

Meet Your Trainers!

Halie Knutson

School Nutrition Programs Specialist

Cori Hensley

Lead School Nutrition Programs Specialist



Meet Your Guest Speakers!

Diane Gruman, SNS

Director, Food Services, Cartwright Elementary District

Erin Bronner, RD, SNS

Child Nutrition & Wellness Director, Creighton Elementary District



Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for School Food Authorities.
All regulations are specific to operating the programs under the direction of ADE.

OBJECTIVES

- 1. Overview of At-Risk Afterschool Meals (At-Risk) and COVID-19 Flexibilities
- 2. Know the benefits of offering At-Risk
- 3. Identify the financial benefits of offering At-Risk
- 4. Insight on menu building and serving strategies
- 5. Understand how to apply for At-Risk

Poll Question

Please choose one of the following responses:

- 1. I currently operate At-Risk at one or more sites.
- 2. I am considering operating At-Risk but need more information on the benefits.
- 3. I know nothing about At-Risk but am interested in finding out more.

Overview of At-Risk

Operating At-Risk Before and During COVID-19



Overview of At-Risk

At-Risk is a component of the Child and Adult Care Food Program (CACFP) that is federally assisted through the United States Department of Agriculture operating in afterschool programs.

The purpose of the program is to provide meals and/or snacks to children in an organized, structured, and supervised afterschool care setting.

It provides **free** afterschool snack and supper in low-income areas to all children who are 18 years of age and younger.

Each child can be provided with one snack and one supper after the regular school day.

On **non-school days,** operators may provide up to one snack and up to one meal to each child per day.

Meal Service Times

- Can be served after the school day ends, on weekends, and during breaks
- Must have a minimum of two hours between service times (CACFP)

Eligibility

Site must be area eligible

Educational/Enrichment Activity

- Must be available at the same time when meals/snacks are being offered
- Children are not required to participate in the activity

COVID-19 Waivers and Guidance

USDA COVID-19 Waivers and Memorandums that have affected At-Risk

- Nationwide Waiver to Allow Meal Pattern Flexibility
- Area Eligibility Waiver
- Waiver to Allow Meal Service Time Flexibility
- Waiver to Allow Non-Congregate Feeding
- Parent Pick-up Waiver
- SP 13-2020 Questions 8, 11, & 15
- SP 01-2021, CACFP 01-2021, SFSP 01-2021 Questions 7 10
- SP 04-2021, CACFP 03-2021, SFSP 03-2021 Questions 3 & 4
- SP 05-2021, CACFP 04-2021, SFSP 04-2021 Questions 1 & 2

View a summary of all COVID-19 waivers and more on our <u>COVID-19</u>: <u>Guidance to Child Nutrition</u> <u>Operators</u> webpage.

SY 2020-2021 Operation & Eligibility

Multiple Meal Distribution

- Up to 7 days' worth of meals
- At any time of the day
- Distribution can be curbside and/or bus route

Area Eligibility

Does not have to be area eligible

Educational/Enrichment Activity

- Activity is not required to happen at the time of meal distribution
- Can be a take home or online
- Parents/guardians can pick meals up for their child

Benefits

Everyone wins!



Increasing Revenue

Pairing with Your Meal Services

All Communities Can Benefit

Utilizing USDA Foods

Increasing Revenue

Serving Breakfast and Lunch	Serving Breakfast, Lunch, At-Risk Snack and At-Risk Supper
Breakfast Reimbursement \$1.89 Lunch Reimbursement \$3.51	Breakfast Reimbursement \$1.89 Lunch Reimbursement \$3.51 At-Risk Snack Reimbursement \$.96 At-Risk Supper Reimbursement \$3.51
Reimbursement per child per day = \$5.40	Reimbursement per child per day = \$9.87
	Additional Revenue: +\$4.47 per child per day

- How many children are you serving daily
- How many meals are you currently serving for a week/month
- Revenue increase is almost doubled
- Minimal additional staffing cost as meals can be prepped with breakfast/lunch
- Minimal, (if any) transport/serving cost
- Additional food cost is a great way to use USDA entitlement

Pairing with Your Meal Service

The **Waiver to Allow Non-Congregate Feeding** allows for many flexibilities and creative ways to serve At-Risk. It provides the SFA with the opportunity to find what works best for their sites and community. Especially during the times of COVID-19, serving meals through any Child Nutrition Program is not a "one-size fits all."

