

Three Ways to Help Three Ways to Build Three Meals a Day



**A handbook on administering Summer (SFSP),
Afterschool (CACFP) and Breakfast in the Classroom meals**





About the Center for Civil Justice

Our Mission

The Center for Civil Justice (CCJ) advocates for people in Michigan who need help meeting their basic needs. CCJ uses legal expertise, informed by the experiences of low-income people, to monitor and improve public policy and access to governmental programs and services.

Our Vision

By providing legal and technical assistance to low-income people and their allies, Center for Civil Justice ensures that low-income people in Michigan have greater access to basic needs services, particularly related to food and nutrition, healthcare, and income supports, and to opportunities for improved economic stability and self-sufficiency.

Our Work

Center for Civil Justice is a non-profit organization that uses its expertise on laws and policies affecting low-income people to advocate for the rights and interests of our low-income clients. We work with low-income persons in the counties of Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, St Clair, Sanilac, and Tuscola. We also work in partnership with community, faith-based and governmental organizations in these counties and throughout the state to achieve systemic improvements in the policies affecting low-income persons. We provide legal and technical assistance to advocates and organizations statewide on a variety of policy issues, especially those related to food and nutrition programs, healthcare programs, and economic self-sufficiency. Our systemic advocacy helps low-income persons throughout Michigan.

There are no problems we cannot solve together, and very few that we can solve by ourselves.

Lyndon B. Johnson

Message from Marybeth Laisure,
*Child Nutrition Coordinator
Center For Civil Justice*

There is nothing more important for a child than getting three meals a day. How well a child learns, plays and grows are all predicated on the types and frequency of food served.

In Michigan, 25 percent of our children live in poverty, a situation that often leads to food insecurity. Something needs to be done to ensure that Michigan's at-risk children have access to healthy food.

We at the Center for Civil Justice and with our grant partners, the ConAgra Foods® Foundation, are proud to present our 3 Meals a Day Campaign. The message is simple: every child deserves 3 Meals a Day, every day, all year. As food directors, principals, teachers, parents and other stakeholders, we thank you for taking the time to consider serving meals. Your program—and your community—will be better for it, but it's up to you!

Marybeth Laisure

Table of Contents

Nutrition Programs Overview.....	4
Best Practices for Rural Areas.....	5
Summer Food Service Program.....	6
Breakfast in the Classroom.....	11
Afterschool Meals.....	13
Contact Information.....	17
Special Thanks.....	18



Nutrition Programs Overview

Children need proper nutrition to learn, play and live up to their full potential. For children in low-income families, getting that nutrition can be a challenge, particularly during the summer months and in rural areas. While school lunches are well established, some children also face food insecurity during the school year at breakfast time and afterschool. Because of this, federal programs such as Breakfast through the National School Lunch Program, the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP) were created to help fill the gaps.

These programs can be of value to your community, they can improve food access for families and their children who are in need of services to help stretch their food dollars. They can strengthen community infrastructure and systems for promoting overall health, healthy weight and food access for children and families where they live, learn and play.* And most importantly, these programs can bring together your community as a whole to address hunger issues from infants to seniors and ensure that no family or individual is going hungry and which will create a successful, harmonious neighborhood.

Whether you are a potential sponsor, parent, community representative, you can help build access to and awareness of these programs. In so doing, you will be ensuring the children of your community have opportunities to enjoy a nutritious start in their lives, to learn about healthy foods and choices, and to grow in a safe and caring environment. Starting a new program may seem daunting at first, but help is available and the benefits to children are unmistakable.



