



# EQUIPMENT FOR YOUR SCHOOL BREAKFAST PROGRAM

**November 28, 2018**

**1:30 pm – 2:30 pm**

**Professional Standards Learning Code: 3510, 3520**



# WELCOME!

My name is Jessica Krug. I am a trainer and School Nutrition Programs Specialist at the Arizona Department of Education.

Contact us at:  
[ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov)  
(602) 542-8700, option 2



# WELCOME!

Today's webinar is intended for School Nutrition Directors who are operating, or are interested in operating, an alternative service model in the School Breakfast Program.

We will review the types of equipment available to support the implementation of an alternative service model.

This webinar is being recorded for future use.



# AGENDA

We will cover the following topics in today's webinar.

1

Overview of Alternative Service Models and the School Breakfast Program (SBP)

2

Types of Equipment Available

3

Evaluate Your Operation

4

Procurement

5

Success Story

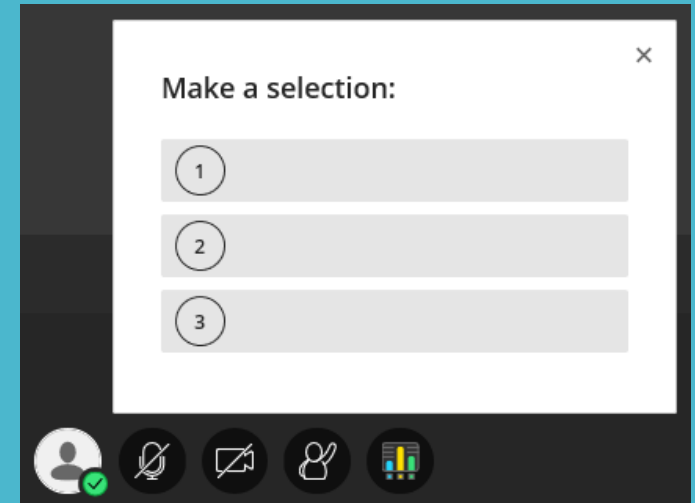
6

Partner Resources

# POLL

Which statement best describes you?

1. My LEA has at least one school that operates an alternative service model.
2. I do not have any schools that currently operate an alternative service model, but will definitely start one within the next year.
3. I am still determining if/which alternative service models are right for our schools

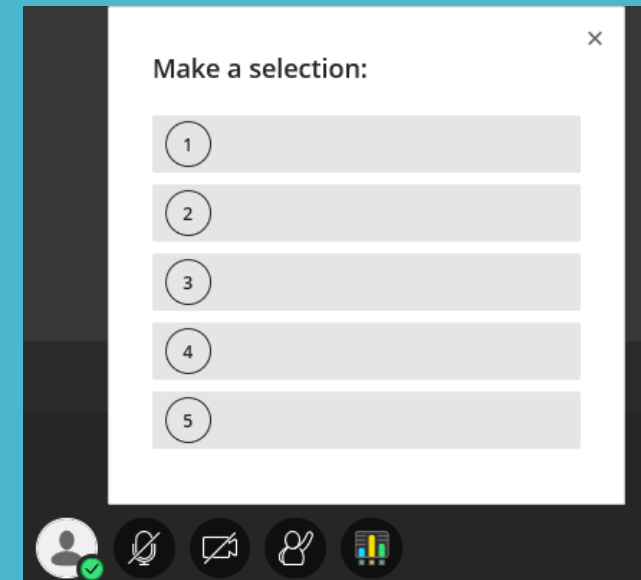


A screenshot of a digital poll interface. At the top, it says "Make a selection:" followed by a close button (X). Below this are three numbered options, each with a circular icon containing the number and a corresponding grey rectangular selection bar to its right. The options are: 1, 2, and 3. At the bottom of the interface is a dark bar containing several icons: a person icon with a green checkmark, a microphone icon with a slash, a screen share icon, a group of people icon, and a bar chart icon.

# POLL

Which of the following is the biggest barrier for implementing an alternative service model?

