

Child and Adult Food Care Program (CACFP)

2018



Participation Requirements

- Must be organized primarily to provide care to children after school
- Provide children with regular enrichment activities
- Tutoring/Homework help
- Sports & Games
- Arts & Crafts
- Be located in a geographic area in which 50% or more of the children are eligible for free or reduced price meals.



Meal Requirements

Lunch/Supper

- Serve 1 Meal Bag per child.
- Serve one 8 oz carton of Fat-Free Chocolate Milk or 1% white milk per child (**NO** whole, no 2% etc.)

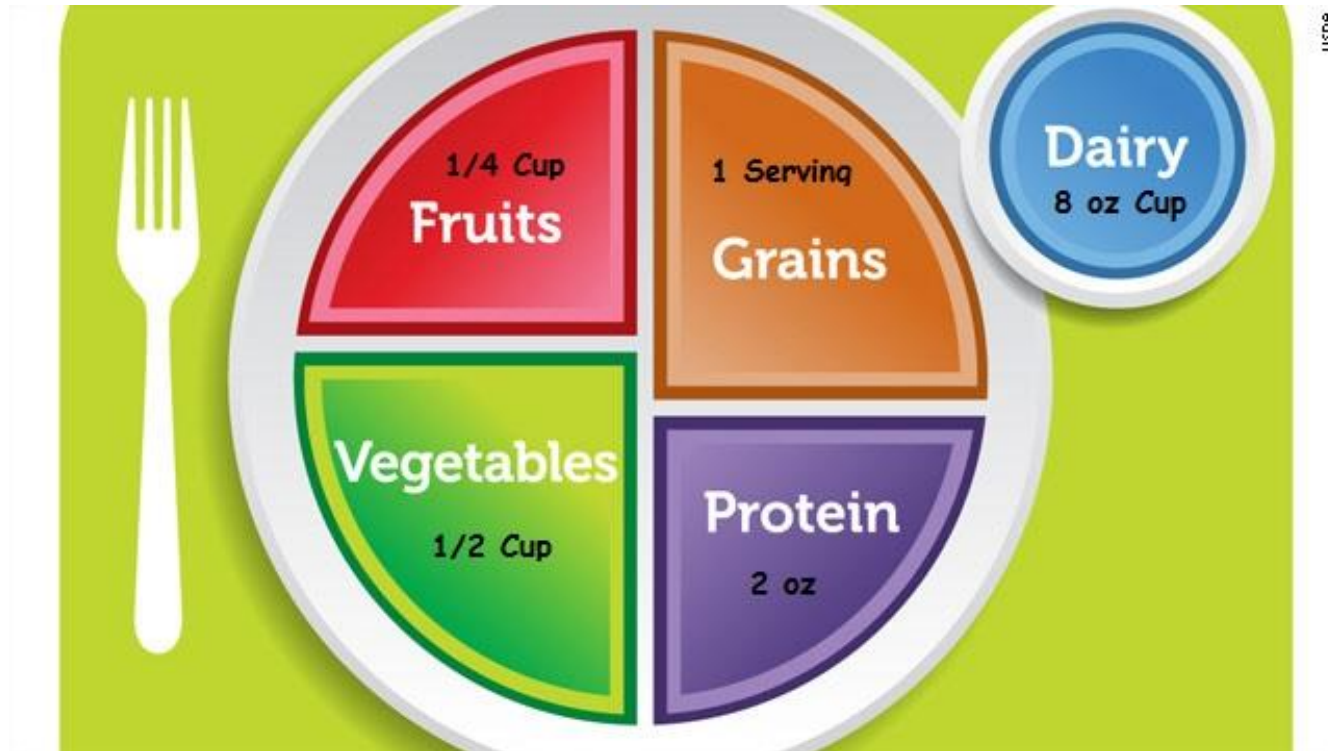
Snacks

- Serve one 6 oz portion of fruit (can be juice)
- 100% Strength Vegetable or Fruit Juice
- Serve one portion of grain
(pre-packaged bag)

All 5 year old's **MUST**
be served white milk
No Exceptions!



New Meal Pattern



Update: Must serve at least $\frac{1}{2}$ cup of vegetable. Must serve at least $\frac{1}{4}$ cup fruit.

Steps for Meal Preparation

- Check the meal or snack listed on the calendar
- Check your food storage to ensure you have enough of the indicated meal for service. If you do not have enough, please inform ETFB staff.
- Never serve more than two different meals on any given day.
- Prepare meals and milk before meal service.

