

SCHOOL PANTRY PROGRAM

Program Training

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What is a School Pantry?

The mission of the School Pantry Program is to help alleviate child hunger by providing food to neighbors in need at a coinvent location- the school their children attend! The location of the pantry in the school provides a comfortable and familiar environment for students and their families to “shop” for the foods they like to eat and cook with.

The school pantry has set distribution hours, offers neighbors choice in the foods they select, and supplies a family with healthy and nutritious food options, including fresh produce and bread if storage is available.

School pantries provide food to students who need it in a dignified and safe environment.

Care and Share food is provided to you at no cost and CANNOT be used to receive reimbursement from any other program.



Agency Hotline

The Quality Assurance Team is here to help make your school program a success! Reach out to them with any questions or concerns.

- **Email – Agencies@careandshare.org**
- **Hotline – 719-937-4547**
- **Steven Williams, Programs Director**
  Reach out to Steven if you needed!
  StevenW@careandshare.org or 719-937-4933



Part I: Paperwork

- If any major changes are made to the Agency Agreement, all sites will need to send in an Agency Agreement.
- All invoices or the food received are sent to our sites primary contact's email after the order is completed.
- Each site is required to have someone certified in food safety.
- All invoices, agreements, food safety logs, food safety certificates, monitoring documentation, and Information Update Forms need to be kept on file for 3 years.



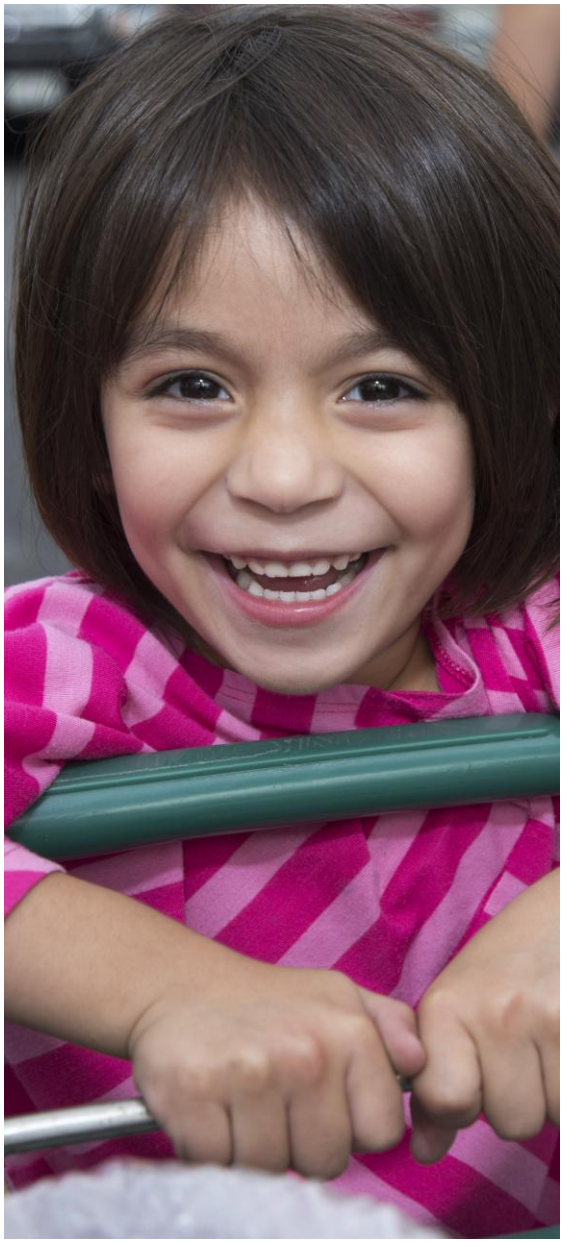
Part II: Responsibilities

The Primary Program Coordinator is who makes this program possible. We appreciate you taking on this role! You are a vital part of the effort to bridge the gap between hunger and abundance.

As the Program Coordinator, you are charged with keeping the program in compliance with Care and Share guidelines, identifying students who could benefit from the program, and reporting monthly statistics.