1. Teacher, principal, administration support
2. Funding for equipment
3. Space for equipment
4. Planning the menu
5. Other barrier



A screenshot of a digital poll interface. At the top, it says "Make a selection:" with a close button (X) in the top right corner. Below this, there are five numbered options, each with a circular number and a corresponding grey rectangular input field:

- 1. [Input field]
- 2. [Input field]
- 3. [Input field]
- 4. [Input field]
- 5. [Input field]

At the bottom of the interface, there is a dark bar containing several icons: a user profile icon with a green checkmark, a microphone icon, a screen sharing icon, a person icon, and a bar chart icon.

# OVERVIEW OF ALTERNATIVE SERVICE MODELS AND THE SBP



# ARIZONA HUNGER STATS



- 22.7% of Arizona children live in food-insecure homes
- Above the national average of 17.5%
- Maricopa County has the 4<sup>th</sup> highest rate of child food insecurity in the country



# ARIZONA SCHOOL BREAKFAST PARTICIPATION



- Arizona served 54.4 low-income breakfasts for every 100 lunches served
- 0.3% increase from SY 15-16
- Ranked 29 in the nation
- FRAC's goal is 70/100

# SCHOOL BREAKFAST PARTICIPATION

Why aren't kids participating in school breakfast?

- Stigma associated with school breakfast
- Kids want to play with their friends instead of take time to eat
- Late school buses/rushed mornings at home
- Families that qualify for reduced-price or paid meals may still struggle to pay
- Students are not hungry in the morning
- Cafeteria is not convenient for students



# ALTERNATIVE SERVICE MODELS

One of the most effective ways to significantly boost breakfast participation.

- Improves access to breakfast by bringing meals to the kids or making it more convenient to participate
- Average free and reduced-price breakfast participation reaches 58-88% with alternative service models\*





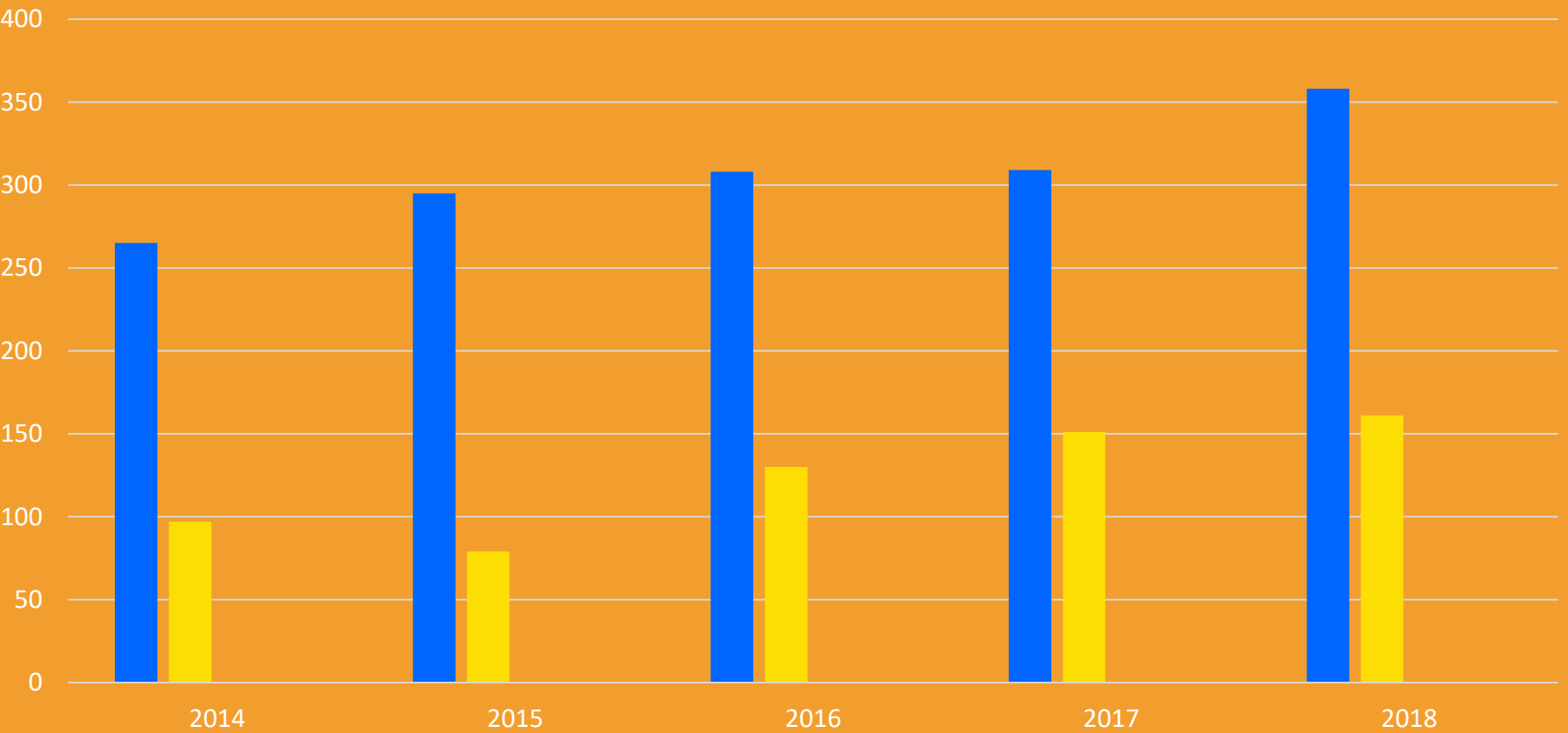
# OVERVIEW OF ALTERNATIVE SERVICE MODELS