Tips for Meal Service



- Meals must be served within your site's designated meal service time. Meals will not be eligible if they are served before or after.
- Children can EAT past the meal service time, but they cannot receive a meal.
- Ensure children receive all components of the meal, even if they do not want parts of it.
- Any unwanted food items can be placed on the "No Thank You" table, which allows other children that have **ALREADY RECEIVED A MEAL** to obtain extra food.
- Meals must be eaten on site.
- Any **COMPLETE** meals/milks that were not served **OR** **EATEN** can be recycled for a later date's distribution.

Menu



- Meal menus need to be posted in clear view for parents of program participants.
- Any Changes made to the menu needs to be clearly marked BEFORE meal service.
- Menus will be posted on the ETFB resource page.<http://easttexasfoodbank.org/KidsCafeResources>



If your current calendar does not reflect the correct meal to be served that day, you may correct it as long as it is before meal service. Instead of writing all the components by hand, you may just reference the meal number as long as there is another day on the calendar that lists that meal in full. For snack, you must write the two components.

Editing the Menu



Citrus World Ruby Red Grapefruit x 01

JANUARY 2018

MON	TUE	WED	THUR	FRI
Meal 1 White Cheddar Cup Beef Stick Pretzel Goldfish Mandarin Orange Sunflower Seeds Juice Milk 1	Meal 2 Cheddar Stick Beef Stick Cheez-It Applesauce Sunflower Seeds Juice Milk 2	Meal 3 Quesco Cheese Cup Salsa Cup Corn Chips Sunflower Seeds Juice Milk 3	Meal 4 White Cheddar Stick Beef Stick Cheddar Goldfish Applesauce Sunflower Seeds Juice Milk 4	Meal 5 Chips & Dip Corn Chips Watermelon Raisels Sunflower Seeds Juice Milk 5
Meal 1 White Cheddar Cup Beef Stick Pretzel Goldfish Mandarin Orange Sunflower Seeds Juice Milk 8	Meal 2 Cheddar Stick Beef Stick Cheez-It Applesauce Sunflower Seeds Juice Milk 9	Meal 3 Quesco Cheese Cup Salsa Cup Corn Chips Sunflower Seeds Juice Milk 10	Meal 4 White Cheddar Stick Beef Stick Cheddar Goldfish Applesauce Sunflower Seeds Juice Milk 11	Meal 5 Chips & Dip Corn Chips Watermelon Raisels Sunflower Seeds Juice Milk 12
Meal 1 White Cheddar Cup Beef Stick Pretzel Goldfish Mandarin Orange Sunflower Seeds Juice Milk 15	Meal 2 Cheddar Stick Beef Stick Cheez-It Applesauce Sunflower Seeds Juice Milk 16	Meal 3 Quesco Cheese Cup Salsa Cup Corn Chips Sunflower Seeds Juice Milk 17	Meal 4 White Cheddar Stick Beef Stick Cheddar Goldfish Applesauce Sunflower Seeds Juice Milk 18	Meal 5 Chips & Dip Corn Chips Watermelon Raisels Sunflower Seeds Juice Milk 19
Meal 1 White Cheddar Cup Beef Stick Pretzel Goldfish Mandarin Orange Sunflower Seeds Juice Milk 22	Meal 2 Cheddar Stick Beef Stick Cheez-It Applesauce Sunflower Seeds Juice Milk 23	Meal 3 Quesco Cheese Cup Salsa Cup Corn Chips Sunflower Seeds Juice Milk 24	Meal 4 White Cheddar Stick Beef Stick Cheddar Goldfish Applesauce Sunflower Seeds Juice Milk 25	Meal 5 Chips & Dip Corn Chips Watermelon Raisels Sunflower Seeds Juice Milk 26
Meal 1 White Cheddar Cup Beef Stick Pretzel Goldfish Mandarin Orange Sunflower Seeds Juice Milk 29	Meal 2 Cheddar Stick Beef Stick Cheez-It Applesauce Sunflower Seeds Juice Milk 30	Meal 3 Quesco Cheese Cup Salsa Cup Corn Chips Sunflower Seeds Juice Milk 31		

Good Eats at:

Special Announcements

1.1 HAPPY NEW YEAR!

+200
+100
+50

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fun facts on back!

This product was funded by USDA. This institution is an equal opportunity provider.

Justice for All Poster

- Justice for All posters must be clearly displayed to all children participating in meal service. Please do not hang them behind a door or on the back of a trifold stand. They must be visible to every child enrolled in the program and their parents.