* Michigan No Kid Hungry campaign

Best Practices for Rural Areas

It can be particularly difficult for rural communities to offer out-of-school programs since they frequently do not have access to resources that a metropolitan area might have. Finding program space, providing transportation and hiring qualified staff are all obstacles that rural communities must overcome. Best practices for rural programs include:

- Moving funds to transportation and making transportation a priority
- Hosting afterschool programs immediately after school in school buildings so only rides home need to be found
- Partnering with local business (such as a dealership or car rental business) to sponsor a transportation van
- Partnering with a faith-based organization that has a bus or shuttle van to provide transportation
- Teaming up with senior centers that already serve meals
- Create a local Hunger Council to address hunger in your community
- Hiring school teaching staff and nearby community college students
- Keeping partnerships with other organizations mutually beneficial - Rural areas may not have as many opportunities to partner up, so partnerships that do exist need to be cultivated
- Recognizing and publicizing the efforts of community partners
- For SFSP, becoming a “pop-up” site - use pop-up tents in a local park and serve kids lunch
- Offering developmental programs for parents, such as GED programs, at the same time as afterschool for kids
- Utilize the environment for agricultural based STEM activities
- Clearly mark the foodsite location with signage

Rural Programs can conduct additional outreach by:

- Sending home backpack flyers to students during the school year
- Making presentations to community organizations and churches
- Drawing local media attention with press releases
- Inviting elected officials to do a site visit (particularly during election years)
- Having local businesses place posters in their windows, especially in convenience stores and gas stations that have mini-markets
- Spread the word about programs through business marquees
- Have the local Library hold a “Read & Feed” hour every day during the summer months.

Summer Food Service Program

During the summer months, low-income children are at a high risk for food insecurity. When schools are closed, these children no longer have access to healthy, nutritious meals. But you can help! The Summer Food Service Program (SFSP) provides meals and snacks to low-income children, 18 years of age and under, with some exceptions for those with disabilities. Programs are held in a safe, adult-supervised environment and typically have an educational enrichment activity. Meals are served at no cost to participating children. The SFSP program is administered through the Michigan Department of Education.

Children eligible include:

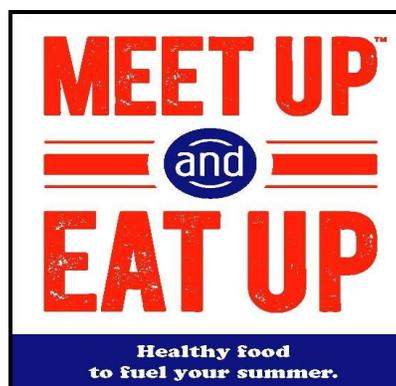
- Students under 18 years of age
- Certain individuals with disabilities may be eligible past 18 years of age

What comprises an SFSP meal?

SFSP meals consist of the following components:

- Milk
- Vegetable and/or Fruit
- Grain or Bread
- Meat or Meat Alternative

Serving sizes are based on meal type (breakfast, lunch/supper, or snack).



SFSP facts at a glance:

- There was a 14.6% increase in Michigan student participation from Summer 2011 to Summer 2012*
- This corresponds to an upward trend in meals served, a 29% increase*
- SFSP breakfast and lunch have been trending upward, 29% and 17% increases in FY2012 respectively*
- SFSP suppers and snacks have had minor decreases in service, 2% and 9% decreases in FY2012*
- Michigan is ranked 27th nationwide in summer meal participation, indicating room for improvement^

* "Summer Food Service Program in Michigan," Michigan Department of Education, 2-12-13

^ "Hunger Doesn't Take a Vacation: Summer Nutrition Status Report 2013," Food Research Action Council, June 2013

What is the difference between an SFSP sponsor and an SFSP site?

Summer food programs are run locally by Sponsors and Sites, both of which have specific roles to play. In general, sponsors oversee the administration of the program while sites are involved with day-to-day operations. In some cases, sites and sponsors may be at the same location.

What is the role of an SFSP Sponsor?

- Attend Michigan Department of Education's (MDE) SFSP training
- Enlist sites to serve meals and monitor their progress throughout summer
- Conduct annual visits of new and problem sites within the first week of operation, and review all other sites within a month
- Submit reimbursement claims to MDE
- Hire and train staff and volunteers
- Negotiate contracts with food vendors
- Ensure the sustainability of their SFSP program

Who can be a sponsor?

