

Kids Cafe

AFTER SCHOOL SNACK & SUPPER PROGRAM

September 2, 2025 – May 29, 2026

Agenda

- Key Players
- Snacks
- Suppers
- Reporting and Ordering
- Site Visits
- Food Safety
- Civil Rights
- Inclement Weather
- Resources

CACFP aka Kids Cafe

- Federal program that allows qualified sites to provide nutritious food that helps contribute to the wellness, healthy growth, and development of children & teenagers
- Open to all children/teens who are 18 or younger & any person with a disability who attends a public school
- Eligible sites provide educational or enrichment activities in an organized, structured, and supervised environment at the end of the school day
 - Homework tutoring
 - Physical activity
 - Chess
 - Art



Key Players

Key Player - You

- Ensure children/teens receive a snack and/or meal **after** school
 - All meals are eaten onsite – no grab and go
- Complete *Daily Meal Count* form for each meal served
- Keep daily attendance records
 - Separate from meal counts
- Report and order each Monday by **NOON**
- Display the And Justice for All poster and menu(s) in a prominent location



Daily Meal Count Form

Daily Meal Count Form									
Site Name:				Person Preparing Report:			Date (month/day/year):		
Meal Type: Breakfast Snack Lunch Supper						Serving Time:		# of Meals Received:	
1st MEALS SERVED TO CHILDREN/TEENS - cross off number as each child/teen receives a meal									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
2nd SERVINGS SERVED TO CHILDREN/TEENS - Lunch & Supper Only									
1	2	3	4	5	6	# of milks returned to inventory:			
Date:		Meal Type: Breakfast Snack Lunch Supper				Serving Time:		# of Meals Received:	
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Key Player – Feed More

- Provide snacks and meals that meet USDA meal pattern requirements
 - Snacks – 100% fruit juice and whole grain snack
 - Supper – protein, grain, milk, 2 servings of veggies or 1 serving of veggies and 1 serving of fruit
- Partner with you to guarantee program success
- Conduct site visits
- Ensure that reporting is accurate & that over-ordering is not happening



Key Player - VDOE

- Partner with you & Feed More to ensure program success
- Conduct site visits
- Process reimbursement claims for meals served
 - Snacks **served** – \$
 - Suppers **served** - \$5.91



Snacks

Snack Facts

- Shelf-stable
 - Grain and a juice
- Pick-up Thursdays between 1:00 & 3:00
- Store 6 inches from the ground, ceiling and wall
- Snack menu should be posted where parents can see it



Snack Facts

- All or nothing
 - If a child/teen does not want one of the items, the item can be put on a share table – children/teens can take an item off the share table –
 - items on a share table **never** go back in inventory
- Snacks **not** distributed get put back in your inventory
- No seconds are allowed
- All snacks eaten onsite



Snack Flow

Pick-up

- Thursdays between 1:00 & 3:00

Serving

- Each child/teen who wants a snack gets both components
- Snack recipients are marked off on the *Daily Meal Count* form
- Snacks **not distributed** are put back in your inventory

Ordering

- Take inventory of snacks prior to ordering on Monday

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Suppers

Supper Facts

- Cooked fresh and delivered daily
- Hot food needs to be kept in an oven or Cambro & cold food needs to be kept in a refrigerator or Cambro until serving time
- Temperature of the food must be taken upon arrival & prior to serving using a sanitized thermometer
 - Hot foods - 135° or hotter
 - Cold foods - 41° or colder
- If food is delivered outside of the acceptable temperature range call Anne or Ruth Ann immediately
- Suppers are eaten onsite – no grab and go

Receiving

KC Location: _____			
ITEM	MENU	CK TEMP	SITE TEM
ENTREE	Rotisserie Chicken	178	
SIDE 1	Vegetable Pasta Salad	35	
SIDE 2	Orange	0	
SIDE 3	Pasta	0	
Other	Chocolate Milk	0	
		# PANS	
		3	
Notes: _____			