Paperwork

Time
Reports



Recycle Food
Form



DAILY
ATTENDANCE
AND MEAL
COUNT FORM

A thumbnail image of a form titled 'Attendance Form'. It features a grid for recording attendance and a small logo in the bottom right corner.

MONTHLY
PAPERWORK



Daily Attendance and Meal Count Form

- Attendance shows which children were present
- Meal Count is taken at point of service - when the children are receiving a meal
- Please be sure to fill out ALL FIELDS.
- Keep a copy of each week in your binder

Texas Department of Agriculture										Daily Attendance and Meal Count Record										HIS-AT	
Name of Contracting Entity: East Texas Food Bank										Name of Site: Super Fun School											
Site #: 1264																					
Participant's name:		Age:	Birthday (if 5 years old):	Day: 12/11/17	Day: 12/12/17	Day: 12/13/17	Day: 12/14/17	Day: 12/15/17	Day: 12/16/17	Day: 12/17/17	Day: 12/18/17	Day: 12/19/17	Day: 12/20/17	Day: 12/21/17	Day: 12/22/17	Day: 12/23/17	Day: 12/24/17	Day: 12/25/17	Day: 12/26/17		
				Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday		
				Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal		
1	Ava	5	4/20/2011	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
2	Mark	6		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
3	Luke	7		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
4	John	8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
5	Abraham	9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
6	Tom	10		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
7	Volanda	11		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
8	Shawn	12		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
9	Nik	13		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
10	Vickie	14		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
11																					
12																					
13																					
14																					
15																					
16																					
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22																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
Weekly Totals (please complete):				10	9	10	10	8	7	5	5	2	2								
				Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served		
				Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1		
				Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2			
				Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3			
				Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4			
				Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5			
				W. Milk	W. Milk	W. Milk	W. Milk	W. Milk	W. Milk	W. Milk	W. Milk	W. Milk	W. Milk	W. Milk	W. Milk	W. Milk	W. Milk	W. Milk			
				C. Milk	C. Milk	C. Milk	C. Milk	C. Milk	C. Milk	C. Milk	C. Milk	C. Milk	C. Milk	C. Milk	C. Milk	C. Milk	C. Milk	C. Milk			

Please complete for each day of service instead of the online form

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution.

Minnie Johnson Signature-Program Representative 12/15/17 Date Page 1 of 1

To be completed every day

Site #: 1264

Please complete for each day
of service instead of the
online form

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Tips for Completing Daily Attendance and Meal Count Records

- Please use ONLY black or blue ink! No pencil, crayon, or markers
- Please write legibly. No scribbles
- Please total and write down the attendance and meal count under each column (weekly totals)
- Please write in the proper column for the meals that were served that day. The same for the milk. Needed for inventory purposes.
- Submit all weekly forms at the end of service for the week, no later than Monday by 12 noon of the following week.
- Please be sure to fill out ALL FIELDS.
- If a form is incomplete, it will be sent back to you for correction.

[illegible]

Submitting paperwork to ETFB

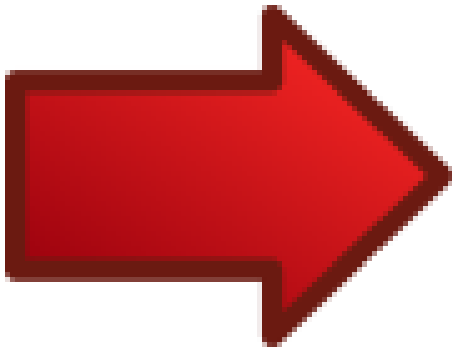


Paperwork may be submitted to ETFB
by email or fax.



