



## *Afterschool Guide*



NATIONAL DAIRY COUNCIL®

# Nourish Their Bodies, Feed Their Minds

## *Funding Opportunities and Nutrition Resources for Afterschool Programs*

### Why Participation is Essential

Afterschool programs have a unique and unparalleled opportunity to better serve the children in their care and improve their own operations by participating in federal child nutrition programs.

Every afterschool program serving lower-income children that meets basic standards is eligible to benefit from this vital federal funding. By doing so, afterschool programs empower themselves to:

- ▶ Attract more children to their services;
- ▶ Improve the health and well-being of the children they serve;
- ▶ Ensure that children fully benefit from the educational and enrichment activities they offer;
- ▶ Counter the childhood obesity epidemic with healthy food and nutrition education; and
- ▶ Strengthen their fiscal soundness and financial sustainability.

This handbook explains the basics of these nutrition programs. It offers a step-by-step guide on how to access these crucial funding sources — a process that is simpler than might appear at first glance. And it provides valuable information on the resources available to afterschool programs for nutrition education.

Today, federal child nutrition programs help feed more than one million children at nearly 25,000 afterschool programs. Every afterschool program not yet benefiting from this vital source of support has a responsibility to the children and families it serves to pursue this opportunity!



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# Why Children Need Afterschool Programs

## *Afterschool programs fill a growing care gap*

School typically lets out around 3:00 p.m. But most children's parents do not get home from work until 6:00 p.m. or later. What do children do during these crucial late afternoon hours?

At least 7 million and as many as 15 million "latchkey children" return to an empty house on any given afternoon because their community does not offer sufficient affordable afterschool programs providing safe, stimulating educational and enrichment opportunities.

Children and their families need more afterschool programs to fill this care gap. In 2001, both parents worked outside the home in 69 percent of married couples with children between the ages of six and 17. Naturally, an even higher percentage of single parents work outside the home (in 79 percent of families headed by mothers and 85 percent of those headed by fathers).

Many parents with children under the age of 18 (nearly 15 percent of all men and 11 percent of all women), are full-time wage or salary employees working evenings, nights or an irregular schedule, which requires numerous afterschool programs to operate longer hours and run later.

The difference between parents' work schedules and their children's school schedules often totals between 20 and 25 hours a week.

## *Afterschool programs keep children safe*

When left unsupervised, children are most at risk during the afterschool hours of 3:00 p.m. to 6:00 p.m. That is when they are most likely to:

- ▶ Commit or be victimized by crime;
- ▶ Smoke, drink or use drugs; or
- ▶ Engage in premature sexual activity.

Afterschool programs have been proven to decrease juvenile crime and violence, reduce drug use and addiction, cut smoking and alcohol abuse, and decrease teen pregnancy.

## *Afterschool programs improve student performance*

Research demonstrates that in comparison to their unsupervised peers, children who participate in afterschool programs show:

- ▶ Improvement in standardized test scores;
- ▶ Decreased absenteeism and tardiness; and
- ▶ Higher scores on proficiency tests.

### ***Afterschool programs can improve students' health***

When afterschool programs provide nutritious snacks and meals, they improve the health and well-being of the children they serve. These foods give children the energy they need to fully benefit from the educational and enrichment activities afterschool programs offer.

In fact, for many children, this may be their *only* opportunity for a nutritious evening meal.

These snacks and meals can also play an important role in combating childhood obesity by reinforcing healthy eating habits and ensuring that children are not filling their bodies with high fat foods and soda.

When afterschool programs provide physical exercise, they further contribute to improved health and reduced obesity.

### ***Afterschool programs can afford to provide nutritious snacks and meals***

Three federal child nutrition programs provide funding for afterschool programs to offer nutritious snacks and meals to the children in their care. An increasing number of schools, local government agencies, community-based organizations, and religious organizations are finding that by participating in these programs, they are able to strengthen their afterschool programs, better serve their students, and more effectively meet the needs of their communities.

# Why Nutrition Is Crucial to Afterschool Success

By the time children arrive at their afterschool program, lunch is a distant memory. Their growing bodies need food in between lunch and dinner just to get through the afternoon. Without it, they feel run down, their attention span shortens, their ability to learn diminishes, and they have difficulty fully participating in afterschool activities.

Afterschool experts agree that food is an essential part of any afterschool program. As the U.S. Department of Education's *Keeping Children Safe and Smart* notes:

*Good afterschool programs provide a nutritious snack and other meals when appropriate, for relaxation and socializing and to promote sound nutrition for participants.*

## ***Food is part of the appeal***

Food helps attract children to afterschool programs, especially older children who have more of a say in determining whether or not they participate. Joyce Shortt, co-director of the National Institute on Out-of-School Time, has found in her research that:

*When children in afterschool programs are asked what they like best and least about their programs, food always comes up! Either they like the snacks or they want more food or more choices about the food. Food is a central part of any afterschool program, as it should be, and, of course, it should be healthy and nourishing.*

## ***Food choices***

An afterschool program may decide to provide a snack, supper, or both, depending on the hours it operates and the children it serves.

For example, a short program may serve just snacks. However, it may choose to serve supper instead if it serves many children living in poverty. Many afterschool providers have found that if some children do not receive an evening meal while they are at the afterschool program, they may not eat until breakfast the next day at school.

A longer program that runs from 3:00 p.m. to 7:00 p.m. may choose to serve both a snack and dinner.

## ***Pursuing federal support***

Once the decision is made to serve a snack, supper or both, the next question is how to cover the food costs. One critical answer is the federal child nutrition programs, which are already feeding more than one million children afterschool — and which are available to most afterschool providers.

# What Federal Child Nutrition Programs Can Help

Two federal child nutrition programs provide money to feed children after school:

- ▶ The **National School Lunch Program (NSLP)** provides reimbursement to school-sponsored afterschool programs for snacks. A school-sponsored program can be operated by a school (on school grounds or elsewhere). It can also be operated by another organization, such as a Police Athletic League, on or off school grounds, if the school sponsors the program. School-sponsored programs usually participate through NSLP unless they want to serve suppers.
- ▶ The **Child and Adult Care Food Program (CACFP)** provides reimbursement for snacks and, in some cases, meals to afterschool programs that are operated by schools, local government agencies, and private non-profit organizations.

A third program provides food for children during the summer:

- ▶ The **Summer Food Service Program (SFSP)** is a federal child nutrition program available to schools, local government agencies, and private non-profit organizations to feed children during summer vacation and to feed students attending year-round schools during their breaks that replace a traditional summer vacation. Most programs that receive snack funding through NSLP or CACFP switch to SFSP during the summer. However, it is not necessary to run a program during the school year to participate in SFSP.

## *Eligibility*

To participate in NSLP or CACFP, afterschool programs must provide educational and enrichment activities. Sports and recreation can be part of an afterschool program as long as participation is open to all and only limited based on space or other programmatic concerns. Competitive sports teams, such as the high school varsity football team or a baseball league, are not eligible.

There is no federal requirement for afterschool programs to be licensed to participate in the child nutrition programs. However, some state laws do require certain afterschool programs to be licensed. Afterschool programs not required by state law to be licensed just have to meet state and local health and safety standards to participate.

