

# Master of Public Health Field Experience Report

## ***KSDE CHILD NUTRITION AND WELLNESS: ADMINISTRATION OF CHILD NUTRITION PROGRAMS***

by

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submitted in partial fulfillment of the requirements for the degree

MASTER OF PUBLIC HEALTH

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## Summary

This report presents a detailed field experience with the Kansas State Department of Education (KSDE) Child Nutrition and Wellness division. Work on federally funded, state administered child nutrition programs will be discussed. Completed projects include development of Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) outreach flyers and articles explaining benefits and requirements of these programs; creation of a SFSP cycle menu to be used by sponsors with limited resource serving sites; development and implementation of educational SFSP activities aimed at increasing program participation; and presentation of the updated CACFP meal pattern to K-State Research and Extension Family and Consumer Sciences Agents at their annual training.

The experience of being a Child Nutrition and Wellness intern within KSDE deepened my understanding of public health program administration. Working directly with the Child Nutrition and Wellness director, Ms. Cheryl Johnson, MS, RD, LD, along with assistant directors, consultants, other government departments, and private organizations provided hands-on experience in program development, implementation, management, and evaluation, which, when combined with my MPH core coursework, strengthened my ability to be successful in my future public health career.

**Subject Keywords:** Kansas State Department of Education, Child Nutrition and Wellness, Child Nutrition Programs, CACFP, SFSP

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# **Chapter 1 - Field Experience**

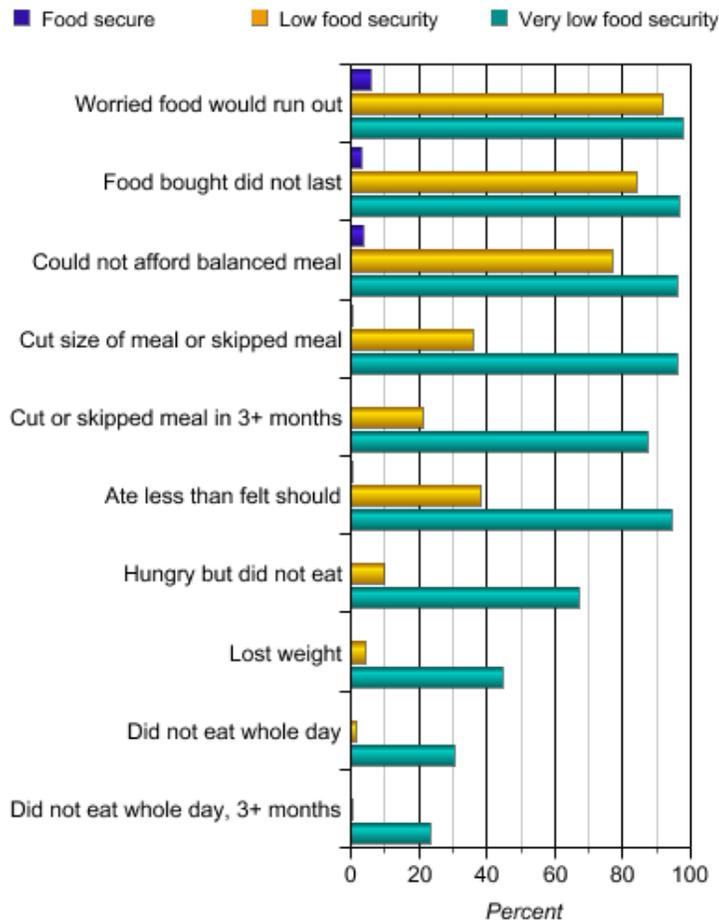
## **KSDE Child Nutrition and Wellness**

My field experience took place from May through August 2017 in the Kansas State Department of Education (KSDE) within the Child Nutrition and Wellness division. Child Nutrition and Wellness “provides leadership, information, training, and technical assistance to local agencies operating child nutrition and wellness programs.”<sup>1</sup> Their goal is “to enhance each program sponsor’s ability to provide quality nutrition and wellness programs for all Kansas children.”<sup>1</sup> Child Nutrition and Wellness provides various programs throughout the state, including Child & Adult Care Food Programs, School Nutrition Programs, School Wellness Policies, School Food Safety, Summer Food Service Programs, Fresh Fruit & Vegetable Programs, Eat Smart Play Hard, Farm to School, Body Venture, Healthy Kansas Schools, and Team Nutrition. Funding, guidance, and regulations for these programs come from the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). FNS is broken into seven different regions. Kansas is part of the Mountain Plains Region; Child Nutrition and Wellness receives direct guidance and assistance from individuals in the Mountain Plains’ Denver, Colorado office. The Child Nutrition and Wellness main office is located in Topeka, Kansas, but they also have staff members across the state working with program sponsors and directors. Supervising me during my field experience was Ms. Cheryl Johnson, MS, RD, LD, director of Child Nutrition and Wellness. Having been director for six years, Ms. Johnson has an extensive knowledge of the administration of public health programs. She provides guidance to her team of 30 employees while also collaborating with Mr. Dale Dennis, the Deputy Commissioner of KSDE, directors of child nutrition programs in other states, individuals working at the federal level in USDA, K-State Research and Extension and their agents across the state, commodity groups such as the Kansas Dairy Council and Kansas Beef Council, and organizations including the National Association of School Nurses, the Society of Health and Physical Educators, and the School Nutrition Association. Ms. Johnson and her team have a significant role in ensuring children across the state of Kansas have access to the resources necessary for optimal health and wellness. Ms. Johnson’s expertise not only

expanded my knowledge and skills but also provided an excellent example of effective, efficient public health administration.

USDA FNS funds the nutrition programs provided by Child Nutrition and Wellness. Formerly known as the Food and Consumer Service, FNS was established August 8, 1969 and administers nutrition assistance programs by partnering with state departments.<sup>2</sup> The states determine administrative details such as distribution of benefits and eligibility of participants while FNS provides the funds to cover administrative costs. “Congress appropriated \$82.7 billion for FNS programs in fiscal year 2010,” as stated on the FNS website.<sup>2</sup> While working with Ms. Johnson and the staff at Child Nutrition and Wellness, I increased my knowledge regarding all of the federally-funded, state-administered child nutrition programs, but my main focus was on two specific programs – the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP). These are two of 15 nutrition assistance programs administered by FNS, which provide a “safety net” for low-income children and families who are at increased nutritional risk due to social and environmental factors.<sup>3</sup> Specifically, these programs target individuals who may be at risk for “food insecurity,” which, as defined by the USDA Economic Research Service (ERS), is “a household-level economic and social condition of limited or uncertain access to adequate food.”<sup>4</sup> Food security is varied, ranging from very low, in which individuals have multiple reports of “disrupted eating patterns and reduced food intake,” to high, where there is “no reported indication of food-access problems or limitations.”<sup>4</sup> Based on a December 2015 USDA ERS Food Security Survey, 98% of individuals with very low food security report “having worried that their food would run out before they got money to buy more” and 96% report “that they could not afford to eat balanced meals.”<sup>4</sup> These statistics, along with those displayed in Figure 1.1 below, highlight the need for the USDA FNS nutrition assistance programs.

**Percentage of households reporting indicators of adult food insecurity, by food security status, 2015**



Source: Calculated by ERS, USDA, using data from the December 2015 Current Population Survey Food Security Supplement.

**Figure 1.1 Indicators of Food Insecurity <sup>4</sup>**

When adults report decreased intakes caused by inability to afford food, children in these low-resource families also suffer. Food insecurity can negatively affect health as well as social and academic outcomes. Access to good nutrition early in life can have a lasting positive impact. FNS programs aim to improve food security, specifically for children, by providing them with a regular source of nutritious meals and snacks. The USDA ERS provides statistics regarding food insecurity among children using data from the US Census Bureau’s Current Population Survey Food Security Supplement. According to USDA, “ERS is a primary source of economic research and analysis from the US Department of Agriculture, providing timely information on economic and policy issues related to agriculture, food, the environment, and rural America.”<sup>5</sup> USDA ERS is

able to summarize the state of child food insecurity and the impact of child nutrition programs by compiling data from the US Census Bureau and school meal program research. According to the USDA ERS report, “In 2015, 16.6 percent of households with children were classified as food insecure” and “children were reported to be food insecure in 7.8 percent of all households with children.”<sup>5</sup> If a parent is unable to provide adequate, nutritious food to their children at home, it is critical that the child receive nutritious food while in school, at their child care facility, or in afterschool care; this is where the USDA nutrition assistance programs are key. These programs ensure infants and children from low-resource families receive nutritious meals and snacks by subsidizing the cost of these meals and snacks. The health as well as social and academic success of many children from low-resource families would suffer without these programs, and research has supported this belief. Studies of low-income, food-insecure households have indicated diet quality and academic performance were improved with use of child nutrition programs.<sup>5</sup> Additionally, studies also found “the National School Lunch Program, Summer Food Service Program, and Child and Adult Care Food Program were associated with significantly lower rates of food insecurity for households with children, after accounting for assistance program eligibility and increased likelihood of food insecurity among low-income households.”<sup>5</sup> USDA nutrition assistance programs help combat and prevent undesirable outcomes of food insecurity in children such as decreased health, decreased social outcomes, and decreased academic performance.

