



CARE AND SHARESM
FOOD BANK FOR SOUTHERN COLORADO

A member of **FEEDING**
AMERICA

Snack Program Training

What is the Snack Program?



The mission of the new Care and Share snack program is to help alleviate child hunger through the provision of food to children and families at school. This program is to provide barrier free snacks to children with the freedom for the school to be able to chose how to distribute. The snack program intends to feed children who may not have additional or adequate nourishment after leaving school.



Required Paperwork

All paperwork must be submitted before the program begins:

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



Site Coordinator Responsibilities

- Communicating with your Care and Share Regional Manager
- Work with other staff to determine which children need these snacks
- Reporting monthly numbers
- Providing order changes or needs
- Ensuring proper receipt and storage of food
- Providing program feedback



Food Ordering

- 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 or picked up on a regular schedule to the pantry site.
- Any excess of snacks at the site should be communicated with your regional manager.



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
- 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
- Storage area 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 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

- 1 snack consists of 2 food items per students
- Which snacks are distributed when is up to the site
- Confidentiality of students must be maintained
- Snacks should not be withheld from students in need, if there is food available
- If snacks are consumed on site, providing a clean and sanitized area to eat
- All students who receive a snack should be included on the monthly counts



Program Standards

- All food must be offered free of charge to students and families
- All staff and program 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.

Submit Reports Monthly

Numbers for Snack Program 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/1FAIpQLSdsr-O8fGWjzTpb7CM-5Qbf6q18JaowUgCp9CmkWZQJCBAsqw/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSdsr-O8fGWjzTpb7CM-5Qbf6q18JaowUgCp9CmkWZQJCBAsqw/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 Snack 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 SNACK Program Monthly Distributions

Report the count of snacks distributed in a month. If multiple reports are submitted for the same month, the most recent submitted 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-9CDA or 100FP1-3F57...)
- 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 days snacks were provided during the designated month.
- 5) The count of snacks provided during the designated month.
- 6) The count of different children receiving snacks during 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 Snack 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 days during the Distribution Month were snacks provided (0, 31)? *

Your answer

Q5: How many snacks were distributed in the Distribution Month? *

Your answer

Q6: How many children were served at least once in the Distribution Month? (I.E. out of the 200 snacks served the month, 20 different children received at least one). *



Questions?