- Public or Nonprofit Private School Food Authority
- Public or Nonprofit Private Residential Summer Camp
- State, Local, Municipal or County Government Facility
- College or University Participating in the National Youth Sports Program
- Other Private Nonprofit Organization and Faith-based Organizations

What is the role of an SFSP Site?

SFSP sites are responsible for the day-to-day operations of running a summer meal program. They:

- Attend a site training through their sponsor
- Serve meals to the community's low-income children
- Prepare meals (or receive them from a vendor) in accordance to meal patterns
- Keep records of attendance, meals served, etc. in accordance with MDE policy
- Supervise daily activities
- Clean and maintain the space where food is served
- Are classified as Open, Closed or Residential/Day Cap (see page 8)

Are there examples of SFSP sites?

- Libraries
- Parks and recreation programs
- YMCA's
- 21st Century Community Learning Centers
- Public school districts

What types of SFSP sites are there?

There are three main categories of SFSP sites:

- *Open sites* are operated in areas where at least 50% of children are eligible for free or reduced price lunches during the school year. Meals at these sites are offered to any child on a first-come, first-serve basis.
- *Closed sites* are for children who are enrolled in a summer program but do not live in a low-income area. If 50% of enrolled children in a summer program qualify for free or reduced price meals, the program may serve SFSP meals. Closed sites may only serve SFSP meals to enrolled students.
- *Residential or day camp sites* may be reimbursed for SFSP meals for those students who qualify for free or reduced price meals.

How many meals can be served to each student per day?

Eligible children can receive up to two meals of differing types per day (i.e. one Breakfast and one Lunch). Camp and migrant sites may be able to serve up to three meals per day.

How are meal reimbursed?

Funds are reimbursed by submitting claims to the Michigan Department of Education. Rates are adjusted annually, and reimbursement rates for 2013 are as follows:

2013 Reimbursement Per Meal Rates	Rural or Self-Prep Sites	All Other Types of Sites
Breakfast	1.98	1.9425
Lunch or Supper	3.47	3.4125
Snack	0.82	0.80

Should SFSP sites offer an activity?

Yes, if possible. Children are drawn to locations that offer some sort of enrichment or recreational activity, and conversely, children who are well fed, are more likely to be engaged in enrichment activities. Examples include:

- Arts and crafts
- STEM (Science Technology Engineering Mathematics) activities
- Physical education activities
- Partnering with the library for a reading hour
- Teaming up with DNR/park officials to give a presentation on area animals
- Joining efforts with a local YMCA for swimming activities

What are good way to conduct outreach?

- Begin planning summer programs during the winter and spring months
- Make presentations to community stakeholders about the SFSP program
- Back pack flyers during the final weeks of school
- Flyers, posters, banners, yard signs
- Draw media attention by using press releases and social media
- Public Service Announcements
- Conduct outreach to elected officials by sending information and inviting them to see meal sites (particularly during election years)
- Innovative outreach: be part of a 4th of July Parade, set up a informational table at the supermarket, give a presentation at the last parent-teacher conference of the school year, etc.
- Kick off the summer meals with an announcement in school about a “free” breakfast/lunch program for children...have free samples.

How does our organization start?!

Contact Marybeth Laisure at the Center for Civil Justice (989.755.3120 ext. 306 or mlaisure@ccj-mi.org) or the Michigan Department of Education (<http://www.michigan.gov/mde/>).



Breakfast in the Classroom

Breakfast in the classroom can make a big difference in a student's day. Students who eat a morning meal have improved behavior, class attendance and grades. Though some instructors may be worried about disruption, teachers who have participated in the program report no change in workload and little to no impact on lesson plans. Participating teachers have in fact reported an increased sense of classroom community. Breakfast in the classroom can be reimbursed through either the National School Lunch Program (NSLP) or the Child and Adult Care Food Program (CACFP) via the Michigan Department of Education. State Superintendent, Mike Flanagan, has issued a breakfast challenge, calling on every school in Michigan to serve breakfast to at least 60% of the students who are also receiving school lunch.