My field experience work primarily involved the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). By providing meals and snacks to 3.3 million children and 120,000 adults each day, CACFP plays a vital role in making day care services affordable for many low-income families.<sup>6</sup> CACFP serves child care centers, day care homes, adult day care centers, afterschool care programs, and emergency shelters. Reimbursement for most sites is based upon the participant’s eligibility for free, reduced-price, or paid meals. Afterschool care programs receive reimbursement for all meals and snacks, but they must be located in an area where at least 50 percent of the children are eligible for free and reduced price meals. Public or private nonprofit emergency shelters that provide residential and food services

to children and youth experiencing homelessness may receive reimbursement for serving up to three meals each day to residents 18 and under. To receive reimbursement, programs must follow the meal pattern established by USDA. This includes a grain, fruit or vegetable, and milk at breakfast; a grain, meat or meat alternate, fruit, vegetable, and milk at lunch and dinner; and a combination of two of these components at snacks. Child Nutrition and Wellness employs seven consultants who provide guidance and monitoring of all CACFP regulations to programs across the state. These consultants monitor record keeping, meal counts, menus, licensing, production records, administrative costs, and also visit the programs to observe meals.

While CACFP operates year-round, SFSP is important during the summer months when school is not in session. SFSP is important for bridging the gap in nutrition that often occurs during the summer when students do not have access to school meals. According to USDA ERS, “SFSP served more than 153 million meals and snacks at a cost to USDA of \$472 million in fiscal 2016, primarily during summer vacation.”<sup>7</sup> SFSP ensures individuals have the energy and nutrients they need to remain socially and academically successful. Providers serving free healthy meals and snacks to children and teens in low-income areas are reimbursed. To be eligible for SFSP, a site must be located in an area in which at least 50 percent of students are eligible for free or reduced price school meals or in which at least half of the children come from families with incomes at or below 185 percent of the federal poverty level.<sup>7</sup> Service sites include schools, local government agencies, camps, churches, parks, health clinics, and hospitals. Sponsors follow the meal pattern established by USDA, which includes milk, fruit or vegetable, and a grain or bread at breakfast; milk, fruit or vegetable, a grain or bread, and a meat or meat alternate at lunch and supper; and a combination of two of these four components at snack. Child Nutrition and Wellness employs eight consultants who work across the state to help guide and monitor these programs.

USDA offers 15 nutrition assistance programs. All of their programs are important for decreasing food insecurity in low-resource American families, and my field experience scope of work focused on the administration of these programs, specifically CACFP and SFSP.

## **Scope of Work**

I collaborated with Child Nutrition and Wellness staff while also attending training sessions, child nutrition program reviews, and agency and interagency meetings. The knowledge gained each day allowed me to complete my capstone project. As previously stated, most of my work involved CACFP and SFSP, and my capstone project was outreach and promotion of these two community-based programs. The largest aspect of this project was the development of five CACFP flyers and one SFSP flyer explaining benefits and requirements of these programs. This project involved daily collaboration with Ms. Johnson, two assistant directors, program consultants, and the Child Nutrition and Wellness graphic artist. A similar outreach project was writing an article explaining benefits of SFSP to individuals involved with the Kansas State High School Activities Associations (KSHSAA). To promote SFSP during the middle of the summer, when participation drops, I developed and implemented educational activities for children visiting the Topeka and Shawnee County Library. Finally, as a CACFP outreach activity, I created and conducted a presentation regarding the updated CACFP meal pattern to K-State Research and Extension Family and Consumer Sciences Agents at the annual August Update. Other projects included creating a SFSP breakfast cycle menu to be used by sponsors with limited resource serving sites and gathering data regarding the SFSP “One More” campaign.

## **Learning Objectives**

Before starting my field experience at Child Nutrition and Wellness, I worked with Ms. Johnson to develop learning objectives. These learning objectives were developed with consideration of my program emphasis in public health nutrition, my current knowledge, and areas in which I wanted to increase my knowledge and experiences. Most of my objectives were related to how administrators and staff develop, manage, and maintain programs while also considering regulations and funding.

My first objective was to gain understanding of the steps taken to manage various child nutrition programs. Child Nutrition and Wellness administers various child nutrition programs, so being an intern in this department guaranteed I would increase my knowledge in this area. This objective was reached through nearly every activity and

project I completed during my field experience, including completion of online and in-person trainings, meeting with the Child Nutrition and Wellness director, assistant directors, and consultants, attending agency meetings, and researching and developing my projects. The process of managing USDA nutrition assistance programs is complex and requires many individuals working together, which I learned from first-hand experiences throughout my time with Child Nutrition and Wellness.

My second objective was to become familiar with the federal and state policies and rules regulating child nutrition programs. Again, I accomplished this objective in nearly every activity and project I completed. Federal and state policies guide the administration of all Child Nutrition and Wellness programs. Child Nutrition and Wellness team members look to these policies for guidance when doing their jobs. I was exposed to various federal and state policies during training sessions and team meetings and while researching and creating my projects. This exposure and experience furthered my knowledge of how these regulations guide nutrition assistance programs.

The third objective was to observe and understand the responsibilities and roles of a public health administrator within a Kansas state department, including his or her collaboration with other public and private stakeholders. My mentor, Ms. Johnson, involved me in discussions, meetings, and activities that would help meet this objective. The two assistant directors also included me in important administrative discussions and activities. In these daily interactions, along with my attendance at agency meetings, I met my objective; I was able to directly observe the day-to-day responsibilities and roles of these public health administrators.

My fourth objective was to gain an understanding of how USDA policy and regulation changes affect the management of child nutrition programs, particularly with the updated CACFP meal pattern. This objective was achieved in the creation of my presentation regarding the updated CACFP meal pattern. I developed an understanding of how these policy changes affect the overall administration of programs for administrators at the state level as well as program sponsors. These policy changes have a major impact on program administration at the state level. Child Nutrition and Wellness team members had to create new resources, tools, and training materials. The

updates had to be implemented by October 1, 2017, but Child Nutrition and Wellness staff are still researching the answers to sponsor questions and developing tools to assist in implementation and management.

The final objective was to observe and understand the process of applying for grants to obtain funds for child nutrition programs. This objective was achieved when I reviewed the 2016 and 2017 Team Nutrition grants. I developed a better understanding of how to apply for funds through grants and was provided with examples of thorough, well-planned grant application. Grants are often a major source of funding for public health projects, so this review provided an experience that could be beneficial for my future career.

## **Chapter 2 - Discussion of Activities and Projects**

KSDE Child Nutrition and Wellness provides leadership, information, training, and technical assistance to local agencies operating child nutrition and wellness programs. Their goal is to enhance each program sponsor's ability to provide quality nutrition and wellness programs for all Kansas children. Although there are many child nutrition and wellness programs across the state of Kansas, there are still many children facing food insecurity. Outreach and promotion of child nutrition programs are necessary to reach them. Much of my time was spent on projects pertaining to outreach and promotion – I would consider my capstone project to have been outreach and promotion of CACFP and SFSP. These specific projects will be explained below along with additional projects and activities completed during my time at Child Nutrition and Wellness.

### **CACFP and SFSP Outreach Flyers**

Child Nutrition and Wellness has used brochures, folders of information, their website, and word of mouth to reach potential program operators across the state. The department wanted to combine all these methods into a simple, easy-to-follow form that would not become "dated" – they wanted something sustainable that was specific to Kansas CACFP and SFSP programs. Team members wanted different flyers for each type of CACFP site, including day care homes, child care centers, preschools, afterschool programs, and adult care homes; only one SFSP flyer was necessary. After brainstorming specific forms of written communication with Ms. Johnson, the assistant directors, and CACFP and SFSP consultants, it was determined that front and back flyers would be the best option. The information provided through USDA and other states' materials were vague and generalized; my outreach flyers were created to contain specific details regarding benefits, eligibility, types of sites, program requirements, reimbursement, and meal patterns. CACFP regulations are fairly consistent, but there are some notable differences when comparing types of sites. For example, eligible afterschool programs receive free reimbursement while reimbursement for child care centers is based on claiming percentages of free, reduced

price, and paid participation. To create accurate, specific flyers, details for each type of site were researched using USDA CACFP and SFSP Administrative Guides, online KSDE program guidance, previously-used outreach materials, and knowledge of CACFP and SFSP administrators and consultants. All of this information was used to develop a first draft, in which unique flyer titles and headings were created and all researched information was compiled. After undergoing extensive review from Child Nutrition and Wellness administrators and consultants, a second draft was developed to form the first draft of actual flyers. The Child Nutrition and Wellness graphic artist helped develop color schemes considering the programs' audiences and flyer titles. I collaborated with the graphic artist daily to determine the best format, color combinations, and photos. Eventually, our first draft of each flyer was created, and again, this first draft underwent extensive review from administrators and consultants. After receiving their feedback, I again worked with the graphic artist to apply corrections and suggestions, creating the final copies of the flyers, which are available in Appendix A.

