, the child will be asked to place the unwanted items on the share table and utilize the share table to accommodate their preferences.

Disabilities

If an institution is serving a child with a disability and that disability directly affects which food(s) the child can consume, the parent and/or guardian must submit a medical statement signed by a licensed physician. The medical statement (medical food substitution record) must be kept on file, handled confidentially, and must describe:

• The participant’s disability and an explanation of why the disability restricts the participant’s diet;
• The major life activity affected by the disability;
• The food or foods to be omitted from the participant’s diet, and;
• The appropriate food substitutions.

Substitutions must be made only when supported by a written statement signed by a recognized medical authority (licensed physician, physician’s assistant or nurse practitioner).

Reference: CACFP 10-2013 policy memo (April 26, 2013) – describes disabilities that affect “major life activities” and “major bodily function”.

Medical Statements

In order to claim a meal that does not conform to the regulatory meal pattern, there must be a medical reason or a special dietary need and a signed statement on file. Use of CACFP-227 Medical Statement to Request Special Meals and/or Accommodations form is recommended; however, an equivalent medical provided form which documents the requirements is acceptable. The form may be found by performing an internet search.
Some self prep sites choose to purchase commercially processed meat/meat alternate products rather than prepare these main dish items on site (homemade or “cooked from scratch”). Some reasons a center may purchase these “convenience” items is due to lack of skilled labor, inadequate kitchen preparation equipment or time constraints. The quality of commercially processed foods varies greatly from manufacturer to manufacturer and from product to product. Because the meal pattern contribution(s) for commercially processed foods cannot be verified, all at-risk centers are required to maintain documentation to verify the meal pattern contribution to the Child and Adult Care Food Program. Two types of processed food documentation can be used in the CACFP: Child Nutrition (CN) label; or manufacturer’s product formulation statement.

It is not enough just to have the CN label, product formulation statements or center analysis documentation. The product information (product yield) must be used to determine the portion size/amount you must serve in order to provide enough meat/meat alternate for the age groups at the site. Processed food documentation must be maintained at the center to verify that creditable meals are served.

All documentation regarding processed foods must be maintained in the center files. If no information is available at the time of a monitoring review, meals containing the processed foods may be disallowed. Further, CN Labels or Formulation Statements must be submitted with the monthly paperwork.

**Child Nutrition Label (CN Label)**

The Child Nutrition Labeling Program is a voluntary federal labeling program. CN Labeled products ensure that the food provides the stated contribution toward the CACFP meal pattern requirements. These foods are processed under a Quality Control plan using guidelines provided by USDA’s Food and Nutrition Service (FNS). CN Label documentation provides information on how the purchased product contributes to the meat/meat alternate and any other component(s) (grain/bread and fruit/vegetable, if applicable) in frozen products such as: breaded beef patties, breaded chicken nuggets, breaded fish sticks, pork tenderloin/fritter, pizza, burrito, BBQ rib patty, egg rolls and canned ravioli.
Per Policy Memos CACFP 08-2015 and CACFP 09-2015, acceptable and valid documentation for the CN Label includes:

The **original CN Label removed** from the product carton; or

A **photocopy of the CN Label** shown attached to the original product carton; or

A **photograph of the CN Label** shown attached to the original product carton. (CN Labels that are photocopied or photographed must be visible and legible.)

**NOTE:** If none of the required documentation is available, Program operators may provide the Bill of Lading (invoice) containing the product name **and** a **hard (or electronic) copy of the CN Label with a watermark** displaying the product name and CN number provided by the vendor. A CN label with a watermark is used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document. Manufacturers may provide schools (not common for CACFP providers) with a CN label with a watermark during the bidding process. (Original CN labels on product cartons will not have a watermark.)

The **CN label will must contain the following information:**

- The CN logo has a distinct border
- USDA authorization
- A 6-digit product identification number*
- The month and year of approval**

For example:

```
This 5.00 oz. Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, ¼ cup serving of vegetable, and 1 ½ servings of grain/bread for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA XX-XX**)
```

Each pizza serving contains

- 2.00 meat/meat alternate
- ½ cup serving of vegetable
- and 1 ½ servings of grain/bread

The Site would just need to serve

- 8 oz of fluid milk
- and ¼ cup fruit or vegetable (of a different kind)

with this 5 oz mini pizza in order to serve a creditable meal.
Product Formulation Statement (Product Analysis) –

The Product Formulation Statement is documented on the manufacturers’ letterhead and signed by a company representative. The product statement (example on next page) documents how the processed product contributes to the child nutrition meal pattern requirement(s) and is not commonly used by centers. It is the institution’s responsibility to request and verify that the processed food documentation is accurate prior to purchasing processed products. A Reviewer’s Checklist (It should be noted that a Product Formulation Statement does not provide any warranty against audit claims.