Completed By Site	Yes	No
Items Match Menu	<input type="checkbox"/>	<input type="checkbox"/>
Meals Checked for Quality	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Completed By Driver	#Pans	
# of Pans & Lids Picked Up Today	<input type="checkbox"/>	<input type="checkbox"/>

Site Signature	Delivery Time
----------------	---------------

TEMPERATURE LOG		
Name of Site: _____		
Date:	Time Received:	Time Served:
	Received Temperature	Served Temperature
Entrée		
Side 1		
Side 2		
Other		

Date:	Time Received:	Time Served:
	Received Temperature	Served Temperature
Entrée		
Side 1		
Side 2		
Other		

- Hot food 135 degrees or hotter
- Cold food 41 degrees or colder
- One side of the Temperature Log per week
- Any issues call Anne or Ruth Ann

Supper Facts

- Each component of the meal must be served to those children/teens who want to eat
 - **All or nothing including milk**
- The menu must be posted where parents can see it
- Serving size amounts are on the menu
 - * indicates the item contains pork

4	Baked Chicken- 1 ea Whole Wheat Roll- 1ea Seasoned Green Beans- 4oz Fresh Fruit & Milk	5	Beef Meatsauce- 6oz Spaghetti- 2 oz Sweet Peas- 4 oz Fresh Fruit & Milk	6	Chef Salad- 4 oz turkey Crackers- 3 pk Tossed Salad- 8oz Ranch Dressing- 1pk Fresh Fruit & Milk	7	Beef Sloppy Joes- 4oz Whole Wheat Bun- 1ea Buttered Corn- 4oz Fresh Fruit & Milk	8	Creamy Turkey Salad- 4oz Crackers- 3 pk Veggie Dippers- 4oz Ranch Dressing- 1pk Fresh Fruit & Milk
11	Chicken Bites- 4 oz Whole Wheat Roll- 1ea Seasoned Corn- 4oz Ketchup - 1ea Fresh Fruit & Milk	12	Turkey Hotdog- 1ea Whole Wheat Bun- 1ea Veg Pasta Salad- 6oz Ketchup - 1ea Fresh Fruit & Milk	13	Chicken Jambalaya- 6oz Brown Rice- 2 oz Tossed Salad- 8oz Ranch Dressing (1pk) Fresh Fruit & Milk	14	Beef Taco- 4oz Soft Tortillas- 1ea Lettuce & Tomato- 4oz Cheese- 1oz Fresh Fruit & Milk	15	Turkey-3 slices/Cheese 1 slice Whole Wheat Bun- 1ea Veggie Dippers- 4oz Ranch Dressing- 1pk & Mayo- 1pk Fresh Fruit & Milk

Preparation



- Sanitize thermometer
- Take & record temp of hot food
- Sanitize thermometer
- Take & record temp of cold food
- Sanitize thermometer

TEMPERATURE LOG

Name of Site:

Date:		Time Received:	Time Served:
Item		Received Temperature	Served Temperature
Entrée			
Side 1			
Side 2			
Other			

Date:		Time Received:	Time Served:
Item		Received Temperature	Served Temperature
Entrée			
Side 1			
Side 2			
Other			

- Hot food 135 degrees or hotter
- Cold food 41 degrees or colder
- Any issues call Anne or Ruth Ann

Supper Facts

- The type of milk served at your site will depend on the age of the youngest child participating in the program
 - Whole milk – 12-24 months
 - White 1% milk - 2 thru 5 years
 - White 1% milk or Fat-Free Chocolate milk – 6 thru 18 years
- Seconds servings are allowed after everyone has been served



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Let's Talk Milk

Daily Meal Count Form									
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1	2	3	4	5	6	# of milks returned to inventory:			

- Use the current Daily Meal Count form
- # of meals received – white label on the side of the pan
- Record # of milks returned to inventory

Supper Flow

Delivery

- Inspect food upon arrival
- Record time of delivery & temperature of the hot & cold food on the *Temperature Log* – use a sanitized thermometer

Serving

- Each child/teen who wants supper must receive **all** components
- Supper recipients are marked off on the *Daily Meal Count* form
- Discard food not served, wash the pans & put them in trash bags knotted 3 times