The development of these six flyers, which were the major output of my field experience, expanded my knowledge in public health program administration. First, the project allowed me to interact daily with various Child Nutrition and Wellness professionals, learning from their expertise, obtaining constructive criticism, and gathering a better understanding of how they manage the state CACFP and SFSP sites and programs. Additionally, the project involved extensive research of CACFP and SFSP. I gained an overall understanding of these two nutrition assistance programs while also digging deeper, learning the specifics of the unique types of sites. This information was not readily available in handbooks, on websites, or within flyers – I spent a significant amount of time searching for and compiling specific details, then determining which information should be included. I became well versed in all aspects of program management at the sponsor level as well as at the state level. I now have a greater understanding of how federally administered programs are managed, implemented, monitored, and maintained.

## **SFSP Promotional Article for the KSHSAA**

The CACFP and SFSP outreach flyers were aimed at all potential program sponsors, but Child Nutrition and Wellness also wanted to promote SFSP to a specific group – schools and communities associated with the Kansas State High School Activities Association (KSHSAA). KSHSAA is the organization that oversees competitive activities in the state of Kansas. Students participating in KSHSAA activities have access to the National School Lunch Program and School Breakfast Program during the school year but may be at nutritional risk during the summer months. They are still participating in activities such as camps, practices, and conditioning and still need healthy meals to maintain their athletic and academic performance. Child Nutrition and Wellness hoped to reach students who may be at risk for food insecurity during the summer months by promoting SFSP to KSHSAA and its associated schools and communities. My task was to write an article describing benefits of SFSP to KSHSAA, schools, and communities. After writing the article and receiving feedback from the Child Nutrition and Wellness director and assistant director, the Child Nutrition and Wellness graphic artist formatted the text, adding graphics to create an appealing article; it is included in Appendix B.

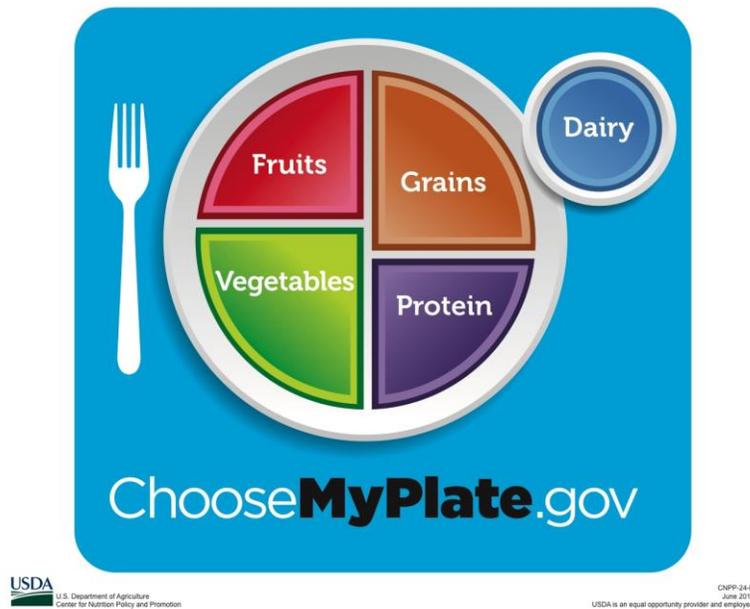
This project allowed me to become well versed in the benefits and requirements of SFSP. It also required consideration of my audience, which is important when developing information that will be distributed to the public.

## **SFSP “Lunch Across Kansas Spike Event”**

I also promoted SFSP through direct work with participants. Most SFSP sites remain quite busy throughout the summer, but participation often sees a drop after the first week in July. To “spike” participation, Child Nutrition and Wellness promotes “Spike Events.” The events keep the community engaged and remind families of the importance and availability of summer meals. The Shawnee County Summer Food Service Program Coalition hosts the “Lunch Across Kansas Spike Event” at the Topeka and Shawnee County Library, which is one of many Topeka SFSP sites, each year. The event, held at the same time as SFSP meal service time, features booths, games, and giveaways meant to attract kids and families. I was responsible for the KSDE Child

Nutrition and Wellness booth, and various other representatives were also present including Harvesters, United Way, USD 501 Topeka Public Schools, the Shawnee County Health Agency, the Boys and Girls Club, and YMCA. I created an educational nutrition activity, “Fishing for Food,” and gathered materials, information, and prizes for the event, which was held on June 30, 2017.

My first project for the event was to create a game that was fun but also educational. I created a game in which children “fished” for a healthy meal using paper food models, a blow-up swimming pool, and homemade fishing poles. Children tried to catch their hook on paper food models of fruits, vegetables, whole grains, protein foods, and dairy products. After retrieving a food, the child placed the food on its corresponding food group on a MyPlate poster, displayed below in Figure 2.1. They received a prize if the food was placed in the correct food group. If incorrect, they still received a prize but also received guidance on which food group was correct. Images of the nutrition education “fishing” activity are included below, in Figure 2.2.



**Figure 2.1 MyPlate Poster**



**Figure 2.2 Nutrition Education “Fishing” Activity**

The booth also included a “photo booth” in which children could pose for pictures in silly outfits and dress-up clothes. The photo booth frame, which I created, featured colorful fruits and vegetables with the phrase “Fuel Up for Summer Fun.” Parents and guardians took pictures of the children and photos were also captured for KSDE promotional materials. A picture of the photo booth frame is below, in Figure 2.3.



**Figure 2.3 Photo Booth Frame**

My time at the “Lunch Across Kansas Spike Event” allowed me to directly interact with the children at risk for food insecurity who need nutrition assistance programs to remain healthy. I have had experience volunteering at my local SFSP, which serves an average of 30 children per day, but participating in the Topeka and Shawnee County Library SFSP site provided greater evidence of the importance of nutrition assistance programs. In two hours of meal service, the site served approximately 270 children. This Spike Event was important for providing experience interacting with low-resource individuals and strengthening my conviction that these programs are critical for the wellness of many children.

### **Updated CACFP Meal Pattern Presentation**

Along with direct outreach and promotion with participants of child nutrition programs, I also had direct interaction with partners of child nutrition programs. USDA was required to make updates to the CACFP meal pattern because of the recommendations of the Healthy, Hunger-Free Kids Act of 2010. These updates were based on the 2010 Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input and had to be implemented by October 1, 2017. Child Nutrition and Wellness has offered various forms of training and guidance to assist sponsors in implementing the updated meal pattern, and assistance from various sources is beneficial. One such source for guidance and assistance is K-State Research and Extension Family and Consumer Sciences (FCS) Agents. FCS agents work in communities throughout the state to provide research-based information, resources, and education to families and community members, creating strong, healthy Kansas communities. With knowledge of the updated CACFP meal pattern, FCS agents would be even better equipped to assist community members, particularly CACFP sponsors, in ensuring children and adults have access to healthy, affordable meals. Therefore, I created and conducted a presentation regarding the updated CACFP meal pattern to FCS agents on August 30, 2017.

Child Nutrition and Wellness has offered various forms of training and guidance regarding the updated meal pattern, including in-person classes, online trainings, and direct guidance from consultants. I utilized all of these resources to create my

presentation for K-State Research and Extension FCS agents. I researched and studied the updates, reviewed descriptions of each change, and considering questions frequently asked by CACFP sponsors. I considered the importance and relevance of each update to FCS agents. For example, if the update involved details regarding staff training or production records, which are specific administrative details, I did not elaborate. I made sure to go into detail about updates that were more controversial, such as the grain-based desserts and milk requirements.

Creating and presenting the updates not only required a strong understanding of the updated CACFP meal pattern, but it also required I understand my audience. This project allowed me to interact with other public health professionals, the K-State Research and Extension FCS Agents. Researching and understanding my audience was critical to my success in this presentation. I considered their roles as extension agents and how they could best assist program sponsors in their communities. Additionally, by attending their conference and interacting with them directly, I experienced and became more knowledgeable in another aspect of public health nutrition. Overall, I am thankful for the opportunity to present to the FCS agents, as it resulted in greater understanding of the CACFP updates and provided an opportunity for networking with other individuals passionate about improving the health of Kansans.

