



CARE AND SHARESM
FOOD BANK FOR SOUTHERN COLORADO

A member of **FEEDING**
AMERICA



Send Hunger Packing Training

New: COVID-19 Guidelines

Due to procurement of food at this time, the shelf stable items you receive this year may look different from previous years. Please know we are doing our best to order the best quality items for your students

If you need help brainstorming how to safely to distribute food to your students in need, please feel free to reach out to your Regional Manager.

New: Reporting

Numbers for Send Hunger Packing are recorded and reported monthly.

All records (monthly numbers and delivery receipts) must be kept on file for 3 years.

Submit reports through link provided by the 3rd of the following month.

https://docs.google.com/forms/d/e/1FAIpQLSdygcc9uRnu60IC46cCdO9cVx21urWnbm6Wc7QffcGCTAbFNQ/viewform?usp=sf_link

Failure to submit timely reports may result in temporary suspension of program partnership.

Your Care and Share Regional Manager will provide training on reporting in August, along with your sites individual program code.

The Send Hunger Packing Program is funded entirely through donations and grants. The information you send to Care and Share allows us to track the number of children the program serves. Stories of how this program has helped children and their families are invaluable when we report back to our funders and pursue additional funding.

Care and Share of Southern Colorado Backpack (SHP) Monthly Distributions

Report the count of backpacks/bags distributed in a month. If multiple counts are submitted for the same month, the most recent counts are used. The following information is needed to complete this form.

- 1) Your Email Address
- 2) The Agency Code provided by Care and Share
(example EASTSID-11DA or 100FP1-3F22..)
- 3) Month and year associated with the reported counts
(format Mmm YYYY, first 3 letters of month with first letter capitalized followed by year)
- 4) Number of different weeks in the designated month backpacks were distributed.
- 5) The count of backpacks distributed during the designated month.
- 6) The count of different children (Unduplicated) receiving backpacks in the designated month.

For questions in regards to this report, please email CNInumbers@careandshare.org.

* Required

Q1: Enter your email address *

Your answer

Q2: What is your Agency/School SHP Program Code (Code provided to you by Care and Share)? *

Your answer

Q3: What is the Distribution Month (first 3 letters of month followed by year, ie. Mar 2020)? *

Your answer

Q4: How many weeks in the Distribution Month were backpacks/bags distributed (0, 1, 2, 3, 4, or 5)? *

Your answer

Q5: How many backpacks/bags were distributed in the Distribution Month? *

Your answer

Q6: How many children received at least one backpack/bag in the Distribution Month? (I.E. out of the 100 backpacks distributed this month, 30 different children received at least one.) *

Your answer

What is Send Hunger Packing?

The mission of the Send Hunger Packing program is to help alleviate child hunger through the provision of food to children and families at school.

Send Hunger Packing provides bags of non-perishable and easily-consumable food to hungry children and their families to consume over the weekend when other resources are not available. The bags are discreetly distributed to children before the weekend.



**CHILDREN'S
NUTRITION
INITIATIVE**

Getting Started



Required Paperwork



Send Hunger Packing Agency Agreement



Signed copy of Background Check Policy



ServSafe Food Handler Certificate



Parent letter/permission slip sent home



Signed permission slips returned-Must be kept on file **at site**



Identify any allergies/special diet requirements from permission slips. If allergies exist, manage that child's backpack for appropriate food options.

Site Coordinator Responsibilities

Communicating with their Care and Share
Regional Manager

Distributing bags discretely

Managing participation, referrals, parental
consent, etc.

Reporting numbers monthly

Ensuring distribution of all allocated bags each
week

Communicating food allergy substitution needs

Ensuring proper storage of food

Providing program feedback (including surveys
and evaluations)

Identifying Program Participants

Rushing food lines

Extreme hunger, especially on Mondays

Quickly eating all food and asking for more

Asking when the next meal will be served

Regularly requesting food

Saving/hoarding/stealing food to take home

Comments about not having enough food at home

Physical appearance, school performance, and home environment

Receiving Food

Bags will be picked up (or bi-weekly if the site has adequate storage), or delivered monthly for distance sites

Provide extra product counts to Care and Share by the 3rd of each month (in case of weather closure, etc.)

Communicate any changes in number of participants to Care and Share as soon as possible so that food quantities can be adjusted (if available)

Communicate any new food allergies or restrictions to Care and Share as soon as possible so that prohibited foods can be avoided

Receiving Food

If receiving delivery, please arrange for two people to meet the driver and help unload

Sign the delivery receipt that goes back with the Care and Share driver and keep your copy on file for 3 years

It is the site's responsibility to properly put away food upon receipt

If picking up at Care and Share's distribution center, please ensure timely storage of food. Food cannot be stored in cars or for lengthy periods of time in extreme heat or cold. This affects the expiration dates of food and can cause food safety issues.

Food Storage

All food must be stored at least 6 inches off the ground (on a pallet or shelf), 2 inches away from the wall, and 6 inches from the ceiling

Food must be stored away from cleaning materials and toxic chemicals

Storage area should be clean, dry, and free of pests

Place thermometers in all storage areas

The storage area should be locked when not in use

FIFO: Foods should be rotated to ensure oldest product is used first

Food Safety

Site Coordinators must be ServSafe Certified and follow proper food handling guidelines presented in the Food Handler course

Site Coordinators should train all pantry volunteers on guidelines

Food must be stored appropriately

- ✓ Dry Food: 50 – 70 degrees

Food Distribution

Bags should be distributed weekly to children

Confidentiality of children must be maintained

Preferred distribution method is for bags to be distributed while students are out of the room. Another option is to have students stop by the guidance counselor or nurse's office at the end of the day.

Sites should distribute one bag per child. Any extra bags should be held for distribution the following week.

Notify Care and Share of any changes in number of bags needed at the site



Questions?