Ordering

- Prior to ordering, look at the number of lunches served the previous week & the menu for the following week – order accordingly

Reporting & Ordering

Reporting

- Copies of the Daily Meal Count forms and Temperature Log are sent to Feed More each Monday prior to **NOON**
- Reporting and ordering is done via [Agency Express](#)
- The User Name, Password and Program Code will be sent to 'shoppers'
- Documents are to be kept for three years plus the current year
- Attendance records are kept separate from Daily Meal Counts

Reporting



- Click Report
- Select Survey Management

My Surveys			
	Ref. #	Title	Start Date
Submit	5816	Weekly Kid's Cafe Report	5/26/2025 12:00:00 AM

- Click Submit
- Start Date should be the Monday of the reporting week

Reporting

Weekly Kid's Cafe Report
Weekly Kid's Cafe Report

How many snacks did you serve on Monday?

How many first suppers did you serve on Monday?

How many second suppers did you serve on Monday?

How many milks were returned to inventory on Monday?

Tuesday Attendance:

How many snacks did you serve on Tuesday?

How many first suppers did you serve on Tuesday?

How many second suppers did you serve on Tuesday?

How many milks were returned to inventory on Tuesday?

Enrollment for month:

Monday Attendance:

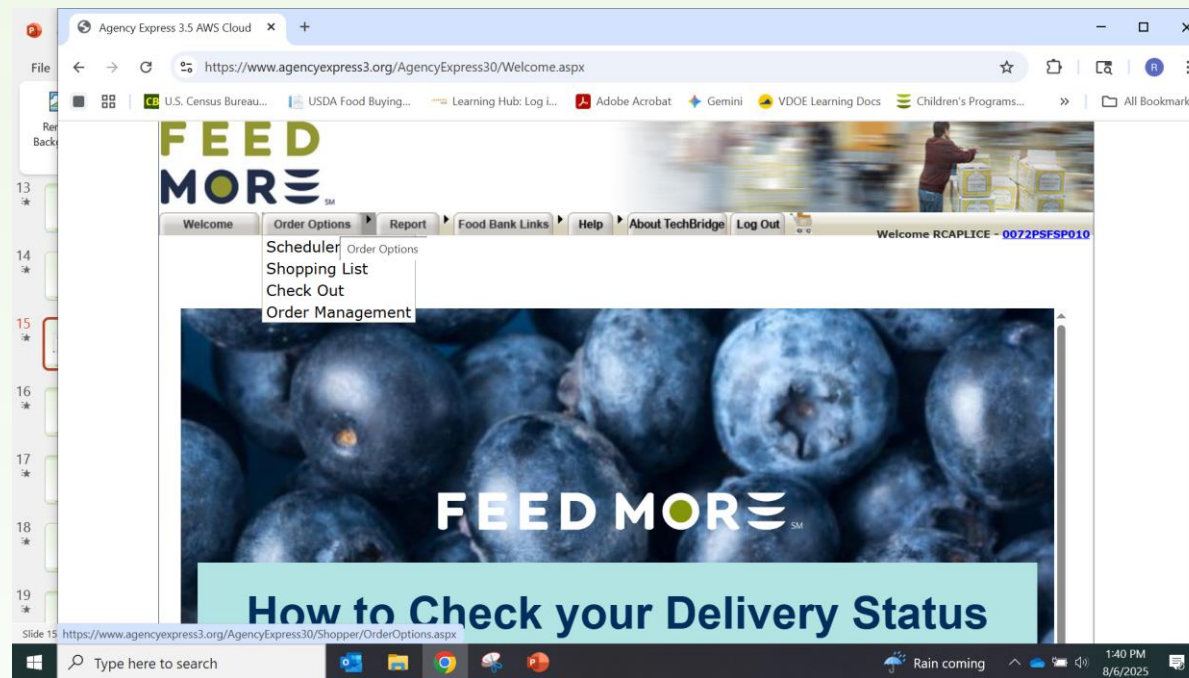
Week of (enter the Monday for which you are reporting e

Notes: (max 20 characters)