For example:

- At-Risk meals/snacks can be served when breakfast and lunch are being served
- At-Risk meals/snacks can be provided for multiple days just like breakfast and lunch
- At-Risk meals/snacks can be prepped and packaged with breakfast and lunch

All Communities Can Benefit

The **Area Eligibility Waiver** opens the door for those who otherwise would not be able to participate. Through At-Risk meals, more food will be served; therefore, more children will be fed through this time of need that many are experiencing.

- This may be the only time for those who are not area eligible to participate
- Opportunity for those SFAs to increase revenue and get more meals/snacks to their community
- At-Risk is the best answer to recover losses experienced during the school closures

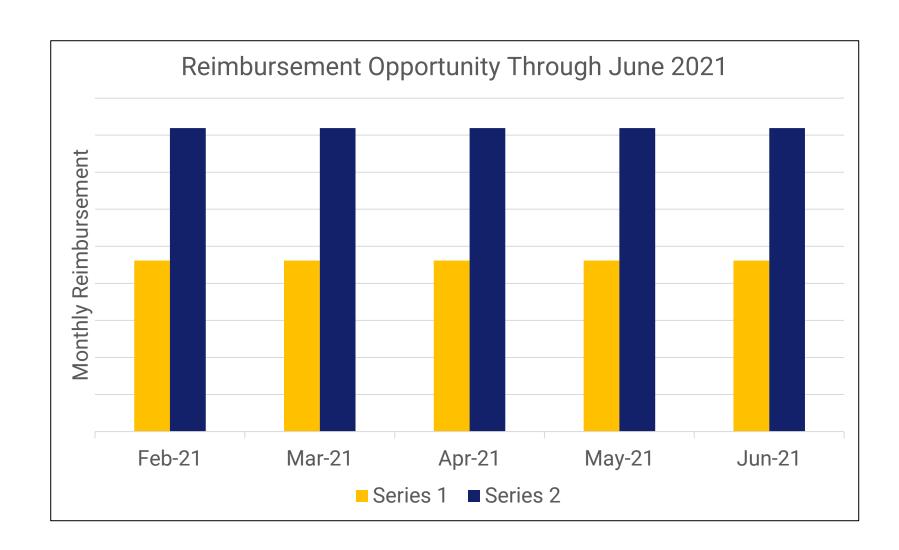
Utilizing USDA Foods

- USDA Foods can be utilized for At-Risk meals/snacks
- Low meal counts and low participation are causing entitlement dollars to go un-used
- Lower food cost with USDA Foods and increase reimbursement with At-Risk



E Snapshot of the Next Five Months

What would your five-month snapshot look like?



Looking Ahead

- If the SFA is eligible for At-Risk under normal circumstances, SY 2020-2021 will have already
 laid the groundwork while flexibilities are occurring.
- The SFA will be looked at as a source of food for the community.
- Administration will already be on board with At-Risk.
- Paperwork will be done and ready to go for future school years and the only update needed will be the CNPWeb application which is already a required anyway!

Poll Question

What seems to be the biggest obstacle for operating At-Risk?

- 1. Administrative support
- 2. Staffing
- 3. Menu
- 4. Equipment/supply needs

Cartwright Elementary District

Diane Gruman, SNS Director, Food Services





All schools

- 6:00am 2:00pm
- Monday Friday
- Daily meals Monday Thursday
- Weekend meals on Friday
- Breakfast, lunch, snack and supper
- All meals are served cold/frozen with prep instructions

One centrally located site also open 3:30pm – 6:00pm for working parents



Select bus stops

- 33 daily bus stops
- Monday Friday
- Daily meals Monday Thursday
- Weekend meals on Friday
- Breakfast, lunch, snack and supper
- All meals are served cold/frozen with prep instructions
- Packed in insulated breakfast in the classroom (BIC) bags

Helps the district keep bus driver productively employed



Apartment complexes, McKinney-Vento students, special needs and any family who requests

- Weekly meal kits, including weekends
- Breakfast, lunch, snack and supper
- All meals are served cold/frozen with prep instructions
- Packed in insulated BIC bags
- Color-coded plastic t-shirt bags
 - Blue = frozen
 - Green = refrigerates
 - White = shelf stable