Email address: cacfpreports@gmail.com

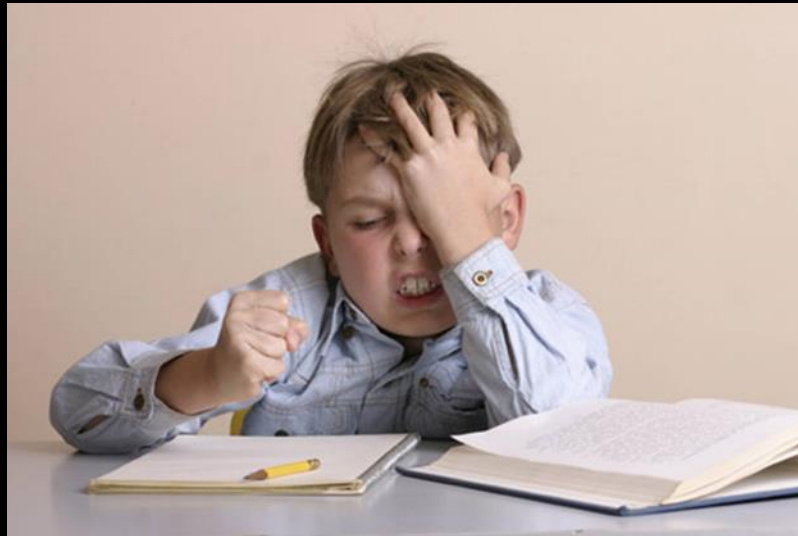
Fax number: (903) 597-7659



Weekly paperwork must be received (and correct) by ETFB no later than NOON on the Monday following the end of the previous week. Would be best to send Friday! 😊

If weekly paperwork is not received by Monday at noon, your site will be in jeopardy of not receiving food deliveries until all paperwork is received.

Examples of Uncool Paperwork



Daily Attendance and Meal Count Record

WJMS-27

State Department
Agriculture

(4a Risk)

East Texas Food Bank

Name of Site

East Texas Food Bank

Site # 2156

Participant's name	Age	Birthdate of 1st parent	5/4/2018		5/5/2018		5/6/2018		5/7/2018	
			Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal
1. Burton, Kaitlyn	14									
2. Burton, Kaitlyn	14									
3. Burton, Kaitlyn	14									
4. Burton, Kaitlyn	14									
5. Burton, Kaitlyn	14									
6. Burton, Kaitlyn	14									
7. Burton, Kaitlyn	14									
8. Burton, Kaitlyn	14									
9. Burton, Kaitlyn	14									
10. Burton, Kaitlyn	14									
11. Burton, Kaitlyn	14									
12. Burton, Kaitlyn	14									
13. Burton, Kaitlyn	14									
14. Burton, Kaitlyn	14									
15. Burton, Kaitlyn	14									
16. Burton, Kaitlyn	14									
17. Burton, Kaitlyn	14									
18. Burton, Kaitlyn	14									
19. Burton, Kaitlyn	14									
20. Burton, Kaitlyn	14									
21. Burton, Kaitlyn	14									
22. Burton, Kaitlyn	14									
23. Burton, Kaitlyn	14									
24. Burton, Kaitlyn	14									
25. Burton, Kaitlyn	14									
26. Burton, Kaitlyn	14									
27. Burton, Kaitlyn	14									
28. Burton, Kaitlyn	14									
29. Burton, Kaitlyn	14									
30. Burton, Kaitlyn	14									
Weekly Totals (please complete)			13	13	13	13	13	13	13	13
Please complete for each day of service instead of the online			Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served
			Meal 1	Meal 1	Meal 1	Meal 1	Meal 1	Meal 1		
			Meal 2	Meal 2	Meal 2	Meal 2	Meal 2	Meal 2		
			Meal 3	Meal 3	Meal 3	Meal 3	Meal 3	Meal 3		
			Meal 4	Meal 4	Meal 4	Meal 4	Meal 4	Meal 4		
			Meal 5	Meal 5	Meal 5	Meal 5	Meal 5	Meal 5		
w/ MMS			w/ MMS	w/ MMS	w/ MMS	w/ MMS	w/ MMS	w/ MMS	w/ MMS	w/ MMS
C MMS			C MMS	C MMS	C MMS	C MMS	C MMS	C MMS	C MMS	C MMS

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution.

5/4/18
Date

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Texas Department of Agriculture Daily Attendance and Meal Count Record (At Risk)