Breakfast meal service that takes place outside of the traditional before-school cafeteria-based model.

- Breakfast in the Classroom (BIC)
- Grab and Go
- Second Chance Breakfast
- Breakfast on the Bus



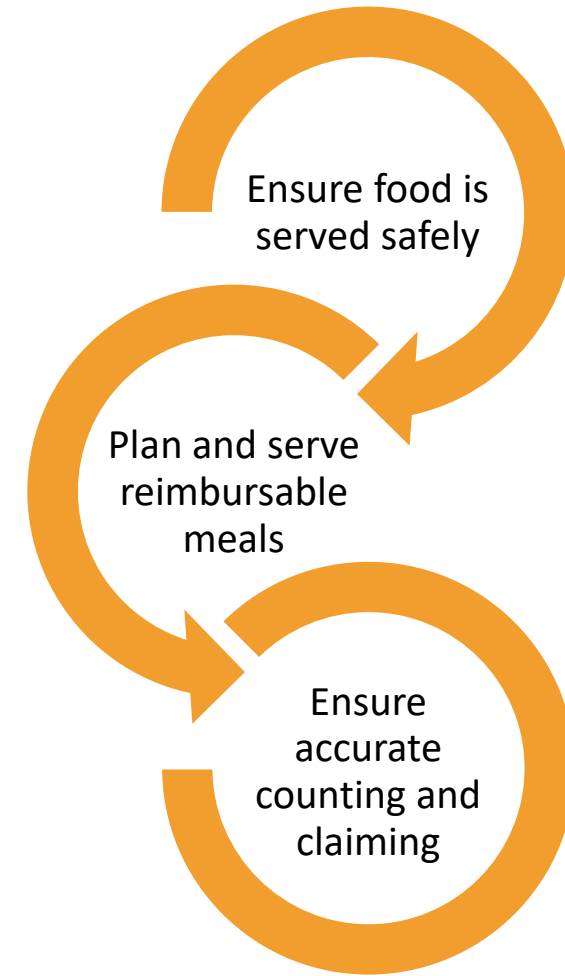
# ALTERNATIVE SERVICE MODELS IN ARIZONA



# ALTERNATIVE SERVICE MODELS

Alternative service models are fully customizable!