Breakfast Stats at a Glance:

- CACFP Breakfast service has remained steady in Michigan from 2011-2012, at around 9,966,000 meals per year*
- NSLP Breakfast has been steadily increasing in Michigan, adding 5,250,000 free and reduced meals for FY2012, an 11% increase*
- Nationwide, less than half of students eligible for free or reduced price breakfast eat one[^]
- Michigan is ranked 19th in breakfast participation (among those students who also receive free or reduced price lunch)*[^]

* "Child and Adult Care Food Program in Michigan," Michigan Department of Education, 2-12-13

[^] "School Breakfast in America's Big Cities: School Year 09-10," Food Research Action Council, 2011

*[^] "Building Healthy Communities Through Breakfast," First Fuel Breakfast Challenge, 2013

The benefits of breakfast in the classroom are remarkable. Breakfast improves student:

- Attention spans
- Lesson comprehension
- Test scores
- Attendance rates

While at the same time reducing student:

- Tardiness
- Behavioral outbursts
- Childhood obesity levels
- Student headaches & stomachaches
- Stigma of low-income breakfast

Components of Breakfast in the Classroom can include easy to clean up items such as:

- Grains—bagels, rolls, muffins, crackers
- Fruit and vegetables—dried fruit, fresh vegetables, fresh fruit or 100% juice
- Meat or meat alternative—yogurt, cheese sticks, lean breakfast meat
- Milk

Does breakfast in the classroom create a huge mess for teachers and custodians to clean?

With careful planning, no. Foods that need little to no cleanup can and should be served. Students should clean and clear their own desks at the end of breakfast, and place the classroom's trash bags in the hallway for easy custodian pick up. Easy clean up menus should include items like bagels, granola bars, string cheese, etc. Students should be provided with wet wipes to clean off desktops after the meal.

What about staffing?

Well run and effective breakfast in the classroom programs require no additional food service or custodial staff over regular breakfast programs. Schools can enlist parent volunteers or student assistants to help with meal delivery or trash pick up. When breakfast is served in class, custodians do not have to clean the cafeteria before lunch.

How do students get the breakfast?

Schools have the option to have breakfasts delivered directly to the students in the classroom after the bell has rung or to have students pick up their breakfasts on their way to class, aka Grab and Go breakfast. Both programs have advantages, depending on the school. For example, many high schools opt for "grab and go" while elementary schools find it easier to deliver meals to every classroom.

Delivery

- Breakfast delivered to classrooms by food service staff, parent volunteers and student assistants
- Students eat at their desks
- Easy manual record keeping, particularly in elementary schools
- Requires a high level of coordination between teaching, custodial and food service staff
- Works best when all students are offered breakfast in the class, regardless of income levels

Grab and Go

- Breakfast is comprised of easily portable items
- Students eat at their desks or on the way to class
- Student pick up breakfast items in the cafeteria or from carts located by entrances as they arrive
- Meal carts are recommended when cafeterias are small or located away from classrooms
- Grab and Go breakfast allows for easy recordkeeping in schools equipped with POS terminals
- Best implemented with middle and high school students

Does breakfast in the class room cut into instruction time?

No. Breakfast in the classroom is considered instructional time by Michigan Department of Education and does not count against the school day.

Breakfast in the classroom should take no longer than 10 to 15 minutes, and classrooms typically report decreased tardiness and less early morning lead in as a result. Instructors can take attendance, prepare the day's lesson, or collect homework during this time, and administrators have the option to run morning announcements during the meal.

What advantages does Breakfast in the classroom have over eating breakfast before class (either at home or in the cafeteria)?