Submit

- Complete all the fields
- No need to enter '0' - just leave the field blank
- Enrollment for the month is not cumulative
- Enter the Monday date for the week you are reporting
- Click Submit
- Log off

Ordering Snacks



- Click Order Options
- Select Shopping List

Ordering Snacks

<input type="text" value="15"/>	536	71116E	SFSP - TRIX BREAKFAST MEAL, RS, 60 MEALS PER CASE	EA
<input type="text"/>	4358	74038	SFSP - Thursday Lunch	EA
<input type="text"/>	3623	74036	SFSP - Tuesday Lunch	EA
<input type="text" value="15"/>	909	70896E	SFSP - WG CINN TST CRUNCH SNACK,72 PACKS	EA
<input type="text"/>	3312	74037	SFSP - Wednesday Lunch	EA
<input type="text" value="15"/>	2165	70827E	SFSP- APPLESAUCE, CIN, 4 OZ CUPS	EA

- Enter the # of each snack item you need
 - The # of individual snacks must be the same as the juice that goes with it – package deal
- **Do not order suppers**
- Click Add to Cart
- Click Check Out

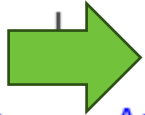
Tip: Please Add to Cart requested items before leaving page



[Print](#)



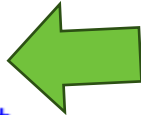
[Clear Cart](#)



[Add to Cart](#)



[Check Out](#)



Ordering Snacks

My Appointment

Reference Number: **P05857551**

Pickup/Delivery Date:

Pickup ▾



Time:



Comment (Please limit comment to 150 characters, no special characters (&, <, >, ", '). Anything over 150 characters will be cut off when PO is updated or submitted.)

Shopping Cart Summary

- Select Pickup from the dropdown menu
- Click the calendar and select the Thursday date for the delivery
- Select the Time that is displayed
- Click Submit Cart

Shopping Cart



[Print](#)



[Clear Cart](#)



[Continue Shopping](#)

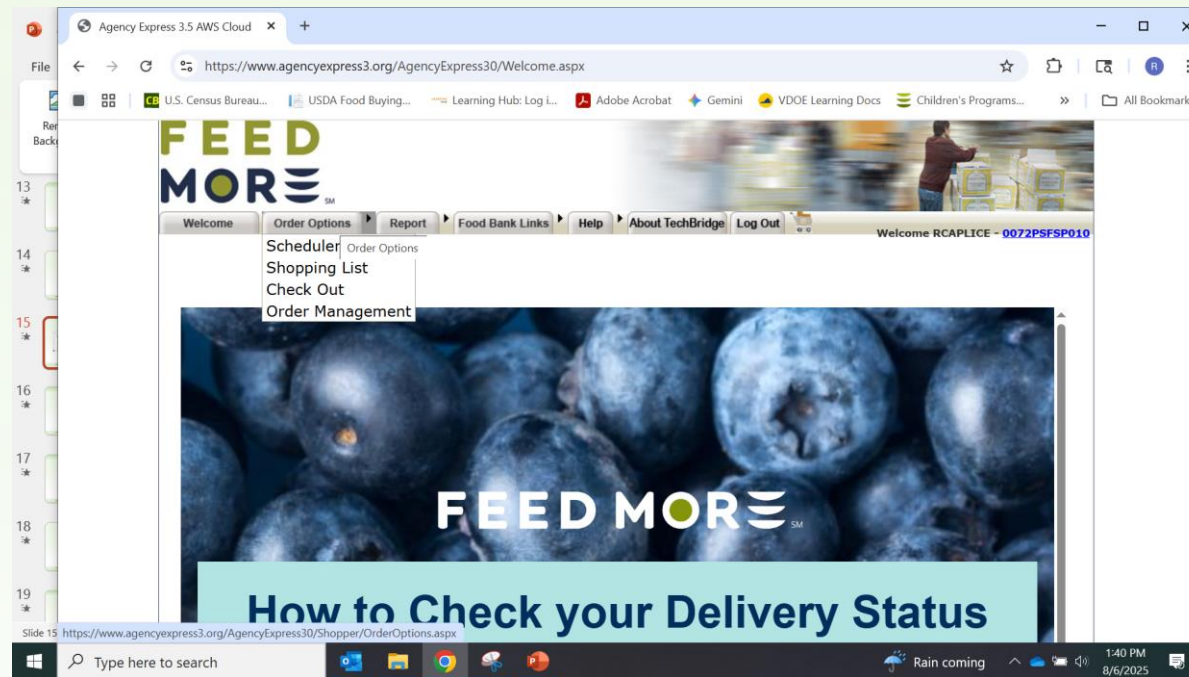


[Update Cart](#)