The product analysis/formulation statement is a detailed information sheet from the product manufacturer. It identifies the weight of the food components and the product’s contribution to the meal pattern. The analysis sheet contains:

• Product name and effective date
• Food components in the product that contribute to the meal pattern
• Product’s total contribution towards the meal pattern
• Statement of vegetable protein product contained in the product
• Original signature of a company official and date

Examples of Commercially Processed food items commonly used at self-prep sites:

- Chicken Nuggets
- Burrito
- Breaded Fish Sticks
- Canned Ravioli
- Pizza
Product Formulation Statement (Product Analysis) - Example:

XYZ Burrito Factory (Manufacturer’s Letterhead)

Effective Date: August 23, 2014 Product No. 9999

Total weight of precooked product: 4.00

Total of raw meat: 0.650 oz.

Percent of fat of raw meat: Not to exceed 30%

Weight of dry Volume Per Package (VPP): 0.094 oz.

Weight of liquid used to hydrate VPP: 0.176 oz.

Percent of Protein in dry VPP: 52%

Weight of raw meat and hydrated VPP: 0.920

Type of VPP used: XX Flour: Isolate: 

Weight of other ingredients: 1.005 oz.

Weight of pinto beans: 0.325 oz. Factored Wt. 0.503

Weight of cheese: none

Weight of cooked meat with VPP: 0.644 oz.

Total weight of filling: 2.25 oz.

Total weight of enriched flour tortilla: 1.75 oz. 1.59 serving

I certify the above information is true and correct and that the product (ready for serving) contributes 1.14 ounces of equivalent meat/meat alternative toward the meal pattern when prepared according to direction. I understand that the above named product will be used as a meal component for which Federal reimbursement will be claimed, and that records are available to support the information indicated above. The VPP used conforms to Food and Nutrition Service regulations. This product formulation will supersede all previously issued sheets.

SUGGESTED BID SPECIFICATIONS: ________ cases - Red Chili Beef, Bean and Chicken Burrito, 4.00 oz. Each, unfried, packed 3/24 count. Must meet 1.00 ounces of meat/meat alternate and 1.50 bread servings.

This is the important

James Smith Director of Manufacturing

James Smith Title

XYZ Burrito Factory August 23, 2014
**Nutrition Labels**

Nutrition labels may **NOT be used in place of a CN labels or Product Formulation Statement.** They do not tell how much of a component is present in a processed food for CACFP and SFSP meals.

This is an example of a Nutrition Label:

![Nutrition Label Image]

The benefit of a Nutrition Label is the Ingredient Statement which show potential allergens. The Serving Size should **NOT** be used to determine amounts needed. See your Creditable Food Guide for amounts needed in the Ages 6-12 year columns.
The foods listed below are non-creditable in the CACFP because they **do not** meet the requirement as a component in the meal pattern. Non-creditable foods **cannot** be counted toward meeting the requirements for a reimbursable meal. The alphabetical list is **not all-inclusive**. Use of a product brand name is not an endorsement but is used for clarity. Refer to the Creditable Foods Guide for a more comprehensive list of creditable and non-creditable food.

