CACFP (Afterschool) Site Training

Kate Szymkiewicz
Child Nutrition Programs Coordinator
Today's Agenda: Your Role as a CACFP Site

1. CACFP Overview
2. Onboarding Check
3. Communication & Ordering
4. Delivery
5. Food Safety & Meal Service
6. Link2Feed
7. Monitoring
8. Civil Rights
1. CACFP Overview

Players and rules of the game
What is the CACFP?

- PA Department of Education
- Greater Pittsburgh Community Food Bank
- Sites

Serve, supervise, and record meals

Oversight/Compliance & Reimbursement

CACFP
CACFP Meal Requirements

Lunch/Supper - 5 COMPONENTS

- Milk - 8oz/1C
- Fruit - 2oz or 1/4 C or 1 whole fruit (banana, apple, etc.)
- Vegetable - 4oz or 1/2 C
- Whole Grain Rich (WGR) Grain - 1 slice bread, 1 serving roll/biscuit/muffin, 1/2C noodles
- Meat or Meat Alternative - 2oz of meat or cheese, 1 large egg, 1/2C beans, 4tbsp nut or seed butter, 8oz yogurt
  *Leafy greens must be included*
  *Some days the fruit/vegetable must contain at least 1/2 serving of leafy greens for the fruit/vegetable group*

Snack - 2 COMPONENTS

- Milk - 8oz/1C
- Fruit - 3/4 C or 1 whole fruit (banana, apple, etc.)
- Vegetable - 3/4C
- Whole Grain Rich (WGR) Grain - 1 slice bread, 1 serving roll/muffin, 3/4C dry cereal, 1oz whole grain/enriched snacks
- Meat/Meat Alternative - 1oz of meat or cheese, 4oz yogurt, 2tbsp nut or seed butter

RED FLAG: Not serving enough meal components

Be sure to OFFER all meal components. Kids must take 3/5 dinner items and ALL snack items.

If you’re ever not sure how much to serve, check your menu!
2. Onboarding Check

Getting all our ducks in a row
Site Supervisor & Staff Contact Information

- Keep us updated regarding any email and/or phone number changes
  - We want to make certain we can make contact when necessary
  - Information will be passed along to vendors to assist during deliveries

- Keep us updated regarding any staffing changes
  - Our records
  - Site application with the PA Department of Education
All About the Signage

All sites must have an up-to-date Allegheny County Health Department permit posted in their facility.

All sites must have an “And Justice For All” poster hanging wherever meals are being served.
The What & When: Meal Types and Serving Times

• Meal Type Combinations
  • Dinner and Snack
  • Only Dinner
  • Only Snack

• Serving Times
  • Critical for accurate & Point-of-Service (POS) accounting in Link2Feed
  • Site application with the state needs to be up-to-date
  • We want the distribution window to work for programming, kiddos, staff, and families BUT let us know ASAP if changes are needed

RED FLAG – Serving outside of approved timeframes
3. Communication & Ordering

What makes the CACFP world go 'round!
# Child Nutrition Programs Team

## Kate Szymkiewicz
Child Nutrition Programs Coordinator
- Ordering, paperwork/claim submission, PEARs updates, Link2Feed

## Jordan Bailley
Child Nutrition Compliance Coordinator
- Monitoring, training help, site coaching, administrative review

## Lauren Babich
Child Nutrition Manager
- Procurement, order review, claim review, overseeing both Programs and Outreach teams

## Dana Launius
Child Nutrition Programs Supervisor
- Overseeing Programs team, compliance oversight, training development and execution, troubleshooting
How to Reach Us

• Email
  • cacfp@pittsburghfoodbank.org

• Phone
  • 412-745-6508

• Portal
  • https://pittsburghfoodbank.org/what-we-do/kids/for-child-nutrition-partners/
Kate's Ordering Process

• Draft order forms are sent out to sites 2 weeks in advance for count and programming date review
  • Garner feedback from sites via email

• Order forms are due to each vendor by 12pm each Tuesday for the following week

  RED FLAG: Failure to report a site closure

• Order form revisions are due to each vendor by 9am for 48 hours in advance
  • EX. Changes for Wednesday sent on Monday morning
  • Sites impacted by the revision will be included on the email
  • Milk cancellations can be made day-of BUT not ideal
# Leftovers, Seconds & Share Table

<table>
<thead>
<tr>
<th>Cold Meals</th>
<th>Hot Meals</th>
<th>Share Table</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition:</strong>  Received and served cold (i.e. snacks, cold dinners)</td>
<td><strong>Definition:</strong>  Delivered cold and heated prior to serving</td>
<td><strong>Definition:</strong>  Area for kids to place unwanted items for other kids</td>
</tr>
<tr>
<td>- Sites with refrigerators</td>
<td>- Keep and serve leftovers until the use-by-date</td>
<td>- Kids freely take items on share table</td>
</tr>
<tr>
<td>- Keep and serve leftovers until the use-by-date</td>
<td>- Seconds OK on the use-by-date AND for already heated food</td>
<td>- OK to take one fruit, grain or veggie home</td>
</tr>
<tr>
<td>- Seconds OK on the use-by-date</td>
<td>- DO NOT save heated food</td>
<td>- Throw away items remaining at end of meal</td>
</tr>
<tr>
<td>- Enter leftovers and seconds served to kids in Link2Feed</td>
<td>- Program staff may eat remaining unserved leftovers (do not count) on the use-by-date</td>
<td>- Food Bank will change orders automatically and notify sites affected by order change</td>
</tr>
</tbody>
</table>