### **SFSP Breakfast Cycle Menus**

Most of my Child Nutrition and Wellness projects were for the purpose of outreach and promotion; however, I did have a few additional projects focusing on program development, implementation, and management. One of these projects was the creation of SFSP breakfast cycle menus for limited resource sites. The location of SFSP sites is varied, with many programs held in parks, libraries, health clinics, or other community centers that do not have access to kitchens. With limited resources, these sites are not capable of preparing large amounts of foods or preparing hot foods, so ready to eat, easy to prepare foods are necessary. I created a two-week cold breakfast cycle menus to assist these programs in planning and implementation. The SFSP breakfast meal pattern requires eight ounces of fluid milk, a half cup of fruit, and one ounce of grain. SFSP sites can also implement offer-versus-serve (OVS). "OVS is a

concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.”<sup>8</sup> Many sites utilize OVS, so my breakfast cycle menu also included two additional meal components, such as a meat/meat alternate, an additional fruit, or an additional grain. Some of these OVS options are hot foods, creating increased variety and allowing sites with access to hot-preparation appliances to utilize the menu as well. The menu is included in Appendix C.

My creation of the two-week breakfast cycle menu also involved the creation of corresponding production records and grocery shopping lists for each week. Sponsors are required to fill out and retain production records for each week of service. SFSP consultants then review these production records to ensure appropriate foods with correct serving sizes were prepared and served. The production record is also an important tool for volunteers and employees. It provides serving sizes, total number of servings, and the amount to prepare. The production record is included in Appendix C. Grocery shopping lists align with this production record by providing a list of all foods that must be purchased in standard purchasing amounts such as pounds, cans, and gallons. The shopping list is included in Appendix C.

Preparation of the SFSP breakfast cycle menu, production record, and shopping list provided hands-on experience in the tasks necessary for program management at the state level. I utilized the expertise of various Child Nutrition and Wellness team members while also considering the needs of those actually administering the programs throughout the state. I considered the combinations of foods, the ease of preparation of these foods, food safety, the nutritional qualities of these foods, and acceptance of the foods by SFSP participants. Not only did I get to work as a state-level administrator, but I was also able to consider the daily work of a program sponsor by creating tools and resources they could use to assist in program implementation.

### **“One More” Campaign**

An additional project completed during my time at Child Nutrition and Wellness was compiling the results of the SFSP “One More” campaign. SFSP consultants

initiated the “One More” campaign at the beginning of the summer. It encouraged SFSP sponsors to improve their program by “One More” – one more week of service, one more meal or snack, one more new site, one more outreach event, or one more activity or unique goal. At spring training sessions, SFSP sponsors were provided a checklist in which they determined in which area they planned to pledge “One More.” Overall, 13 sponsors pledged one more week of service, ten pledged one more meal or snack, 20 pledged one more new site, 16 pledged one more outreach event, and 11 came up with unique activities or goals. I determined which site had the most unique, exciting goal, contacted them, and wrote a short description to be featured in the SFSP June newsletter. The unique “One More” pledge sponsor selected was Wildwood Outdoor Education Center, and my description of their pledge is below.

Wildwood Outdoor Education Center, located in La Cygne, hosts weeklong summer residential camps designed to increase summer learning opportunities and diminish the opportunity gap for low-income children. Wildwood pledged to offer “One More” day of service per week and to increase their camper enrollment. In 2016, Camp Wildwood was held Monday through Thursday. This year, camp was held Monday through Friday, and campers received all meals from Monday’s lunch to Friday’s lunch. To increase enrollment, Wildwood partnered with community youth organizations in Kansas City, and they offered three weeks of open enrollment, in which any child could attend camp.

Completing this project demonstrated the importance of engaging sponsors in unique, creative ways. It also allowed for interaction with an actual SFSP sponsor – by contacting Wildwood Outdoor Education Center by phone, I learned about a unique SFSP site and demonstrated to this site, along with all others receiving the newsletter, that Child Nutrition and Wellness cares about their work. Because of this project, I have a greater understanding of program management, particularly maintenance – in order to maintain high quality child nutrition programs, interaction and engagement are necessary.

## **Team Nutrition Grant Review**

One goal of my field experience was to observe and understand the process of applying for grants to obtain funds for child nutrition programs. Two members of the Child Nutrition and Wellness staff are dedicated to “Team Nutrition.” As stated by USDA FNS, “Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.”<sup>9</sup> One major task of the two Team Nutrition staff members at Child Nutrition and Wellness is to apply for yearly USDA training grants. These grants are open to all state agencies and are highly competitive and require an extensive application. Applicants are required to select one of two grant objectives provided by USDA. The application then requires a description of how the state will meet the selected objective with activities from all three of the provided Team Nutrition behavior-focused strategies. Each proposal must also include nutrition education offered through six communication channels, which include school or child care centers, classrooms, cafeterias/dining areas, home connections, community involvement, and media. The proposal should then describe an evaluation plan to assess how the project’s goals were met.

Child Nutrition and Wellness Team Nutrition allowed me to review copies of the fiscal year 2016 and fiscal year 2017 requests for applications and grant applications. These applications were extensive and detailed; it was evident they required a significant amount of time and research. This activity allowed me to learn more about how Child Nutrition and Wellness receives funding for their projects while also providing an example of a thorough, well-planned grant application. Grants are often a major source of funding for public health projects, and it is important that I understand the process for my future career in public health. Reviewing the Team Nutrition training grant applications connected many aspects of my field experience but also provided an increase in knowledge for my future career.

## **Training Sessions and Meetings**

Other activities performed included completing in-person and online trainings such as the Menu Planning for the SFSP Class, At-Risk Afterschool Meals Class, School Nutrition Program Calculating Components Class, School Nutrition Program Menu Planning Class, and the Administrative Update for School Nutrition Programs. I also attended a Kansas School Nutrition Association (SNA) board meeting and Child Nutrition and Wellness agency meetings. These trainings and meetings increased my knowledge of program administration. The trainings and SNA meeting hosted school foodservice directors and program sponsors and all Child Nutrition and Wellness employees were in attendance at the agency meetings; there were many opportunities for networking, and I had a chance to learn about program administration and the role of nutrition in public health from public health professionals, food service providers, and other nutrition experts.

## Chapter 3 - Experiences and Academic Application

Over the course of my field experience with Child Nutrition and Wellness, I was able to apply each of the public health core competencies. These core competencies are biostatistics, environmental health, epidemiology, health services administration, and social and behavioral sciences.

Biostatistics, the first core competencies, was used in my review of the Team Nutrition grant applications. Grant applications must explain an evaluation plan that will be used to assess how the project's goals were met. In the grant proposals, Team Nutrition staff describes comprehensive evaluation plans, which include development of relevant measurement tools, accurate collection of data, and thorough investigations of research questions. The grant applications were created through collaboration with a "social scientist" and include specific research questions for each proposed project, performance measures that will be used for evaluation, and measurement tools for obtaining data. The proposal then describes methods that will be used for evaluating data, such as regressions, *t*-test mean comparisons, or Chi-squared tests, depending on power and the type of data measured. Because of my public health course in biostatistics, I not only had an understanding of the evaluation methods, but I also understood how Team Nutrition and the social scientist deemed these to be the best fit for each project. I now understand useful methods for program evaluation and will be capable of evaluating program effectiveness through statistical processes in my future career.

Environmental health is the second core competency. I utilized knowledge gained from my environmental health course when creating the SFSP breakfast cycle menus for limited resource sites. With limited resources, many SFSP sites are not capable of preparing large amounts of foods or preparing hot foods, so ready to eat, easy to prepare foods are necessary. One of the objectives of the environmental health course is to be able to specify approaches for assessing, preventing, and controlling environmental hazards that pose risks to human health and safety. One such environmental hazard is foodborne pathogens. Creating the cycle menu required consideration of the environment in which sponsors would be preparing meals and its

effect on food safety. For example, instead of putting watermelon or cantaloupe on the menu, which are considered “TCS foods” or foods that need time and temperature control, I chose fruits with peels, canned fruits, and fruits that did not require cutting. They do not require washing, cutting, or close temperature monitoring and therefore reduce the burden of sponsors in ensuring food safety. Overall, because I understood the importance of considering environmental health hazards, such as foodborne pathogens, I was better able to create SFSP menus; these menus reduce sponsor burdens while also protecting participants, who, as young children, are vulnerable to foodborne illnesses.

The third core competency is epidemiology, which was important in my understanding of the research behind the updated CACFP meal pattern. The updates reflect the need to address a shift in disease, from essential nutrient deficiencies to chronic diseases. The updates are heavily based on the 2010 Dietary Guidelines for Americans, which cite various research studies, systematic reviews, meta-analyses, and reports by federal agencies and scientific organizations. Epidemiologic principles learned in this core course helped me consider associations between intake of certain foods and disease, allowing for better understanding of the recommendations provided in the 2010 Dietary Guidelines and the need for CACFP updates. I was better able to communicate the importance of CACFP updates aimed at increasing fruit and vegetable intake, increasing whole grain intake, and decreasing added sugar intake. In the future, I will be able to gather, analyze, and interpret nutrition and health research to not only educate myself, but to also educate others.