<b>Food Available to Afterschool Programs through CACFP or NSLP</b>			
<b>Child Nutrition Program</b>	<b>Age</b>	<b>Food Available</b>	<b>Basis of Eligibility</b>
NSLP	0-18	Snacks	Low-Income Area or Individual Household Income
CACFP*	0-18	Snacks	Low-Income Area
CACFP	0-12	Snacks	Individual Household Income
CACFP	0-12	Meals	Individual Household Income

*\*Seven states – Delaware, Illinois, Michigan, Missouri, New York, Oregon, and Pennsylvania – are part of a CACFP supper program that allows afterschool programs located in low-income areas to serve suppers in addition or instead of snacks to children age 18 and under. For more information, see page 15.*

### *Available to all*

Any afterschool program that meets NSLP’s and CACFP’s eligibility requirements and is willing to comply with program rules can receive child nutrition funding. In that respect, NSLP and CACFP are different from most other grant programs (such as the 21st Century Community Learning Centers program) that make grants on a competitive basis.

*Participating afterschool programs are reimbursed for each snack and meal they serve, which means the funding increases as the program grows.* For example, an afterschool program in a low-income area, which is serving snacks to 50 children, could receive about \$5,400 each year. With each new child, the program would receive an additional \$108. Similarly, an afterschool program serving supper to 50 children each weekday could receive up to \$21,060, which would increase by up to \$421 with every child added to the program. (Calculations are based upon 2003-2004 free reimbursement rates during a 180 day school year.)

## ***Nutrition guidelines***

The snacks and suppers provided through the NSLP and CACFP must meet certain nutritional guidelines set by the U.S. Department of Agriculture. Snacks must include two out of the following four components:

- ▶ Milk;
- ▶ Fruits and vegetables (including juice);
- ▶ Grains; and
- ▶ Protein.

For example, a simple snack could be a glass of milk and an apple, or juice and graham crackers.

A supper must include all four of the above components, and it also requires two servings of fruits and vegetables. A supper can be as easy as a turkey sandwich, an apple, carrot sticks, and milk.

The nutritional guidelines for snacks and suppers are available on FRAC's website at [www.frac.org/html/building\\_blocks/nutritionalguidelines.html](http://www.frac.org/html/building_blocks/nutritionalguidelines.html) and sample snack menus are available at [www.fns.usda.gov/cnd/menu/cyclemenu.htm](http://www.fns.usda.gov/cnd/menu/cyclemenu.htm).

## ***Expansion opportunities***

These three programs – NSLP, CACFP, and SFSP – will be reauthorized in the next year, which provides the opportunity to improve and strengthen them. For updates on any changes made to these programs through reauthorization or any other Congressional action, visit FRAC's website at [www.frac.org](http://www.frac.org).

# What Health and Safety Requirements Apply

## *State licensing laws*

Afterschool programs that are exempt from licensing as a matter of state law must meet state and local health and safety standards in order to participate.

Afterschool programs that are required by state law to be licensed must be licensed to participate in federal child nutrition programs. States with licensing requirements for afterschool programs often have exemptions for certain types of programs, such as those operated by schools or religious institutions, or drop-in programs. The state child nutrition agency should be able to answer questions on licensing or direct you to the licensing agency.

## *School-sponsored programs*

Schools that participate in the National School Lunch Program or School Breakfast Program already meet health and safety standards. They do not have to meet additional standards to feed children after school on the premises.

However, an afterschool program receiving snacks from the school, but not located at the school, may need to meet additional standards depending on state or local rules.

## *Type of meal preparation is key*

For afterschool programs that do not need to be licensed, the types of snacks and meals prepared usually determine what health and safety standards apply. For example, an afterschool program that is cooking meals will most likely have to meet different requirements than one that is serving pre-packaged snacks. Programs may also be required to have a fire inspection or may simply need a valid occupancy permit.

If a program already participates in the Summer Food Service Program (SFSP) and has had a health and safety inspection to become eligible — and it is seeking support from NSLP or CACFP to prepare the same types of meals to students during the school year — it can use that inspection to meet the requirements for an afterschool program.

However, if the type of meal service changes, additional standards may apply. For example, if cold sack lunches are provided during the summer by the school food service department, but hot meals are cooked during the school year in the afterschool program's kitchen, the health department will probably want to inspect the kitchen in a more thorough way.

Each state child nutrition agency should be able to provide guidance on the requirements and direct programs to the appropriate local agencies.

# How to Participate in the National School Lunch Program (NSLP)

As may be evident, snacks provided through the National School Lunch Program (NSLP) are available to school-sponsored afterschool programs.

However, *the afterschool program does not have to be operated by a school or located on school grounds.* Talk with your school officials about arranging for the school to provide the snack for your afterschool program.

## *Program administration*

Receiving snacks from the school through NSLP substantially decreases the amount of administrative work for an afterschool program.

It is the school food service department — not the afterschool program — that is administratively and fiscally responsible for operating the snack program. The school fills out the application for NSLP snacks, provides the snacks, keeps track of the total number served and submits that number each month to the state child nutrition agency. The reimbursement the school receives for each snack covers the cost of food and labor.

The afterschool program's responsibility is usually to hand out the snacks, keep an attendance roster, and count the number of snacks served. Typically, the school food service staff trains the afterschool program staff in its responsibilities.

## *Eligibility*

An afterschool program qualifies for NSLP in one of two ways: 1) by the location of the program or 2) the income of the children in the program:

- 1) **If the program is located in a low-income area** (where 50 percent or more of the children in one of the schools serving the area are eligible for free or reduced-price school meals) then the program receives the "free" rate of reimbursement (the highest rate) for all of the children in the program. The reimbursement rates are adjusted annually on July 1st and are posted on FRAC's website, [www.frac.org](http://www.frac.org).

Most afterschool programs use elementary school numbers to qualify because they tend to have the highest percentage of children qualified for free and reduced-price meals. Even if a program serves a specific age group, such as teens, it can still use the elementary school numbers.

The district's school food service director can tell you whether or not a school has 50 percent or more of its students eligible for free or reduced-price school meals. This information can also come from the elementary, middle, or high school that serves the area where the afterschool program is located.

- 2) **If the program is not located in a low-income area, reimbursement is based on the household income of the children in the program.** In this case, the school meal application, which is already collected by the school, determines whether a child is eligible for free or reduced-price school meals. These applications also determine eligibility for snacks. If a child is eligible for free meals during the school day, he or she is also eligible for free snacks after school. This individual determination is more complicated than area eligibility, but is still manageable.

### *Age requirements*

Children age 18 and under can receive snacks. If the student turns 19 during the school year, he or she is still eligible for the program. Many afterschool programs hire teens to work with children in the program. These teens are eligible to receive a snack as well. Each child can receive one snack per day.

### *Days of service*

An NSLP afterschool program can only serve snacks on a school day. Programs operating on weekends or school holidays cannot get reimbursed for snacks. During the summer, snacks are not available unless the afterschool program takes place after a summer school.

