



**School Year 2021-2022**

**Kids Cafe Information**

For Additional Information Contact:

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* Kids Cafe is a program of Feeding America, the nation’s network of foodbanks. The Freestore Foodbank (FSFB) is a member of the Feeding America network.
* The Kids Cafe program provides hot meals to children attending after-school programs located within areas that have 50% or greater participation in the Free and Reduced Meal Program. Meals are for children 3-18 years old.
* After-school programs must provide a mix of academic, recreational, and socialization activities as well as nutrition education once per month in order to be considered for Kids Cafe.
* There is a Kids Cafe application process. After-school program sites must be approved for the Child and Adult Care Food Program (CACFP) by the Ohio Department of Education (ODE) or the Kentucky Department of Education (KDE) in order for FSFB to provide meals free of charge. This is the only way FSFB is able to offer meals free of charge.
* Kids Cafe meals are free to participants.
* Kids Cafe sites maintain a ratio of 2 adults per 25 children.
* Kids Cafe sites provide meals a minimum of 30 days annually.
* Kids Cafe sites must be within FSFB’s delivery range and serve enough meals per day to justify the transportation of meals.
* Kids Cafe site maintains a 2-hour minimum between the end serving time of any federally reimbursed snacks provided by the school and the beginning serving time of the Kids Cafe meal.
* Kids Cafe sites designate a Kids Cafe Coordinator, and at least one Backup Coordinator, to work daily with FSFB staff, oversee and/or serve meals, and administer paperwork.
* Kids Cafe Coordinator attends mandatory training each August/September.





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* Kids Cafe Coordinator places milk orders with the appropriate individual(s) and receives Kids Cafe meals and milk deliveries.
* Kids Cafe sites have an oven to reheat meals if necessary and an individual authorized to operate it. Equipment operation must be cleared with the school principal and district Food Service Director.
* Kids Cafe sites have a refrigerator to store chilled components such as milk, salads, etc.
* Kids Cafe sites have a kitchen sink to rinse pans and wash utensils.
* Kids Cafe sites are responsible for supplying paper goods and other miscellaneous items (paper plates, utensils, gloves, sanitizer, etc.).
* Kids Cafe Coordinator participates in ServSafe training prior to receiving Kids Cafe meals. Fee for training is covered by the Kids Cafe site.
* Kids Cafe site volunteers go through a BCI/FBI Background Check. Fees associated with background checks are covered by the Kids Cafe site.
* Kids Cafe site provides FSFB with all necessary paperwork for Kids Cafe. Kids Cafe Coordinator must submit paperwork electronically to FSFB on weekly and monthly due dates. The majority of Kids Cafe paperwork is required by the federal CACFP program. FSFB and their partner Kids Cafe sites must abide by these requirements in order to participate in the program.
* Kids Cafe site agrees to multiple site visits per year, some of which are unannounced.

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**Kentucky Sites**

**Potential Sites Provide for Application Consideration:**

* General site information as well as executive director, coordinator, and back-up coordinator names, phone and fax numbers, and email address.
* Number of estimated children that will receive meals per day.
* Estimated start and end dates and times.
* Desired days of operation (M-F only).
* Desired start and end time of Kids Cafe meal.
* Start and end times of snack provided by other organizations if funded through the Child and Adult Care Food Program.
* Start and end times of the after-school program.
* Copy of after-school program schedule and enrollment materials.
* Current copies of the Food Service Operation License or Health Department Inspection and 501c3 to FSFB. If approved as a Kids Cafe site, site sends updated licenses to FSFB as they renewed annually.
* The number of children enrolled in the afterschool program at the free, reduced, and paid rate.
* Name and date of birth of site board chair person or owner.”
* Civil Rights Pre-Award Questionnaire.
* Original copy of the Separate Entity Agreement (signed by the Executive Director).
* Agreement between FSFB and facility.





**Kentucky Sites**

**Potential Sites Provide for Application Consideration (cont):**

* Original copy of the Kids Cafe Agreement (signed by the Executive Director).
* Agreement to Supply Meals (signed by the coordinator).
* Other application paperwork and information as required by the Kentucky Department of Education and/or FSFB.
* FSFB conducts a Pre Operation Application and Visit Form. Obtain license capacity number.

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