Helps the district keep bus driver productively employed



In-Person Learning and Day Care

- All schools small population of students
- Serving hot breakfast & lunch
- Snack & supper to take home available

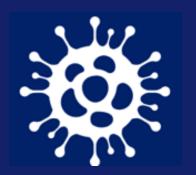
Fresh Fruit & Vegetable Program (FFVP)

- At approved sites
- Monthly enrichment activities on website



			Janua	ry 25th Week 2						
		Breakfast Menu				3 day's packing				
	Monday	Tuesday	Wednesday	Thursday	Friday's	Saturday	Sunday			
BREAKFAST	Breakfast Kit	UBR	Pancake on a stick	Honey Bun	Breakfast Kit	Cereal	Cereal			
DAYCARE HS/PS Brk	Rice Krispes Cereal	Twisted Cheddar Stick	Maple flavored Chicken Nuggets	Rice Chex	Mini Wheats Cereal & Fruit Cup					
		Seasonal Fresh Fruit	Crasins	Fruit Cup		Juice	Juice			
	Milk	Milk	Milk	Milk	Milk	Milk	Milk			
		Lunch Menu			3 day's packing					
Lunch	Bosco Stick	Breaded Chicken Drumstick	Super Nacho's (Beef)	Suffed Breadstick Twisted	Cheese Pizza	Bean & Cheese Burrito	PB & J Sandwiches			
DAYCARE HS/PS Brk										
Vegetable	Mashed Potatoes Ind Bags	Hashbrown Rounds 2 Each	Refried Beans Ind Bags	Marinara Sauce Cup	Carroteenies	Salsa Cup	Veggie Juice			
Fruit	Assorted Fruit Cups/Barrels	Assorted Fruit Cups/Barrels	Assorted Fruit Cups/Barrels	Assorted Fruit Cups/Barrels	Seasonal Fresh Fruit	Apple Crisps	Raisins			
	Milk	Milk	Milk	Milk	Milk	Milk	Milk			
		Express Menu			3 day's packing					
Dinner	Sunwise Sandwich	Sunbutter Cup with honey graham crackers	Premade Sandwiches	Meal Kit Anytimers	Cheese Stick with Gold fish crackers (pretzel)	PB & J Sandwich	Queso Dip With Chips			
Vegetable	Mashed Potatoes Ind Bags	Hashbrown Rounds 2 Each	Refried Beans Ind Bags	Veggie Juice	Carroteenies	Veggie Juice	Salsa Cup			
Fruit	Assorted Fruit Cups/Barrels	Assorted Fruit Cups/Barrels	Assorted Fruit Cups/Barrels	Assorted Fruit Cups/Barrels	Seasonal Fresh Fruit	Apple Crisps	Raisins			
	Milk	Milk	Milk	Milk	Milk	Milk	Milk			
Snack		Snack Menu				3 day's packing				
Item 1	Crackers	Crackers	Crackers	Crackers	Crackers	Crackers	Crackers			
Item 2	Juice	Juice	Juice	Juice	Juice	Juice	Juice			
Noteables:	WE CAN MAKE OUR O	WN Just order these once order fr	om Notables are done	Anytimers	/ Meal Kits	Cupped Fro	uit or Fruit Barrels			
	Sunbutter Meal: Sunbutte	r Cup, Honey Grahams, Fruit Cup 8	Veggie Juice	Cheese & Turkey Pe	operoni WG Pizza Kit					
		Dip cup, Salsa Cup, bag of nacho ch			Pizza Kit					
Meat & C		nd cheese stick, gold fish crackers (•	heese Lunch Kit					
	(when we do	ours we will just do 1 cheese stick)		Turkey, Che	ese Lunch Kit					
			USDA is an equal opportunity	provider and employer						

Blue~~ Freezer	Green ~ Refrigerator
Cheese Pizza x 1	Carroteenies x 2
Bean & Cheese Burrito x 1	Seasonal Fresh fruit x 2
PB & J Sandwich x 2	Cheese Stick x 1
	½ gallon milk per student
	White ~ Room Temp
	Breakfast Kit
	Cereal Bowls x 2
	Juice x 5
	Salsa Cups x 2
	Veggie Juice x 2
	Apple Crisps x 2
	Raisins x 2
	pretzel gold fish crackers x 1
	Snack Crackers x 3
	Queso Cup x 1
	Tortilla Chips x 1