Health services administration is the fourth core competency. One of the objectives of the health services administration course is to recognize how the roles and interaction between various stakeholders in the healthcare system impact the accessibility of healthcare. I applied this concept in my interactions with stakeholders such as foodservice directors, program sponsors, and collaborating organizations such as K-State Research and Extension. I understood the role these interactions play in providing access to not only healthcare but also child nutrition programs, so I understood their importance and why Child Nutrition and Wellness makes them a priority. Knowledge gained from this course was also important for my overall

understanding of the roles and responsibilities of a public health administrator. Much of the health services administration course was based on understanding the leadership and administrative skills necessary for managing complex health care environments. I directly observed concepts of this course while working with Ms. Johnson daily. Just as we discussed in the course, Ms. Johnson is an adaptive leader who is always prepared to lead change, deal with opposition to a new direction, and distribute her leadership responsibilities. I am prepared to apply effective leadership skills as a public health professional because of the health services administration course and my field experience.

The final core competency is social and behavioral sciences. I applied this competency in all of my activities and projects at Child Nutrition and Wellness. The two programs with which I worked, CACFP and SFSP, are meant to help individuals, particularly underserved children, overcome the social and behavioral factors preventing access to healthy meals and snacks. I understood the causes of food insecurity in these populations and the issues nutrition assistance programs are working to alleviate because of the social and behavioral sciences course. For example, when considering SFSP, I understood that these children did not have access to school meals during the summer months, but I also understood that, because of various social and environmental factors (household income, single-parent families, minority status, availability of grocery stores, mental illnesses, etc.), some families cannot afford to feed their children, making these children food insecure. By considering all underlying causes of child nutrition, health, and wellness, including social and behavioral factors, I could better relate to low-resource populations during all my activities and projects.

## **Conclusion**

My MPH education at Kansas State University, combined with my field experience at KSDE Child Nutrition and Wellness, will be instrumental to my success as a public health professional. In my core and emphasis area courses, I learned about the principles, theories, and practices used by individuals in the public health field. I applied these concepts while completing various projects and activities in a real world setting throughout my field experience. During my time in the MPH program, I grew as an individual and as a public health professional, and I feel equipped with the knowledge and skills necessary to have an impact on the health of those in my community.

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## Appendix A – CACFP and SFSP Outreach Flyers

# Grow with Good Nutrition in Child Care Centers

CACFP  
Child and Adult Care Food Program



### What is the Child and Adult Care Food Program?

- Federally funded program designed to provide reimbursement for healthy meals and snacks served to children and adults receiving day care. In this case, the program would help child care centers serve nutritious meals and snacks to young children in care.
- Part of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS), the same office that administers the National School Lunch Program (NSLP).

### What are the benefit ?

- Receive reimbursement to supplement the cost of healthy meals and snacks.
- Participation in CACFP is a key indicator of high-quality child care.
- Children receive the right foods needed to develop and learn.
- Young children learn healthy eating habits.
- Receive guidance on menu planning and recipe ideas.
- Free training to employees and staff on child nutrition topics, which credit toward Kansas Department of Health and Environment (KDHE) training requirements.

### Who is eligible?

- Children 12 years of age and under.
- Children of migrant workers who are 15 years of age and younger.
- Functionally impaired children through 18 years of age in child care centers.

### What types of sites can participate?

- Licensed nonprofit child care centers that are a public entity or have a tax-exempt status under the Internal Revenue Code of 1986.
- Licensed for-profit child care centers that meet one of the following criteria:
  - 25% of the children in care are eligible for free or reduced-priced meals.
  - 25% of the children in care received child care subsidy benefit from Title XX of the Social Security Act and the center receives compensation.
- Head Start centers.
- Outside School Hours Care Centers (OSHCC) licensed to provide care and supervision to children outside of school hours.
- Centers providing day care services for children with disabilities.

## What are the **program requirements**?

- Be licensed by KDHE or a branch of the military.
- Complete an initial application form for program approval.
- Serve meals and snacks that meet the requirements of the CACFP meal patterns. The meal requirements are simple and allow for a variety of foods, including ethnic and cultural foods.
- Attend required child nutrition trainings provided or approved by Kansas State Department of Education (KSDE) Child Nutrition and Wellness staff, including:
  - Completion of the CACFP Jump Start training within six months of assuming program responsibility.
  - Completion of the CACFP Administrative Workshop each program year.
  - KSDE approved food safety training every three years.
  - Other training as deemed necessary.
- Document daily menus and accurate daily meal count and attendance records.
- Maintain enrollment and income eligibility documentation on each child in care, with new forms being completed and submitted by the parent/guardian annually (not required for Head Start centers).
- Provide training to staff with CACFP responsibilities and maintain documentation of this training. Topics may include:
  - Annual Civil Rights Training
  - CACFP Meal Pattern
  - Daily Meal Counts and Record Keeping
  - Food Safety
  - Family Style Meal Service

## How does the **money work**?

- Monthly reimbursement is calculated based on the number of meals and snacks served, the number of children eating, and claiming percentages of free, reduced price, and paid participation determined by the Enrollment and Income Eligibility Forms (E/IEF).
- Eligible centers may be reimbursed for up to two meals and one snack or one meal and two snacks per day per child.

## What **meals** may be **served**?

- Breakfast consists of a serving of milk, fruit and/or vegetable, and grains/bread.
- Lunch and Supper require a serving of milk, meat or a meat alternate (such as cheese, a whole egg, cooked dry beans or peas, nut butters, or yogurt), fruits, vegetables, and grains/bread.
- Snacks include servings from two of the five component groups: milk, meat or meat alternate, fruits, vegetables, or grains/bread.



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# Good Nutrition Strengthens

## Adult Care Centers

### CACFP

Child and Adult Care Food Program



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### What is the **Child and Adult Care Food Program**?

- Federally funded program designed to provide reimbursement for nutritious meals and snacks served to adults and children receiving day care. In this case, the program helps adult care centers.
- Part of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS), the same office that administers the National School Lunch Program (NSLP).

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### What are the **benefits**?

- Receive reimbursement to supplement the cost of healthy meals and snacks.
- Participation in CACFP plays a vital role in improving the quality of adult care.
- Participants receive the right foods needed to remain healthy and strong.
- Receive guidance on menu planning and recipe ideas.
- Free training to employees and staff on nutrition topics.

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### Who is **eligible**?

- Adults age 60 years and older enrolled in an adult day care center.
- Functionally impaired adults age 18 years and older enrolled in an adult day care center.

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### What **types of sites** can participate?

- Licensed nonprofit adult care centers that are a public entity or have a tax-exempt status under the Internal Revenue Code of 1986.
- Licensed for-profit adult care centers in which 25% of adult participants receive compensation under Title XIX (Medicaid Program).

### What are the **program requirements**?

- Be licensed for the care of nonresidential adults by the Kansas Department for Children and Families (DCF) or the Kansas Department for Aging and Disability Services (KDADS).
- Provide structured, community-based day care services to nonresident adults.
- Complete an initial application form for program approval.
- Attend required nutrition trainings provided or approved by Kansas State Department of Education (KSDE) Child Nutrition and Wellness staff, including:
  - Completion of the CACFP Jump Start training within six months of assuming program responsibility.
  - Completion of the CACFP Administrative Workshop each program year.
  - KSDE approved food safety training every three years.
  - Other training as deemed necessary.
- Provide training to staff with CACFP responsibilities and maintain documentation of this training. Topics may include:
  - Annual Civil Rights Training
  - CACFP Meal Pattern
  - Daily Meal Counts and Record Keeping
  - Food Safety
  - Family Style Meal Service
- Serve meals and snacks that meet the requirements of the CACFP meal patterns. The meal requirements are simple and allow for a variety of foods, including ethnic and cultural foods.
- Keep daily menus and accurate daily meal count and attendance records.
- Maintain enrollment and income eligibility documentation on each individual in care, with new forms being completed and submitted each year.

### How does the **money work**?

- Monthly reimbursement is calculated based on the number of meals and snacks served, the number of adults eating, and claiming percentages of free, reduced price, and paid participation as determined by the Enrollment and Income Eligibility Forms (E/IEF).
- Eligible centers may be reimbursed for up to two meals and one snack or one meal and two snacks per day per participant.

### What **meals** may be **served**?

- Breakfast consists of a serving of milk, fruit and/or vegetable, and grains/bread.
- Lunch and Supper require a serving of milk, meat or a meat alternate (such as cheese, a whole egg, cooked dry beans or peas, nut butters, or yogurt), fruits, vegetables, and grains/bread.
- Snacks include servings from two of the five component groups: milk, meat or meat alternate, fruits, vegetables, or grains/bread.