If there is no summer school, but the program continues to operate during the summer, it can continue to feed children by participating in the Summer Food Service Program.

## **Step by Step: Serving Snacks through NSLP**

*The following is a hypothetical example of a typical experience an afterschool program would likely have in applying and starting to participate in NSLP child nutrition programs:*

Wilma runs a YMCA, which operates one afterschool program at Washington Elementary School and a second afterschool program in partnership with McCord Junior High School that takes place at the Y. Wilma learns about the benefits of participating in NSLP at the annual state YMCA conference. Her program is having difficulty serving a nutritious snack each day because of the cost, so she is excited about this funding opportunity.

Here are the steps Wilma takes to start participating in NSLP:

1. When Wilma returns from the conference, she immediately contacts the principal at Washington Elementary, who refers her to the director of the school food service department.
2. The school food service director agrees to provide the snacks for both after school programs: the one at Washington Elementary and the one at the Y. The Y is located in the service area of Washington Elementary. The food service director checks the percentage of children eligible for free or reduced-price school meals at Washington Elementary and finds that 62 percent of the children are eligible. This means that the school will receive the highest rate of reimbursement for all of the snacks served at both programs.
3. The school food service staff puts together the snacks each day. At Washington Elementary, the staff leaves them in a cooler for the afterschool program, which eases the school food service director's concerns about giving the afterschool program access to the kitchen. The snacks for the afterschool program located at the Y are delivered in coolers each day by the school food service department.
4. The school food service department trains Wilma's afterschool program staff to serve the snack and take meal counts and attendance. If a complete snack is not served, or the small amount of paperwork is not completed, then the snack is not reimbursable and the school loses money.
5. If the school chooses not to provide the snacks, Wilma could participate on her own through the Child and Adult Food Care Program (CACFP) (see page 15).

## **NSLP in Action: Worcester County, MD**

*Here is a real-life account of a program that is participating in the NSLP child nutrition program:*

The Worcester County, Maryland, Public Schools food service department feeds snacks to approximately 385 children each day through the National School Lunch Program at eight afterschool programs in the county. Five of the afterschool programs take place at local churches and three are in schools. The school bus drops the children off at the churches as part of its regular route.

Each afterschool program director picks up the snacks from the cafeteria each day. Most work in the schools — those who run the church programs — which makes it easy for them to get the snacks and go straight to the afterschool programs. The snacks are self-contained, and the ones that require refrigeration are placed in coolers. The snacks cost the school district between 40 and 42 cents each, with the additional reimbursement (current free federal reimbursement is 60 cents) covering labor costs.

The afterschool programs work with the school food service department to ensure the success of the snack program. The cafeteria manager trains the afterschool program on how to serve the snacks and fill out the paperwork. The school food service department makes menu substitutions when children do not like an item.

Scott Blackburn, the Food Services Coordinator for Worcester County Public Schools, says that the program runs well. There have not been any problems with providing the snacks, mostly because of the relationship between the school cafeteria staff and the afterschool program providers. Receiving the snacks from the school is a real bonus for the afterschool programs because it allows them to feed the children at no cost.

Leiko Flint, an Educational Assistant with Buckingham Elementary School, runs the afterschool program at Buckingham Presbyterian Church. She says that receiving snacks from the school is great, the process is easy, and the children like the snacks. Without the help of the school, Buckingham Presbyterian Church would probably not be able to provide the snacks.

For more information, contact:  
Scott Blackburn, Worcester County Public Schools  
6270 Worcester Highway, Newark, MD 21841  
(410) 632-2582

# How to Participate in the Child and Adult Care Food Program (CACFP)

Afterschool programs run by schools, local government agencies, and private non-profit organizations can participate in CACFP. Unlike the NSLP program, these afterschool programs *do not have to be school-sponsored*.

A wide range of organizations can participate in CACFP, including parks and recreation departments, city and county agencies, YMCAs, churches, community centers, and settlement houses. The CACFP program provides reimbursement for snacks and, in some cases, meals.

One creative way communities are increasing the number of afterschool programs benefiting from CACFP funding is for an eligible organization, such as a parks and recreation department, a food bank, or an afterschool intermediary, to provide CACFP for multiple afterschool programs. See page 21 for a community using this approach.

To participate in CACFP, the afterschool program *must contact the state child nutrition agency*. The agency administers the program and provides training and technical assistance. (A complete list of state child nutrition agencies is located in Appendix A.)

## ***CACFP area eligibility — snacks***

Afterschool programs located in low-income areas can get reimbursed for serving snacks to children age 18 and under. If the child turns 19 during the school year, he is still eligible. Teens up to age 18 who serve as staff are eligible to receive a snack as well. Each child can receive one snack per day.

As with NSLP, an area is considered low-income if 50 percent or more of the children in one of the schools serving the area are eligible for free or reduced-price school meals. Most afterschool programs use elementary school numbers to qualify because they tend to have the highest percentage of students eligible for free or reduced-price school meals.

Afterschool programs located in these low-income areas receive the “free” rate of reimbursement (the highest rate) for all of the snacks that are served. The state child nutrition agency or the school food service department can tell you the percentage of children eligible for free or reduced-price school meals at the local schools.

**Seven Supper States:** Seven states (**Delaware, Illinois, Michigan, Missouri, New York, Oregon, and Pennsylvania**) are part of a *new afterschool supper program*, which follows the same rules as the snack program. Afterschool programs located in low-income areas in these states can serve suppers to children age 18 and under. The program receives the highest rate of reimbursement for all of the suppers it serves. Snacks or suppers can be served at any point during the afterschool program, even when children first arrive. Both snack and supper can be served as long as there are three hours between the time the snack and supper are served. In time, more states may be added. For information on any new states being added to the Suppers States, visit FRAC’s website at [www.frac.org](http://www.frac.org).

## ***CACFP individual eligibility — snacks and suppers***

Through CACFP, low-income children age 12 and under can receive snacks and suppers regardless of the location of the afterschool program. In other words, even if the program is not in a low-income area, it can receive CACFP funding to serve snacks and suppers to children through age 12 by individually qualifying them based upon their household income for free, reduced-price, or paid meals. (Children 13-18 can only participate in CACFP if the afterschool program is in a low-income area.) If a program is in a low-income area and serving snacks on that basis, but not in one of the seven supper pilot states, it can still serve supper to children age 12 and under by individually qualifying them.

When afterschool programs cannot use area eligibility and must individually qualify children based upon their household income, using school meal information is extremely helpful. Instead of asking every family to fill out an application, afterschool programs can simply ask the school to give them the eligibility information — which is already on file at the schools. Schools are not required to share eligibility information, but they have the option of doing so — and it is in their interest to see that their students are receiving good afterschool services.

USDA encourages schools and sponsors to have a formal agreement when they share this information. This helps to ensure that the information is only shared with CACFP sponsors and that both parties understand the process and the confidentiality of the information. It is crucial to have such an agreement to protect each family's privacy.