Production Worksheet

						oduction Re	cord								
Site:			D	ay & Date:	e:										
	Nui	mber of Meals Pla	nned						Num	ber of M	eals served				
	Breakfast	Lunch	Dinner	Snack					Breakfast	Breakfast Lunch		Dinner	Dinner S		
K-8						K-8									
Total	0	0	0	0			Total	-	0	0		0	0		
BREAK	FAST	м	enu Item	Port	tion Sizes		Planned Servin	gr.	Prepped Servings		Lefto	var Servings		Used Servings	
Milk Skim or 2%		1 % MHR AT		flod carton							0		0		
Juice														0	
Fruit (\$/2.Cup)			Craisins		4502					_				0	
Grain		Par	cake on a stick	1 such			-					+	0		
Grain Lunch Menu Item		enu Item	Port	Portion Sizes Plann		Planned Servin	Ser.	Prepped Servings Lu		Lefto	ver Servings		Used Servings		
Mill			worted Milk		Hod carton									0	
Meat/Meat Alt		Ta	aco Meat	2 oz M/MA									0		
/egetable														0	
Vegetable Refried Beans		1/2 Cup	Cup									0			
Grains/Breads Nacho Chips			1 each (20z)									0			
Meat/Meat Alt	Meat/Meat Alt									0		0			
Vegeta	able													0	
Grains/Breads														0	
Juice or Fruit		Assorted Fruit Cup		1/2 cup								0			
Dinn	er	М	enu Item Por		tion Sizes Planned Servings		St.	Prepped Servings		Leftover Servings			Used Servings		
иilk		1 % white Milk		8 fl oz carton									0		
Meat/Meat Alt		Pre-ma	ade Sandwich	e Sandwich 2 o										0	
Vegetable Refried Beans			1/2 Cup										0		
Grains/Breads wg Bread		2 slices	slices									0			
Juice or	Fruit	it Assorted Fruit Cup		1/2 cup									0		
SNAC		Menu Item			tion Sizes			gr.	Propped Servings		Leftover Servings			Used Servings	
Frui				cup (4 ff ca)			_		_			+	0		
Grain Cooken		Lunch Menu			Dinner Menu				0 Snack Menu						
		Super Nacho's			Pre-mude Sandwich							Crackers			
		Refried Beans		Refried Beans				Juice							
	Milk		Ass	orted Fruit Cup & I	viilk				Assorted fruit Cup & M	tilk					







- No additional staffing had been needed for this model of operation
- Storage had been an issue
- Shelf-stable products
- Kits for easy packing
- Pre-portioned fruit cups
- ½ gallon milk

Reimbursement Rates

Breakfast \$1.89
Lunch \$3.60
\$5.49

Supper \$3.51
Snack \$.96
\$9.96



November 2020 vs November 2019

Revenue \$2,500,000 \$1,300,000 + \$1,200,000

Labor 27% 44% - 17%

Carry over \$900,000 \$31,000 + \$869,000

Creighton Elementary District

Erin Bronner, RD, SNS Child Nutrition and Wellness Director



Service Model

- Curbside and mobile bus stops
- In-person will occur when students return
- One distribution per week
- Meal bundle includes breakfast, lunch, snack, supper (7 days worth per child)
- Will continue to serve At-Risk snack and supper daily at school sites when in-person resumes

Enrichment Activity

- Online only
- Posted weekly through Google Slides
- Created for daily activities



- No additional staff were needed as the program was in place prior to virtual learning
- Extra hours issued on as-needed basis to 6 hr/ day or greater employees
- Menus planned to utilize labor hour wisely
 - Whole fruit, IW items, or shelf stable
 - Snack: Whole fruit & Crackers
 - Supper: Baked Scoops, cheese sauce cup, juice, milk

Storage and Equipment

- Storage was a concern
 - Careful menu planning required
 - Shelf-stable items
- Delivery schedules were adjusted multiple times until we found a system that worked
- No additional equipment needed
- Multiple colored take home plastic bags (black, blue, white)
 - Black Dry
 - Blue Refrigerated
 - White Frozen
- Schools utilized different methods to store bags
 - Cereal boxes, milk crates, BIC boxes



- Mostly shelf stable
- Snack: Muffins, popcorn, crackers, cereal bars, whole fruit, milk, string cheese
- Supper: Uncrustables, Granola bars, pretzels, cheese sauce cups, PB cups, baked scoops, bean dip, yogurt & Granola, fresh produce, milk

Using USDA Foods for At-Risk

- DOD fresh produce
- Processed items: String cheese, Cheese cups, PB cups
- Canned fruit. Portioning in cups and freezing
- Using USDA Foods has allowed us to keep meal costs down
- Utilized bonus pounds from the state
 - Individually bagging bulk items such as pizza and cheese filled breadsticks.