- There is no one size fits all
- LEAs/sites can do more than one model or type of service





# BREAKFAST IN THE CLASSROOM



- Breakfast items are packed into coolers or insulated bags to be transported to each classroom
- Students eat at their desks during instruction, morning announcements, attendance, etc.
- More common in elementary schools, but works well at any age level

# GRAB AND GO



- Students grab a breakfast meal from a cart, kiosk, or the cafeteria
- Carts, kiosks, or tables can be placed in convenient areas on campus or in the cafeteria
- Works well at any age level, but is particularly good for middle and high schools

# GRAB AND GO



## Options for Grab and Go:

- Students take a meal and eat before class
- Grab and Go to the classroom: students pick up their meals from the cafeteria or other location on campus on their way to the classroom
- School nutrition staff take grab and go carts to classrooms and students select their meal from the cart and eat in the classroom

# SECOND CHANCE BREAKFAST



- Breakfast is served later in the morning, usually after first period
- Provides a nutritious morning break for students that may not be hungry first thing in the morning
- Works particularly well with middle and high school students who have time in between classes
- Ensure enough time between breakfast and lunch

# BREAKFAST ON THE BUS



- Breakfast is served to students as they step onto the bus
- This model is ideal for areas where students spend long periods of time on the school bus, or have a large population of students who ride the bus to school

# **TYPES OF EQUIPMENT AVAILABLE**



# BREAKFAST IN THE CLASSROOM

- Insulated bags
- Rolling cooler
- Food storage bins
- Carts
- Carpet extractor
- Garbage bins



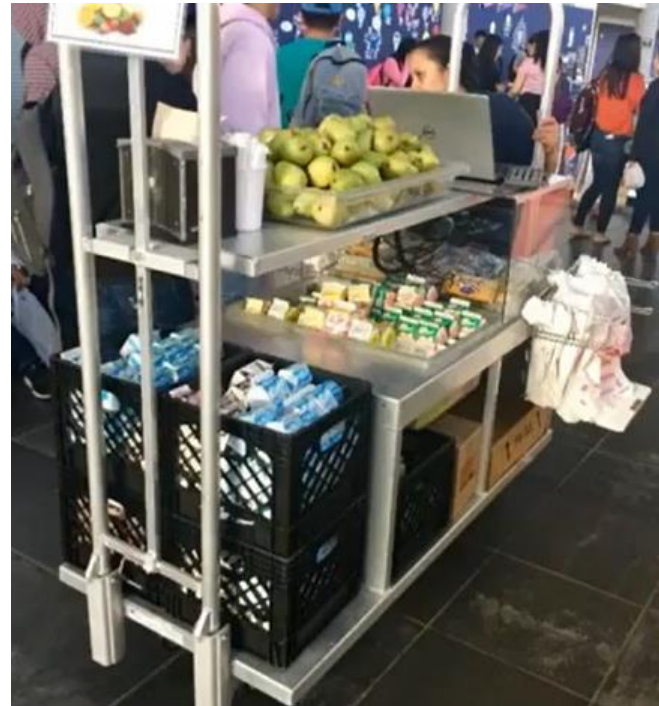
# BREAKFAST ON THE BUS

- Insulated bags
- Rolling cooler
- Food storage bins
- Carts



# GRAB AND GO

- Cart/kiosk
- Food bar
- Tables
- Insulated bags
- Milk coolers
- Golf cart
- Portable POS
- Garbage bins





# SECOND CHANCE BREAKFAST

- Similar to Grab and Go or traditional cafeteria breakfast service
- Additional POS or kiosk



# EVALUATE YOUR OPERATION

# EVALUATE YOUR OPERATION

- Determine which service model you will implement
  - How many sites?
  - How many meals do you plan to serve? Plan for increased participation.
  - How many points of service?
  - Mobile or stationary?
- Evaluate your staffing
  - Will you need additional staff?
  - Do you have enough staff to deliver bags or carts and pick up the leftovers
  - Do you have enough staff to work a grab and go cart?



# EVALUATE YOUR OPERATION

- What will your menu look like?
  - How many entrée/side options?
  - Hot, cold, shelf stable?
  - Serve only or Offer vs. Serve?
  - How long will the food be out prior to service?
- How much space do you have to store equipment and food prepped the day before?
- Follow the route of delivery
  - How will food be delivered?
  - Rough terrain
  - Measure doorways

# EVALUATE YOUR OPERATION

- What do you already have on hand?
  - Refurbish old equipment
  - Salad bar not in use
  - Get creative with what you have available
- What smallwares will you need?
  - Cleaning supplies for the classroom
  - Trash bags
  - Napkin or utensil holders for food cart
  - Paper bags for quick grab and go options

# EVALUATE YOUR OPERATION

- What will your meal counting procedure look like?
  - Will you need to purchase an additional laptop for mobile service?
  - Do you have an extra POS not being used during breakfast?
  - Is there a laptop not being used that can be transferred to food service?
    - Ensure it meets the hardware requirements for your POS software
- Work with custodial staff
  - Will you need extra garbage bins to be placed in eating areas or in hallways?
  - Carpet extractor for classrooms?