[Submit Cart](#)

Ordering Suppers



- Click Order Options
- Select Shopping List

Ordering Suppers

Order Qty	Available Qty.	Item No.	Description	UOM
20	5847	70249E	DAIRY, MILK 1 BACKPACK MENU 1/2	EA
	39839	74041	Fat Free Chocolate Milk 8 oz (Kids)	EA
	731	78808E	HS-BLUEBERRY POP-TARTS 120-1.76oz	EA
	820	78811E	HS-DOLE PEAR FRUIT CUP, 4oz.	EA
	539	78810E	HS-DOLE PINEAPPLE FRUIT CUP 4oz.	EA
	354	78807E	HS-GOLDEN GRAHAMS CEREAL BARS 96-1.42oz	EA
	382	78809E	HS-WHOLE GRAIN STRAWBERRY OATMEAL BAR 160-2.4oz	EA
	6276	74039	SFSP - Friday Lunch	EA
20	3266	74035	SFSP - Monday Lunch	EA

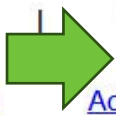
- **A separate supper order is submitted for each day**
- Enter the # of milks needed for Monday
- Enter the # of suppers needed for Monday
- Click Add to Cart
- Click Check Out



[Print](#)



[Clear Cart](#)



[Add to Cart](#)



[Check Out](#)



Ordering Suppers

The screenshot shows a web browser window with the URL <https://www.agencyexpress3.org/AgencyExpress30/Shopper/ShoppingCart.aspx>. The page features the "FEED MORE" logo and a navigation bar with links: Welcome, Order Options, Report, Food Bank Links, Help, About TechBridge, and Log Out. A shopping cart icon with the number 2 is visible. The user is logged in as RCAPLICE with ID 0072PSFSP018.

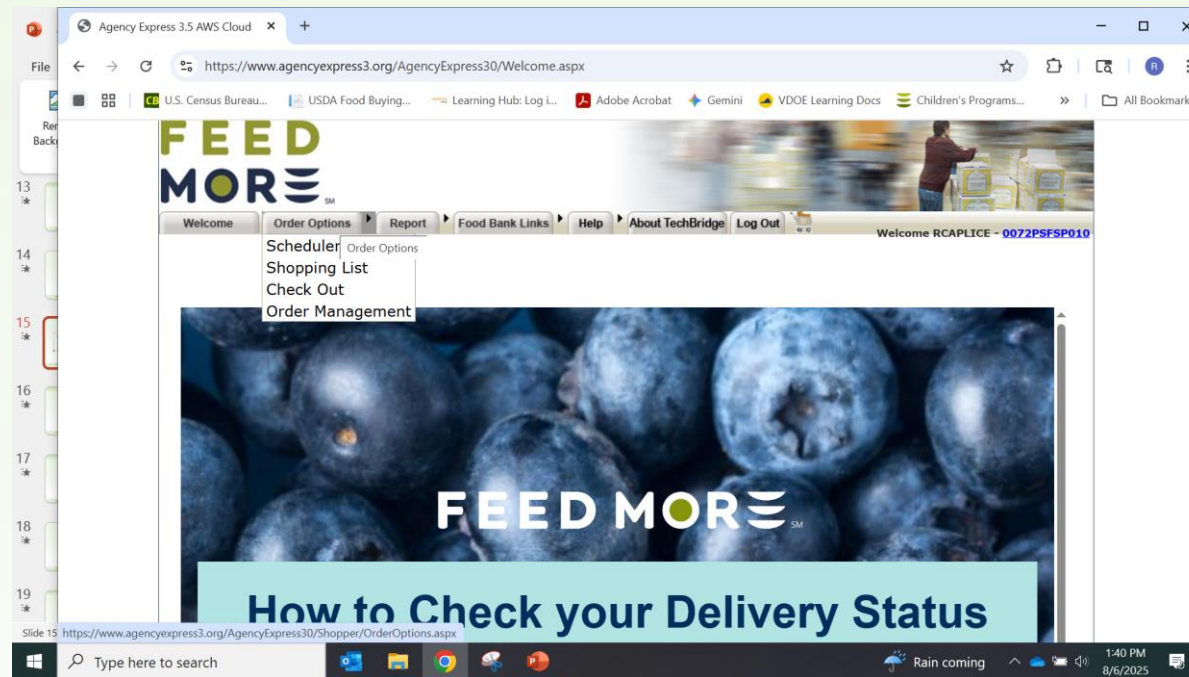
The "My Appointment" section displays the Reference Number: **P05857551**. The Pickup/Delivery Date is set to "Delivery" and the Time is empty. A calendar for August 2025 is shown, with the date 11 highlighted in green. The Comment field is empty.