## ***Reimbursement rates***

Reimbursements vary based upon the eligibility of the children in the program. For example in a program individually qualifying the children, if 75 percent of the children are eligible for free snacks, 15 percent are eligible for reduced-price, and 10 percent for paid, then 75 percent of the reimbursements would be at the free rate, 15 at the reduced-price rate, and 10 at the paid rate. For current income guidelines and reimbursement rates, visit FRAC's website at [www.frac.org](http://www.frac.org).

Because of paperwork that is required to individually qualify children, most afterschool programs not in low-income areas often choose to serve meals in addition to or instead of snacks. They do this because they have already individually qualified the children and want to maximize the food the children receive as well as the reimbursement.

## ***Number of meals and snacks served***

In CACFP, children can receive up to two meals and a snack each day, which means that a YWCA offering a before- and afterschool program can feed children breakfast in the morning, and a snack and supper after school (as long as there is three hours between them).

## ***Days of service***

In CACFP, both snacks and meals regardless of whether or not the program qualifies by area or individual eligibility can be served at the end of the school day, *and on weekends and school holidays*. Programs that qualify by area eligibility cannot participate in CACFP during the summer and usually switch to the Summer Food Service Program, but programs that qualify through individual eligibility can continue to participate in CACFP. For more information on participating during the summer, see page 23.

## ***Getting the food***

CACFP afterschool programs must decide how to get their food and prepare it each day. A program may choose to prepare the food itself or may opt to have the meals provided by a vendor. Either option is acceptable. The type of food provided (suppers or snacks), concerns about food quality, and the availability of an organization willing to provide the meals should guide this decision.

## ***Food preparation requirements***

- ▶ Snacks are relatively easy to offer at the program and usually do not require much preparation or extensive kitchen facilities. Pre-packaged snacks, such as graham crackers or bread sticks, and individual milk or juice containers, take very little preparation time. It is very important, however, for afterschool programs to include fresh fruits and vegetables in their menus to improve the nutritional quality of snacks. Oranges, bananas, apples, pears, grapes, carrots, and other healthy snacks require little to no preparation time and are easy to serve.
- ▶ Meals require greater work. An afterschool program choosing to prepare meals must have kitchen facilities that meet health and safety standards. If hot meals are being prepared, the afterschool program will need, at a minimum, a stove, adequate refrigeration and storage, and a sink. Providing cold meals will not require a stove, but will require a clean and sanitary area where the meals can be prepared. If kitchen facilities are not available on-site, programs usually contract with a vendor.

## ***Food quality***

Preparing the snacks and meals at the afterschool program often means that the food is fresher and allows the afterschool program to exercise control over food quality. On-site preparation also can support nutrition education by creating the opportunity to include children in preparing the food and introducing them to new fruits and vegetables.

Of course, an afterschool program can receive quality meals and snacks from a vendor. Staff should seek a vendor willing to work with the program to ensure that the food is culturally appropriate and appealing to the children, as well as nutritious.

## *Availability of vendors*

Potential vendors include school food service departments, community kitchens, food banks, hospitals, other non-profit organizations, and for-profit companies. The availability of vendors able to provide snacks or meals at an affordable price often depends on the size and resources of a community. In some rural communities, a vendor might not even be an option.

The size of the afterschool program and the type of meal service also determine whether or not vendors are interested in providing the food. A vendor is more likely to be interested in providing suppers to 100 children than in providing snacks to 20 children. Afterschool programs only serving snacks often choose to prepare the food on-site unless they are serving a large number of children, because the reimbursement rate for snacks may not be high enough to cover the cost of contracting with a local vendor.

## Step by Step: Participating in CACFP

*The following is a hypothetical example of a typical experience an afterschool program would likely have in applying and starting to participate in the CACFP child nutrition program:*

Will, the director of the Boys and Girls Club, always wanted to serve food at his afterschool program, but could not afford it. He recently learned about the funding available through CACFP.

Here are the steps Will takes to start participating in CACFP:

1. Will contacts the state child nutrition agency, which invites him to its next CACFP training. (Please note that some states do monthly trainings; others do trainings on an as needed basis or train program providers individually.)
2. Will attends the training, where he learns about the program and receives an application. (Some states send out the application prior to providing training.)
3. When Will receives the application it seems unwieldy, but then he sees that it contains informational material as well as the application. Once Will begins filling out the application, he finds it only requires providing basic information and thinking through how his afterschool program will provide the food.
4. Will wants to serve suppers. He does not live in one of the seven afterschool supper states, so he has to individually qualify the children in his program for free, reduced-price or paid meals. Will gives the school food service director the names of the children in his program and the director marks children eligible for free or reduced-price meals. They both sign an agreement protecting the confidentiality of this information. If the school had not been willing to share this information, Will would have had to collect an income eligibility form from each child's family.
5. Will's program runs for more than three hours, which means he can serve snacks in addition to suppers. The state tells Will that, even though his reimbursements for supper vary based upon the household income of the children, the club can receive the highest reimbursement for snacks if it is located in a low-income area (where more than 50 percent of the children are certified for free or reduced price school meals). The club is located in Lincoln Elementary school district. The state checks its records and finds that 59 percent of the students at Lincoln Elementary are eligible for free or reduced-price school meals, so it qualifies.

6. Will needs to decide whether he will hire a vendor to provide the meals or whether he will have them prepared on-site. Even though the Boys and Girls Club does have a kitchen, he thinks it would be easier to have the meals provided by a vendor. The school food service department is willing to develop the menus and provide suppers and snacks. Other potential vendors in his area include the community kitchen and a for-profit catering company.
7. Will and the school food service department sign a vendor contract. The school food service department provides sack meals and snacks, which it delivers to the Boys and Girls Club. Transportation costs are kept down by making the Boys and Girls Club a stop on the school's daily delivery route.
8. Will's afterschool program staff is responsible for getting the suppers out of the refrigerator each day, serving the meals, and keeping track of attendance and which children eat each day. Every month the meal counts are tallied and submitted to the state child nutrition agency, which then sends the Boys and Girls Club a check based upon the report.
9. Fifty children, most of whom are from low-income families, participate in his afterschool program so Will receives approximately \$24,000 in reimbursement for the meals and snacks each year. The vast majority of the reimbursement is paid to the school for the meals and snacks it provides. Will is allowed to use a maximum of 15 percent of the reimbursement (\$3,600) to cover his administrative costs, but because he provides higher quality meals and snacks, most of his reimbursement covers the food costs.
10. Will's program is exempt from licensing, but it has to meet the local and state health and safety standards. The requirements are minimal because the food is not being prepared on-site. He has to have a fire inspection, and the health department visits the program to review where the food is being stored to make sure the refrigerators keep the meals cool enough.

## **CACFP in Action: Northern Nevada**

*Here is a real-life account of a CACFP community partnership:*

In Northern Nevada, approximately 900 children in 18 afterschool programs are receiving CACFP-funded suppers thanks to a partnership between their programs and the Food Bank of Northern Nevada's *Kids Cafe* — America's Second Harvest's meal service and nutrition education program operated by members of its network of food banks or food-rescue programs.

One afterschool program is located in a church, another is in a community recreation center, and the rest are in schools. Many of the school sites receive 21st Century Community Learning Center funding. Approximately half of the school sites provide snacks in addition to suppers through the National School Lunch Program.