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# Extend Good Nutrition

## with At-Risk Afterschool Meals

### CACFP

Child and Adult Care Food Program



#### What is the **Child and Adult Care Food Program**?

- Federally funded program designed to provide reimbursement for healthy meals and snacks served to children and adults receiving day care. In this case, the program would help afterschool programs serving low-income areas offer nutritious meals and snacks to program participants.
- Part of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS), the same office that administers the National School Lunch Program (NSLP).

#### What are the **benefits**?

- Receive reimbursement to supplement the cost of healthy meals and snacks, freeing up resources that can be used for other activities.
- Offer a healthy meal and/or snack to which low-income youth may not otherwise have access.
- Youth receive the right foods needed for the energy to concentrate on homework and join their friends in physical, educational, and social activities.
- Young children learn healthy eating habits.
- Receive guidance on menu planning and recipe ideas.
- Free training to employees and staff on child nutrition topics.

#### Who is **eligible**?

- School age children through age 18.
- If the participant turns 19 years of age during the school year, reimbursement may still be claimed for the remainder of the school year.

#### What **types of sponsors** or organizations can participate?

- Public agencies such as schools or city governments.
- Tax-exempt nonprofit organizations.
- Traditional child care centers already participating in CACFP that serve children who attend the center after their school day.
- CACFP-eligible, for-profit organizations that meet one of the following criteria:
  - 25% of the children in care are eligible for free or reduced-priced meals.
  - 25% of the children in care received child care subsidy benefits from Title XX of the Social Security Act and the center receives compensation.

## Extend Good Nutrition with At-Risk After School Meals | CACFP

### What are the **program requirements**?

- Be licensed by KDHE or a branch of the military or be an extraordinary education program operated by a school district.
- Be located in an eligible area (within a school attendance area with at least 50% of students eligible for free and reduced price meals).
- Provide care for school age children after school, on the weekends, on holidays, or during school vacations within the regular school year.
- Provide organized, regularly scheduled educational or enrichment activities in a structured and supervised environment.
- Complete an initial application form for program approval (if the district's NSLP representative is the same as the district's CACFP representative, this application process is streamlined).
- Serve meals and snacks that meet the requirements of the CACFP meal patterns. The meal requirements are simple and allow for a variety of foods, including ethnic and cultural foods.
- Document daily menus and accurate daily meal count and attendance records.
- Attend required child nutrition trainings provided or approved by Kansas State Department of Education (KSDE) Child Nutrition and Wellness staff, including:
  - Completion of the CACFP Jump Start training within six months of assuming program responsibility.
  - Completion of the CACFP Administrative Workshop each program year.
  - KSDE approved food safety training every three years.
  - Other training as deemed necessary.
- Provide training to staff with CACFP responsibilities and maintain documentation of this training. Topics may include:
  - Annual Civil Rights Training
  - CACFP Meal Pattern
  - Daily Meal Counts and Record Keeping
  - Food Safety
  - Family Style Meal Service.

### How does the **money work**?

- Eligible afterschool programs may receive free reimbursement for up to one snack and/or one meal per child per day served after the school day has ended.
- Meals served on days that school is not in session may be claimed as At-Risk Afterschool Meals regardless of when the meal is being served, with one meal and one snack being the maximum.

### What **meals** may be **served**?

- Snacks must include servings from two of the five component groups: milk, meat or meat alternates; fruits, vegetables, or grains/bread.
- Supper requires milk, meat or a meat alternate (such as cheese, a whole egg, cooked dry beans or peas, nut butters, or yogurt), a serving of fruit, a serving of vegetables, and a serving of grains/bread.



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# Access Good Nutrition in Emergency Shelters

## CACFP

Child and Adult Care Food Program



### What is the Child and Adult Care Food Program?

- Federally funded program designed to provide reimbursement for healthy meals and snacks served to children and adults receiving day care. In this case, the program would help emergency shelters, homeless shelters, and domestic violence shelters serve nutritious meals and snacks to children in residence.
- Part of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS), the same office that administers the National School Lunch Program (NSLP).

### What are the benefit ?

- Receive reimbursement to supplement the cost of healthy meals and snacks, freeing up resources that can be used for other activities.
- Offer a healthy meal and/or snack to which children in shelters may not otherwise have access.
- Youth receive healthy foods needed for learning and development.
- Young children learn healthy eating habits.
- Receive guidance on menu planning and recipe ideas.
- Free training to employees and staff on child nutrition topics.

### Who is eligible?

- Children 18 years of age and younger who are emergency shelter residents.
- Individuals with disabilities, regardless of their age, who are emergency shelter residents.

### What types of sites can participate?

- Emergency shelters, homeless shelters, and domestic violence shelters that are public or private nonprofit organizations.
- Temporary residential sites sponsored by a public or private nonprofit agency.

### What are the **program requirements**?

- Provide temporary residential and food services to children and their parents or guardians.
- Meet all health and safety codes as required by state and local laws.
- Complete an initial application form for program approval.
- Attend required nutrition trainings provided or approved by Kansas State Department of Education (KSDE) Child Nutrition and Wellness staff, including:
  - Completion of the CACFP Jump Start training within six months of assuming program responsibility.
  - Completion of the CACFP Administrative Workshop each program year.
  - Food safety training approved by KSDE every three years.
  - Other training as deemed necessary.
- Provide training to staff with CACFP responsibilities and maintain documentation of this training. Topics may include:
  - Annual Civil Rights Training
  - CACFP Meal Pattern
  - Daily Meal Counts and Record Keeping
  - Food Safety
  - Family Style Meal Service
- Serve meals and snacks that meet the requirements of the CACFP meal patterns. The meal requirements are simple and allow for a variety of foods, including ethnic and cultural foods.
- Keep daily menus and accurate daily meal count and attendance records.
- Maintain, at minimum, a list of children served by name, date of birth, and dates of residency in the shelter.

### How does the **money work**?

- Eligible shelters may receive free reimbursement for up to three meal services per child per day on both weekdays and weekends.
- The three meal services can include breakfast, lunch, and supper; or a combination of two meals and one snack.

### What **meals** may be **served**?

- Breakfast consists of a serving of milk, fruit and/or vegetable, and grains/bread.
- Lunch and Supper require milk, meat or a meat alternate (such as cheese, a whole egg, cooked dry beans or peas, nut butters, or yogurt), fruits, vegetables, and grains/bread.
- Snacks include servings from two of the five component groups: milk, meat or meat alternate, fruits, vegetables, or grains/bread.



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# Achieve with Good Nutrition for Preschoolers

CACFP  
Child and Adult Care Food Program



## What is the Child and Adult Care Food Program?

- Federally funded program designed to provide reimbursement for healthy meals and snacks served to children and adults receiving day care. In this case, the program would help school districts serve nutritious meals and snacks to young children in preschool.
- Part of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS), the same office that administers the National School Lunch Program (NSLP).

## Is CACFP different from the NSLP?

- The CACFP has different meal pattern requirements than school nutrition programs such as the School Breakfast Program (SBP) and the National School Lunch Program (NSLP).
- Although different, both programs can be operated within one school.
- Similar menus can be used for all students with minor adjustments made based on different meal pattern requirements
- Staff must ensure that students are served appropriate foods, fitting meal pattern requirements, based on grade level.

## What are the benefit ?

- Receive reimbursement to supplement the cost of healthy meals and snacks.
- The National School Lunch Program and CACFP can be operated at the same time, allowing children to receive meals similar to those served to older students.
- Children receive healthy foods needed for learning and development.
- Young children learn healthy eating habits.
- Receive guidance on menu planning and recipe ideas.
- Free training to employees and staff on child nutrition topics.

## What types of sites can participate?

- Public preschool, Pre-K, and kindergarten prep programs operated and authorized by the Board of Education of a Unified School District (USD).
- Private preschool, Pre-K, and kindergarten prep programs licensed by the Kansas Department of Health and Environment (KDHE).
- Head Start centers.
- Licensed child care centers located in a school.

## What are the **program requirements**?

- Complete an initial application form for program approval (if the district's NSLP representative is the same as the district's CACFP representative, this application process is streamlined).
- Serve meals and snacks that meet the requirements of the CACFP meal patterns. The meal requirements are simple and allow for a variety of foods, including ethnic and cultural foods.
- Attend required child nutrition trainings provided or approved by Kansas State Department of Education (KSDE) Child Nutrition and Wellness staff, including:
  - Completion of the CACFP Jump Start training within six months of assuming program responsibility.
  - Completion of the CACFP Administrative Workshop each program year.
  - KSDE approved food safety training every three years.
  - Other training as deemed necessary.
- Provide training to staff with CACFP responsibilities and maintain documentation of this training. Topics may include:
  - Annual Civil Rights Training
  - CACFP Meal Pattern
  - Daily Meal Counts and Record Keeping
  - Food Safety
  - Family Style Meal Service
- Keep daily menus and accurate daily meal count and attendance records.
- Maintain enrollment and income eligibility documentation on each child in care, with new forms being completed and submitted by the parent/guardian annually (not required for Head Start centers).

