

AFTERSCHOOL MEALS



Standard Operating Procedures

Outside of the traditional school day, many children do not know where their next meal will come from. Serving supper through the Afterschool Meals Program provides kids with the nutritious meals they need in a safe, supervised location after the school day ends and helps fill the gap that exists for many low-income students between school lunch and school breakfast the next morning. Creating a strategy for implementing the Afterschool Meals Program will help ensure success, so Midwest Dairy has prepared this comprehensive list of Standard Operating Procedures.

Roles and Responsibilities:

A successful program involves multiple stakeholders, all playing different but equally important roles, outlined below.

School Nutrition Director:

The school nutrition director is typically the key player in getting any new program started. School nutrition directors will be responsible for operating the Afterschool Meals Program and for training the rest of their school nutrition staff on any new policies/procedures. Additional responsibilities include equipment purchasing, food and equipment storage, completion of applications for site service through your state agency, completion of grant applications, enrollment and claims, along with managing personnel and budgets.

Principals:

A principal's support of Afterschool Meals can help ensure the longevity and success of the program in their school. They will also help determine what umbrella program will support Afterschool Meals – such as clubs, sports, tutoring or after-school

childcare. They can assist in obtaining buy-in from other district officials, the community, teachers and janitorial staff and support the promotion with students and parents.

School Nutrition Supervisors and Manager:

School nutrition supervisors and managers will oversee the program at a campus level and ensure the head of the after-school enrichment program is fully integrated into the rollout.

Menu Planner:

Menu planners are responsible for developing recipes and cycle menus that appeal to students while meeting nutritional standards. They also play an important role in managing food costs and helping with the marketing of the new program.

Cafeteria Staff:

Cafeteria staff will be responsible for prepping and serving the after-school meals, as well as counting and claiming.

Custodians:

Custodians play one of the most important roles in any food service model. They can also provide valuable input when designing the program procedures, such as trash pickup locations and times and what, if any, additional custodial supplies are needed.

Additional Resources:

[Breakdown of The Afterschool Meals Program - FRAC](#)

[FRAC - Afterschool Nutrition Programs](#)

[Why Supper Makes Cents](#)

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Implementation and Logistics:

Rollout Timeline

3-6 Months Prior to Rollout

School Nutrition Staff:

- Solicit buy-in from stakeholders, including principals, after-school programming leads, teachers, parents and students.
- Visit local districts successfully implementing an Afterschool Meals/ Supper Program to observe best practices.
- Apply or renew program application to your state agency for a site Afterschool Meals Program.
- Work with the campus principals to determine what the umbrella program will be for serving supper.
- Meet with the school nutrition supervisors and cafeteria managers to discuss specific campuses and how the after-school meals will be counted and claimed. Identify any potential challenges.
- Determine if any staffing changes are needed to support the supper service. For example, will staff receive additional compensation for working after hours? Will additional staff be needed?
- Determine what additional equipment will be needed, if any, and initiate purchase.
- Meet with custodial staff to discuss any additional staffing needs or trash pickup.

Principals:

- Help determine what umbrella program will support Afterschool Meals. Work with the leads of these programs to ensure connectivity with school nutrition.

- Accompany school nutrition director on visits to local districts successfully implementing the program to observe best practices.
- Approve equipment purchases, if necessary.

Custodians:

- Begin to determine trash pickup schedule, trash disposal areas, etc.
- Consider staff/labor schedules and responsibilities.
- Provide program talking points, sell-in materials and other resources.

2-3 Months Prior to Rollout

School Nutrition Staff:

- Determine cycle menus, considering USDA requirements and student preferences.
- Finalize what claiming method will be used.
- Finalize orders of any additional food or supplies needed.
- Coordinate with custodians to finalize a plan for trash/recycle/compost. Order any additional trash equipment/containers needed.
- Determine how food will be prepped and stored.
- Create a marketing plan to promote the new program. Consider items such as:
 - Posters and announcements
 - Posting on the school/district social media
 - Seasonal menus
 - Letters informing parents of the new offering

Custodians:

- Designate areas in school for trash containers and pickup.
- Determine trash pickup times.

1-4 Weeks Prior to Rollout

School Nutrition Staff:

- Confirm cycle menus and ensure enough food has been ordered.
- Conduct trainings for all nutrition staff and any applicable staff involved in the umbrella program through which Afterschool Meals will operate.
- Continue marketing campaign to promote new offering.

Custodians:

- Ensure additional trash equipment/containers have been procured.
- Ensure all custodial staff are trained on the new procedures and policies.

Throughout Rollout

School Nutrition Staff:

- Continue marketing efforts.
- Observe each campus during first month of rollout.
- Make immediate adjustments to the program as needed to troubleshoot issues.
- Solicit feedback from campus stakeholders to identify areas for improvement.

Principals:

- Support School nutrition in meeting with school stakeholders to troubleshoot any issues.
- Provide marketing and education support through staff and parent communications about the program.

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Implementation and Logistics (continued):

1-6 Months After Rollout (Ongoing)

School Nutrition Staff:

- Monitor and track participation.
- Meet with campus principals, supervisors and cafeteria managers to address any concerns or potential improvements.
- Observe food waste and create a plan to address, if needed.
- Consider issuing a survey to gain feedback from stakeholders on new program.

Additional Resources:

[Starting Afterschool Meals](#)

Equipment Guide

The equipment needed to execute the Afterschool Meals Program will vary by district and, potentially, campus. If supper will be served in a cafeteria, then little to no additional equipment will be needed. If supper will be served outside of the cafeteria, then transport equipment may be required. Below is a list of equipment to consider. If your campus/ district participates in Fuel Up to Play 60, you may be eligible for discount pricing through approved equipment vendors. Your Midwest Dairy School Wellness Consultant can provide more information and direct you to those approved vendors.

- Cooler Bags approximately \$50-150 per unit
- Cooler Bag Travel Carts approximately \$50 per unit
- Mobile Shelving approximately \$250-\$300 per unit
- Storage Bins/Crates approximately \$20-\$30 per unit
- Thermal Hot/Cold Packs approximately \$25-\$40 per unit
- Cooler Bag Dividers approximately \$45 per unit

Equipment Purchasing Resources

[Hubert Coolers and Food Boxes](#)

[Sterno Food Delivery Equipment](#)

[Norris School Nutrition](#)

[Transport Systems](#)

[Hubert Equipment Solutions](#)

Staffing and Labor Costs

It is important to understand how a new service model will affect food service staffing needs. Look at your current schedule and determine if you will need to adjust your staff hours to cover food preparation and service for the afterschool meals.

Menus

Nutrition standards for Afterschool Meals fall under the Child and Adult Care Food Program and are based on the most recent Dietary Guidelines for Americans. See the resources below for help planning cycle menus for after-school meal service.

• [USDA Child and Adult Care Food Program Meal Patterns](#)

• [USDA Child and Adult Care Food Program Best Practices](#)

• [Meal Pattern Chart](#)

More questions?

Reach out to your Midwest Dairy Wellness Manager at MidwestDairy@MidwestDairy.com

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