Meal Preparation

- Thursday through Tuesday
- Sites determine based on stage capacity
- Daily when in-person resumes

Financial Benefit

- SIGNIFICANT
- Approximate Reimbursement = \$6/day/student
- 7 days = \$42 / student
- 1,000 meals district wide = \$42,000 more in reimbursement
- No tool is used
- Monitoring food and supply costs as compared to participation and reimbursement
- Adjusting menu and distribution sites as needed to keep it cost neutral or minimal profit



- Looked at obstacles as opportunities
- Needed to find a new revenue source and At-Risk met this need
- Alternate feeding sites
 - Worked with Transportation Department
 - Gave us locations of where students lived
 - Reach out to local community centers, churches, apartment complexes, shelters, WIC office

Tips to Succeed

- Win-win
- Right thing to do for our community
- Labor hours were available
- Kept all staff working everyday

Applying for At-Risk

How to Apply for At-Risk as an SFA



At-Risk Application Process for SFAs

CNPWeb Site Application

- CNPWeb site and sponsor applications are required to be renewed annually.
 - At-Risk participation is indicated in section 10 of the site application.

Addendum

• The <u>SFA At-Risk Afterschool Meals Responsible Principals Addendum</u> is required to be submitted only when initially applying for At-Risk or when there is a change in the individuals listed as responsible principals, **not annually**.

Permanent Agreement

Each At-Risk operator is required to have an updated Food Program Permanent Service Agreement (FPPSA) on file with ADE. This updated FPPSA has been available since June 2019.

- All SFAs have already been contacted by ADE earlier this year to update their FFPSA.
- A new FPPSA is not needed if you have an updated one on file.



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services 1535 West Jefferson Street Phoenix, Arizona 85007

FOOD PROGRAM
PERMANENT SERVICE AGREEMENT
ADE Contract No. ED09-0001
Revised Summer 2019

("SCHOOL FOOD AUTHORITY (SFA)") (Legal Name of Applicant)

Doing Business As (if applicable).

This Agreement is entered into between the Arizona State Board of Education ("BOARD"), acting through the Arizona Department of Education ("AGENCY"), a state agency of the State of Arizona, and the SFA pursuant to Arizona Revised Statutes ("A.R.S.") §§ 15-203(B)(1) and 15-1152 (and § 11-951 et seq. if the SFA is a public agency). If the SFA is a public agency, the SFA is authorized to enter into this Agreement pursuant to

to be completed by the SFA)

The purpose of this Agreement is to effectuate the National School Lunch Act ("NSLA"), as amended (42 U.S.C. § 1751 et seq.) and the Child Nutrition Act ("CNA") of 1966, as amended (42 U.S.C. § 1771 et seq.).

The SFA enters into this Agreement with the BOARD for participation in one or more of the following programs:

 1.
 National School Lunch Program
 (CFDA No. 10.555)

 2.
 School Breakfast Program
 (CFDA No. 10.553)

 3.
 Special Milk Program
 (CFDA No. 10.556)

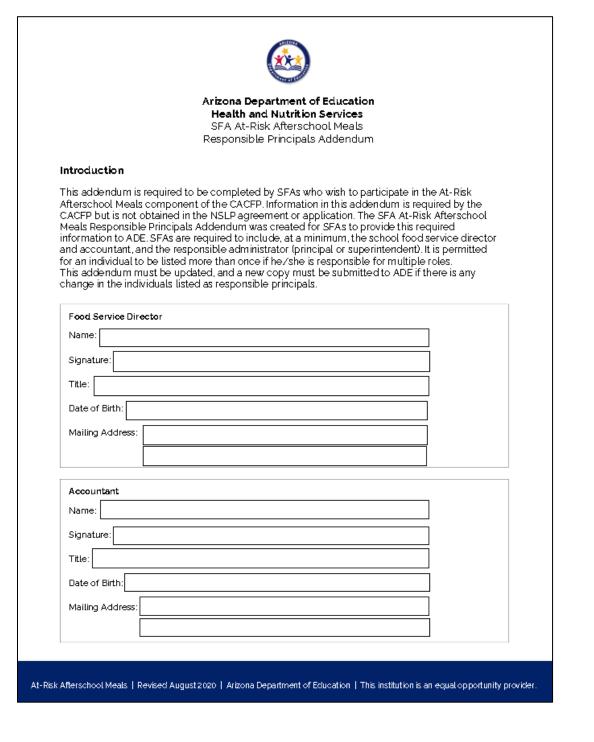
 4.
 Summer Food Service Program
 (CFDA No. 10.559)

 5.
 At-Risk Afterschool Meals Component of the CACFP
 (CFDA No. 10.558)

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Information in the addendum is required by CACFP but is not obtained in the CNPWeb application.

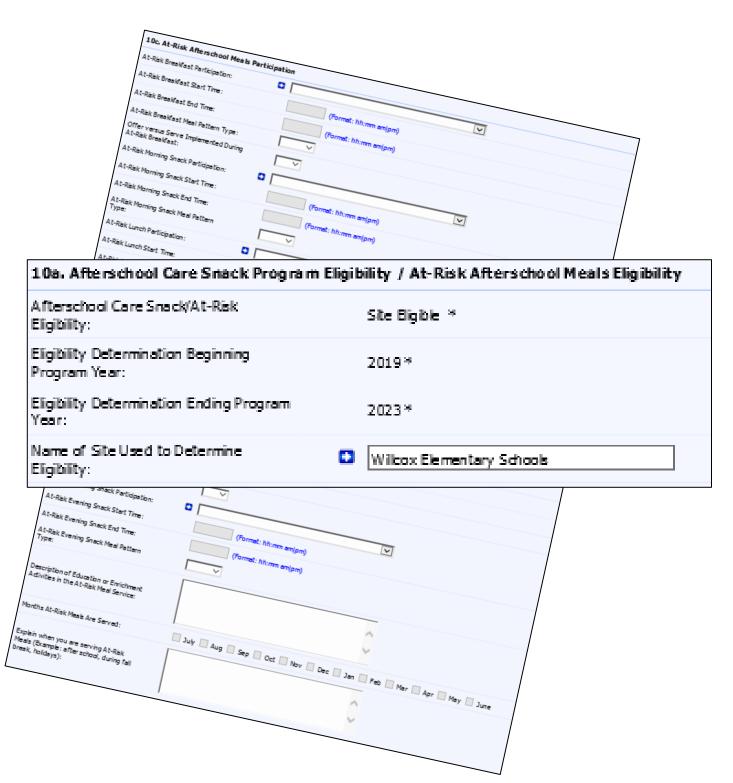
SFAs are required to include, at minimum, the school food service director, accountant, and the responsible administrator (principal, superintendent, or program director).



CNPWeb Application

The site application in CNPWeb, specifically sections 10a. and 10c., contains site-specific information that pertains to At-Risk.

- Once approved in CNPWeb, the At-Risk claim will be generated.
- Please note that SFAs can begin operating At-Risk prior to the CNPWeb application being approved if an updated FPPSA and addendum are on file.





For SFAs who are not area eligible, the Area Eligibility Waiver is required to be **submitted prior to** operating At-Risk.

<u>COVID-19: Guidance to Child Nutrition</u>
 <u>Operators webpage</u>

▼ Waivers

USDA has released several waivers that apply to different Child Nutrition Programs. Program Operators have the ability to opt in to the following waivers below for the Child Nutrition Program being operated. Elections and approvals under the initial SFSP/SSO waivers for Parent Pickup, Distribution Plan for Multiple Days and Area Eligibility Waiver (starting in March) are valid under this SFSP/SSO extension (September-June); no further action is needed. If a Program operator has been approved for the Parent Pickup and Distribution Plan for Multiple Days waivers under NSLP for SY 2020-2021, these elections and approvals do not apply for SFSP/SSO. The Meal Pattern Waiver must be submitted and approved on a case-by-case basis.