The school food service department prepares the suppers for all locations. It delivers the meals to the two afterschool programs not physically located at schools at no additional charge to the food bank. Since the programs allow children to “drop in,” one of the challenges is ensuring that the correct number of meals is prepared so that food is not wasted. The cafeteria staff tracks participation to better determine how many meals are needed each day.

Since Nevada is not one of the seven supper states with special area eligibility rules (see page 15), the food bank has to individually determine which of the children age 12 and under are eligible for free, reduced-price, or paid meals. It receives the students' eligibility status from the school, which saves a tremendous amount of time and effort.

Older children, age 13 through 18, are only eligible for snacks. The food bank chooses to serve the older children suppers, but only receives the snack reimbursement and absorbs the difference between the cost of the meal and the snack reimbursement. The food bank covers the additional costs of feeding the older children suppers because it is a nutritious, well-balanced evening meal that some of them might not receive otherwise.

During the summer, the food bank switches to the Summer Food Service Program (see page 23 for more information). This summer it will provide meals to 14 sites. It tailors the type of meal service — whether the program receives breakfasts, lunches, dinners, or snacks (but no more than two meals) — to meet the needs of each summer program.

For more information, contact:  
Sue Eckes, Kids Cafe Program Manager  
994 Packer Way, Sparks, NV 89431  
775) 331-3663

## **CACFP in Action: Boys and Girls Club of Tampa Bay**

*Here is a real-life account of a program that participates in the CACFP child nutrition program:*

The Boys and Girls Club of Tampa Bay provides snacks to approximately 1,200 children each day after school at 11 sites. It receives reimbursement for the snacks through CACFP. All the sites are located in low-income areas, which means the Club receives the highest rate of reimbursement without having to individually qualify the children.

The Club purchases snacks from a private vendor that delivers them to the afterschool programs. Snack items include juice, string cheese, peaches, pears, and applesauce. All of the sites have refrigeration to store the food.

Paula Kay, the grants manager, says that the children love the snacks. Many eat lunch in school as early as 11:00 a.m. If the Club did not provide snacks, the children could go for six to seven hours without any food. The snacks ensure that the children's stomachs are not growling, which allows the children to focus and enjoy the activities provided by the club.

The snack reimbursement covers Club's food costs. Paula doesn't find the paperwork difficult compared to other grants that she manages, especially considering the amount of funding CACFP provides. The state Department of Child Care and Nutrition Services, which administers CACFP in Florida, is extremely helpful and responsive, which helps make participation easier.

The sites provide nutrition education using materials and activities they receive from both the Boys and Girls Club of America and the Department of Child Care and Nutrition Services.

For more information, contact  
Paula Kay, Grants Manager  
Boys and Girls Club of Tampa Bay  
3020 W. Laurel St., Tampa, FL 33607  
(813) 875-5771 X3008

# How to Participate in Summer Nutrition Programs

It has often been said that hunger does not go on summer vacation. Thus, afterschool programs providing care and education to low-income children when school is closed for the summer must continue to provide nutritious meals and snacks. Fortunately, two federal child nutrition programs can provide funding to enable afterschool programs to keep their children well nourished during the summer.

## ***CACFP***

CACFP reimbursement to programs during the summer depends on whether the program qualifies based on the individual income levels of the children, or based on it being located in a low-income area:

- ▶ Afterschool programs that individually qualify children for CACFP can receive reimbursement during the summer through the program — in other words, they usually participate in CACFP year round. In fact, they are not permitted to switch to the Summer Food Service Program (SFSP) unless there is a substantial change to the program or a dramatic increase in enrollment for the summer. The state child nutrition agency can give guidance on whether or not a program should continue in CACFP, or is eligible to participate in SFSP, or can participate in both programs.
- ▶ Afterschool programs that qualify for suppers or snacks by being located in a low-income area *cannot* receive reimbursement from CACFP during the summer. However, they can switch to SFSP, which operates under similar rules and provides reimbursement for up to two meals or a meal and a snack each day.

## ***Summer Food Service Program (SFSP)***

The Summer Food Service Program is a federal child nutrition program available to schools, local government agencies, and private non-profit organizations to feed children during summer vacation and to feed off-track students at year-round schools. Most programs that receive snack funding through NSLP switch to SFSP during the summer, as do CACFP-funded programs using area eligibility (see above). However, it is not necessary to run an afterschool program during the school year to participate in SFSP. Many programs that operate only over the summer, sometimes even for only a few weeks, use SFSP.

To qualify for SFSP, the summer program must either be located in a low-income area (50 percent of the children in the area are eligible for free or reduced-price school meals) or serve a majority of low-income children (at least 50 percent of the children enrolled in the program must be eligible for free or reduced price meals). Once the program qualifies, it can serve one or two meals a day — or a meal and snack — to every child for free. The SFSP reimbursement rates are updated annually on January 1st and posted on FRAC's website at [www.frac.org](http://www.frac.org).

Unlike the rules for feeding children in afterschool programs, there is no requirement that any particular type of activities take place at a summer food site. For example, a local park, a swimming pool, or a housing complex could participate in SFSP. Camps and migrant sites can participate also, but they qualify under slightly different rules and can serve up to three meals a day.

In many communities a large organization, such as the Parks and Recreation Department or the City Health Department, provides summer food as a sponsor for multiple program sites, with different groups running the sites. This makes it easier for summer programs to participate.

Your state's child nutrition agency can supply information on organizations like these in your community. It can also provide training and technical assistance so you can participate in the program independently.

# How to Provide Nutrition Education

Nutrition education is an important way to encourage healthy eating, build good lifelong habits, and combat our country's childhood obesity epidemic. Unfortunately, in many schools, nutrition education has been squeezed out of the curriculum because of greater emphasis on core academic subjects.

Afterschool programs provide a vital opportunity to fill this void. Participation in any of the federal child nutrition programs can support nutrition education by introducing children to new foods, especially fruits and vegetables.

In addition, since nutrition education often includes reading recipes and preparing food, it can be an interactive approach to reinforcing the reading and math skills children are learning during the school day.

It is relatively easy for an afterschool program to add nutrition education to its activities. Numerous nutrition education curricula exist that afterschool staff can use, and many communities also can draw on local nutrition education resources. In addition, state child nutrition agencies may have nutritionists on staff who can provide suggestions on nutrition education materials or local resources that can become part of an afterschool program's activities.

## *Nutrition education curricula*

Nutrition education curricula provide activities and information that afterschool staff can use to help children learn about healthy eating. They are usually designed to be used with specific age groups and vary in length and in type of activities, which makes it possible for an afterschool program to choose a curriculum that best meets its needs.

Below are some examples of the curricula available. While some are free, others may involve a charge.