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**Food Bank will change orders automatically and notify sites affected by order change**
TOOOOO Much of a Good Thing: Excess Milk

• Cancelling Milk Order
  • Milk **CANNOT** be saved if it is “served”
  • **BUT** milk offered, refused, and returned to fridge can be saved and offered again until its expiration date
  • You **CAN** cancel your milk order if you have enough unserved milk left to offer to all kids
No One Leaves Hungry – Shelf Stable Items

• Your site will receive shelf-stable dinners and snacks to use in the event:
  • You run out of food OR
  • There’s a delivery issue that prevents your vendor from giving your site a complete dinner/snack

• If you use shelf stable meals, put how many were served in the COMMENTS section on Link2Feed
  • The shelf stable items should still be included in your total meals served (just like a regularly scheduled menu item)
  • Your total meals available would need to be adjusted accordingly
Get What You Need - Supplies

- Supplies from Vendor
  - Gloves
  - Utensils for kiddos
  - Napkins
  - Plates
  - Bowls

- Supplies from Food Bank
  - Masks
  - Thermometer
  - Probe wipes
  - Cleaning/sanitizing items
4. Delivery

Making a list and checking it twice
Check your delivery *BEFORE THE DRIVER LEAVES*

- **COUNT**
- **QUALITY**
- **COMPLETEENESS**
- **TEMP**

**RED FLAG:** Failing to follow the delivery acceptance procedure
Tools of the Trade: Delivery Slips

- Use this document to check your delivery each day
  * Counts
  * Meal Components

- You don’t need to keep them past the delivery day because we get copies from your vendor
Tools of the Trade: Working Menu

- Menus MUST be **posted**

- All **additions and substitutions** MUST be written-in on menu
  - We will email you with any expected substitutions

- You MUST **cross out** all days your program is not in service

- You MUST **turn-in** your menu each month
# Tools of the Trade: Working Menu

## Monday
- 1/2 oz Turkey Salami & 1/2 oz American Cheese
- 1 WGR BBQ Bun
- 1 Mustard Packet
- 2 Carroteenies Pack
- 1 Ranch Dressing Packet
- 1 Piece Fresh Fruit
- 80z Milk

## Tuesday
- 1 WGR BBQ Bun
- 1 Ketchup Packet
- 1/2 oz Garlic Slices
- 1/4c Peaches
- 80z Milk

## Wednesday
- ALL MEALS INCLUDE 8oz 1% UNFLavored MILK

## Thursday
- ALL MEALS INCLUDE 8oz MILK

## Friday
- ASSEMBLE AT CENTER
- WGR CALZONE
- 1/2c Tomatoes
- 1 Ranch Packet
- 1 Orange
- 80z Milk

## Saturday
- ASSEMBLE AT CENTER
- ITALIAN HOAGIE
- 1/2c Lettuce & Tomato
- 1/2c Tomato Wedges
- 1 Ranch Packet
- 1 WGR English Muffin
- 1 Apple
- 80z Milk

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**Notes:**
- New Menu Items:
  - Chicken Stew
  - Turkey Ham & Egg Muffin
  - Nacho Grande
  - Turkey & 1/2c Cheese & 1oz Egg Patty
  - Dressing Packet
  - Carroteenies
  - WGR English Muffin
  - Apple
  - 80z Milk

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**Special Notes:**
- Happy Holidays
- Chicken Strip Salad W/ 2oz Chicken
- 1 WGR BBQ Bun
- 1 Mustard & 1 Ranch Packet
- 2 Carroteenies Pack
- 1 Piece Fresh Fruit
- 80z Milk

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**Additional Information:**
- All meals include 8oz 1% unflavored milk.
- Send bowls.
5. Food Safety & Meal Service

Point of Service Safety
All the cool kids are doing it: Taking Temps

• **AT DELIVERY**
  • Unitized Dinner Sites
    • Dinners Delivered Cold
      • Received at or below 41 degrees F
      • Held at 41 degrees F
    • Milk
      • Received at or below 41 degrees F
      • Held at 41 degrees F
All the cool kids are doing it: Taking Temps

- AT SERVING
  - Unitized Dinner Site
    - Milk
      - At or below 41 degrees F
    - Dinner Served Cold
      - At or below 41 degrees F
    - Dinner Served Hot
      - Reheated to 165 degrees F
All the cool kids are doing it: Taking Temps