The "Shopping Cart" section is visible below the appointment form. At the bottom of the page, there are links: Print, Clear Cart, Continue Shopping, Update Cart, and Submit Cart. A green arrow points to the "Submit Cart" link.

A green arrow points to the "Delivery" dropdown menu in the Pickup/Delivery Date field.

- Select Delivery from the dropdown menu
- Click the calendar and select the first available Monday date for delivery
- Select the Time that is displayed
- Click Submit Cart

Ordering Suppers



- Click Order Options
- Select Shopping List

Ordering Suppers

Tip: Please Add to Cart requested items before leaving page

Order Qty	Available Qty.	Item No.	Description	UOM
<input type="text" value="25"/>	5847	70249E	DAIRY, MILK 1 BACKPACK MENU 1/2	EA
<input type="text" value="25"/>	3623	74036	SFSP - Tuesday Lunch	EA
<input type="text"/>	909	70896E	SFSP - WG CINN TST CRUNCH SNACK, 72 PACKS	EA
<input type="text"/>	3312	74037	SFSP - Wednesday Lunch	EA
<input type="text"/>	2165	70827E	SFSP- APPLESAUCE, CIN, 4 OZ CUPS	EA

Tip: Please Add to Cart requested items before leaving page

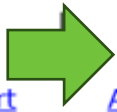
- **A separate supper order is submitted for each day**
- Enter the # of milks needed for Tuesday
- Enter the # of suppers needed for Tuesday
- Click Add to Cart
- Click Check Out



[Print](#)



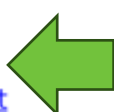
[Clear Cart](#)



[Add to Cart](#)



[Check Out](#)



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- Select Delivery from the dropdown menu
- Click the calendar and select the first available Tuesday date for delivery
- Select the Time that is displayed
- Click Submit Cart

Ordering

- Repeat the same process for each day you need to order suppers
- If you ordered snack and lunch for each day of the week, you will receive 6 confirmation emails
 - One for all the snacks
 - One for each day suppers were ordered

Reporting

- Copies of the *Daily Meal Count* forms and *Temperature Log* are sent to Feed More each Monday **prior to NOON**
- The numbers on the Daily Meal Count forms should match exactly what is reported online

+

Record Keeping



- Accurate record keeping is very important
- The following documents are to be kept for three years plus the current year
 - *Daily Meal Count Forms*
 - *Temperature Logs*
 - *Attendance Logs*
- The documents should be organized and readily available for review

