

August 3, 2009

To: After-School Program Directors

Re: Child & Adult Feeding Program Enrollment Process

Good day. As you know the upcoming school year is quickly approaching. Now is the perfect time to begin the CACFP Kids Cafe "at-risk" After-school Supper Program enrollment process. This federally-funded program provides free, nutritious meals and snacks to children 18 and under participating in eligible after-school programs.

First Step: Returning and interested sites must review and complete the attached program application. Please return form to the respective Food Bank Of Delaware representative. Applications must be submitted via fax or mail by **August 21, 2009**

Second Step: The information that you send the Food Bank Of Delaware will be sent to the Department of Education to determine if your site is eligible. Sites qualify based on the free/reduced lunch statistics in your site's attendance zone. At least one school in your site's attendance zone must have free/reduced lunch statistics at or above 50%.

Third Step: If your site qualifies you will be notified by a Food Bank Of Delaware representative. At this point you will need to register for a mandatory training session. All staff that plan to work with the after-school program need to attend training. **Training dates are as followed, September 2,3, & 9 10:00 am.**

Fourth Step: The final step in the enrollment process is to go through the document checklist and provide the Food Bank of Delaware with the necessary documentation from your site. All documentation must be received prior to your sites first day of meal service.

Documentation Checklist

1. Current Childcare License or Valid Health and Fire Inspection Certificates
2. If your site does not any prepare meals on site you can obtain an exemption form from the Department of Health.
3. Enrollment forms must be completed for each child participating in the program. Parent signatures are not needed on enrollment forms. Enrollment form is included.
4. Enrollment forms must include the following information:
 - a. child's name
 - b. birth date
 - c. 2009-20010 date of enrollment into the after-school program.

Please feel free to call with any questions you may have. We at the Food Bank Of Delaware look forward to working with you. Enjoy the rest of your summer.

New Castle County Representative

Stacy Stevens
Food Bank Of Delaware Newark Branch
14 Garfield Way
Newark, DE 19713
Phone: (302) 292- 1309 ext 241
Fax: (302) 292-1309
Email: sstevens@fbd.org

Sussex & Kent County Sites Representative:

Crystal Timmons
Branch Manager
Food Bank Of Delaware Milford Branch
1040 Mattlind Way
Milford, DE 19963
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Food Bank Of Delaware Sponsored Center 2009-2010
Application For the CACFP Kids Café "At-Risk" After School Food Program

Site Name:
Mailing Address: Street Address:
Address 1: Address 1:
Address 2: Address 2:
City: City:
State: Zip Code: State: Zip Code:
County: County:
Check here if the "Street Address" is the same as the "Mailing Address"

Name: First: MI Last:
Phone: Ext. Title:
Fax: Email:

Site Type
Profit Non-Profit
Military

Child Care License
License#
Expiration Date:
License Capacity:

Required for At-Risk and Homeless programs
Health Inspection Expiration Date:
Fire Marshall Expiration Date:
(Inspection dates are valid for one year only.
Mail in a copy of the current Public Health & Fire Marshall inspection

HOURS

Oct. Nov. Dec. Jan Feb Mar Apr May Jun Jul Aug Sept
This center will open at and close at Weekend Care 24-hour care
Age range of children served: 3-5 6-12 youth-18 18-older

School District:
List of Public Schools in the attendance zone of program:
Activities: Educational Enrichment
Other:

Meal Type

PM Snack Shifts: Begin Time: End Time : Mon Tue Wed Thu Fri
Supper Shifts: Begin Time: End Time : Mon Tue Wed Thu Fri

Do you serve meals on holidays? Yes No (If "yes" Check all that apply)
New Years Presidents Day Martin Luther King Columbus Day
Election Day Veterans Day Memorial Day Labor Day
Independence Day Easter Thanksgiving Christmas
Other

Comments/Clarification:

Please circle one of the following days you will attend at 10:00 am. You MUST attend training before you can start!
Wednesday, September 2 2009
Thursday, September 3, 2009
Wednesday, September 9, 2008

Please Fax or mail this form back by August 21, 2009!!
Fax to: (302) 292-1309 New Castle or email sstevens@fbd.org
Fax to: 302-424-4160 for Kent & Sussex or email ctimmons@fbd.org