Name of Site
East Texas Food Bank
Site #: 1534

Participant's name:		Age:	Birthday (if 5 years old)	1/1/2018 Tuesday	1/2/2018 Wednesday	1/3/2018 Thursday	1/4/2018 Friday
				Attendance	Meal	Attendance	Meal
1	Jensen, Ashja	11		✓	✓	✓	✓
2	Johnson, Gaudette	7		✓	✓	✓	✓
3	Johnson, Jaylan	8		✓	✓	✓	✓
4	Jones, Darnell	8			✓		
5	Jones, Valley	8			✓		
6	Jones, Kaitlyn	11		✓	✓	✓	✓
7	Jones, Kaitlyn	8		✓	✓	✓	✓
8	Jones, Kaitlyn	10		✓	✓	✓	✓
9	Love, Shelia	9		✓	✓		
10	Love, Morgan	8		✓	✓	✓	✓
11	Medina, Karlyn	7		✓	✓	✓	✓
12	Mendez, Brianna	10			✓	✓	✓
13	Mills, Lyla	7		✓	✓	✓	✓
14	Mills, Remyington	10			✓	✓	✓
15	Murphy, Arleene	8			✓	✓	✓
16	Murphy, Charles	11			✓	✓	✓
17	Norton, Brooke	6			✓	✓	✓
18	Norton, Carter	5	28		✓	✓	✓
19	Parsonett, Marshall	11		✓	✓	✓	✓
20	Porter, Russell	10			✓	✓	✓
21	Payne, Abby	11			✓	✓	✓
22	Payne, Kinler	8			✓	✓	✓
23	Price, Bailey	6		✓	✓	✓	✓
24	Rodriguez, Lannon	9		✓	✓	✓	✓
25	Rodriguez, Mami	9				✓	✓
26	Riley, Tarynne	10			✓		
27	M. J. J. M.	8			✓		
28							
29							
30							
Weekly Totals (please complete):				18	18	19	19
Please complete for each day of service instead of the online				Number Served		Number Served	
				Meal 1		Meal 1	
				Meal 2		Meal 2	
				Meal 3		Meal 3	
				Meal 4		Meal 4	
				Meal 5		Meal 5	
				W Milk		W Milk	
				C Milk		C Milk	

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution.

Signature- Program Representative 5/4/18 Date Page 2 of 3



Daily Attendance and Meal Count Record

H1535-AT

Texas Department of
Agriculture

(At Risk)

East Texas Food Bank
Site # 1534

Name of Site
Salem Houston

Participant's name:	Age	Birthdays (if 5 years old)	1/1/2018		1/1/2018		1/1/2018		1/1/2018	
			Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal
1. John, Mark	10									
2. Smith, Carolyn	9									
3. Smith, Marybeth	10									
4. Smith, Brady	8									
5. Smith, William	6									
6. Smith, Taylor	9									
7. Smith, Alex	10									
8. Smith, Luke	6									
9. Smith, William	6									
10. Smith, William	8									
11. Smith, William	9									
12. Smith, William	6									
13. Smith, Alex	9									
14. Smith, Taylor	10									
15. Smith, Taylor	10									
16.										
17.										
18.										
19.										
20.										
21.										
22.										
23.										
24.										
25.										
26.										
27.										
28.										
29.										
30.										
Weekly Totals (please complete):										
Please complete for each day of service instead of the online			Number Served		Number Served		Number Served		Number Served	
			Meal 1		Meal 1		Meal 1		Meal 1	
			Meal 2		Meal 2		Meal 2		Meal 2	
			Meal 3		Meal 3		Meal 3		Meal 3	
			Meal 4		Meal 4		Meal 4		Meal 4	
			Meal 5		Meal 5		Meal 5		Meal 5	
			W Milk		W Milk		W Milk		W Milk	
			C Milk		C Milk		C Milk		C Milk	

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Signature- Program Representative

5/4/18
Date

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Shannon and 1999.

Keywords: *Self-esteem, self-esteem threat, self-esteem threat sensitivity, self-esteem threat sensitivity scale, self-esteem threat sensitivity scale-2*

Simplification
with respect to
the

1999

1

Please contact us
with any of your
comments or queries

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible persons; I understand that misrepresentation may result in prosecution.

5/4/18

21-3

H1535-AT

Site #:

Page ____ of ____

Daily Attendance and Meal Count Record

H1535-AT

Texas Department of
Agriculture

(At Risk)

East Texas Food Bank

Name of Site:

Site #:

Participant's name:	Birthday (If 5 years old)	Day: 10/30/2017		Day: 10/31/2017	
		Monday	Tuesday	Monday	Tuesday
		Attendance	Meal	Attendance	Meal
1 Acuna-vargas, Jylisse	5	✓	✓	✓	✓
2 Anderson, Clifford	7	✓	✓	✓	✓
3 Bennett, Brandy	10	✓	✓	✓	✓
4 Chaney, Traylon	7	✓	✓	✓	✓
5 Fejardo, Osvaldo	8	✓	✓	✓	✓
6 Foster, Naomi	8	✓	✓	✓	✓
7 Henderson, Darren	8	✓	✓	✓	✓
8 Hicks, Chance	8	✓	✓	✓	✓
9 Hines, Alesha	8	✓	✓	✓	✓
10 Keys, Jaluna	10	✓	✓	✓	✓
11 Lacy, Ailiana	9	✓	✓	✓	✓
12 Najera, Anthony	9	✓	✓	✓	✓
13 Parker, Juan	6	✓	✓	✓	✓
14 Pedraza, Yodelina	10	✓	✓	✓	✓
15 Spillman, Zvate	9	✓	✓	✓	✓
16 Wallace, Darion	9	✓	✓	✓	✓
17 Woolen, Harrison	9	✓	✓	✓	✓
18 Regalado, Dora Lee		✓	✓	✓	✓
19 Hernandez, William		✓	✓	✓	✓
20 Robinson, Yum		✓	✓	✓	✓
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
Weekly Totals (please complete):					