- USDA Waiver Summary
- Program Operator Waiver Opt-ins/Approvals (last updated January 26, 2020)
- Opt-in for the Parent Pickup Waiver (NSLP and SFSP/SSO)
- Opt-in for the Distribution Plan for Multiple Days (NSLP and SFSP/SSO)
- Opt-in for the Area Eligibility Waiver (SFSP/SSO)
- Submit a Meal Pattern Waiver (NSLP and SFSP/SSO)
- Alternative Site Waiver (FFVP)
- Parent/Guardian Pick-up Waiver (FFVP)
- Opt-in for Area Eligibility Waiver for At-Risk After School Meals
- Opt-in Waiver Request Process for the Child and Adult Care Food Program
- ADE Child Nutrition Programs State Waiver Request

Add/Change/Delete Form

- First step to adding a new mobile/delivery site (check "Other" and specify NSLP/At-Risk)
 - Must be submitted for each <u>route</u> but not each stop

CNPWeb Site Application

• SFA will be notified once the site is added in CNPWeb to complete application

CNPWeb Sponsor Application

- Revise section 6. once site application is submitted
 - Add approximate number of stops on each route
 - Include clear descriptions of meal counting and point of service

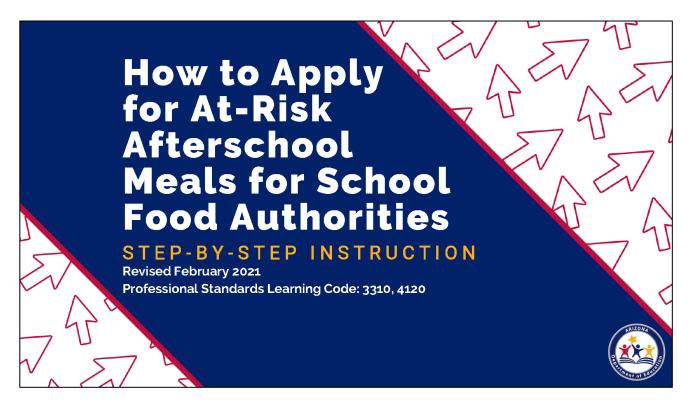
CNPWeb Application FAQ for Mobile Meal Service Routes (Question 6)



At-Risk Training for SFAs



Online Course: Operating At-Risk Afterschool Meals for School Food Authorities



<u>Step-by-Step Instruction: How to Apply for At-Risk</u> <u>Afterschool Meals for School Food Authorities</u>

Website Accordion

All information provided in this webinar, including the webinar recording, can be found under the **Participating in At-Risk Meal Service During COVID-19** accordion on the <u>COVID-19</u>: <u>Guidance to Child</u>
<u>Nutrition Operators webpage</u>.

COVID-19: Guidance to Child Nutrition Operators



Health and Nutrition Services is committed to providing timely and accurate information through our COVID-19 Communications to ensure all Child Nutrition Program Operators are able to stay informed with all COVID-19 guidance released by USDA and ADE.

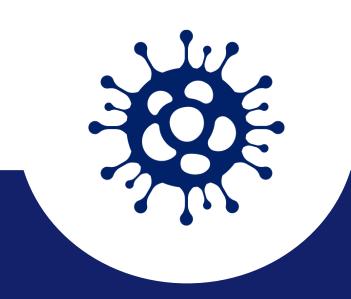
- ▶ Application and Claiming for SFSP/SSO through June 30, 2021
- **▶ COVID-19 Memorandums**
- Waivers
- ▶ Reviews Conducted by the State Agency During COVID-19
- ▶ COVID-19 Trainings Scheduled for January-May 2021
- ▶ Verification Guidance for School Food Authorities
- ▶ Starting a Mobile Meal Service Model (Bus Routes & Meal Delivery)
- ▶ Participating in At-Risk Meal Service During COVID-19