Care and Share is responsible for providing you with food for the program, as well as tools and support to help you succeed.

More information about this can be found in the Program Agreement.



Primary Program Coordinator's Role

Communicating with Care and Share

Managing the receipt and proper storage of food

Ordering food for the program on Agency Express

Operating weekly or biweekly school pantry hours

Completing monthly reports in Agency Express by the 10th of the following month

Communicating food allergy needs to Care and Share as needed

Providing program feedback (including surveys and evaluations)



Part III: Ordering Food in Agency Express

All ordering is completed by the Authorized Agency Express Users listed.

All users must use the login specific to them. If you need a login for a new person, please email the new users name end email address to agencies@careandshare.org

Here are the training guides for ordering in Agency Express:

- Agency-Quick-Guide-for-Agency-Express-4.pdf
- Agency Express Ordering Guide - Care and Share
- Ordering Purchase Allocation

Part III: How Food is Received

- School pantry orders are placed by the Agency Express Authorized users you listed.
- Ordering windows are between 14 calendar days and 7 calendar days before a delivery. Ordering windows are between 14 calendar days and 3 business days before a pickup.
- Orders are generally delivered to the school on a monthly schedule. All local schools pick up their orders from our distribution center on a consistent monthly schedule.



Delivery Information

If you receive a delivery, please arrange for two people to meet the driver and help unload the food.

It is the site's responsibility to properly put away food upon receipt (according to food safety guidelines.)

The site coordinator needs to communicate any routine closure of the school affecting their normal scheduled delivery to the Agency Hotline.

If it is an unexpected closure, alert the Agency Hotline **as soon as possible**.

Failure to notify Care and Share of a closure conflicting with your delivery can result in suspension from the program if orders are placed and no one is on site to receive the delivery.



Food Distribution

- Regular, weekly or bi-weekly pantry hours must be maintained
- Anyone self identifying as in need should be served
- Food pantry distribution logs must be used to record how many children and their families are served
  - Neighbors do not need to sign the logs, you can print their name (if this standard changes we will let you know)
- Confidentiality of pantry participants must be maintained
- All food must be offered to children and families free of charge



Part IV: Food Safety and Storage

- Site Coordinators must be ServSafe Certified and follow the proper food handling guidelines presented in the Food Handler course.
- Site Coordinators are expected to train all program volunteers food safety guidelines.
- For additional information about food safety and recalls, please visit the Food Safety Link on the Care and Share Agency Portal.



How to Store Food Safely

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.

Remember to complete the Food Storage Log at least weekly!

Food must be stored away from cleaning materials and toxic chemicals.

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

Any bread or produce should be stored in refrigerators that are between 35-40 degrees.

Place thermometers in all storage areas.

- The storage area should be 50 – 70 degrees.

Complete the food storage log at least weekly.

The storage area should be locked when not in use.

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





Food Storage

Example


Food Storage
Example

Part V: Reporting

All reports are submitted in Agency Express by the 10th of the following month

If you did not serve any students during the month, you will still need to report zeros in Agency Express or communicate the closure with your Regional Manager. Otherwise, you will receive an email about a missing report.

Reports are a very important part of our work at Care and Share. The School Programs are 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.

For this reason, the program may be suspended if we are unable to collect monthly reports.