**Non-Creditable Foods**

- Acorns
- Baco-bits
- Bacon
- BBQ sauce
- Beef Jerky
- Candy
- Carmel corn
- Carob
- Catsup
- Certified raw milk
- Cheese, imitation
- Cheese powder in boxed mac & cheese
- Cheese **Products**
- Chestnuts
- Chili sauce
- Chitterlings
- Chocolate bars
- Chocolate covered raisins
- Coconut
- Crab, imitation
- Cracker Jacks
- Cranberry juice cocktail
- Cream
- Cream cheese
- Cream soups
- Cream sauces
- Custard
- Dairy substitutes
- Dairy whip
- Drinkable yogurt
- Egg nog, made with raw eggs
- Egg substitutes
- Evaporated milk
- Fiddle Faddle
- Five alive
- Fruit drinks for fruit punch
- Fruit leather, commercial
- Fruit roll-ups
- Fruit spreads
- Frozen yogurt
- Fudgesicles
- Funday
- Gatorade
- Gelatin
- Goat’s milk
- Half & Half
- Ham hocks
- Hawaiian Punch
- Hi-C
- Home-canned foods
- Hominy
- Honey
- Hot chocolate, with water
- Ice cream
- Iced tea
- Infant dinners, commercial
- **Imitation** cheese
  - Jam, jelly, preserves
  - Jell-O
  - Kool-aid
  - Lemonade
  - Low-iron infant formula
  - Marshmallows
  - Milk, imitation
  - Molasses
  - Mustard or mayonnaise
  - Nectar
  - Neufchatel cheese
  - Non-fat dry milk
  - Nut or seed meal/flour
  - Oxtails
  - Pickle relish
  - Pig’s feet
  - Popcorn
  - Pop Tart filling
  - Pork skins
  - Potato chips
  - Potted meats
  - Powdered cheese
  - Pringles
  - Pudding
  - Pudding pops
  - **Puffed cheese snacks** (ex. Cheetos)
  - Reconstituted Non-fat dry milk
  - Sherbet or sorbet
  - Shoe string potatoes
  - Sizzalean
  - Soft drinks
  - Sour cream
  - Soy milk
  - Surimi
  - Syrup
  - Tang
  - Tapioca
  - Tofu
  - Velveeta cheese **product**
  - Vienna sausage
  - Vitamite
  - Water, bottled.
Self-Preparation sites (where meals are made and served on site) are reimbursed a set amount per meal served to eligible children. Please refer to the following guidelines to receive your maximum reimbursement:

A. Only children’s meals qualify for reimbursement. Students must be 18 and under.
B. A USDA creditable meal must be served to each student.
   – 8 oz of fluid milk served suppers.
   – See Creditable Foods for component guidelines.
C. Meal count taken at each meal on a meal count sheet. One sheet per meal per day.
D. Reimbursement given for each creditable meal served.

**How do I receive reimbursement?**

1. Monthly menus must be sent to your Youth Services Coordinator at least two full weeks prior to start for approval and MUST be submitted on Kids Café menu templates.
2. Harvesters will reimburse for two meals served during summer (pick two of breakfast, lunch/supper and snack) and one meal (supper) during the school year.
3. The most reimbursement each site receives from Harvesters’ is equivalent to the number of first meals served and 2% if second meals served (2nd meal reimbursement in SFSP only).

   For Example: If a site serves 1000 first lunches for a month, the MOST reimbursement they will receive is:
   1000 (lunches) x $2.96225 (reimbursement) = $2962.25 total potential reimbursement.

4. **YOU WILL NOT RECEIVE ADDITIONAL FUNDS MORE THAN THE MEALS SERVED TIMES THE REIMBURSEMENT RATE.** Your bills may total more, and additional receipts may be needed to show your non-profit business dealings, but you will not receive more.
5. All meals and menus must be creditable by USDA standards. If only 900 8 oz servings of milk are purchased, then only 900 meals can be reimbursed, not 1000. This is also true for fruits, protein servings, etc.
Self Prep Continued:

6. Each site must show itemized receipts to receive their total potential reimbursement. This is the evidence showing the 'non-profit' of the money reimbursed to a site. Receipts must be itemized and clearly show what foods were purchased and exact amounts.
   a) Approximately ½ of the reimbursement must be food receipts.
   b) ONLY FRESH FRUITS AND VEGETABLES MAY BE DONATED and an itemized receipt must be submitted.
   c) ALL OTHER FOOD ITEMS MUST HAVE A DOLLAR COST AND MUST HAVE A RECEIPT. You will not be reimbursed for meals served which do not have a dollar amount associated with foods other than fresh fruits and vegetables.
   d) The rest of the reimbursement may be current feeding program costs such as paper products, trash bags, light bills, salaries … any cost of running the feeding program. Building debts and debts are NOT allowed.