Attendance records are kept separate from Daily Meal Counts

Site Visits

Site Visits

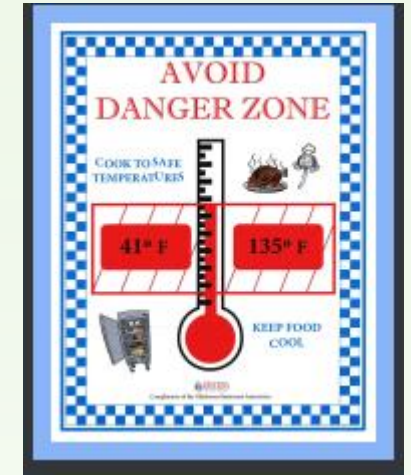
- We are required to visit each site at least 3 times during the program
- Procedures & records will be reviewed
- Follow-up visits will occur as necessary
- Majority of visits are unannounced
- New sites will be visited within the first 4 weeks of operation



Food Safety

Temperature Log

- Keep the log in an obvious place near the food
- Record the temperature of the food when it is delivered and right before serving
- Contact Anne or RA immediately if the food is out of temp
 - Cold food - 41° or below
 - Hot food - 135° or above
- Complete all fields on the log each day



TEMPERATURE LOG

Name of Site:

Date:		Time Received:	Time Served:
Item		Received Temperature	Served Temperature
Entrée			
Side 1			
Side 2			
Other			

Date:		Time Received:	Time Served:
Item		Received Temperature	Served Temperature
Entrée			
Side 1			
Side 2			
Other			

Keeping Food Safe in a Cambro

- Hot food
 - Store pan on the highest shelf
 - If there is a hot plate it should be placed on the shelf directly below the pan
- Cold food
 - Store pan on the lowest shelf
 - If there is a cold plate it should be placed on the shelf directly above the pan



Thermometer Safety

- All thermometers must be kept clean and sanitized
- Taking and recording temperatures
 - Remove the thermometer cover and sanitize the thermometer
 - Take the temperature of the hot food and record it on the *Temperature Log*
 - Sanitize the thermometer
 - Take the temperature of the cold food and record it on the *Temperature Log*
 - Sanitize the thermometer and put the cover on



Handwashing

- Handwashing is critical in stopping the spread of harmful germs that could contaminate food
- Children, teens and staff must wash hands prior to meal service
- Wash hands properly
 - Use water as hot as you can stand
 - Apply soap and rub hands together for 20 seconds
 - Rinse hands thoroughly
 - Dry hands with a single use paper towel
 - Turn off water using a paper towel



Gloves

- Gloves must be worn when preparing and serving food
- Servers must wash hands prior to putting on gloves
- Remove gloves, wash hands and put on clean gloves after
 - Cleaning
 - Touching a door, counter, phone
 - Touching your clothing, face, hair
 - Sneezing, coughing, yawning
 - Taking out the trash



Storing Food

- Shelf stable food
 - Store 6" off the ground and 6" from walls and ceiling
 - Keep away from cleaning products
- Cold food
 - Keep a thermometer in the refrigerator
 - Temperature should be below 40°
 - Ideal temperature is 37°



Food Safety

- Wash all fruit prior to serving
- Do not re-serve meals that are returned by a child/teen
- Use clean plates for second supper servings

Keeping Clean

- Clean & sanitize
 - All tables and serving areas prior to and after each meal service
 - Door handles
 - Water fountains
 - Frequently touched areas by children / teens
- Sweep and mop floors
- Wipe down the Cambro at the end of each day
- Keep refrigerator and cabinets free of food particles and crumbs



Civil Rights

Goals of Civil Rights

- Equal treatment for all
- Elimination of barriers that prevent children and teens from receiving meals
- Dignity and respect for all



What is Discrimination?

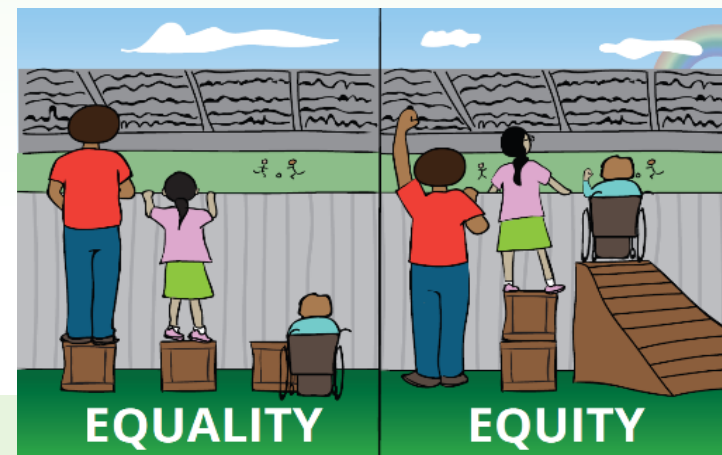
- Discrimination
 - The act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected classes.
- Protected classes
 - Under federal law, employers cannot discriminate on the basis of:
 - Race
 - Color
 - National Origin
 - Religion
 - Sex
 - Age
 - Disability