- ▶ *The Power of Choice: Helping Youth Make Healthy Eating and Fitness Decisions.* This afterschool nutrition education kit provides 10 interactive sessions, four posters with key themes, a recipe booklet, nutrition fact cards, a CD Rom, which contains additional activities and materials, and a training video for the adult leaders. *The Power of Choice* was developed by the Food and Drug Administration and the United States Department of Agriculture (USDA). USDA also has a number of other nutrition education resources available on its website, primarily through Team Nutrition, a project that provides nutrition education materials for children and families. To order *The Power of Choice* and for other resources from USDA, visit [www.fns.usda.gov/tn](http://www.fns.usda.gov/tn).
- ▶ *Exploring the Food Pyramid with Professor Popcorn.* A curriculum with five lessons for each individual grade from first through sixth. The lessons include visuals, handouts, recipes, and evaluation forms. For more information, visit [www.cfs.purdue.edu/extension/html/efnep\\_pp.htm](http://www.cfs.purdue.edu/extension/html/efnep_pp.htm).

- ▶ *There's a Rainbow on My Plate.* This curriculum (developed by the Produce for Better Health Foundation, the Dole Food Company, Inc., and Crayola Brands) focuses on the importance of eating five or more servings of fruits and vegetables each day. It provides activities and lessons tailored to either K-3 or 4-6. An informative teacher's guide corresponds with fun and interactive activities, coloring pages, and take-home literature to help students. For this curriculum and additional education resources focused on fruits and vegetables, visit [www.5aday.com/html/educators/educators\\_home.php#](http://www.5aday.com/html/educators/educators_home.php#) and [www.dole5aday.com](http://www.dole5aday.com).
- ▶ *Hands-On Health: The Activity Guidebook for Working with Teens.* This guidebook, developed by FOODPLAY, provides hundreds of activities on nutrition, fitness, body image, eating disorders, tobacco prevention, osteoporosis, and media literacy. FOODPLAY has curricula for younger children also. Visit [www.foodplay.com](http://www.foodplay.com).
- ▶ *Generation Fit.* Developed by the American Cancer Society, *Generation Fit* is for youth age 11 to 18. It has a set of five service-learning projects that focus on nutrition and physical activity. For more information visit [www.cancer.org/docroot/PED/content/PED\\_1\\_5X\\_Generation\\_Fit.asp](http://www.cancer.org/docroot/PED/content/PED_1_5X_Generation_Fit.asp).
- ▶ *Cooking with Kids.* A multi-cultural nutrition education program for grades K-6, which includes skills development in math, science, social studies, language, music, and art. For more information, contact Lynn Walters at [www.walters@osogrande.com](mailto:www.walters@osogrande.com).
- ▶ *CANFit.* The California Adolescent Nutrition and Fitness (CANFit) Program provides resources on improving the nutrition and physical activity status of California's low-income African American, American Indian, Latino, and Asian/Pacific Islander youth ages 10-14 years old. Visit [www.canfit.org](http://www.canfit.org).
- ▶ *Nutra-Net, Inc.* Provides curricula that teach nutrition through food preparation activities. For children age three to seven, there are 20 children's food-related stories paired with recipes. For children age seven to 14, there are one hour cooking activities done with small kitchen equipment. Visit [www.nutra-net.org](http://www.nutra-net.org).
- ▶ *Cooking Up Fun!* Developed as part of the Cornell Youth Nutrition Program, provides youth ages 9 to 12 the opportunity to gain independent food skills. The teaching, training, and evaluation tools integrate the educational goals of promoting healthy food practices and positive youth development. Visit [www.human.cornell.edu/units/dns/extension/youth/cookingupfun/index.htm](http://www.human.cornell.edu/units/dns/extension/youth/cookingupfun/index.htm).
- ▶ *Chef Combo's Fantastic Adventures; Pyramid Cafe; Pyramid Explorations.* The National Dairy Council offers these nutrition education resources by visiting their website at [www.NutritionExplorations.org](http://www.NutritionExplorations.org).
- ▶ *I'm a Healthy Kid* (coloring book); *Plan-it Snack; Food Guide Pyramid Activities* (with food group stickers). The Washington State Dairy Council offers nutrition education resources that can be obtained by visiting the Washington State Dairy Council's website at [www.eatsmart.org](http://www.eatsmart.org).

## *Local nutrition education resources*

Many communities have local organizations and individuals interested in partnering with afterschool programs to provide nutrition education. These may include the Cooperative Extension Service, which is based at state land grant universities; nutrition or nursing students from local universities; local affiliates or chapters of the American Dietetic Association, the Society for Nutrition Education, the American Cancer Society, and the American Heart Association; dietitians at public health departments and hospitals; and local restaurant chefs or their associations. In a number of communities, these links are already being made:

- ▶ The University of Missouri/Lincoln University Outreach and Extension Family Nutrition Program developed a nutrition education curriculum specifically for Harvesters, the Community Food Network, in Kansas City, Missouri. *Kids in the Kitchen* is a hands-on nutrition education curriculum that runs for eight weeks. During each lesson, the children prepare a snack (or occasionally a meal), which they all get to taste. The goal is to teach children healthy eating habits, while learning basic kitchen skills.
- ▶ Senior college nutrition students taking their community nutrition class provide nutrition education in the Northern Nevada Food Bank's afterschool *Kids Cafe*. The High Sierra Chef Association also has adopted the food bank as the recipient of its charitable efforts and provides food and culinary training to the afterschool programs. The chefs show students how to prepare food from ingredients likely to be found in a family's cupboard. See page 21 for more information on the Food Bank of Northern Nevada's participation in CACFP.
- ▶ The Nutrition Council of Greater Cincinnati provides nutrition education for the Norwood Community Learning Centers, which provide afterschool programs. At middle schools, the Nutrition Council holds a ten-week program called *Teens Can Cook*. The students begin by making afterschool snacks, such as smoothies and trail mix, and work their way up to preparing a full dinner and a dessert. The program always has a waiting list.

## **APPENDIX A – STATE CHILD NUTRITION AGENCIES**

Alabama NSLP, CACFP, SFSP  
Child Nutrition Programs  
Alabama Department of Education  
Gordon Persons Building  
50 North Ripley Street, Room 5301  
Montgomery, Alabama 36130-2101  
Phone: 334-242-1988

Alaska NSLP, CACFP, SFSP  
Child Nutrition Programs  
Alaska Department of Education  
& Early Development  
801 West 10th Street, Suite 200  
Juneau, Alaska 99801-1894  
Phone: 907-465-8708

Arizona NSLP, CACFP, SFSP  
Student Services  
State Department of Education  
1535 West Jefferson Avenue  
Phoenix, Arizona 85007  
Phone: 602-542-8709

Arkansas NSLP (Public)  
Child Nutrition Section  
Department of Education  
Executive Building Suite 404  
2020 West 3rd Street  
Little Rock, Arkansas 72205-4465  
Phone: 501-324-9502

Arkansas NSLP (Private), CACFP, SFSP  
Special Nutrition Programs  
Division of Child Care and Early Childhood Education  
Department of Human Services  
Post Office Box 1437, Slot 705  
Little Rock, Arkansas 72203-1437  
Phone: 501-682-8869

California NSLP, CACFP, SFSP  
Nutrition Services Division  
State Department of Education  
560 J Street Room 270  
Sacramento, California 95814-2342  
Phone: 916-323-7311/800-952-5609