7. Please group purchase of items on receipts by kind and like (all green beans together, milk together etc...). This allows for easier reconciliation by Harvesters staff.

8. Menu changes must follow creditable meals guidelines and must be clearly marked on your menu. Notify Harvesters of changes to your menu within two days of making this change. IF YOU MAKE A CHANGE IN YOUR MENU AND IT IS NOT CREDITABLE, YOU WILL NOT BE REIMBURSED FOR THAT ENTIRE MEAL.

9. All paperwork (daily meal count forms, receipts, refrigerator logs, CN labels) must be turned into Harvesters by the 5th calendar day of the next month. Failure to do so may result in lack of reimbursement.

10. Meals with processed foods which do not have a Child Nutrition (CN) Label or Manufacturer’s Statement which clearly states the amount of component weight or measurement will not be reimbursed (see CN Labels and Manufacturer’s Statement Page).

11. All discrepancies/readjustments/concerns of your reimbursement check are to be made by e-mail within 30 days of the check date. Readjustments after 30 days may or may not be paid.

12. It may take over 120 days to receive your reimbursement according to State deadlines. Harvesters is not required to issue reimbursement checks until five days of receipt of funds from the state. Harvesters has 60 days after month’s service to claim reimbursements with each State, and each State has an additional 60 days to pay each claim. Your program must be financially able to function without the reimbursement. Harvesters is generally able to process your check within 60 days of receipt of paperwork, but cannot be guaranteed.

13. All menus and meals must be in compliance with USDA and State minimum regulations. Failure to do so may result in lack of reimbursement.

Please call your Youth Services Coordinator immediately if you have any questions or concerns at 816-929-3262.
Remember:

- Your receipts must be original, itemized in detail, and be more than the reimbursement.
- Copies of receipts are accepted in KANSAS ONLY
- ONLY FRESH FRUITS AND VEGETABLES may be donated.
- You may utilize Harvesters’ shopping floor for fresh fruits and vegetables only. Use of any other items will result in all meals utilizing shopping floor product to be disallowed.
- Enough 8 oz of fluid milk for EACH meal claimed must be evidenced in receipts
  - 1% or skim only during the school year (CACFP)
- If a meal does not contain the minimum amounts of creditable items, the entire meal is not reimbursable. For example, if you only serve ¾ cups of potatoes for your vegetable total, none of that day’s meals are reimbursable.
- Incomplete paperwork or paperwork received AFTER the 5th calendar day of the month following service may result in a lower reimbursement or non-reimbursement.
- It may take up to 15 days for States to process reimbursement claims. Harvesters has up to five days after claims are paid to Harvesters to reimburse your site. However, we generally can process your reimbursement within 60 days of receiving your complete paperwork, but this is not guaranteed.

Harvesters Shopping Floor:
Self –Prep sites MAY utilize Harvesters shopping floor in Kansas City and Topeka. However, please remember these guidelines.

You must make an appointment to use the shopping floor. Please call 816-929-3227 (Kansas City) or 785-861-7705 (Topeka) to schedule an appointment.

You may call ahead of time to ask what items are available.

FRESH FRUITS AND VEGETABLES ONLY may be obtained on the shopping floor for your reimbursable meals. Other items, such as bread, may NOT be obtained from the shopping floor because they are at no charge. Only fresh fruits and vegetables may be obtained at no charge, according to State regulations.

YOU must ITEMIZE shopping floor items on your own. Harvesters does not provide itemized receipts. Write on the back of the invoice the kinds and amounts of fresh fruits and vegetables obtained.

You MAY receive “EXTRA” items at no charge from the shopping floor, such as ice cream and cupcakes. However, they may not be served in place of “creditable” meal items.
GiveLunch is a shelf stable snack sack which is available as Harvesters has supply. GiveLunch is a supplemental product and is not designed to take the place of Kids Café creditable meals. GiveLunch contains some of the same elements as the shelf stable meals, but is not creditable by CACFP standards and is counted differently.

When is GiveLunch appropriate for use? Your site may utilize GiveLunch

• During periods of no service, including the months of August and September between the SFSP and CACFP Kids Café programs
• Prior to school breaks or vacations
• On the last week day of service to be utilized as a weekend snack

GiveLunch should not be utilized as

• As a “reward”
• For only a “select” group of normal CACFP meal participants
• Food for adults

GiveLunch must be recorded on a separate sheet of paper with

• GiveLunch clearly written at the top of the page with your site’s name
• Your initials
• The date
• A CIRCLED total with tally marks for each GiveLunch given

At the end of the month following service, please keep your original tally sheets and EMAIL your Youth Services Coordinator with the number of GiveLunch served.