## How does the **money work**?

- Monthly reimbursement is calculated based on the number of meals and snacks served, the number of children eating, and claiming percentages of free, reduced price, and paid participation as determined by the Enrollment and Income Eligibility Forms (E/IEF).
- Eligible schools may be reimbursed for up to two meals and one snack or one meal and two snacks per day per child.

## What **meals** may be **served**?

- Breakfast consists of a serving of milk, fruit and/or vegetable, and grains/bread.
- Lunch and Supper require milk, meat or a meat alternate (such as cheese, a large egg, cooked dry beans or peas, nut butters, or yogurt), a serving of fruit, a serving of vegetables, and a serving of grains/bread.
- Snacks include servings from two of the five component groups: milk, meat or meat alternate, fruits, vegetables, or grains/bread.



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# Good Nutrition Continues

## with Summer Meals

### SFSP

Summer Food Service Program



### What is the Summer Food Service Program?

- Federally funded program designed to provide reimbursement for healthy meals and snacks served to children and teens in low-income areas during the summer months when school is not in session.
- Part of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS), the same office that administers the National School Lunch Program (NSLP).

### Who is eligible?

- Children and teens 1-18 years of age and younger.
- Persons with disabilities, over 18 years of age, who participate in school programs for people who are mentally or physically disabled.

### What are the benefits?

- Receive reimbursement to supplement the cost of healthy meals and snacks.
- Earn recognition in the community as a stable source of services.
- Offer a healthy meal and/or snack to which low-income youth may not otherwise have access during the summer months and long vacations from school.
- Free training to employees and staff on child nutrition topics.
- Opportunities to offer nutrition where events and activities are happening.

### Who may be a sponsor?

- A tax-exempt organization that provides year-round service to the area in which they intend to provide the SFSP. Examples include:
  - A public or private nonprofit school food authority (SFA).
  - A public or private nonprofit college or university.
  - A public or private nonprofit residential summer camp.
  - A unit of local, county, municipal, state, or federal government.
  - Any other type of private nonprofit organization.

## How does an organization become a sponsor?

1. Locate all required forms and application information on the the Kansas State Department of Education (KSDE) Child Nutrition and Wellness website, [www.kn-eat.org](http://www.kn-eat.org), under the Summer Food Service Program tab.
2. Submit a Program Initiation Application for approval by KSDE staff, which includes:
  - Documentation of tax-exempt status under the Federal Internal Revenue Code of 1986 if a private nonprofit entity; this is not required by church sponsors.
  - Documented proof of providing an ongoing year-round public service to the area that would be served by the SFSP.
3. Complete the SFSP Agreement, a contractual agreement between your organization and KSDE.
4. Complete an Initial Site Application for each proposed site, which includes:
  - Evidence of site eligibility based on:
    - Location within a school attendance area, Census Block Group (CBG), or Census Tract with at least 50% of school enrollment eligible for free or reduced price school meals.
    - If an enrolled site or residential or nonresidential camp, documentation of the number of children enrolled in the program that are eligible for free or reduced price school meals.
  - Documentation that the site is capable of managing an effective meal service.
  - Meal service days and times.
5. Await program application approval by KSDE staff.

## What are the sponsor requirements?

- Attend required child nutrition and SFSP trainings provided or approved by KSDE, including yearly training on the SFSP purpose, sponsor and site supervisor responsibilities, and civil rights requirements.
- Hire and supervise staff and volunteers.
- Provide training on child nutrition and program topics, including:
  - Food safety
  - Civil rights
  - Daily operations and meal counting
  - Menus and ordering
- Competitively procure food to be prepared or a vendor for meals to be delivered.
- Serve meals and snacks that meet the requirements of the SFSP meal pattern.
- Complete site visits and reviews to ensure compliance with program regulations.
- Prepare claims for reimbursement. Eligible sites may receive free reimbursement for up to two meals per child served per day.
- Keep daily menus, accurate daily meal count, attendance records, and, if applicable, income eligibility information for each child, for three years, plus the current year.



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## Appendix B – SFSP Promotional Article for the KSHSAA

# Athletes and Student Organizations Are Given an Opportunity to Excel

### What is the Summer Food Service Program?

The Summer Food Service Program, SFSP, is federally-administered by the U.S. Department of Agriculture. It provides free, healthy meals and snacks to children and teens 18 years of age and younger when school is out for the summer. By creating a way for those in qualifying areas to minimize nutritional inadequacy during the summer, the program ensures that all students return to school healthy and ready to learn.

### Why is Program Participation Important for Athletes and Student Organizations?

Students need access to nutritious food that will help them refuel after a workout or conditioning. Many times, meals provided at school are the only meals students receive during the day. Without these meals during the summer months, students may lack the fuel to participate in extracurricular activities. Studies have shown that eating breakfast decreases yearly absences, which ultimately results in fewer missed practices and games. Acquiring healthy food through the SFSP can help to increase both athletic and academic performance.



## How Will My Community Benefit from the SFSP?

Through the SFSP, communities are able to provide a free healthy meal and/or snack to which students may not otherwise have access during the summer months. Not only does this demonstrate strong community support for students and athletes, but by providing full reimbursement for these meals and snacks, the SFSP also frees up resources to be used for other summer activities. By connecting community members and volunteers with schools, students, coaches, and athletes, the SFSP fosters a greater sense of community, benefitting all involved.

## How does a school qualify?

To qualify, a site must be located in an area in which 50% or more of the population is eligible for free or reduced price school meals. If the population around the site does not qualify on its own, it is possible to combine the numbers from two neighboring areas to meet this need.

## Summary

The SFSP provides students free, healthy meals and snacks during the summer months. Whether offered after conditioning or at lunch alongside summer camps, community members and volunteers can ensure students and athletes receive the nutrition necessary for summer activities and sports, all at no cost to the sponsor organization. If interested in offering the SFSP at your school, contact the Kansas State Department of Education (KSDE) Child Nutrition and Wellness team at 785-296-2276.



This institution is an equal opportunity employer.



# Appendix C – SFSP Breakfast Cycle Menu

## Kansas SFSP Breakfast Menus

### 2-Week Breakfast Menu

MENUS FOR WEEK OF \_\_\_\_\_

COME IN US AT \_\_\_\_\_

FROM \_\_\_\_\_ am to \_\_\_\_\_ pm

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Graham Crackers (2-3 oz) Strawberries (1/2 cup) Milk (1 cup) *Offer Options: Yogurt (4 oz) Pancakes with Toppings (1.1 oz)	Cereal, Dry (1/4 cup) Banana (1 ea) Milk (1 cup) *Offer Option: 100% Fruit Juice (1/2 cup) Mixed Nuts (1 oz)	Bagel with Toppings (1 oz) Pineapple Tidbits (1/2 cup) Milk (1 cup) *Offer Option: Raisins (1/4 cup) Nut Butter (2 Tbsp)	English Muffin (1 ea) (0.9 oz) Peaches (1/2 cup) Milk (1 cup) *Offer Option: Apple (1/2 ea, sliced) Cheese Stick (1 oz)	Plain Granola Bar (1.8 oz) Orange (1 ea) Milk (1 cup) *Offer Options: Yogurt (4 oz) Cinnamon Roll (2.2 oz)
Week 2	Cereal, Dry (1/4 cup) Apple (1/2 ea, sliced) Milk (1 cup) *Offer Options: 100% Fruit Juice (1/2 cup) Toast (1 slice)	Muffin (1.8 oz) Mandarin Oranges (1/2 cup) Milk (1 cup) *Offer Option: Watermelon (1/2 cup) Cheese Stick (1 oz)	Biscuit (1 ea) (0.9 oz) Blueberries (1/2 cup) Milk (1 cup) *Offer Options: Dried Cranberries (1/4 cup) Sausage Patty (1 oz)	Bagel with Toppings (1 oz) Grapes (1/2 cup) Milk (1 cup) *Offer Option: Pears (1/2 cup) Nut Butter (2 Tbsp)	Grain Fruit Bar (1 ea) (2.2 oz) Mixed Fruit Cup (1/2 cup) Milk (1 cup) *Offer Options: Banana (1 ea) Waffles with Toppings (1.1 oz)

\*If an offer versus serve (OVS) program, the following four food items must be offered: one serving of grains, one serving of fruit/vegetable, one serving of fluid milk, and one additional serving of fruit/vegetable, grains, or meat/meat alternate. A child must take at least three of the four food items offered.