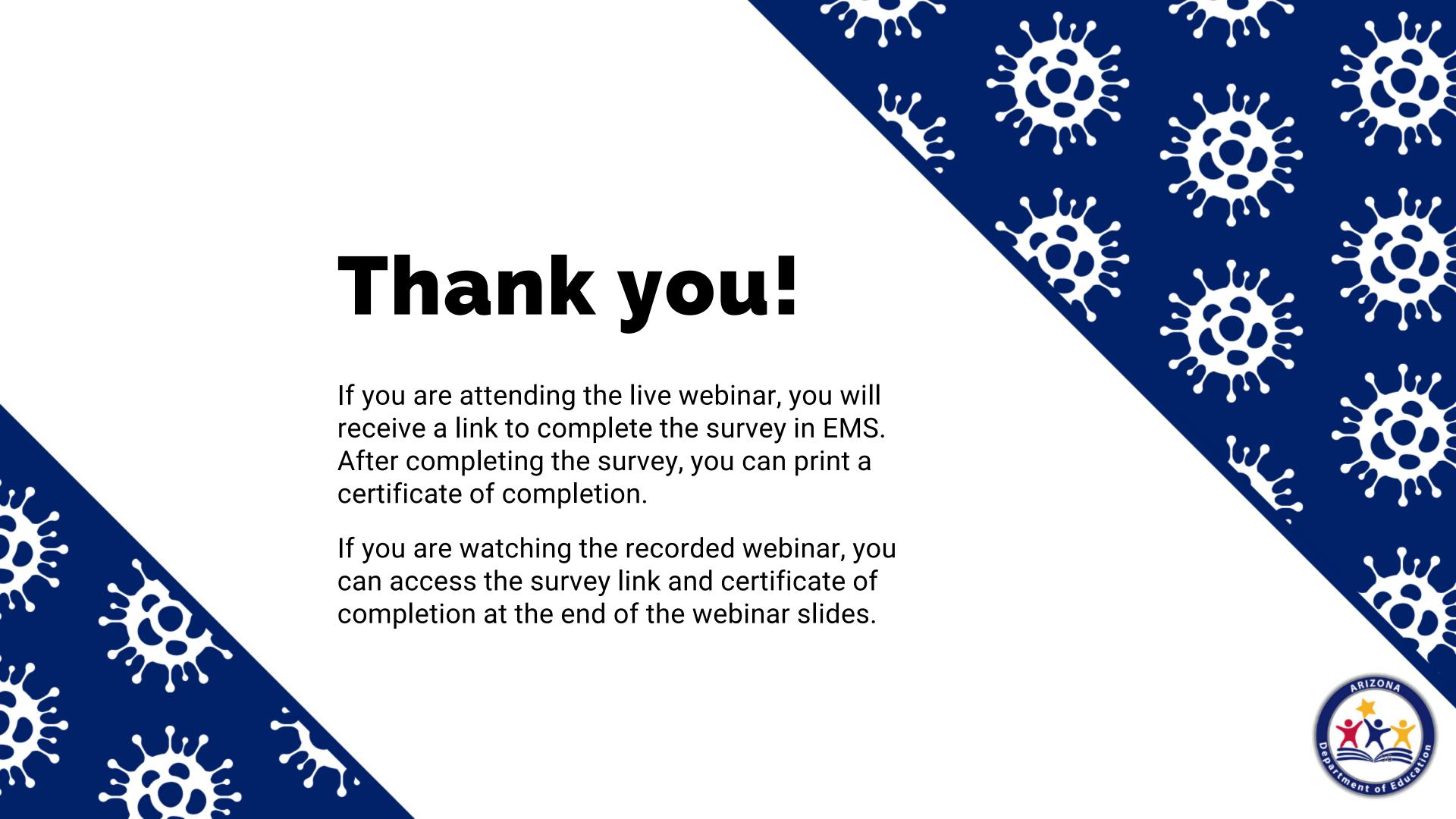
ADE Trainer Information

If you would like to schedule a phone meeting to discuss questions regarding At-Risk, type your email address into the chat bar or send us an email at:

- Cori.Hensley@azed.gov
- Halie.Knutson@azed.gov



Questions? Are you ready to take the risk?



Congratulations!

You have completed the *Recorded Webinar: Increasing Revenue Through At-Risk Afterschool Meals*

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: Increasing Revenue Through At-Risk Afterschool Meals
- Learning Codes: 3360, 4120
- **Key Area:** 3000-Administration and 4000-Communication
- **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.



Congratulations!

Requesting a training certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. *This will not appear in your Event Management System (EMS) Account.

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

The information below is for your reference when completing the survey:

- Training Title: Recorded Webinar: Increasing Revenue Through At-Risk Afterschool Meals
- Professional Standards Learning Codes: 3360, 4120