Please DO NOT utilize the Kids Café Daily Meal Count sheet for marking GiveLunch.

Please note: You must be prepared to take your entire GiveLunch order when it is delivered. Please make room in your facility to store the GiveLunch 6 inches off the floor. Please check the expiration date on all GiveLunch and follow First Expired First Out (FEFO) practices.

Ordering: GiveLunch must be ordered at least two weeks in advance
Feeding America encourages Nutrition Education be taught at Kids Café sites. As with other enrichment activities, not all children you serve need be present. However, you are encouraged to have as many children as possible participate.

Harvesters’ Nutrition Services Department provides a nine lesson curriculum. We ask that you report to us each month how many children receive nutrition education through these materials and the date the lesson was offered. Please include this information with your monthly paperwork on the 5th calendar day of the month.

Harvesters Nutrition Services also provides the opportunity to learn how to teach a four week hands-on curriculum called Kids in the Kitchen. Please contact Nutrition Services at nutrition@harvesters.org or 816-929-3034 to learn more about this opportunity.

For sites who cannot offer nutrition education there are many additional resources available. Contact Missouri Extension www.extension.missouri.edu and Kansas State Extension www.ksre.k-state.edu to find out about the opportunities they offer in your county. For additional resources please contact Harvesters’ Nutrition Services Department.
The safety and wellbeing of the children served is our #1 priority. Harvesters is excited to announce we have partnered with backgroundchecks.com to provide your program with an inexpensive and easy way to meet the Background Check Verification requirement. Volunteers with repetitive and direct contact with children must pass a background screen of the National Sexual Offender and Criminal History record search. At least one screened staff or volunteer must be present at each meal service.

Agencies must limit the volunteer involvement of any one-time or non-regular volunteer who has not been subject to a national background check strictly to open and supervised activities. A child should never be alone with a single staff member or volunteer.

How does your agency obtain background screens for $3 per person?

Please go to the landing page at the link below:
http://www.backgroundchecks.com/solutions/harvesters

Your agency will have to register for an account. Each Agency will have access to the Self-Order process which will allow you to create a URL to distribute to potential candidates to order and pay for their reports.

A welcome email will be sent to each Agency upon registration. The email will include contact information, invitation to provide assistance with system training, report ordering, report retrieval, understanding reports, invoicing and much more.

Print and keep a copy of the background screen with your Harvesters’ records. Questions? Backgroundchecks.com Client Relations Team is available Monday-Friday, 7:30am-5:30pm CT. You can call them at 866-300-8524 or email them at service@backgroundchecks.com. Your organization is responsible for paying for this screen.

Your site must obtain copies of those background checks at your site and complete the Background Check Verification form of those people who have successfully passed background screens. A copy of this form must be sent to Harvesters for your Site files.

If you have people who have passed background screens with other agencies, please note this in your files, complete the form with their names and send to Harvesters.
Each ‘X’ must be completed for each individual child participant. Sites cannot wait for all children to go through line then mark this form. A straight line may not be drawn through several numbers at once (blocking is illegal). Sites may be held financially accountable for any meals served if these procedures are not followed correctly.

Please look at this example (right).

At the beginning of each meal service, the meal counter must write in the following:

- Site, Day & Date, Meal Type
- Meal Counter (their name)
- The Site’s Approved Meal Time (as listed on State Website)
- The time the first meal is served.

The Meal Counter will then place an ‘X’ in the box ONLY at the end of the serving line when a child has received a complete meal. It is the Meal Counter’s job to make sure all appropriate components are served! (‘X’ by numeric order!)

At the end of the meal service, the Meal Counter will

- Write down the Time Last Meal Served (estimate the time the last meal was served, which will probably NOT be the end of the approved meal time).
- Total the 1st Meals Served and 2nd Meals Served and write them in the appropriate blanks.
- Write the total number of spoiled or incomplete meals (if a tray was dropped or item was delivered damaged.)
- The Site Supervisor MUST review, sign and date each meal service form.