	Number Served	Number Served	Number Served	Number Served	Number Served
Meal 1	12	15			
Meal 2					
Meal 3					
Meal 4					
LM1008					
W. Milk					
C. Milk					

Please complete for each day of service instead of the online

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution.

Signature- Program Representative

Date

Page ____ of ____

Self-Explanatory

Daily Attendance and Meal Count Record (No Risk)

Site # 1111

Participant's name: [Name of Site]

Participant's name	Age	S/T/DA		S/T/DA		S/T/DA		S/T/DA		S/T/DA	
		Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal
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Examples of Cool Paperwork





Daily Attendance and Meal Count Record

H1535-AT

Texas Department of
Agriculture

(At Risk)

Name of Site :

East Texas Food Bank

Site #: 1523

Ned Williams

Participant's name:	Age:	Birthday (if 5 years old)	2/19/2018		2/20/2018		2/21/2018		2/22/2018		2/23/2018	
			Monday	Tuesday	Wednesday	Thursday	Friday					
			Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal	Attendance	Meal
1. Real, Jamal	8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Bolanos, Anthony	9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. Canajab-Flores, David	9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. Chote, Bree	8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. Cooper, Haylee	9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. Corona, Izal	6		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. Corona, Ivette	8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. Curry, Kennadi	6		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. Johnson, Henry	8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10. Johnson, Jahadyn	7		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. Johnson, Marbelle	8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12. Jones, Anderson	9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13. Lilly, Brianna	7		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14. Owens, Jordan	9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15. Robinson, Keelan	9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16. Scott, Jashyn	11		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17. Suruli, Kiyah	11		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18. Tatum, Cortavon	10		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19. Williamson, Janelle	9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20. Marissa Hall	9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21. Sebastian Morales	8											
22.												
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30.												
Weekly Totals (please complete):			19	19	19	19	19	19	20	20	20	20
			Number Served		Number Served		Number Served		Number Served		Number Served	
Please complete for each day of service instead of the online form →			Meal 1	19	Meal 2	19	Meal 3	19	Meal 4	20	Meal 5	20
			Meal 2		Meal 2	19	Meal 2		Meal 2			
			Meal 3		Meal 3		Meal 3	19	Meal 3			
			Meal 4		Meal 4		Meal 4		Meal 4	20		
			Meal 5		Meal 5		Meal 5		Meal 5	20		
			W. Milk		W. Milk		W. Milk		W. Milk			
			C. Milk	19	C. Milk	19	C. Milk	19	C. Milk	20	C. Milk	20

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution.

Jannine Cox
Signature- Program Representative

2-23-18
Date

Page 1 of 1





Yassssssssssssssssss!!!



Texas Department of Agriculture
Daily Attendance and Meal Count Record
(At Risk)

H1535-AT

Name of Contracting Entity: East Texas Food Bank
Site #: [redacted]
Name of Site: [redacted]

Participant's name:	Age:	Birthday (if 5 years old)	Day: 11/22		Day: 11/23		Day: 11/24		Day: 11/30		Day: 12/1	
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
1. Amaya, Lil	8.3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Baker, Kimbree	7.8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. Boudreaux, Tyler	9.5		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. Caraballo, Fabiola	10.8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. Cardenas, Israel	10.9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. Cervantes, Katy	7.3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. Cleveland, Samuel	7.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. Collins, Brynn	8.6		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. Cortes, Nathan	5.6	April 11	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10. Dabub, Natalia	7.8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. Delfon, Elijah	6		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12. Delgado, Julian	6.5		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13. Delgado, Mario	9.4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14. Franklin, Kar den	8.9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15. Garcia, Daniel	11.1		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16. Godina, Damien	9.6		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17. Gomez, Velda	11.8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18. Gonzales, Angel	6.6		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19. Hager, Samuel	8.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20. Hernandez, Destiny	10.9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21. Hudson, Simeon	8.3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22. Johnson, Jalyssa	8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23. Martin, Jonathan	9.1		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24. Martinez, Junior	6.4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25. Martinez, Jaylen	6.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
26. Martinez, Maria	7.6		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27. McKenzie, Will	6.4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
28. Morales, Stacy	9.11		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
29. Mosley, Kristynn	7.5		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
30. Nellyba, Andrew	8.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Weekly Totals (please complete):			31	31	32	32	28	28	28	27	27	