Colorado NSLP (Public), SFSP  
Child Nutrition/Transportation Unit  
Colorado Department of Education  
201 East Colfax Avenue, Room 209  
Denver, Colorado 80203-1799  
Phone: 303-866-6661

Colorado NSLP (Private)  
MPRO USDA FNS SNP  
1244 Speer Boulevard, Suite 903  
Denver, Colorado 80204-3585  
Phone: 303-844-0354

Colorado CACFP  
Colorado Department of Public Health  
and Environment  
FCHSD-CAC-A4  
4300 Cherry Creek Drive South  
Denver, Colorado 80222-1530  
Phone: 303-692-2330

Connecticut NSLP, CACFP, SFSP  
Child Nutrition Programs  
Department of Education  
25 Industrial Park Road  
Middletown, Connecticut 06457-1543  
Phone: 860-807-2070

Delaware NSLP (Public), CACFP, SFSP  
School Support Services  
Child Nutrition Programs  
Department of Education  
Townsend Building  
Federal and Lockerman Streets  
Post Office Box 1402  
Dover, Delaware 19903-1402  
Phone: 302-739-4676

Delaware NSLP (Private)  
MARO USDA FNS SNP  
Mercer Corporate Park  
300 Corporate Boulevard  
Robbinsville, New Jersey 08691-1598  
Phone: 609-259-5050

District of Columbia NSLP, CACFP, SFSP  
Special Nutrition and Commodity Programs  
State Education Office  
441 4th Street NW Suite 350N  
Washington D. C. 20001-2714  
Phone: 202-727-6436

Florida NSLP, SFSP  
Florida Department of Education  
325 West Gaines Street, Room 804  
Tallahassee, Florida 32399-0400  
Phone: 850-488-7256

Florida CACFP (Child)  
Bureau of Child Nutrition Programs  
Florida Department of Health  
4052 Bald Cypress Way, Bin A17  
Tallahassee, Florida 32399-0700  
Phone: 850-245-4323

Georgia NSLP (School)  
Georgia School & Community Nutrition Programs  
Georgia Department of Education  
1662 Twin Towers East  
Atlanta, Georgia 30334  
Phone: 404-657-9443

Georgia CACFP, SFSP  
Office of School Readiness  
10 Park Place South Suite 200  
Atlanta, Georgia 30303-2927  
Phone: 404-656-5957

Hawaii NSLP, CACFP, SFSP  
School Food Services Business Division  
Department of Education  
1106 Koko Head Avenue  
Honolulu, Hawaii 96816  
Phone: 808-733-8400

Idaho NSLP, CACFP, SFSP  
Child Nutrition Programs  
Department of Education  
Len B. Jordan Office Building  
650 West State Street  
Post Office Box 83720  
Boise, Idaho 83720-0027  
Phone: 208-332-6820

Illinois NSLP, CACFP (Child), SFSP  
Nutrition Programs & Support Services  
Illinois State Board of Education  
100 North First Street  
Springfield, Illinois 62777-0001  
Phone: 217-782-2491

Indiana NSLP, CACFP, SFSP  
Division of School and Community Nutrition Programs  
Indiana Department of Education  
State House, Room 229  
151 West Ohio  
Indianapolis, Indiana 46204-2798  
Phone: 317-232-0850

Iowa NSLP, CACFP, SFSP  
Bureau of Food and Nutrition  
Department of Education  
Grimes State Office Building  
Des Moines, Iowa 50319-0146  
Phone: 515-281-4757

Kansas NSLP, CACFP, SFSP  
Kansas State Board of Education Nutrition Services  
120 SE 10th Avenue  
Topeka, Kansas 66612-1182  
Phone: 785-296-2276

Kentucky NSLP, CACFP, SFSP  
Division of School and Community Nutrition  
State Department of Education  
1024 Capital Center Drive  
Frankfort, Kentucky 40601  
Phone: 502-573-4390

Louisiana NSLP, CACFP, SFSP  
Food and Nutrition Services  
Louisiana Department of Education  
655 North Fifth Street  
Post Office Box 94064  
Baton Rouge, Louisiana 70804-9064  
Phone: 225-342-3720

Maine NSLP, SFSP  
Department of Education  
23 State House Station  
Augusta, Maine 04333  
Phone: 207-624-6845

Maine CACFP  
Division of Contracted Community Services  
Department of Human Services  
State House, Station 11  
221 State Street  
Augusta, Maine 04333  
Phone: 207-287-5060

Maryland NSLP, CACFP, SFSP  
School and Community Nutrition Programs  
State Department of Education  
200 West Baltimore Street 3rd Floor  
Baltimore, Maryland 21201-2595  
Phone: 410-767-0199

Massachusetts NSLP, CACFP, SFSP  
Nutrition Programs and Services  
Department of Education  
350 Main Street  
Malden, Massachusetts 02148-5023  
Phone: 781-338-6479

Michigan NSLP, CACFP  
School Management Services  
Michigan Department of Education  
608 W. Allegan  
Post Office Box 30008  
Lansing, Michigan 48933  
Phone: 517-373-8642

Michigan SFSP  
Summer Program Unit  
MWRO USDA FNS SNP  
77 West Jackson Boulevard, 20th Floor  
Chicago, Illinois 60604-3507  
Phone: 312-353-3089

Minnesota NSLP, CACFP, SFSP  
Food and Nutrition Services  
Dept of Children, Families and Learning  
1500 Highway 36 West  
Roseville, Minnesota 55113-4266  
Phone: 651-582-8526/800-366-8922

Mississippi NSLP, CACFP, SFSP  
Bureau of Child Nutrition  
State Department of Education  
500 Greymont Avenue, Suite F  
Post Office Box 771  
Jackson, Mississippi 39205-0771  
Phone: 601-354-7015

Missouri NSLP (School)  
School Food Services  
Dept of Elementary and Secondary Education  
400 Dix Road  
Post Office Box 480  
Jefferson City, Missouri 65102-0480  
Phone: 573-751-3526

Missouri CACFP, SFSP  
Bureau of Community Food and  
Nutrition Assistance  
Missouri Dept. of Health and Senior Services  
505 Hobbs (Lower Level)  
Post Office Box 570  
Jefferson City, Missouri 65109-0570  
Phone: 573-751-6269/800-733-6251

Montana NSLP, SFSP  
Division of School Food Services  
Office of Public Instruction  
1230 11th Avenue  
Post Office Box 202501  
Helena, Montana 59620-2501  
Phone: 406-444-2505

Montana CACFP  
Children's Services  
Department of Public Health & Human Services  
Post Office Box 8005  
Helena, Montana 59604  
Phone: 406-444-1828

Nebraska NSLP, CACFP, SFSP  
Child Nutrition Programs  
State Department of Education  
301 Centennial Mall South  
Lincoln, Nebraska 68509-4987  
Phone: 402-471-3566

Nevada NSLP, CACFP, SFSP  
Health and Safety Programs  
Nevada Department of Education  
700 East Fifth Street  
Carson City, Nevada 89710-5096  
Phone: 775-687-9150

New Hampshire NSLP, CACFP, SFSP  
Bureau of Nutrition Programs & Services  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, New Hampshire 03301  
Phone: 603-271-3860