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Examples of Discrimination

- Refusing a child's enrollment based on a disability
- Always serving a child last because of his / her color
- Not serving a particular child who stops by for supper because of his / her national origin
- Making children of a certain race sit at a table away from other children
- Refusing to provide a meal to a teen based on sexual orientation



Allegation of Discrimination

- When an allegation of discrimination is brought to your attention, contact the person at your site who handles discrimination issues
- The person handling the allegation should take the following steps
 - Determine if there is a mutually beneficial solution
 - If a solution is not reached, inform the complainant that the concern needs to be directed to the USDA within 180 days of the alleged discriminatory action
 - Complete the form and mail
 - Call USDA – 866.632.9992
 - Fax – 202.690.1442



Racial & Ethnic Data Form

- Schedule one day prior to the end of October to complete the *Civil Rights Data Collection* form
 - Required by the USDA
 - Return the form to Anne or Ruth Ann

CIVIL RIGHTS DATA COLLECTION FORM
CHILD AND ADULT FOOD PROGRAM
Sponsor Number _____

Section I – Ethnicity

Ethnic Identification	Number of Enrolled Participants
Hispanic, Latino or Spanish origin. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	_____
Not Hispanic, Latino or Spanish origin.	_____

Section II – Race

Racial Identification <i>(one or more categories may be selected for a participant)</i>	Number of Enrolled Participants
American Indian or Alaskan Native. A person having origins in any of the original peoples of North and South America (including Central America), and who cultural identification through maintains tribal affiliation or community attachment (includes Aleuts and Eskimos).	_____
Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	_____
Black, African American, or Haitian. A person having origins in any of the black racial groups of Africa.	_____
Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	_____
White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa or the Middle East.	_____

Inclement Weather

Inclement Weather

- Feed More follows the City of Richmond Public School closures for **inclement weather only**
 - We will contact you if Feed More is closed for any reason
- Delayed openings won't impact food delivery
- Contact Anne or Ruth Ann if your site is going to be closed



Resources

Online Forms & Info

<https://feedmore.org/kids/>

Children's Programs Resources

Kids Cafe Documents

Trainings

- [Training Presentation](#)

Forms

- [Daily Meal Count](#)
- [Daily Meal Count \(Large Site 90+\)](#)
- [Temperature Log](#)
- [Racial and Ethnic Data Form](#)

Resources

- [Snack Menu](#)
- [Supper Menu](#)
- [Temperature Danger Zone Poster](#)
- [Handwashing Poster](#)

Summer Food Service Program (SFSP) Documents

Trainings

- [Training Presentation](#)

Forms

- [Daily Meal Count](#)
- [Daily Meal Count \(Large Site 90+\)](#)
- [Temperature Log](#)

Resources

- [Breakfast Menu](#)
- [Lunch Menu](#)
- [Site Supervisor's Guide](#)

Next Steps

- Feed More will place your order for the first two weeks based on the numbers you provided (increases / decreases let Anne & RA know)
- Any changes to your program (time, requested meal amounts etc.) need to be communicated to Anne and RA
- Approximate supper delivery times will be emailed prior to the start of the program
- An email will be sent letting you know if there is a volunteer to deliver your snacks

Children's Team

- Anne Duckworth
 - aduckworth@feedmore.org
 - 804.934.1949
 - 804.912.0202 - mobile
- Ruth Ann Caplice
 - rcaplice@feedmore.org
 - 804.240.8271 - mobile