Please complete for each day of service instead of the online form

Number Served	Number Served	Number Served	Number Served	Number Served
Meal 1	31	Meal 1		Meal 1
Meal 2		Meal 2		Meal 2
Meal 3		Meal 3	28	Meal 3
Meal 4		Meal 4		Meal 4
LM1008	LM 1008	LM1008	LM1008	LM1008
W. Milk	1	W. Milk	1	W. Milk
C. Milk	30	C. Milk	31	C. Milk

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution.

Signature: Program Representative
Date: 12/01/17
Page 1 of 2

Texas Department of Agriculture
Daily Attendance and Meal Count Record
(At Risk)

H1535-AT

Name of Contracting Entity: East Texas Food Bank
Site #: [redacted]
Name of Site: [redacted]

Participant's name:	Age:	Birthday (if 5 years old)	Day: 11/22		Day: 11/23		Day: 11/24		Day: 11/30		Day: 12/1	
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
1. Olvera, Avani	8.3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Pate, Jairo	10.4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. Porez, Alicia	9		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. Perez, Isamar	11.1		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. Rios, Telet, Juan	9.4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. Rodriguez, Alessandro	7.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. Serrano, Fabian	7.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. Torres, Rebeka	7.4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. Valdez, Elvie	9.4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10. Valdez, Jorge	10.8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. Vasquez, Nicolas	7		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12. Wilson, Zaryon	6		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
Weekly Totals (please complete):												

Please complete for each day of service instead of the online form

Number Served	Number Served	Number Served	Number Served	Number Served
Meal 1		Meal 1		Meal 1
Meal 2		Meal 2		Meal 2
Meal 3		Meal 3		Meal 3
Meal 4		Meal 4		Meal 4
LM1008	LM1008	LM1008	LM1008	LM1008
W. Milk		W. Milk		W. Milk
C. Milk		C. Milk		C. Milk

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution.

Signature: Program Representative
Date: 12/01/17
Page 2 of 2





Snack Site

Texas Department of
Agriculture

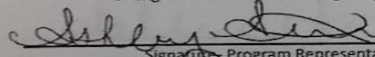
Daily Attendance and Snack Count Record
(At Risk)

H1535-AT

Name of Contracting Entity: East Texas Food Bank
Site #: 1321
Name of Site: Greggton Afterschool

Participant's name:	Age:	Birthday (if 5 years old)	Day: Monday		Day: 1/30/2018 Tuesday		Day: Wednesday		Day: Thursday		Day: Friday	
			Att.	Snack	Att.	Snack	Att.	Snack	Att.	Snack	Att.	Snack
1 Naomi Casas	4	20-Mar-13			✓	✓						
2 Westen McLaren	5	27-Mar-11			✓	✓						
3 Kipton Parker	4	15-Aug-13			✓	✓						
4 Amber Jacob	5	16-Aug-12			✓	✓						
5 Logan Penn	6				✓	✓						
6 Julianna Sellars	6				✓	✓						
7 Christopher Hill	9				✓	✓						
8 Jaxen McLaren	7				✓	✓						
9 Ty'Erika Robinson	8				✓	✓						
10 Ashton Valentine	9											
11 Ortavious Beechum	10				✓	✓						
12 Maricela Hernandez	7				✓	✓						
13 Guillermo Juarez	9				✓	✓						
14 Ahmya Parker	9				✓	✓						
15 Tryson Parker	8				✓	✓						
16 Laine Sanders	9				✓	✓						
17 Madison Holman	9				✓	✓						
18 Cuauhtemoc Juarez	10				✓	✓						
19 Mariah Marsh	10				✓	✓						
20 Ty'Asia Taylor	10				✓	✓						
21 Ramon Balderas	10				✓	✓						
22												
23												
24												
25												
26												
27												
28												
29												
30												
Weekly Totals:					20	20						

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution.