# PROCUREMENT

## Informal

### Micro-Purchase

< \$10,000

- One-time purchases
- Quotes not required, but do need to spread purchases among different vendors
- Keep receipts/invoices

### Small Purchase

AZ Threshold: < \$100,000

Fed. Threshold: < \$250,000

- Develop written specifications
- Obtain 3 quotes
- Keep documentation to show who you've chosen and evaluation criteria

## Formal

### Invitation for Bids (IFB)

Above small purchase threshold

- Competitive sealed bids

### Request for Proposals (RFP)

Above small purchase threshold

- Competitive proposals

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- Document—if you didn't write it down, it didn't happen.
- If you are a member of a Group Purchasing Organization (GPO), the GPO may already have procured pricing on equipment that you can purchase.
- Contact Veronica Cramer at [Veronica.Cramer@azed.gov](mailto:Veronica.Cramer@azed.gov) with questions on procurement



# CAPITAL EXPEDITURES

Capital expenditures: items lasting longer than 1 year with a per unit acquisition cost of \$5,000 or more.

- Require state agency pre-approval
- Complete the *Capital Expenditure Pre-Approval Request Form* (found on the Program Forms webpage) and send to your assigned specialist for approval
- Specialists will request quotes when construction is involved to ensure costs seem appropriate

Capital Expenditure Pre-Approval Request Form	
School Food Authority (SFA): _____	CTD#: _____
Date: _____	
Description of the anticipated capital expenditure <small>All Capital Expenditures must comply with 2 CFR 200 and USDA Program regulations (7 CFR Part 210, Part 215, Part 220 and other federally funded programs), guidance, and instructions.</small>	
<div style="border: 1px solid black; height: 50px;"></div>	
Total costs of the capital expenditure, including any acquisition costs <small>Acquisition cost is the cost of the asset including the cost to put it in place. For example, the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.</small>	
<div style="border: 1px solid black; height: 50px;"></div>	
<p style="text-align: center;"><small>Please read and check the box next to each statement</small></p> <p><input type="checkbox"/> I certify that the above referenced capital expenditure is necessary and reasonable for proper and efficient performance and administration of the National School Lunch and Breakfast Programs.</p> <p><input type="checkbox"/> I certify that the above referenced capital expenditure is allocable to the Federal award. <small>A cost is allocable to a cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.</small></p> <p><input type="checkbox"/> I certify that the above referenced capital expenditure is accorded consistent treatment. <small>A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purposes in like circumstances has been allocated as an indirect cost.</small></p> <p><input type="checkbox"/> I certify that the above referenced capital expenditure is not included as a cost or used to meet cost sharing or matching requirements of any other Federal award. <small>A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purposes in like circumstances has been allocated as an indirect cost.</small></p> <p><input type="checkbox"/> I certify that the above referenced capital expenditure is the net of all applicable credits.</p>	
_____ Signature of SFA Authorized Signer	_____ Date
_____ Signature of Authorized School Nutrition Programs Representative	_____ Date
<small>This institution is an equal opportunity provider.</small>	

# CAPITAL EXPEDITURES

HNS Memo 37-2018: Approval Process for Capital Equipment Purchases

- ADE list of pre-approved equipment

# SUCCESS STORY

# ANTELOPE UNION HIGH SCHOOL DISTRICT



- Located in Wellton, AZ, ~38 miles east of Yuma
- One 9-12 site
- Enrollment: 217
- 85% free/reduced
- Currently operating Provision 2 Base Year

# AUHSD BREAKFAST

- Implemented a Grab and Go breakfast program in March 2018
- Piloted in conjunction with universal free breakfast
- Used a spare salad bar to serve the food
- Limited to cold options