Unlike breakfast before class, breakfast in the classroom helps ensure that all students are offered a morning meal. Students from food insecure families may not have the resources to eat at home, and the breakfast in the classroom program fills that need. Bus and transportation schedules may not leave enough time for students to eat in the cafeteria before school, and breakfast in the classroom is a perfect alternative. When all students are eligible to eat, social stigma associated with breakfast for only low-income students is eliminated. Finally, peer pressure to hang out before class may keep some students from eating.

What are the best ways to address teaching and custodial staff objections?

Despite the benefits of breakfast in the classroom, some teaching and custodial staff may be reluctant to be start breakfast in the classroom. The best way to overcome objections is to emphasize the collaborative nature of the program and to involve the staff in breakfast in the classroom planning and keep them informed of all developments. Staff from nearby districts can be brought in to help highlight benefits. A survey can be sent out to staff to gauge attitudes and concerns about the program. Administrations can work with union representatives to make sure all contract requirements are being met. School administration should try to make sure all stakeholders (teaching staff, custodial staff, food service staff, parents and students) feel invested in the program.

How does our organization start!?

Contact Marybeth Laisure at the Center for Civil Justice (989.755.3120 ext. 306 or mlaisure@ccj-mi.org) or the Michigan Department of Education (<http://www.michigan.gov/mde/>).

Afterschool Meals

Afternoons and evenings can be a time of hunger, particularly for children living in at-risk areas or whose parents work second shift. Afterschool programs can help fill this need. In at-risk areas of the community, afterschool programs are allowed to serve reimbursable meals under the Child and Adult Care Food Program (CACFP) at no cost to school age students. Eligible sites serve meals in a group setting, and no additional eligibility paperwork is required by parents or guardians. In Michigan, CACFP is administered by the Department of Education.



CACFP Facts at a Glance:

- From FY2011 to FY2012 there has been a 13% decrease in CACFP afterschool suppers served in Michigan*
- In the same time period, afterschool programs reported 500,000 fewer snacks were being served, about a 3% decline*
- That corresponds to a 2% drop in students utilizing CACFP meals, around 2,300 fewer students participating per day*
- For many children in Michigan, lunch is the last meal of the day and these trends need to be reversed

What programs are eligible for at-risk status?

- The program must be located in an area where more than 50% of students qualify for free and reduced price school meals
- The program must have scheduled, educational enrichment activities in a safe, supervised environment
- The program must also meet any state or local health and safety standards

At-risk programs must be one of the following:

- A public, nonresidential program
- A non-profit, nonresidential program with tax exempt status
- A for-profit organization with 25% of enrolled students are eligible for free or reduced price meals (not including those who only participate in meals)

* "Child and Adult Care Food Program in Michigan," Michigan Department of Education, 2-12-13

What is the difference between an CACFP sponsor and an CACFP site?

Afterschool programs utilizing CACFP funds are run locally by Sponsors and Sites. In general, sponsors oversee the administration of the program and sites are responsible for day-to-day operations. In some cases, sites and sponsors may be at the same location.

CACFP Sponsors:

- Attend Michigan Department of Education's (MDE) CACFP training
- Enlist sites to serve meals
- Monitor site progress throughout the school year
- Submit reimbursement claims to MDE
- Hire and train staff and volunteers
- Contract with any food vendors
- Promote the afterschool program to the community
- Ensure the sustainability of the afterschool program

CACFP Sites:

- Attend a site training through their sponsor
- Serve meals to the community's children
- Prepare meals (or receive them from a vendor) in accordance to CACFP meal patterns
- Must offer and supervise enrichment activities
- Must be licensed facility
- Keep records of attendance, meals served, etc. in accordance with MDE policy
- Clean and maintain the space where food is served

Examples of sites that have hosted CACFP meals for at risk children include: Parks and Recreation Programs, YMCA's, 21st Century Community Learning Centers, and Public School Districts

Do sites need to be open to students of all ages (up to age 18)?