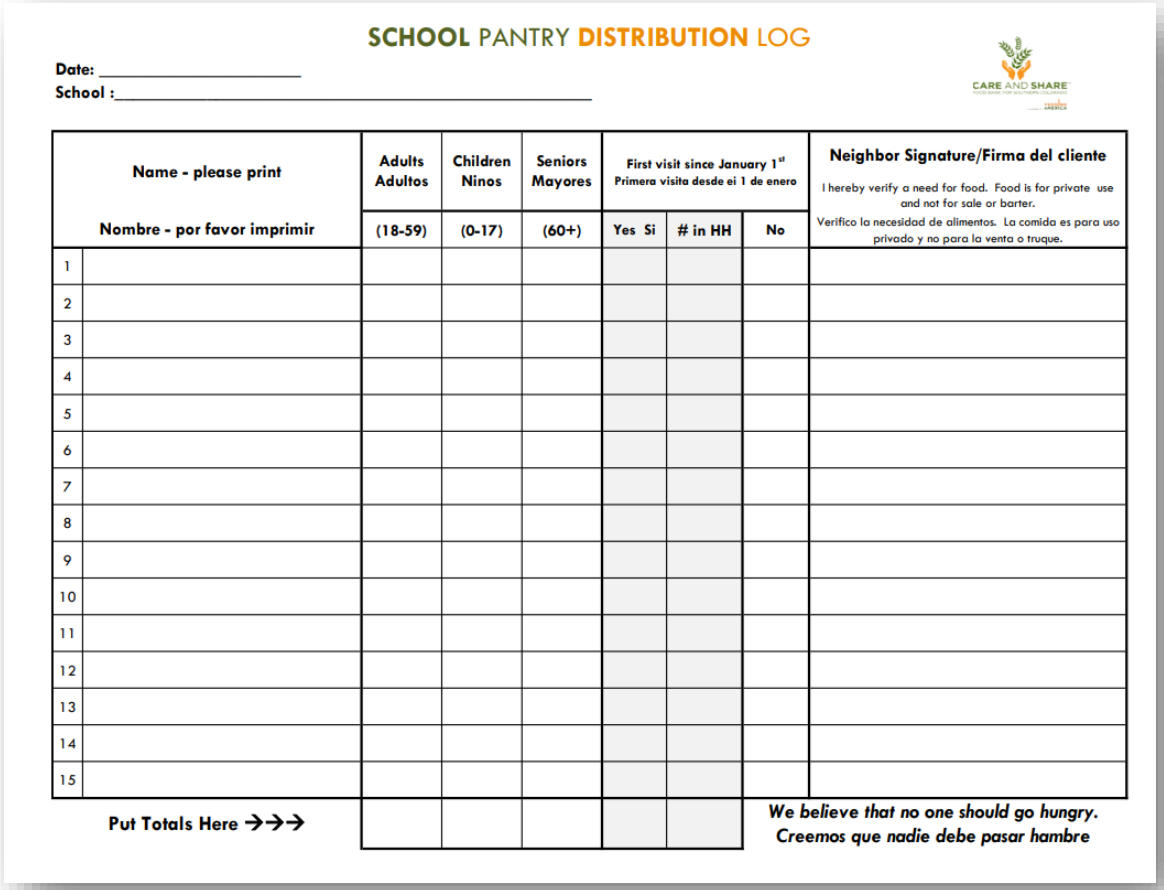
Data We Collect

School Pantry Program:

- How many adults (age 18-60)
- How many children (age 0-18)
- How many seniors (over age 60)
- How many total individuals (A sum of the 3 above numbers)
- How many first-time households were served (families who visited the pantry for the first time since January)
- How many first-time individuals were served (the number of individuals who visited the pantry for the first time since January)
- How many total households (including first time households) NOTE: the number of household is how many lines on the distribution log are filled in NOT the total number of individuals served



School Pantry Distribution Log



SCHOOL PANTRY DISTRIBUTION LOG

Date: _____

School :_____

CARE AND SHARE

	Name - please print Nombre - por favor imprimir	Adults Adultos (18-59)	Children Ninos (0-17)	Seniors Mayores (60+)	First visit since January 1st Primera visita desde el 1 de enero Yes Si	# in HH	No	Neighbor Signature/Firma del cliente I hereby verify a need for food. Food is for private use and not for sale or barter. Verifico la necesidad de alimentos. La comida es para uso privado y no para la venta o truque.
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	Put Totals Here →→→							*We believe that no one should go hungry.* *Creemos que nadie debe pasar hambre*

How to Submit Reports



For Agency Express Reporting Training that shows you how to report, click here.

For detailed reporting guidelines on how to collect reports, click here.


CARE AND SHARE
FOOD BANK FOR SOUTHERN COLORADO
A Partner of FEEDING AMERICA
THANK YOU
For taking the time to complete this training! We look forward to a fantastic school year.
Questions? Reach out to The Agency Hotline. We are always happy to help.