# AUHSD BREAKFAST

- Received a \$3,500 grant from Share Our Strength/No Kid Hungry in June 2018
  - 1 breakfast cart and magnetic sign
  - Cash register, merchandising and display rack, 8 insulated food carriers w/lids
  - Total under \$4,200
- Equipment ordered 2<sup>nd</sup> week of July and received 1<sup>st</sup> week of August



# AUHSD BREAKFAST

- Breakfast cart is located at the bus drop-off near the school entrance
- Breakfast is served before school until 10 minutes after the bell rings to allow late students to grab a meal and take it to the classroom
- Insulated food carriers allowed them to serve hot food
- ADP October 2017: 53 breakfasts
- ADP October 2018: 201 breakfasts



# PARTNER RESOURCES

# School Breakfast Funding Information

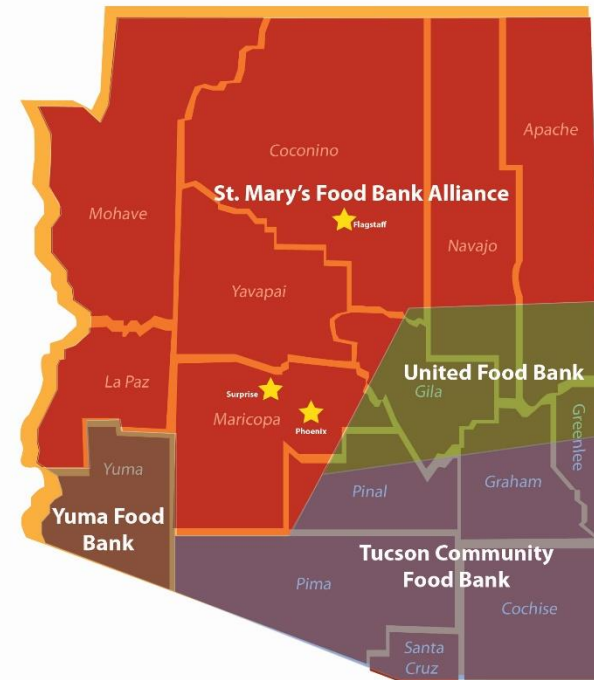
ASSOCIATION  
OF ARIZONA  
FOOD BANKS

Chris Boyd, Child Outreach Manager  
Monique Cordova, Child Outreach Manager  
Association of Arizona Food Banks  
November 28, 2018

# About AAFB

- AAFB services 5 member food banks that distribute to appx 1,200 sites across the state
- Primary Goals of AAFB:
  - Ensuring healthy and nutritious food is equitably distributed throughout the state
  - Increase access to food banks and federal child nutrition programs
  - Increase hunger awareness

Feeding America/Association of AZ Food Banks  
Primary Service Area and Locations



# AAFB Children & Youth Outreach

- Priority: Engage with food bank members, schools, and community stakeholders to maximize participation in federal Child Nutrition Programs.
  - Expand Community Eligibility Provision (CEP) Program
  - Expand School Breakfast Programs
  - Expand Summer Food Service Program
- AAFB began earnest outreach efforts in SY2014-15
  - CEP outreach the highest priority
  - Unique opportunity to expand school meals

# AAFB Children & Youth Outreach

- Recent accomplishments
  - Expanded CEP across the state
  - Partnered with ADE and the Navajo Nation to train school nutrition directors on best practices around operation of the school breakfast program
  - Expanded SFSP to Maricopa County libraries and Pima County libraries
  - Provided \$20,000 in mini-grants to LEAs for their school breakfast programs in March of 2018 for use in SY 18-19



# AAFB and ADE Partnership

- Coordinate data-driven outreach strategies to increase participation in CEP, SBP, and SFSP
- Formalized a data sharing agreement in 2016
  - **CEP data** – Helps AAFB to identify eligible school districts through LEA and site-level data
  - **School Breakfast Program data** – Helps AAFB to identify schools with low school breakfast participation or no school breakfast program
  - **SFSP data** – Provides past participation data reported to ADE by SFSP sponsors

