School Pantry Training

New: COVID-19 Guidelines

Due to COVID-19, schools should NOT have a typical 'choice' food pantry.

To limit contact, Care and Share is offering to provide all food pantry items pre-bagged to be able to give to families
- If you prefer to bag your items own, due to space or other reasons, please let us know ASAP

All reporting requirements remain the same, but you do NOT need to collect a signature- all information can be retrieved verbally from a safe distance
- This is subject to change, and your Regional Manager will notify you if this occurs

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 School Pantry 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/1FAIpQLSe1nj6gepKzkILXwX6Z76XH1_nrRmKWRVa7dxfmRLZcJCcJiw/viewform?usp=sf_link

- *Please see the follow slide to gather an understanding of what questions you will be required to answer at the end of each month*

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

Your Care and Share Regional Manager will provide you with your individual program code.

The School Pantry program is funded entirely through donations and grants. The information you send to Care and Share allows us to track the number of children and families 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 School Pantry (SPP) Monthly Distributions

Report the count of visitors served in the designated month. If multiple submissions for the same month are created, 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-1234 or 100FP1-3215...)
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 Adults (age >=18 and <60) served the designated month.
5) Number of Children (age <18) served in the designated month.
6) Number of Seniors (Age >=60) served in the designated month.
7) Number of Households served in the designated month.
8) Number of First-time Households (first time this school year) in the designated month.
9) Number of First-time Persons (first time this school year) 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 Pantry 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: Total count of Adults (age >=18 and <60) served in the Distribution Month? *

Your answer

Q5: Total count of Children (age < 18) served in the Distribution Month? *

Your answer

Q6: Total count of Seniors (age >= 60) served in the Distribution Month? *

Your answer

Q7: Total count of Households (including First-time Households) served in the Distribution Month? *

Your answer

Q8: Total count of First-time Households (this school year) served in the Distribution Month? *

Your answer

Q9: Total count of First-time persons (this school year) served in the Distribution Month? *

Your answer

General Food Pantry Guidelines

PLEASE NOTE: COVID-19 Guidelines should be followed until otherwise notified. Therefore some things in the reminder of this training you may not find applicable at this time, such as having open pantry hours and allowing neighbor choice. These items will have asterisks by them.

New partners: Please review the follow slides in depth and reach out to your Regional Manager with any questions as well as notification that you have reviewed this training

Previous partner: Please review this training as a reminder of program requirements

What is a School Pantry?

The mission of the School Pantry program is to help alleviate child hunger through the provision of food to children and families at school. The location of the pantry in the school provides a more readily accessible source of food to low-income students and families. The school pantry has set distribution hours, offers the client a choice in foods they select, and supplies a family with healthy and nutritious food options, including fresh produce if storage is available.

Required Paperwork

All paperwork must be submitted before the program begins:

- School Pantry Agency Agreement
- Background Check Policy
- Copy of ServSafe Certificate

Site Coordinator Responsibilities

- Communicating with your Care and Share Regional Manager
- Maintaining set hours of distribution
- Staffing the pantry accordingly with adequate number of volunteers
- Marketing the pantry to students and families
- Maintaining pantry sign-in sheets
- Reporting monthly numbers
- Providing order changes or needs
- Ensuring proper receipt and storage of food
- Providing program feedback

Marketing the School Pantry

- Make sure that counselors, staff, teachers and parent groups are aware and have information on the program

- Send home flyers with students

- Post the pantry hours in multiple locations and on the pantry door

- List the distribution days on the school calendar

Receiving Food

The amount of food delivered, and the delivery schedule, will be determined by the site coordinator and Care and Share staff

Food will be delivered on a regular schedule to the pantry site

Any changes in distribution should be communicated to Care and Share

If refrigeration is available, the pantry can be set up to receive fresh produce. *Strongly encouraged*

Sites are strongly encouraged to secure additional food for the pantry from community partners, food drives, and local resources

Receiving Food

Please arrange for two people to meet the driver and help unload

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

Immediately store refrigerated and frozen food

Make sure all dry food is stored off the ground

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

Verify that you receive everything listed on your delivery slip. If there is an error, please notify Care and Share immediately.
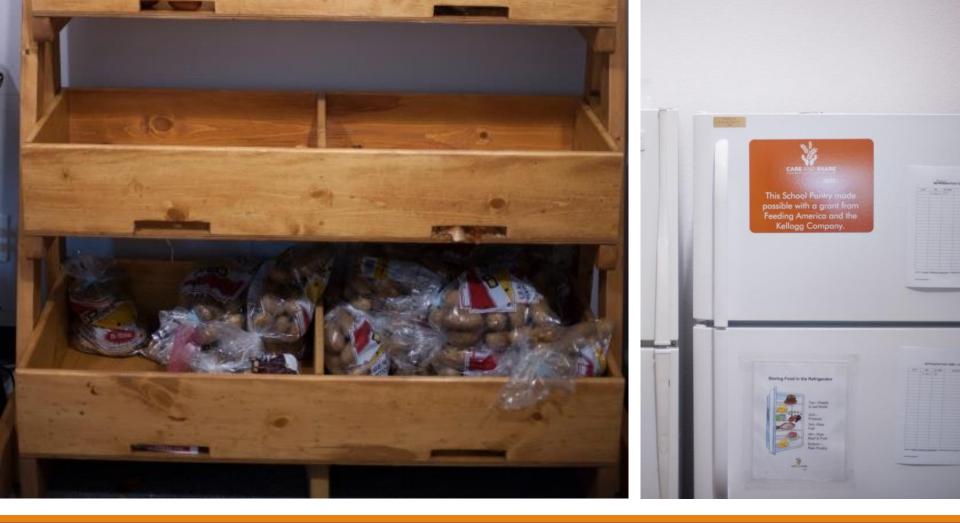
Food Storage

- 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 (dry, refrigerators, and/or freezers) and ensure food is less than 41°

- Refrigerator and freezer temperatures must be logged weekly

- The storage area should be locked when not in use

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

Food Storage- Example

Food Storage- Example

Food Storage- Example

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
Refrigerated Food:	32 - 41 degrees
Frozen Food:	less than 0 degrees

Food
Distribution

- Regular, weekly or bi-weekly pantry hours must be maintained

- Anyone self identifying as in need should be served

- Confidentiality of clients must be maintained

- The pantry should serve at least 35 households a month and should aim to distribute about 20-30 pounds of food per household

Program
Standards

All food must be offered free of charge to students and families

All staff and pantry volunteers with direct repetitive contact with students must receive a national background check

Site Coordinators are required to complete regular program surveys and evaluations. Feedback on our programs enables Care and Share to secure additional funding for continued support.

Questions?