• **AT DELIVERY**
  • Unitized Dinner Sites
    • Dinners Delivered Cold
    • Thermometer between two trays
  • Milk
    • Thermometer between two cartons

• **AT SERVING**
  • Unitized Dinner Site
    • Dinner Served Cold OR Hot
      • Thermometer between two trays
    • Milk
      • Thermometer between two milk cartons
# Tools of the Trade: Temperature Log

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Food Item</td>
<td>Delivery Temp</td>
<td>Serving Temp</td>
</tr>
<tr>
<td>Supper</td>
<td>Milk</td>
<td>40</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>Entrée</td>
<td>37</td>
<td>172</td>
</tr>
<tr>
<td>Count</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
All the cool kids are doing it: Taking Temps

1. CALIBRATE

2. SANITIZE

3. DOCUMENT
Hand Washing: How-To Guide

- Food servers (and kiddos) must wash hands frequently
  - Wet hands using hot running water
  - Apply soap
  - Scrub for 20 seconds
  - Rinse for 10 seconds
  - Dry using single service paper towel or electric air-dryer
Hand Washing: Just Do IT!

- Everyone must wash their hands after:
  - Using the restroom
  - Touching your face, body or hair
  - Taking out garbage, sweeping
  - Clearing tables or handling dirty utensils
  - Touching your cell phone
  - Coughing or sneezing
  - Using any cleaning chemicals
Gloves: It's a MUST!

- Make certain to wash your hands prior to putting on gloves
- Change gloves between different tasks
  - AND wash hands between tasks
- Never reuse gloves
Fill Up Those Bellies…and Link2Feed

- **OFFER VS SERVE**
  - Kids **MUST** be offered all 5 dinner components and take 3 out of the 5
  - Kids **MUST** take both snack items

- **ATTENDANCE**
  - Attendance **MUST** be taken separately from meal counts

- **POINT OF SERVICE**
  - Record counts **at Point of Service** (after service & before the kiddo finishes)

**RED FLAG:** Failing to serve each required component of the meal

**RED FLAG:** Failing to take Point-of-Service meal counts

**RED FLAG:** Not recording attendance and meal counts separately
• NEED real-time counts
  • Documentation for PDE and reimbursement
  • Order adjustments

• Editing outside of meal service time = NEED paper form

• Let us know if you need a MiFi to allow for real-time access to the internet
6. Monitoring

Learning from the experts…YOU!
What we HAVE to do...

• We are required to monitor sites 3 times per school year

• All visits will be unannounced

• We observe your meal service, ensure that food is being handled safely, and check paperwork (menus, temp log, Link2Feed)
What we LOVE to do…

• These visits are meant as opportunities to meet staff, interact with kiddos, and offer support!

• With approximately 40 sites, monitoring visits allow us to learn the details of each site, understand their uniqueness, and share that knowledge!
Turning Those Red Flags Green!

• Failing to serve each required component of the meal
  • Follow the Offer vs Serve requirements

• Having untrained individuals performing CACFP duties
  • New employees must be trained by the FB at a monthly session

• Serving outside of approved meal times
  • Know your serving windows and contact FB if changes are needed
Turning Those Red Flags Green!

• Failing to report site closure to the Food Bank, including field trips
  • Review and respond to draft order forms

• Failing to follow Food Bank’s delivery acceptance procedure
  • Always count, temp, and check the quality of the delivery with the driver

• Not recording attendance and meal counts separately AND failing to take Point-of-Service meal counts
  • Use Link2Feed to immediately record attendance and meal counts
7. Civil Rights

The Golden Rule
So what’s really protected?

- As a federal, tax-payer funded program, the Child and Adult Care Food Program is required to serve all kids equally.

- USDA prohibits discrimination of individuals on the basis of sex, race, color, national origin, age, disability status.

- Greater Pittsburgh Community Food Bank adds additional prohibitions based on gender, religion, citizenship, ancestry, marital status, sexual orientation, gender identity, & military status.
Civil Rights Learning Materials

Building for The Future

In the Child and Adult Care Food Program (CACFP)

This child care receives Federal cash assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow!

Visiting USDA's website: www.fns.usda.gov/cnd


Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program.
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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:

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

2. Fax: (202) 690-7442; or

3. E-mail: program.intake@usda.gov.
Subbing it Out: Allergies

- Types of Forms:
  - Dietary Preference
    - Parent/Guardian Dietary Accommodation Request Form
  - Medical Requirement
    - Medical Plan of Care Form

- What Comes After the Form:
  - Proper substitution is provided directly from Food Bank
  - Gift card is provided by Food Bank to purchase substitution
Reminders

- All kids must be served the same amount of food for their first meal – no serving older kids more

- All kids must be served equally regarding serving lines—no calling up boys, girls, younger kids, older kids before all other kids

- Seconds must be offered to ALL kids, but not until after ALL kids have received a first meal
Treat your kids and their parents/guardians the way that you would like to be treated, and ensure that all kids are treated equally.
Thank you!

Congratulations!
You have completed the annual CACFP site training