Signature, Program Representative

1/30/18
Date

Page 1 of 1



MONTHLY REPORTS



Time Distribution Report



- ✓ Must be completed on a daily basis.
- ✓ Must be submitted to ETFB monthly.
- ✓ Maximum claimable hours per staff member = 3 hours for lunch/supper or 2 hours for snack.
- ✓ Form should be verified and signed by the LEAD staff member AND the area director each month.

Time Distribution Report

Time Distribution Report

Employee Name	Site Name	Normal Work hours	Month / Year
Marisol Hilario	Everhart	2:30pm-6pm	Oct-17


Day	WORK HOURS		FOOD SERVICE OPERATIONS TASKS						Total Hours
	Start	End	D. Menu Planning	E. Meal Prep/Serve	F. Meal Clean-Up	G. Supervise Meal	H. Meal Records	I. Non Food Service	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
17	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
18	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
19	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
20	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
21									
22									
23	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
24	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
25	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
26	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
27	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
28									
29									
30	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
31	2:30pm	6pm	0.5	0.5	0.5	0.5	1	0.5	3.5
Monthly Totals			6	6	6	6	12	6	42

Total Food Service Hours :	36	Total non food hours worked:	6	Total hours worked:	42
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I certify that all information is true and correct.

 10/31/17
 Signature - Employee Date

Approval:

 10/31/17
 Signature - Supervisor Date

Recycled Food Form - Completed Example

Recycled Food Form - Completed Example

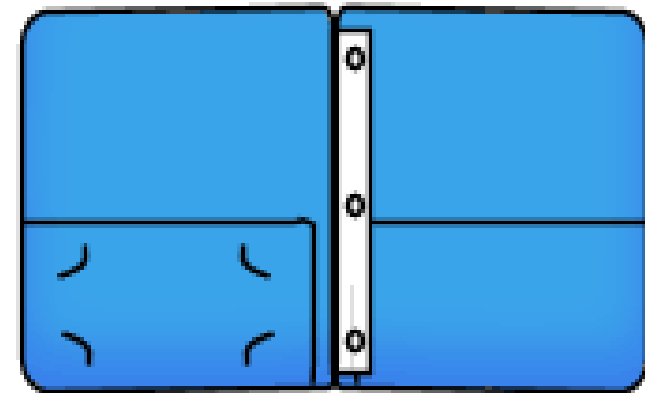
Recycled Food Form - Completed Example

Site binder/folder



All of the following paperwork must be kept in your site's binder/folder for at least 3 years:

- ☐ Daily attendance & meal count forms
- ☐ Copy of the menu
- ☐ Recycled food form
- ☐ Documentation of training
- ☐ Time Distribution reports
- ☐ Health Dept inspections
- ☐ Food Handlers permits/certification



SITE MONITORING



Each site will be visited by an ETFB monitor at least three times each program year.



- These visits are unannounced and will occur during meal service
- Monitors visit your site to ensure that program procedures are being followed because TDA does visit!

Your inventory will be counted each time a monitor visits.

Program Compliance



Grounds for site suspension and/or termination include but are not limited to:

- Weekly reports are not submitted in a timely and consistent manner.
- Failure to comply with health department regulations, ETFB food storage requirements, or failure to correct food storage problems found during an ETFB visit within 30 days.
- Serving meals or snacks outside of the designated time for meal service.
- Indication or reports that the site sells, transfers or barter for money or services any items obtained from ETFB or that the site charges or is reimbursed for the items.
- Indication or reports that the site denies service to children on the basis of race, color, age, religion, national origin, gender, sexual orientation, disability, or political affiliation.

Compliance Procedure



Identify and discuss noncompliance and establish a corrective action plan citing specific dates by which the problem(s) need(s) to be solved.

Follow-up visit.

If noncompliance has not been corrected, ETFB will determine what further action is needed. This could include placing the site on hold, suspension or termination from the program.

Appeals can be made in the form of written documentation to the Child Hunger Programs Manager. Tim Butler (903) 617-2031

Voluntary Termination



Sites desiring to terminate participation in the program must submit written documentation to the East Texas Food Bank 30 days prior to the closure of the program.

Resource Page



Visit www.easttexasfoodbank.org

Click "Programs"

Click "Kids Café/Snack Programs"

Resources are listed in the middle of the page.

(includes updated menus, required documents, instruction sheets, etc)

Civil rights training must be completed by all staff members who are performing primary CACFP functions (food distribution, paperwork, etc)

You conquered the CACFP
world!
Congratulations!!!!