# Kansas SFP Breakfast Menus

## Week 1 - Food Production Record

	M/MA Meat/Meat Alternate	F/V Fruits/Vegetables	G/B Grains/Bread				
	Food Item	Serving Size	# Svgs	Amount to Prepare	Actual Amount Prepared	Actual Amount Left Over	Number Meals Served
<b>MONDAY</b>							
G/B	Graham Crackers	4 squares (0.9oz)	50	200 squares (2 lbs 13 oz)			
F/V	Strawberries	½ cup	50	9 lbs 11 oz			
Milk	Milk	1 cup	50	3 gal 2 cups			
M/MA	Offer Option: Yogurt	4 oz	50	12 lbs 8 oz			
G/B	Offer Option: Pancakes with Toppings	1 ea (1.1oz)	50	50 each			
<b>TUESDAY</b>							
G/B	Cereal, Dry	¾ cup	50	2 gal 1 quart ½ cups (3 lbs 2 oz)			
F/V	Banana	1 ea	50	50 whole bananas			
Milk	Milk	1 cup	50	3 gal 2 cups			
F/V	Offer Option: 100% Fruit Juice	½ cup	50	1 gal 2 quarts 1 cup			
M/MA	Offer Option: Mixed Nuts	1 oz	50	3 lbs 2 oz			
<b>WEDNESDAY</b>							
G/B	Bagel with Toppings	1 oz	50	50 each			
F/V	Pineapple Tidbits	½ cup	50	15 cans 20 oz each			
Milk	Milk	1 cup	50	3 gal 2 cups			
F/V	Offer Option: Raisins	¼ cup	50	4 lbs			
M/MA	Offer Option: Nut Butter	2 tsp	50	3 lbs 8 oz			
<b>THURSDAY</b>							
G/B	English Muffin	1 ea (0.9oz)	50	50 each			
F/V	Peaches	½ cup	50	14 cans 1.5 oz ea			
Milk	Milk	1 cup	50	3 gal 2 cups			
F/V	Offer Option: Apple, Sliced	½ ea	50	25 whole apples (4 lbs 14 oz)			
M/MA	Offer Option: Cheese Stick	1 ea (1 oz)	50	50 each (3 lbs 2 oz)			
<b>FRIDAY</b>							
G/B	Plain Granola Bar	1 ea (1.8oz)	50	50 each			
F/V	Orange	1 ea	50	50 whole oranges			
Milk	Milk	1 cup	50	3 gal 2 cups			
M/MA	Offer Option: Yogurt	4 oz	50	12 lbs 8 oz			
G/B	Offer Option: Cinnamon Roll	1 ea (2.2oz)	50	50 each			

# Kansas SFP Breakfast Menu

## Week 2 - Food Production Record

	M/MA Meat/Meat Alternate	F/V Fruits/Vegetables	G/B Grains/Bread	Serving Size	# Svgs	Amount to Prepare	Actual Amount Prepared	Actual Amount Left Over	Number Meals Served
<b>MONDAY</b>									
G/B	Cereal, Dry			¾ cup	50	2 gal + 1 quart + 1 ½ cups (3 lbs + 2 ½ oz)			
F/V	Apple, Sliced			½ ea	50	25 whole apples (4 lbs + 14 oz)			
Milk	Milk			1 cup	50	3 gal + 2 cups			
F/V	Offer Option: 100% Fruit Juice			½ cup	50	1 gal + 2 quarts + 1 cup			
G/B	Offer Option: Toast			1 slice	50	50 slices			
<b>TUESDAY</b>									
G/B	Muffin			1.8 oz	50	50 each			
F/V	Mandarin Oranges			½ cup	50	14 cans + 1.5 oz each			
Milk	Milk			1 cup	50	3 gal + 2 cups			
F/V	Offer Option: Watermelon			½ cup (5.2 oz)	50	16 lbs + 8 oz			
M/MA	Offer Option: Cheese Stick			1 ea (1 oz)	50	50 each (3 lbs + 2 oz)			
<b>WEDNESDAY</b>									
G/B	Biscuit			1 ea (0.9 oz)	50	50 each			
F/V	Blueberries			½ cup	50	8 lbs + 7 oz			
Milk	Milk			1 cup	50	3 gal + 2 cups			
F/V	Offer Option: Dried Cranberries			¼ cup	50	4 lbs			
M/MA	Offer Option: Sausage Patty			1 oz	50	50 each			
<b>THURSDAY</b>									
G/B	Bagel with Toppings			1 oz	50	50 each			
F/V	Grapes			½ cup	50	9 lbs + 11 oz			
Milk	Milk			1 cup	50	3 gal + 2 cups			
F/V	Offer Option: Pears			½ cup	50	14 cans + 1.5 oz each			
M/MA	Offer Option: Nut Butter			2 tsp	50	3 lbs + 8 oz			
<b>FRIDAY</b>									
G/B	Grain Fruit Bar			1 ea (2.2 oz)	50	50 each			
F/V	Mixed Fruit Cup			1 ea (½ cup)	50	50 each			
Milk	Milk			1 cup	50	3 gal + 2 cups			
F/V	Offer Option: Banana			1 ea	50	50 whole bananas			
G/B	Offer Option: Waffles with Toppings			1 ea (1.1 oz)	50	50 each			

# Kansas FSP Breakfast Menus

## Week 1 - Grocery Shopping List

The list is based on 50 servings/day. Should your participation warrant serving changes double for 100 servings, or divide in half and add to original amount for 75 servings. Please remember to round up decimals to be sure you have enough servings and in case meat shrinks more than you had planned.

(✓)	Items	Amount
<b>Meat/Meat Alternate</b>		
☐	Offer Option (Wed): Nut Butter	3 lbs (8 oz)
<b>Fruit</b>		
☐	Strawberries	9 lbs (1 oz)
☐	Banana	50 whole bananas
☐	Pineapple Tidbits	15 cans (20 oz each)
☐	Peaches, Sliced	2 (10 cans) or 14 cans (15 oz each)
☐	Orange	50 whole oranges
☐	Offer Option (Tues): 100% Fruit Juice	1 gal (2 quarts (1 cup))
☐	Offer Option (Wed): Raisins	4 lbs
☐	Offer Option (Thurs): Apple, slices	25 whole apples (4 lbs (14 oz))
<b>Grains/Bread</b>		
☐	Crackers, Graham	200 squares (2 lbs (13 oz))
☐	Cereal, Dry	2 gal (1 quart (1 1/2 cups) (3 lbs (2 oz))
☐	Bagel	50 (1 oz each)
☐	English Muffin	50 (0.9 oz each)
☐	Granola Bar, Plain	50 (1.8 oz each)
☐	Offer Option (Mon): Pancakes	50 (1.1 oz each)
☐	Offer Option (Fri): Cinnamon Roll	50 (2.2 oz each)
<b>Dairy</b>		
☐	Milk	250 (1/2 pints) or 1.5 gallon and 10 cups
☐	Offer Option (Mon & Fri): Yogurt	25 lbs
☐	Offer Option (Tues): Mixed Nuts	3 lbs (2 oz)
☐	Offer Option (Thurs): Cheese, stick	50 (1 oz each) (3 lbs (2 oz))
<b>Condiments/Spices</b>		
☐	Bagel Toppings	
☐	Pancake Toppings	

# Kansas FSP Breakfast Menus

## Week 2 - Grocery Shopping List

The list is based on 50 servings/day. Should your participation warrant serving changes double for 100 servings, or divide in half and add to original amount for 75 servings. Please remember to round up decimals to be sure you have enough servings and in case meat shrinks more than you had planned.

(✓)	Items	Amount
<b>Meat/Meat Alternate</b>		
☐	Offer Option (Wed): Sausage Patty	50 1 lb each
☐	Offer Option (Thurs): Nut Butter	3 lbs 8 oz
<b>Fruit</b>		
☐	Apple, Slices	25 whole apples (4 lbs 14 oz)
☐	Mandarin Oranges	2 #10 cans (or 14 cans 1.5 oz each)
☐	Blueberries	8 lbs 7 oz
☐	Grapes	9 lbs 1 lb
☐	Mixed Fruit Cup	50 1/2 cup each
☐	Offer Option (Mon): 100% Fruit Juice	1 gal 2 quarts 1 cup
☐	Offer Option (Tues): Watermelon	16 lbs 8 oz
☐	Offer Option (Wed): Dried Cranberries	4 lbs
☐	Offer Option (Thurs): Pears, sliced	2 #10 cans (or 14 cans 1.5 oz each)
☐	Offer Option (Fri): Banana	50 whole bananas
<b>Grains/Bread</b>		
☐	Cereal, Dry	2 gal 1 quart 1 1/2 cups (3 lbs 2 oz)
☐	Muffin	50 1.8 oz each
☐	Biscuit	50 0.9 oz each
☐	Bagel	50 1 oz each
☐	Grain Fruit Bar	50 2.2 oz each
☐	Offer Option (Mon): Toast	50 slices
☐	Offer Option (Fri): Waffles	50 1.1 oz each
<b>Dairy</b>		
☐	Milk	250 1/2 pints (or 1.5 gallon and 10 cups)
☐	Offer Option (Tues): Cheese, stick	50 1 oz each (3 lbs 2 oz)
<b>Condiments/Spices</b>		
☐	Bagel Toppings	☐
☐	Waffle Toppings	☐

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