# AAFB Children & Youth Outreach Partners

- Partner with national and state anti-hunger organizations on child nutrition and childhood anti-hunger initiatives
  - NO KID HUNGRY Share our Strength
  - Food Research and Action Center
  - Valley of the Sun United Way



# FRAC Breakfast Grant Opportunity

- FRAC is currently providing funding for breakfast after the bell initiatives in partnership with General Mills
- Up to \$8,000 per school
- Currently offers free breakfast OR 70% or more students are eligible for F/R meals at a school site
- Less than 50% of the students eligible for FRP are participating in breakfast



# AAFB and No-Kid Hungry Mini-Grants Program

- \$50,000 dollars towards innovative models to increase school breakfast participation in AZ
- Max award for one school can be \$5,000
- Can be used for implementation in SY 19-20
- Any LEA with a school breakfast program in AZ is eligible to apply
- Preference to districts outside of Maricopa County but all will be considered based on applicant pool
- The portal to apply will be live sometime in March of 2019

ASSOCIATION  
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FOOD BANKS



# VSUW BAB Grants in Maricopa

- Valley of the Sun United Way works to expand breakfast after the bell to schools in Maricopa County
  - Willing to fund multiple schools within a district
  - For more info, contact Lora Reid at [lreid@vsuw.org](mailto:lreid@vsuw.org) (602) 631-4877



# More Information on Grants

For more info on grant opportunities contact

Monique Cordova

Child and Youth Outreach  
Manager

[Monique@azfoodbanks.org](mailto:Monique@azfoodbanks.org)

Phone: 602-775-5036

ASSOCIATION  
OF ARIZONA  
FOOD BANKS







## Food Service Equipment Opportunities

Eligibility Requirement per School:

- Signed up for Fuel Up to Play 60 with a designated Program Advisor
- Participate in the National School Lunch Program



[www.arizonamilk.org](http://www.arizonamilk.org)



## Food Service Equipment Opportunities



- Fuel Up to Play 60 grant: up to \$4000 per year, per school
- Equipment grant: up to \$5000 per year, per school
- Insulated breakfast bag sets



[www.arizonamilk.org](http://www.arizonamilk.org)



## Food Service Equipment Opportunities

Additional tools and resources:

- School recipes
- Breakfast in the Classroom toolkit
- Nutrition education materials
- Trainings
- Contests



[www.arizonamilk.org](http://www.arizonamilk.org)

# RESOURCES

## No Kid Hungry Center for Best Practices

- Equipment Tips
- Webinar Recordings

## The Lunch Box

- Alternate Equipment Guide

## Arizona Milk Producers

- Equipment Catalogue

# ARIZONA SCHOOL BREAKFAST TOOLKIT

- Developed by the Arizona School Breakfast Coalition to support our outreach goals
- Toolkit to get you started with your alternative service model
- To be released fall 2018

ADE School Breakfast Page

<http://www.azed.gov/hns/nslp/sbp/>



# THANK YOU FOR YOUR TIME!

## Any questions?

Please type them into the chat bar now.

If you are attending the live webinar, you will receive a link to complete the survey in EMS. After you complete the survey you can print a certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.

## Thank you to the following:

Robin Rinehart, Food Service Director, Antelope Union High School District

Paul Stanley, Director of Nutrition Services, Dysart Unified School District

Monique Cordova & Chris Boyd, Association of Arizona Food Banks

Cindy Swansiger & Pat Johnson, Dairy Council of Arizona

Lora Reid, Valley of the Sun United Way

A portion of the photos provided by *School Meals That Rock*: Knox Co Nutrition, Marietta City Schools, Orange County Public Schools

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To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

*Information to include when documenting this training for Professional Standards:*

- ▬ Training Title: ***Recorded Webinar: Equipment for Your School Breakfast Program***
- ▬ Learning Codes: 3510, 3520
- ▬ Key Area: 3000-Administration
- ▬ Length: 1 hour

## **Please Note:**

- ▬ *Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.*
- ▬ *This recorded webinar is a non-interactive activity, which may count toward no more than two hours of annual training.*



**Request a  
Certificate**

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<https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey>

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