New Jersey NSLP, CACFP, SFSP  
Bureau of Child Nutrition Programs  
State Department of Agriculture  
33 West State Street  
Post Office Box 334  
Trenton, New Jersey 08625-0334  
Phone: 609-984-0692

New Mexico NSLP  
Student Nutrition Programs Unit  
New Mexico Department of Education  
120 South Federal Place, Room 207  
Santa Fe, New Mexico 87501-2786  
Phone: 505-827-1821

New Mexico CACFP, SFSP  
Family Nutrition Bureau  
New Mexico Children Youth & Families Department  
1422 Paseo De Peralta, Building 2  
Post Office Box 5160  
Santa Fe, New Mexico 87502-5160  
Phone: 505-827-9961

New York NSLP, SFSP  
Child Nutrition Program Administration  
New York State Education Department  
89 Washington Avenue, Room 55  
Albany, New York 12234-0055  
Phone: 518-473-8781

New York CACFP  
Child & Adult Food Program  
New York State Department of Health  
DON-CACFP  
Riverview Center  
150 Broadway, 6th Floor West  
Menands, New York 12204-2719  
Phone: 518-402-7287/800-942-3858

North Carolina NSLP  
Child Nutrition Services Section  
State Department of Public Instruction  
North Carolina Education Building  
301 North Wilmington Street  
Raleigh, North Carolina 27601-2825  
Phone: 919-807-3506

North Carolina CACFP, SFSP  
Nutrition Services Branch  
Health & Human Services Department  
1914 Mail Service Center  
Raleigh, North Carolina 27699-1914  
Phone: 919-715-1923

North Dakota NSLP, CACFP, SFSP  
Child Nutrition & Food Distribution  
State Department of Public Instruction  
600 East Boulevard Avenue  
State Capitol  
Bismarck, North Dakota 58505-0440  
Phone: 701-328-2294

Ohio NSLP, CACFP, SFSP  
Center for Students, Families and Communities  
Office of Child Nutrition Services  
Ohio Department of Education  
25 South Front Street, 3rd Floor  
Columbus, Ohio 43215-4183  
Phone: 614-466-2945/800-808-MEAL

Oklahoma NSLP (Public School),  
CACFP, SFSP  
Child Nutrition Section  
Oklahoma Department of Education  
2500 North Lincoln Boulevard, Rm 310  
Oklahoma City, Oklahoma 73105-4599  
Phone: 405-521-3327

Oklahoma NSLP (Private School)  
Commodity Distribution Unit  
Department of Human Services  
Post Office Box 25352  
Oklahoma City, Oklahoma 73105-4599  
Phone: 405-521-6079

Oregon NSLP, CACFP, SFSP  
Child Nutrition & Commodity Distribution  
State Department of Education  
Public Services Building  
255 Capitol Street NE  
Salem, Oregon 97310-0203  
Phone: 503-378-3600

Pennsylvania NSLP, CACFP, SFSP  
Bureau of Budget & Fiscal Management  
Department of Education  
333 Market Street, 4th Floor  
Harrisburg, Pennsylvania 17126-0333  
Phone: 717-787-7698

Rhode Island NSLP, CACFP, SFSP  
Comprehensive School Health  
Office of Integrated Social Services  
Rhode Island Department of Education  
Shepard Building  
255 Westminster Street, Room 600  
Providence, Rhode Island 02903-3400  
Phone: 401-222-4600 ext 2364

South Carolina NSLP  
State Director  
Office of School Food Services  
State Department of Education  
Rutledge Building, Room 201  
1429 Senate Street  
Columbia, South Carolina 29201  
Phone: 803-734-8195

South Carolina CACFP, SFSP  
Family Nutrition Programs  
State Department of Social Services  
Landmark Building II, Suite 300  
3700 Forest Drive  
Post Office Box 1520  
Columbia, South Carolina 29201-1520  
Phone: 803-737-9238/800-768-5700

South Dakota NSLP, CACFP, SFSP  
Child and Adult Nutrition Services  
Department of Education and Cultural Affairs  
800 Governors Drive  
Pierre, South Dakota 57501-2294  
Phone: 605-773-4746

Tennessee NSLP (Public School)  
School Nutrition Programs  
6th Floor Gateway Plaza  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0389  
Phone: 615-532-4714

Tennessee NSLP (Private School)  
Commodity Distribution Division  
Department of Agriculture  
Melrose Station  
Post Office Box 40627  
Nashville, Tennessee 37204  
Phone: 615-837-5530

Tennessee CACFP, SFSP  
Adult and Community Programs  
Department of Human Services  
Citizens Plaza Building, 15th Floor  
400 Deadrick Street  
Nashville, Tennessee 37248-9500  
Phone: 615-313-4749

Texas NSLP (Public School)  
Child Nutrition Programs  
Texas Education Agency  
William B Travis Building  
1701 North Congress Avenue  
Austin, Texas 78701-1494  
Phone: 512-997-6550

Texas NSLP (Private School),  
CACFP, SFSP  
Office of Family Services  
Special Nutrition Programs (Y-904)  
Texas Department of Human Services  
1106 Clayton Lane, Suite 325E  
Post Office Box 149030  
Austin, Texas 78714-9030  
Phone: 512-420-2506

Utah NSLP, CACFP, SFSP  
Child Nutrition Programs  
Utah State Office of Education  
250 East 500 South Street  
Post Office Box 144200  
Salt Lake City, Utah 84114-4200  
Phone: 801-538-7513

Vermont NSLP, CACFP, SFSP  
Child Nutrition Programs  
State Department of Education  
120 State Street  
Montpelier, Vermont 05620  
Phone: 802-828-5154

Virginia NSLP (Public School)  
School Nutrition Programs  
State Department of Education  
101 North 14th Street  
Post Office Box 2120  
Richmond, Virginia 23218-2120  
Phone: 804-225-2074

Virginia NSLP (Private School), CACFP, SFSP  
MARO, USDA, FNS, SNP  
Mercer Corporate Park  
300 Corporate Boulevard  
Robbinsville, New Jersey 08691-1598  
Phone: 609-259-5050

Washington NSLP, CACFP, SFSP  
Office of Superintendent of Public Instruction  
Old Capitol Building  
600 South Washington Street  
Post Office Box 47200  
Olympia, Washington 98504-7200  
Phone: 360-725-6200

West Virginia NSLP, CACFP, SFSP  
Office of Child Nutrition  
Department of Education  
Building 6, Room 248  
1900 Kanawha Boulevard East  
Charleston, West Virginia 25305-0330  
Phone: 304-558-2708

Wisconsin NSLP, CACFP, SFSP  
Division of Finance and Management  
Department of Public Instruction  
125 South Webster Street  
Post Office Box 7841  
Madison, Wisconsin 53707-7841  
NSLP Phone: 608-267-9121  
CACFP/SFSP Phone: 608-267-9123

Wyoming NSLP, CACFP, SFSP  
Child Nutrition Programs  
Wyoming Department of Education  
Hathaway Building, 2nd Floor  
2300 Capitol Avenue  
Cheyenne, Wyoming 82002-0050  
Phone: 307-777-6263