Fewer forms are more important than the Daily Meal Count Form. Without a correctly completed form at each meal service, Harvesters will not be reimbursed for these meals and your site is financially accountable for meals served at each meal.
The Beneficiary Data Form is a requirement by the USDA and should be filled out by the Site Coordinator and submitted to Harvesters within the first two weeks of summer service.

Do your best to determine Ethnic and Race Categories by sight.

This form is two separate readings of the total participants.

First, tally by Ethnic. Tally the number of children you think are of Hispanic or Latino background and those that are not. The total of Part I will be the total of all the children eating at your site on the day you complete this form.

Secondly, tally the Races of all the children participating the day you complete this form. NOTE: White includes Caucasians, Latinos, and Middle Eastern.

If you have 20 children participating, you should have 20 TOTAL in Part I and 20 TOTAL in Part II.

Remember to fill out your Site Name and Site Address and Sign and date the form.

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### ANNUAL BENEFICIARY DATA FORM**

Please provide an estimate of the racial/ethnic makeup of the participants in the Federal Child Nutrition Program(s) in which you participate:

- National School Lunch/School Breakfast/Special Milk/After School Snack Program;
- Child & Adult Care Food Program;
- Summer Food Service Program.

This form must be completed annually and maintained in your files for three years. The Office of Finance prefers that you complete this form in October of each year (exception: SFSP complete during program operation).

**DO NOT SEND THIS FORM TO THE OFFICE OF FINANCE.**

<table>
<thead>
<tr>
<th>Sponsor Name:</th>
<th>Harvesters—The Community Food Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Site Name:</td>
<td>____________________</td>
</tr>
<tr>
<td>School/Site Address:</td>
<td>____________________</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS: There is a 2 part format to reporting race and ethnic categories.**

| Ethnicity data is now collected first. One or more race determinations may be selected. The following data may be based on either the compilation of self-identification/self reporting information collected or based on observer identification. |

**Part I: Ethnic Category # of Participants**

<table>
<thead>
<tr>
<th>Hispanic or Latino</th>
<th>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Hispanic or Latino</td>
<td></td>
</tr>
</tbody>
</table>

**Part II: Race**

<table>
<thead>
<tr>
<th>American Indian or Alaskan Native</th>
<th>A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian</td>
<td>A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</td>
</tr>
<tr>
<td>Black or African American</td>
<td>A person having origins in any of the black racial groups of Africa.</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td>
</tr>
<tr>
<td>White</td>
<td>A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</td>
</tr>
</tbody>
</table>

Authorized Signature Date Completed

**Note: Based on FNS Instruction, Civil Rights Compliance and Enforcement—Nutrition Programs and Activities, Form FNS-620 (1-99)**
Shelving and Storage

Distribute Harvesters’ non perishable food within 90 days!

Keep your food storage area and shelves clean!

Store cleaning agents and chemicals away from food items.

Reduce pest access: Keep shelves 6” off floor and 4” away from walls.

Keep storage areas:

Temperature controlled: between 50°F - 70°F is best. No extreme temps!

Well ventilated and dry.

Away from pipes, heating ducts or water lines.
Refrigerator Storage

Keep refrigerators between 32°F and 40°F and freezers at 0°F or below.

- Keep foods wrapped or covered.
- Label and date all food.
- Store ready to eat foods above raw foods to prevent cross contamination.
- Thermometer to be placed inside refrigerator and checked often.
- Keep refrigerator dry and clean. Clean your refrigerator with warm soapy water weekly!
FEFO and FIFO should be used in fresh meal, self-prep and shelf stable meals options!

Shelf food with older dates behind product expiring first!
Then distribute food from the front first.
Transporting Food in Unrefrigerated Trucks

- Keep **drive times** in unrefrigerated vehicles to 30 minutes or less.
- **Check** the **temperature** of refrigerated food upon reaching destination.
- **Document** temperatures
- **Use** **Freezer blankets or coolers.**
- **Vehicles must be clean.**

Starting Fall 2016, Harvesters will not allow agencies to leave with food which is not actively or passively protected with coolers or freezer blankets. Harvesters is helping to partially subsidize the cost of freezer blankets. Please speak to the Government Programs Manager if you are interested.