No. Sites are allowed to choose the age range of students served. For example, an elementary school may choose to serve the age range of students found at that school.

When can afterschool meals be served?

Anytime after school has ended during weekdays and anytime on school holidays or weekends. CACFP cannot be offered in the summer, and programs must apply for SFSP to offer meals during those months (see page 6)

How many afterschool meals can be served to a student?

Up to one meal and one snack may be served per student per day.

What foods are typically included in a CACFP meal?

Typical Components of a CACFP supper meal:

- 1 milk serving
- 2 fruit and/or vegetable servings
- 1 grain or bread serving
- 1 meat or meat alternative serving

Snacks include two of the following:

- 1 milk serving
- 1 serving of fruit or vegetable or 100% juice
- 1 grain or bread serving
- 1 meat or meat alternative serving

Serving sizes vary based on age of student being served.

How are CACFP meals reimbursed?

Meals are reimbursed through the Michigan Department of Education based on the number of meals served and eligibility of each student. At-Risk sites are reimbursed under the “free meals” rate.

2013-2014 Michigan CACFP Reimbursement	Breakfast	Lunch and Supper	Snack
Paid Meals	0.28	0.28	0.07
Reduced Price Meals	1.28	2.53	0.40
Free Meals	1.58	2.93	0.80

How are records kept?

Claims are filed monthly, and all records must be kept on file in accordance to Michigan Department of Education’s procedures. The following records must be kept on file for programs serving CACFP meals:

- Daily program attendance
- Daily point of service meal/snack attendance
- Menu for each meal/snack served
- Documentation of food program income and expenses

Activities are mandatory for CACFP funded At-Risk Afterschool programs?

Yes, at-risk centers offering CACFP-funded meals must offer structured and supervised activities on a regular basis. They can include:

- Arts and crafts
- STEM (Science Technology Engineering Mathematics) experiments
- Homework help and remedial education
- Life skills courses
- Physical education (not including competitive team sports)

How do we let parents and community members know about the program?

- Send home back pack flyers with students
- Place signage in a visible location
- Draw media attention by using press releases and social media
- Kick off the start of the school year with an on open house
- Invite elected officials to do site visits (particularly during election years)

Our program offers SFSP meals and would like to move to CACFP afterschool meals, how does that process work?

As a result of being certified for SFSP meal preparation, many of the steps for CACFP certification may have been completed, including At-Risk Eligibility Confirmation, signing a non-discrimination Statement, health inspection and verification of Tax Exempt status. SFSP sites still need to file a CACFP application, however.

How do we get started?!

Contact Marybeth Laisure at the Center for Civil Justice (989.755.3120 ext. 306 or mlaisure@ccj-mi.org) or the Michigan Department of Education (<http://www.michigan.gov/mde/>).



Contacts & Resources

Center for Civil Justice

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National Resources

*Food Research and Action Center
 (FRAC)*
www.frac.org
 (202) 986-2200

Afterschool Alliance
www.afterschoolalliance.org
 (866) KIDS-TODAY

US Department of Agriculture
<http://www.usda.gov>

The latest SFSP rates can be found at:
<http://www.fns.usda.gov/cnd/governance/notices/naps/naps.htm>

The latest CACFP rates can be found at:
<http://www.fns.usda.gov/cnd/care/ProgramBasics/Payments/Rates.htm>

Michigan Resources

Michigan Department of Education
www.michigan.gov/mde
 (517) 373-3324

Michigan After-School Partnership
www.miafterschool.org
 (517) 664-9805

Food Bank of Eastern Michigan
www.fbem.org
 (810) 239-4441

Michigan State University Extension
msue.anr.msu.edu/

Michigan No Kid Hungry
mi.nokidhungry.org
 (313) 226-9200

Healthy Kids, Healthy Michigan
www.healthykidshealthymich.com



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Please visit the ConAgra Foods® Foundation at www.ConAgraFoodsFoundation.org for more information about their commitment to ending child hunger in America.